



Company Analysis & Examinations Division

Link to register Network: <https://www.wvinsurance.gov/NetworkAdequacy>

1. Click "Register", provide the required information and "Submit Registration"

Registration Form Cancel

Corporate Entity Name:

DBA (Doing Business As):

Federal Employer ID# (FEIN):

NAIC Company Code (if Available):

Contact Info

Name:

Phone: ext

Email:

Address:

City:

State:

Zip:

2. You will be redirected to your Company profile page. An email will be sent to the Network contact with a unique identifier that will link to your Network data. You will use this link to access, update and review your PBM submitted data.

Begin adding your networks by selecting “Add New”. Provide the required network information for each specific network.

Test INC Edit Profile

DBA (Doing Business As): Test	Contact Info	
Federal Employer ID# (FEIN): 12-1234567	Name: Test McD	Address: 123 Nonyuh Blv
NAIC Company Code: 32222	Phone: 304-444-1234 ext 123456	Charleston , WV 25309
	Email: TestEmail@test.com	

Networks Add New

first test network	<a>Edit <a>Delete <a>Add Network
Network ID: 123 1 Providers in WV	

Providers

Network: Show: Sort by:

- Once finalized, your providers will be loaded in the portal by our office. You will be notified when complete. You will make all future changes to the provider list in this portal within 15 days of a change. (See [Instruction for changes](#)).

Below are some notes about the portal:

- Your account data will be saved and can be updated as needed. It saves automatically so there is no need for a save data button. You may also use the “backspace” button as needed.
- To access the data for updates and edits, you will use the unique identifier link sent to you upon registration. The WVOIC provides a method for you to recover the unique identifier link at <https://www.wvinsurance.gov/NetworkAdequacy> by entering the contact email used to register the PBM.
- It is the Insurance Company’s responsibility to update or edit all submitted data. This includes contact changes such as name, email, etc. as well as network data such as new or deleted networks, providers in each network, etc. and finally any network updates such as included or removed from networks, address changes of the provider or any other reason for editing your data.

- You may print the page(s) of data by right-clicking and choosing the print option. A print data option is anticipated in the future.
- Please use the Contact Us message option located at <https://www.wvinsurance.gov/NetworkAdequacy> for any questions or concerns you have regarding the portal and the required data submission.