



GUIDE TO GETTING STARTED IN THE SOUTH DAKOTA MEDICAID BILLING PORTAL FOR CHW AGENCIES

Last Updated: July 9, 2026

BEGINNING INSTRUCTIONS

This guide is designed for organizations approved as a South Dakota Medicaid CHW Agency to register the new billing NPI associated with the organization CHW Agency enrollment in the SD Medicaid Portal (used for billing). For additional guidance, go to https://dss.sd.gov/docs/medicaid/portal/user_guide_portal.pdf.

Existing Provider Admins in the SD Medicaid Portal (this is a different portal than the Provider Enrollment Portal): Skip all the steps below, and email DSSonlineportal@state.sd.us or call 605.773.3495 and request that the new CHW NPI be added to your user in the SD Medicaid Portal.

LOG IN TO SD MEDICAID PROVIDER ENROLLMENT PORTAL

Provider Enrollment

South Dakota Medicaid Provider Enrollment

The South Dakota Medicaid Provider Enrollment Portal (PE Portal) allows eligible providers to apply to enroll as a South Dakota Medicaid provider. Enrolled providers are also required to use the PE Portal to maintain and update their enrollment records to always reflect current operations as a condition of participation.

Looking for a different portal?

- [Medicaid Portal](#)
- [BEES Customer Portal](#)
- [Non-Emergency Medical Travel Portal](#)

© 2016 - 2026 South Dakota Department of Social Services. All Rights Reserved.

[Home](#) | [State Home Page](#) | [Disclaimer](#) | [Accessibility](#) | [Privacy Policy](#) | [Contact Us](#) | [HIPAA](#)

700 Governors Drive | Pierre, SD 57501 | 605.773.3495

1. First, you will need to know your PE System ID as it will be required when you register in the SD Medicaid Portal.

If you do not know your PE System ID, log in to the South Dakota Medicaid Provider Enrollment Portal: <https://app-dss-sw85pc05dmsproviderenroll.azurewebsites.net/Account/Login>.

This is the portal your organization used to submit the CHW Agency enrollment application.

If you are not the individual who completed the enrollment, please ask that person to log in and follow the instructions to locate the PE System ID. If that person is no longer with your organization, contact SD Medicaid Provider Enrollment to request assistance: SDMedicaidPE@state.sd.us or call 866.718.0084.

NAVIGATE TO THE CHW AGENCY BILLING NPI

Provider Enrollment

You are logged in as [User Guide](#)

Administration **Enrollment**

Provider Enrollment List

Providers must populate at least one of the following for each search: BNPI, SNPI or Tax Identifier. The provider may then choose additional search options as desired. Click Search when search option selection is done. Click Reset to clear search options and results. Click Export to Excel to send search results to Excel.

1234567890
Taxonomy Code
Start Date
Organization DBA Name

Servicing NPI
Provider First Name
End Date
Tax Identifier

Submit Date
Provider Last Name
Location City
PE System ID

Business Status
Modifications

Search Reset Export To Excel

NPI List

	Billing NPI	Servicing NPI	Submit Date	Organization DBA Name	First Name	Last Name	Tax ID	End Date	New App	Business Status	Action
+	1122334455		MM/DD/YYYY	Sample Organization, Inc.			987654321	MM/DD/YYYY	"Yes" or "No"	Approved/Active/ Open	Update

<< < 1 > >> Go to page: 1 Row count: 10 Showing 1-1 of 1

2. In the Provider Enrollment portal, click on the blue "Enrollment" tab.

3. Locate the CHW Agency Billing NPI in the NPI List.
Click on "Update"

LOCATE PE SYSTEM ID

Medicaid Portal

app-dss-sw85pc05dmsproviderenroll.azurewebsites.net/ProviderEnrollment/Index

You are logged in as

User Guide

Provider Enrollment

Administration Enrollment

Index

* Denotes required field. A record can only be saved if all required fields have been completed.
This page's information will be saved when clicking the next button.

General Info Ownership & Control Claims & Associations

PE System ID: 1234567

Basic Info

Populate and/or update details that pertain to the NPI entered below. Certain elements are only applicable to billing NPIs (BNPI). Certain elements are only applicable to servicing NPIs (SNPI). For purposes of this enrollment record, SNPI and BNPI are defined as follows:

SNPI - An individual (Type 1 NPI) where payment is assigned or directed to a tax ID other than the individual's SSN. This applies to nearly all enrollments for individuals including all employer/employee relationships.

BNPI - All Organizational (Type 2) NPIs and any individual (Type 1) NPI for a sole proprietor operating only under their SSN (not EIN or employees of an organization). Tax reporting is under the SSN and only the Type 1 NPI would be found on claims (i.e. in both rendering and billing NPI fields).

