



PROVIEW®



Dentists Quick Reference Guide

Version: 1.2
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The American Dental Association (ADA) and CAQH are working together to make it easier for dentists to enter and share their professional and practice data with dental plans and other healthcare organizations by utilizing CAQH ProView®. Dentists can enter their professional and practice information one time and submit it to the participating dental plans and organizations of their choice, reducing the administrative burden of the credentialing process. This data can also be used to update provider directories and other business needs.

This new service works by allowing any US Licensed Dentist to access their CAQH ProView profile by first logging into their My ADA profile on [ADA.org/godigital](https://ada.org/godigital). After logging into My ADA, and accepting the terms and conditions, dentists will be redirected to the CAQH ProView Welcome Page. There, they may see certain prepopulated information from the ADA - or the information they attested to previously - making it easier and quicker for dentists to complete and attest to their CAQH ProView profile.

Following are the steps that all U.S. licensed dentists must follow to complete their CAQH ProView profile:

1. All U.S. licensed dentists, including ADA members and non-members alike, should begin at the ADA online portal in order to access CAQH ProView. Visit [ADA.org/godigital](https://ada.org/godigital) to login. Enter your nine-digit ADA number as your User ID. A self-service password reset feature is also available. If you need help retrieving your ADA number or resetting your ADA password, please contact the ADA Member Service Center at 800-621-8099 or msc@ada.org (Monday – Friday 7:00 AM – 6:30 PM Central Time).

Once you enter your ADA User ID and Password, and click the **Log In** button, you will be directed to navigate to your My ADA Account.

ADA American Dental Association®

CAQH Solutions | PROVIEW®

Welcome! The ADA has teamed up with trusted healthcare technology provider CAQH to make it easier for all U.S. licensed dentists (members and nonmembers) to submit your professional and practice credentials to any payer in the CAQH network. Applicable information from your dentist profile will be combined with CAQH data to move you through the attestation process faster.

For more information, read the [FAQ at ADA.org/credentialing](#).

Login

The page you have requested requires user authentication.

Most U.S. dentists and dental students, regardless of membership status, have an ADA number, which functions as your User ID.

Please follow the prompts below to log in.

User ID/ADA Number [Forgot User ID](#)

Password (case sensitive) [Forgot Password](#)

All ADA passwords must be at least eight characters long and contain at least one uppercase letter, lowercase letter and number.

Remember me

Non-dentist: [Create a new account](#)

Please note that located near the bottom of the ADA login page, there is an option for non-dentists to create an ADA account. ***This is not an option to gain access to the ADA credentialing service or to submit credentials on behalf of a dentist.*** Access to the ADA credentialing service is limited to dentists and currently enrolled dental students only. The dentist must be logged in to their own ADA account in order to access the ADA credentialing service.

2. If you attempt to self-register in CAQH ProView, the Sign In page will request that you “Register on ADA.” If you try to create a new CAQH ProView account, the system will prompt you with an error message: *“Since you are a dentist, please sign-in to register via [ADA.org/godigital](#) and follow instructions to submit your CAQH ProView application.”*

In those cases, use the links provided within CAQH ProView to navigate to the ADA website.

Sign In

FIRST TIME HERE?

1. Dentists: Sign in or register for the first time at the American Dental Association's portal. **Register on ADA**
2. If you received a welcome email, use the link in your email to begin the sign in process.
3. If you were not registered with CAQH UPD and are new to CAQH ProView: **Register Now**

[Practice Manager Sign In](#)
[Participating Organization Sign In](#)

Create a ProView Account

If you have a CAQH provider ID, [click here](#).

If you are a dentist, click here to sign-in or register via www.ada.org.

Please fill in the fields below to continue registration or to confirm your CAQH provider ID.

Please complete all of the following fields:

The National Uniform Claim Committee (NUCC) maintains the industry-recognized Health Care Taxonomy code. CAQH is unable to determine your NUCC Grouping; if you cannot identify your NUCC Grouping, please use the On-line Lookup tool on the [NUCC Website](#) to find your specialty and the corresponding Grouping.

* NUCC Grouping

* Provider Type

* First Name
Middle Name
* Last Name
Suffix

* Address Type

- 3. Once you have successfully logged in to your My ADA profile, the user will see the ADA credentialing service Terms and Conditions.

Click the checkbox to acknowledge that you've read, understood, and agree to the Terms and Conditions.

The screenshot shows the ADA My ADA profile page. At the top, there is a navigation bar with the ADA logo and links for My ADA, Education, Advocacy, Publications, and Resources. A search bar is also present. The main content area is titled "CAQH Credentialing" and includes a user profile for Dr. Jane Dentist (ADA # 473489008) with a "Renew" button for the membership. Below the profile is a sidebar menu with options like Latest, Benefits, CE, History, Account, Profile, CAQH Credentialing (highlighted), Password, Payment, and Member Service Center. The main text area contains the following information:

CAQH Credentialing

The ADA credentialing service is an easy-to-use online portal powered by CAQH ProView®. Acknowledge the following terms and conditions to get started. The ADA may transfer some of your information to the CAQH portal to simplify the process.

