Step 1: Search “NPI Registration” click the link

Step 2: select “create a login” under Individual providers

This will pop up, make sure you read and click “ok”
Click Accept

Use your personal email, as it states this will be the email they may contact you about your account
Create a User name And Password

***WRITE IT DOWN***

Fill out your Information

Write your questions down, as you will be prompt for Q&A if you ever forget your password or user ID

Your account has been created! Continue to homepage
It is time to register for your actual NPI number. Click the link. Enter the User ID and the password you just created.
This will automatically come up, click submit New NPI Application

Complete with YOUR information (* only fields necessary), and then click next
You will enter the following Business Mailing Address:

9015 Murray Avenue
Gilroy, CA 95020
United States
Phone: 408-842-7138

**We have you put the company information, because this info is accessible to the public. This way not just anyone can see where you live, or have your personal information.
Click “Same as Business Mailing Address”

Click “Next”

Click “Add Taxonomy”
Scroll down and select the provider type
10 Behavioral Health & Social Service Providers (Therapist/ASW/Licensures)
17 Other (case managers)

Select your area of specialization then click “Save”

Confirm selection and click “next”
Here you will enter the following contact information:
Silvia Altamirano
Billing Manager
408. 846-4703
Silvia.Altamirano@communitysolutions.org
Then click “Next”
You have now finished applying for your NPI!

This is your confirmation. Please print it out.

The agency will receive the NPI and have it for you, this can take anywhere from 5 minutes to 20 days after your application is completed.

Thank you for taking the time to apply, we will be in touch.