Quick Start Guide
Availity Essentials and EDI Clearinghouse

Ready to get started with Availity? We're here to help. Check out these resources.

Register a new organization

Go to Register and Get Started with Availity Essentials for live and on-demand resources to help you register your organization.

Add users to an existing organization

Users: Ask your organization's Availity Essentials administrator to set up your user account and access.

Administrators: For step-by-step instructions on how to add new users to your organization, see the Add users help topics.

Help, training, and support in Availity Essentials

Once your organization has registered with Availity, and you have your user account, log in to Availity Essentials for access to a variety of help, training, and support resources.

Help

In the Availity Essentials menu bar, click **Help & Training** > **Find Help** to visit the provider help center.

Tip: For information about individual fields on Availity Essentials application pages, click the blue question mark icons ❓ next to certain fields. You will see the help in a pop-up window.

Training

In the Availity Essentials menu bar, click **Help & Training** > **Get Trained** to enroll in live and on-demand training:.

Tip: Take one of these courses to get started:

- **Users:** Get Onboarded to Availity Essentials - Training Program

- **Administrators:** Availity Essentials Administrator Onboarding - Training Program

Support

In the Availity Essentials menu bar, click **Help & Training** > **Availity Support** to access online support ticketing and online chat. Or, call 1.800.AVAILITY (282.4548).

Tip: See the Availity Client Services help topic for more information.

More helpful resources

- Availity Essentials Reference Guide for Users

- Availity Essentials Reference Guide for Administrators

- Availity EDI Connection Services Startup Guide

- Availity EDI Companion Guide