Effective July 12, 2018

Protect your username and password. Anyone who has your user name and password can access and change your credentials, so please protect this information.

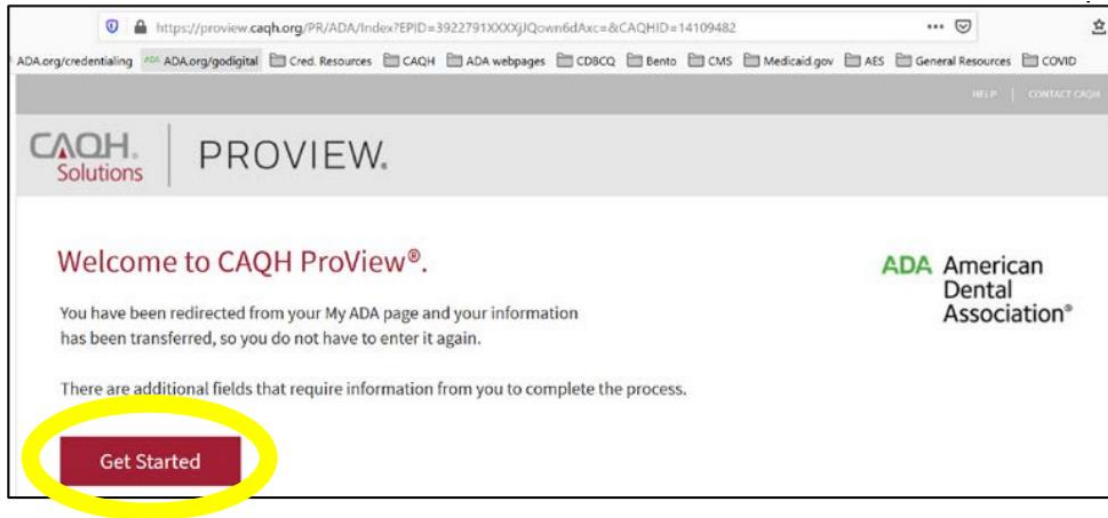
Please remember to sign out and close your browser when you are finished.

- You authorize the American Dental Association ("ADA") to transfer information about you to the CAQH ProView® system to use such information in accordance with the Council for Affordable Quality Healthcare, Inc. ("CAQH") applicable terms of use and privacy policy. This information may include, but is not limited to, information such as your name, address, email address and dental school. Such information about you will become part of your data in CAQH ProView®. When you arrive at CAQH ProView®, you may be asked to fill in additional information, such as your Social Security number and DEA number, and you may be asked to upload certain documents.
- You acknowledge that when you check the "PROCEED" button below, and every subsequent time you use the ADA website to access CAQH ProView®, you will leave the ADA's website, and you will arrive at CAQH ProView®. The CAQH ProView® system, as well as other CAQH Solutions® and related content are not under the control of the ADA. ADA will not be liable for any acquisition, access, collection, use, transmission or disclosure of Your Profile Data by ADA, CAQH or any other third party. For purposes of these Terms and Conditions, "Your Profile Data" shall mean any and all information about you provided by ADA, by you, or any third party to CAQH, including but not limited to your name, Social Security number, National Provider Identifier ("NPI"), home and office addresses, email address, telephone number, practice areas, school names and graduation dates, and date of birth.
- You acknowledge that dental plans and other organizations (including but not limited to the ADA) that you designate in CAQH ProView® will be permitted to access Your Profile Data.
- To the extent you designate ADA to receive Your Profile Data from CAQH (including its service providers), you acknowledge and agree that the ADA may use Your Profile Data in accordance with ADA's applicable Terms of Use or Privacy Notice, or upon your consent.
- ADA MAKES NO WARRANTY OR REPRESENTATION AND DISCLAIMS ALL RESPONSIBILITY AND LIABILITY FOR: (I) COMPLETENESS, ACCURACY, AVAILABILITY, TIMELINESS, SECURITY OR RELIABILITY OF THE ADA® CREDENTIALING SERVICE, POWERED BY CAQH PROVIEW®; (II) ANY HARM TO YOUR COMPUTER SYSTEM, LOSS OF YOUR PROFILE DATA, OR OTHER HARM THAT RESULTS FROM YOUR ACCESS TO OR USE OF THE ADA® CREDENTIALING SERVICE, POWERED BY CAQH PROVIEW®, ANY RELATED SERVICE, OR ANY OF YOUR PROFILE DATA, AND (III) THE DELETION OF, OR THE FAILURE TO STORE OR TO TRANSMIT ANY OF YOUR PROFILE DATA.
- THE ADA DISCLAIMS ALL WARRANTIES & CONDITIONS EXPRESSED OR IMPLIED, OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. ADA IS NOT LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, OR ANY LOSS OF PROFIT, REVENUE, YOUR PROFILE DATA, OR GOODWILL. IN NO EVENT SHALL THE AGGREGATE LIABILITY OF THE ADA AND ITS AFFILIATES AND SUBSIDIARIES EXCEED THE GREATER OF ONE HUNDRED U.S. DOLLARS (\$100.00) OR THE AMOUNT YOU PAID ADA, IF ANY, IN THE PAST THREE MONTHS FOR ANY SERVICE GIVING RISE TO THE CLAIM.
- ADA IS NOT LIABLE FOR ANY HARM RESULTING FROM YOUR PROFILE DATA, YOUR CONDUCT, YOUR USE OF THE ADA® CREDENTIALING SERVICE, POWERED BY CAQH PROVIEW®, OR ANY ACQUISITION, ACCESS OR COLLECTION, USE, TRANSMISSION OR DISCLOSURE OF YOUR PROFILE DATA BY ADA OR ANY THIRD PARTY.
- These Terms and Conditions embody the entire understanding between the ADA and you, pertaining to the subject matter contained herein; and supersedes any and all prior negotiations, correspondence, understandings, or agreements between ADA and you regarding the subject matter herein.
- ADA may revise these Terms and Conditions from time to time. Any changes will be effective immediately upon posting the revised terms and conditions within this sign-in.

