

KALAMAZOO COMMUNITY MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

2030 Portage Street | Kalamazoo, MI 49001

Phone (269)553-8000 | Fax (269)553-8012

PORTAL LOGIN REQUEST

Instructions:

- ✓ Please submit the following information electronically to helpdesk@kazoomh.org using “KCMHSAS Portal Account” as the subject line.
- ✓ All requests regarding KCMHSAS Portal login accounts must come from the Primary Contact. This is to help improve communication and coordination when multiple login accounts are being requested and managed. Please also note:
 - In addition to requesting new login accounts, the Primary Contact must also notify the helpdesk for disabling accounts due to employee termination, etc., in a timely manner.
 - Login accounts with 30 days or more of inactivity will be automatically disabled.
- ✓ All organizations requesting a KCMHSAS Portal login account must have a National Provider Identification (NPI) number. To obtain one, applications can be made either through <https://nppes.cms.hhs.gov> or by calling 1-800-465-3203.

Organization name: _____ (as stated in contract)
NPI Number: _____ (if not previously supplied)

Primary Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No
First Name: _____ MI: _____ Last Name: _____
Title/Role: _____
Phone Number: (_____) _____ - _____
Email Address: _____

**Repeat this section for
each login account
being requested**

Individuals will receive an automatic email notification when their login accounts have been created; along with instructions on how to login to the KCMHSAS Portal and change their password. **New users are encouraged to change their password as soon as possible.**