AdvOPD External Provider Portal Access Instructions

AdvOPD Portal

As OPD has transitioned to a new case management system called AdvoLogix, all contractors (those that have MOUs with OPD) and service providers (those that perform work that OPD pays for) will now access their pre-approvals, supplementals, claims, and case lists in the AdvOPD Contractor and Service Provider Portal.

Accessing AdvOPD Portal

VERY IMPORTANT: Refer to the email provided to you with the email address OPD has on file for you, *note the email address as you will need it for step 4.*

If you did not receive an email with this information, please contact <u>opdoperations@mt.gov</u> PRIOR to attempting to login.

1. Navigate to <u>advopd.mt.gov</u> (recommend bookmarking this for easy access) and select the Contractors & Vendors login option.



- You will be redirected the State's new authentication system called Okta (previously ePass). If you already have an Okta account, use those credentials to Sign In. <u>To create a NEW Okta Account:</u>
 - a. YOU MUST USE THE EMAIL WE HAVE ON FILE, PLEASE DO NOT SELECT ANY OF THE SOCIAL LOGIN OPTIONS AS YOU WILL NOT HAVE ACCESS TO THE PORTAL

		SIGN IN Formerly ePass Montana
		Username State Employees use your state network username, all others use email address
		Password
		Remember me
		Sign In
	Ň	f Sign in with Facebook
		G Sign in with Google
		Need help signing in?
		Don't have an account? Sign up
(Click Sign Up at bottom of screen:	

c. Populate the required fields (**use the email provided to you here**) and select Register, a screen notifying you a verification email was sent will appear:

OFFICIAL STATE WEBSITE	
Create Account Formerly ePass Montana	
Email *	
Password *	Verification email sent
First name *	To finish signing in, check your email.
Last name *	Back to Sign In
* indicates required field	
Register	

d. Okta will send an email asking you to activate your account, confirm your email and activate your account by selecting Activate Account within the email

- 3. After successfully logging into Okta, you may come to a dashboard with various Okta enabled portals*:
 - a. If you are not redirected directly to the portal, select the OPD AdvoLogix Contractor Community option



You have now accessed the AdvOPD Portal! Refer to the training videos and portal instructions for utilizing the features of the portal.

Adv.	dvOPD ancing Advocacy	Home V	'iew My Cases Pr	eApprovals (Budg	ets) Generate In	voice (Claim) View	Invoices (Claims)
	Welcor collal	ne to the O borate on c	Off office of the ases, subm	ice of the s State Publ it and view	State Public ic Defende / pre-appro	c Defender r Contractor vals & invoic	Portal! Use this space to es , and ask questions.
Matter Cal Aug 203	endar 21			< 首	> Today	₩ • ▼ • C'	Post Question Poll
SUNDAY Aug 1 + (CC) Received Dat	MONDAY 2 + (<i>CC</i>) 6:00pm Bail/	3 +	WEDNESDAY	5 + (CA) Received Dat (CC) Received Dat	FRIDAY 6 - (CC) Affirmative D	SATURDAY	Share an update Share
8 +	9 + (<i>CC</i>) 1:00pm Appol (<i>CC</i>) 6:00am Ball/ (<i>C</i>) 7:00am Ball/B	10 +	11 + (<i>C</i>) Received Date (<i>CC</i>) Received Dat	12 +	13 -	- 14 +	Most Recent Activ Q. Search this f Y • C' Deborah Christiansen (Employee) to Christopher Ah ago • •
15 +	16 +	17 +	18 +	19 + (CC) Received Dat (C7) Received Dat +2 more	20 +	21 +	You have been assigned the Lead Defense Attorney to Matter. James Taylor - DC-21-20022 - Like Comment Share 1 view Write a comment
22 +	23 +	24 +	25 +	26 +	27 +	- 28 +	Beboreh Christiansen (Employee) to Christopher Contractor (Cuctomer). Shaga
29 +	30 +	31 +	Sep 1 +	2 +	3 +	- 4 +	You have been assigned the Lead Defense Attorney to Matter: James Taylor - CR-21-2700 - Video gambling machine gross