Click here to acknowledge you've read, understood and agree to the Terms and Conditions.

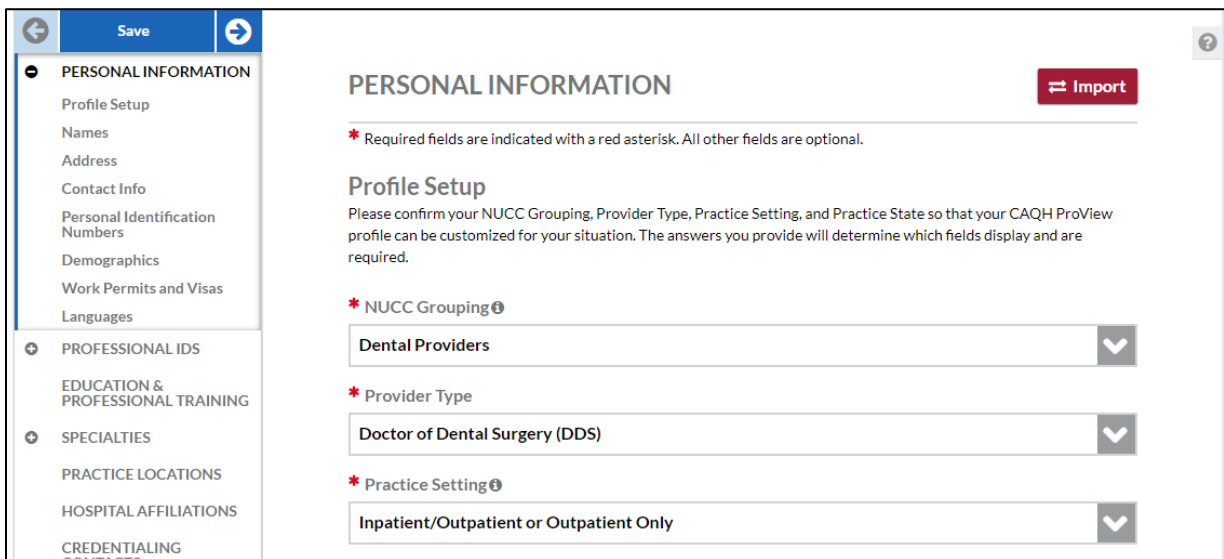
Get started

4. The CAQH ProView landing page will be displayed. Click the **Get Started** button.



5. You will be directed to the Personal Information page. Please note that for new users, select information that you entered in your My ADA page may be transferred to your CAQH ProView profile. You do not have to re-enter this information but please be sure to confirm that it is still correct and if not, please update as needed.

You must complete all required information fields, upload all required supporting documents and review all of your information to make sure everything is correct before completing your profile. You must also authorize the organizations you choose to receive your data. The ADA and CAQH both recommend all dentists choose the "global" setting to increase administrative efficiency. Once the data entry is complete for the profile, you must attest to your information.



Notes:

- Any U.S. licensed dentist can use the ADA credentialing service, free of charge, regardless of their ADA membership status. Visit [ADA.org/godigital](https://ada.org/godigital) to start the process. Having trouble logging in or have other questions? Please contact the ADA Member Service Center at 800.621.8099 Monday – Friday 8:30am – 5:00pm or via email at msc@ada.org.
- For questions regarding your CAQH ProView profile, you may contact the CAQH ProView Help Desk at 888.599.1771.
- You may also refer to the CAQH Provider User Guide found on the CAQH ProView log-in page or you may click this [link](#) to access the reference document.

Version History

Version	Date	Description of Change
1.0	10/26/2017	Original
1.1	10/02/2020	<ul style="list-style-type: none">• Clarified language for provider assistance• Refreshed screenshots of provider UI• Added document checklist
1.2	06/21/2021	<ul style="list-style-type: none">• Updated some screenshots on the SSO