

## NovusMED User Add/Remove/Change Form

Provider Organization Information	Provider Organization Name _____ Provider Organization Phone _____ Name of Person Completing Form _____ Title of Person Completing Form _____ Phone number of Person Completing Form _____
User Information	<p><b>User 1:</b> Add __ Remove __ Change __</p> First Name _____ Last Name _____ Email Address _____ IP Address _____
User Information	<p><b>User 2:</b> Add __ Remove __ Change __</p> First Name _____ Last Name _____ Email Address _____ IP Address _____
User Information	<p><b>User 3:</b> Add __ Remove __ Change __</p> First Name _____ Last Name _____ Email Address _____ IP Address _____
Instructions on next page.	

UCare requires your public IP address to allow your network access to NovusMED.

To find your public IP address, use a web browser on the computer you will login to NovusMED and go to [www.google.com](http://www.google.com).

In Google's search bar, type "What is my IP address?" and hit Enter.

Google will display your public IP Address in the search results. Enter this number into the IP Address information field of the form.

Please note: UCare can approve multiple email addresses for an organization or user. If you need more IP Addresses approved, please use the NovusMED IP Address Add/Remove/Change Form.

Submit this form to [health\\_ride@ucare.org](mailto:health_ride@ucare.org).