



CalREDIE Submit-Only Reporters New User Registration

The CalREDIE Provider Portal lets you fulfill your communicable disease reporting requirements by allowing Confidential Morbidity Reports to be submitted electronically to Sacramento County Public Health. To set up an account for the CalREDIE Provider Portal, you will need to **contact Sacramento County Public Health at (916)875-5881** and obtain a password. Once you have the password, follow the steps below to create your account.

Steps to Access the Account Set Up Screen (Figures 1 and 2):

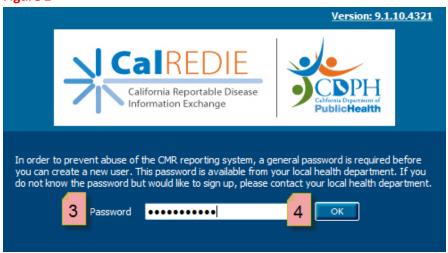
- 1. In an Internet Explorer window, navigate to the CalREDIE website, www.calredie.cdph.ca.gov
- 2. Click the "click here" link.

Figure 1



- 3. Enter the password provided by Sacramento County Public Health in the *Password* field.
- 4. Click Ok.

Figure 2







Steps to Set Up your Account (Figure 3):

- 5. Review the agreement found at the top of the screen.
- 6. Enter your First Name, Last Name and Date of Birth.
- 7. Enter the *Name* and *Address* of the company/private practice that you are reporting for.
- 8. Enter your *Phone* and *Email Address*.
- 9. Create a *User Login*.

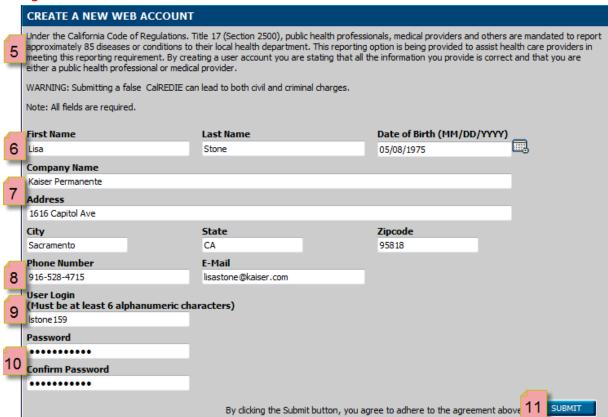
Note: The username must be at least six alphanumeric characters.

10. Create and confirm your *Password*.

Note: The password must be at least six characters.

11. Click Submit.

Figure 3



Steps to Login to the Provider Portal (Figure 4):

- 12. The page will refresh and the CalREDIE login page will appear. Your Username is automatically entered for you.
- 13. Enter your *Password*.
- 14. Click *Login*. You are now in the Provider Portal. For information on how to use the Provider Portal, see the Provider Portal Quick Start Sheet.





Figure 4

