**Quick Start Guide to Register for the Secure QualityNet Portal with an existing QualityNet account**

Users who have an existing QualityNet account will need to use their existing user name and password to access the new Secure QualityNet Portal. Users must complete the Secure QualityNet Portal enrollment process prior to accessing the portal.

> \*Note: My QualityNet is not the same as the Secure QualityNet Portal.
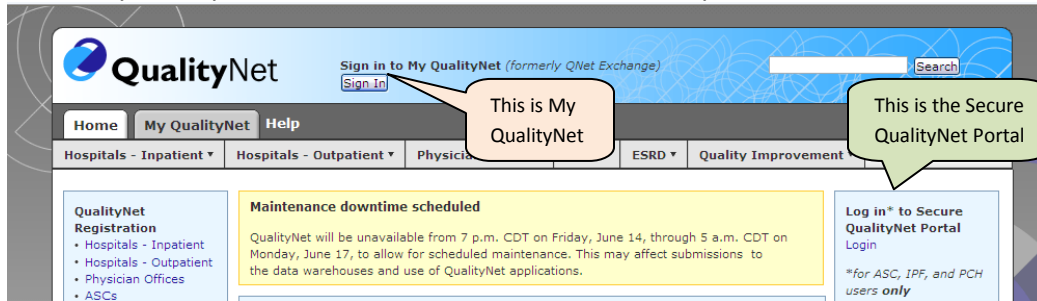


1. You may begin the Secure QualityNet Portal Enrollment process by clicking "Login" in the box located in the upper right hand corner of the QualityNet Home Page.
2. Download the Symantec VIP Access to your desktop, tablet or mobile phone. https://idprotect.verisign.com/desktop/download.v.  You will need both the Credential ID and Security Code provided in for the next step.



> \*Note: The security code is required each time you login to the portal and is a dynamic number which will change every 30 seconds.

3. Enter your QualityNet login and password, along with the Security Code provided in the Symantec VIP tool.
4. Begin the identity proofing process with Experian Precise ID℠.  You will be asked to validate some **personally identifiable information (PII)**. Experian uses your credit information to confirm your identity.
   a. Complete all required fields on the screen.
   > \*Note: Identity proofing is only performed the first time you login to the new portal.
5. Once your identity has been successfully confirmed, you may login to the portal, where you will need to enter your QualityNet login, password and Symantec VIP security code.

For additional details, see http://www.qualitynet.org and Section 5 of the QualityNet Users Guide to complete registration and secure portal enrollment processes.

Contact the QualityNet Help Desk with any questions or issues with completing this process via e-mail qnetsupport@sdps.org or via phone (866) 288-8912, Monday through Friday, 7 a.m. to 7 p.m. Central Time.