Georgia Department of Behavioral Health and Developmental Disabilities

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CheckPT: Initial Provider User Registration

All DBHDD providers who conduct DBHDD fingerprint-based background checks will be required to use **CheckPT**. To access CheckPT, all existing and new providers must have their **first CheckPT user** register their agency on/or after January 21, 2025. This user will be the agency's administrator and will create and manage additional CheckPT users.

! **Important:** The process outlined below is only used for the **FIRST** user at an agency to create an administrator account. All other users should be created by the agency administrator.

Provider Instructions

1. From the home page, DBHDDCheckPT.com, users will select the link "**Click Here to Register as a New User**". This will be required the first time a provider agency is registered in the system. Subsequent users will be registered by the agency administrator.

2. The Provider User Registration page will be displayed

3. Enter the following information:

   a. **Provider –** The **legal name** of your agency

   a. **Vendor Id –** Enter your Carelon Access ID (also know a your ASO Provider ID). This number was created upon your enrollment as a DBHDD provider and was included in your Completion Letter. Please contact our Provider Relations team via the Provider Issue Management System (PIMS) for fastest resolution. Alternatively, you can reach out through DBHDD.Provider@dbhdd.ga.gov.

   b. **First Name**

   c. **Last Name**

   d. **Email –** Enter your personal business email address that should include at least your first and/or last name. **Important:** Do not use a generic agency email address or group/shared email address, including those that multiple people have access to.

   e. **Phone Number**

4. Select "**Register"** at the bottom of the page to submit.

5. A temporary password will be emailed to you. Log in at DBHDDCheckPT.com using your email as your Username and the password provided in the email.

6. As the initiating user in CheckPT, you will have the ability and responsibility to create additional users for your agency if needed. DBHDD recommends each provider should have at least 2 CheckPT users.

   a. Refer to the Provider Administrator User Guide for more information on setting up additional user accounts.