



How to Complete Compliance Requirements on Availity.com

For registered Availity users:

1. Sign into [Availity.com](https://www.availity.com).

Note: The person signing in should be authorized to complete compliance attestations on behalf of your organization. If the appropriate person does not already have access to Availity, your organization's administrator may create a new user. To access compliance requirements on Availity.com, you must have a valid email address on file in your user profile. Please refer to the instructions on Page 2, below, to update your email address on Availity.com.

2. After signing in, click "Payer Spaces | Humana" on the top navigation bar.

3. Select the "Resources" tab.

4. Select "Humana Compliance Events." This will take you to Humana's compliance website, where you will be able to click on and complete the appropriate compliance requirements.

5. Select "I Agree" to the notice that pops up to indicate that you are leaving Availity's website.

6. If a security warning pops up indicating that you are navigating to <https://sso2.archer.rsa.com>, choose "Yes" to proceed to Humana's Compliance Portal.

7. Follow the on-screen instructions to add, review and accept the compliance events.

8. Sign out in the upper right corner of the screen when all applicable events show "Complete."

Note: To ensure you are credited with taking compliance training on the portal, all of your Humana Medicare-contracted Tax Identification Numbers (TINs) must be registered with your organization on [Availity.com](https://www.availity.com).

If you have not yet registered on Availity.com, you must do so to take the training and complete the compliance requirements online. To register, visit [Availity Essentials Portal Registration](#). You will need:

- Basic information about your practice, including your federal TIN
- The name of your organization's Availity administrator or of someone who will be the administrator and has the authority to accept Availity's organization agreement



To update your email address with Availity, follow these steps:

1. After signing into Availity.com, select “My Account” in the My Account Dashboard on the right side of the Availity home page.
2. Select “My Info” in the About Me section.
3. Select “Update Email Address.”
4. Enter and confirm your email address and Availity password, then select “Save.”
5. Sign out of your Availity account.
6. Check your email account for a validation email.
7. Click the link in the email to validate.
8. Sign back into Availity.com and follow the steps to access the “Humana ComplianceEvents.”

If you have questions about navigating Availity, their customer service team can help. You can reach them toll-free at **800-AVAILITY (282-4548)**.

To learn more about compliance requirements, please review our [Frequently Asked Questions and Answers](#).

In addition to required compliance training, Availity has many other functions available at no cost to you, such as real-time access to patient eligibility and benefits, authorizations and referrals, claims submission, claim status and remittance information. Availity is a collaboration among many payers, giving you access to more information in one location. Individual user IDs may be assigned to your employees, if desired.