NPI Type * NPI * Requested Enrollment Date: * Enrollment End Date: Tax Identifier * Tax Identifier Type *

1234567890 Req. Enrollment Date Enrollment End 987654321 FEIN ☒ SSN ☐

Legal Organization Name exactly as shown on Income Tax Returns * DBA Name *

Indian Health/Tribal Provider * Fiscal Year End * 1099 Tax Exempt *

No ☐ IHS ☐ 638 ☐ FY End Yes ☐ No ☐

Is this NPI covered under a Care Coordination Agreement? *

Yes ☐ No ☐

Reset

Basic NPI Information

NPI	NPI	Tax ID	Organization	DBA	First	Middle	Last	Suffix	DOB	Gender	Requested Enrollment	Enrollment Record	Action
-----	-----	--------	--------------	-----	-------	--------	------	--------	-----	--------	----------------------	-------------------	--------

4. Locate the PE System ID and copy it or write it down.

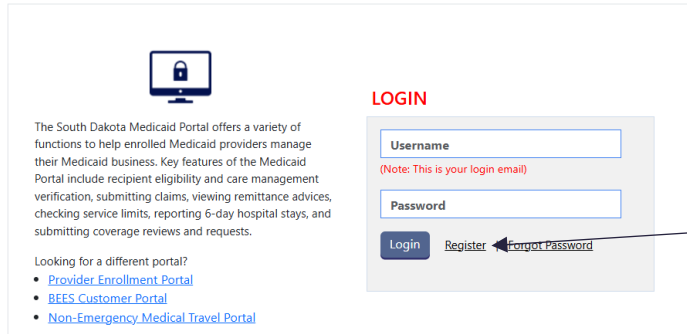
This will be used when registering in the SD Medicaid Portal (used for submitting claims, checking Medicaid eligibility, etc.).

REGISTER AS A PROVIDER ADMIN WITH YOUR CHW BILLING NPI IN THE SD MEDICAID PORTAL

The South Dakota Medicaid Provider Enrollment Portal (used to enroll as a CHW Agency) and the South Dakota Medicaid Portal (used for submitting claims, checking Medicaid eligibility, etc.) are separate systems with unique logins. Newly approved CHW agencies must register their billing NPI in the SD Medicaid Portal, and that process varies depending upon whether the Provider Admin attempting to register is existing or new to the SD Medicaid Portal.



South Dakota Medicaid Portal

A screenshot of the South Dakota Medicaid Portal login page. On the left, there is a computer icon and a paragraph of text describing the portal's functions. Below this is a list of links for other portals. On the right, there is a "LOGIN" section with a "Username" field (with a note that it is the login email), a "Password" field, and "Login" and "Register" buttons. A "Forgot Password" link is also present, with an arrow pointing to it from the text in the adjacent box.

The South Dakota Medicaid Portal offers a variety of functions to help enrolled Medicaid providers manage their Medicaid business. Key features of the Medicaid Portal include recipient eligibility and care management verification, submitting claims, viewing remittance advices, checking service limits, reporting 6-day hospital stays, and submitting coverage reviews and requests.

Looking for a different portal?

- [Provider Enrollment Portal](#)
- [BEES Customer Portal](#)
- [Non-Emergency Medical Travel Portal](#)

LOGIN

Username
(Note: This is your login email)

Password

Login Register [Forgot Password](#)

5. Existing Provider Admins in the SD Medicaid Portal:
Email DSSonlineportal@state.sd.us
or call 605.773.3495 and request that the new CHW NPI be added to your user in the SD Medicaid Portal.

New Provider Admins in the SD Medicaid Portal:
Navigate to the SD Medicaid Portal at
<https://dssapps.appssd.sd.gov/ocp/Account/Login?ReturnUrl=%2focp>

New Provider Admins: Click Register.

REGISTER AS A PROVIDER ADMIN WITH YOUR CHW BILLING NPI IN THE SD MEDICAID PORTAL



New Registration for Provider Administration (you can request access to one or more Billing NPI's)

* Indicates required fields

Contact First Name *	Contact Last Name *
Contact Phone	Ext
Contact Email *	
Confirm Contact Email *	
Contact Address *	
State	▼
City	▼
Zip	▼

PE System ID *	
Tax Id *	
Billing NPI * + ADD	
Billing NPI's that you are requesting access to:	
Enter Billing NPI to search from the list below. Q	

[✓ Submit](#) [✗ Cancel](#)

6. **New** Provider Admins in the SD Medicaid Portal: Complete required registration fields, including the PE System ID (from Step 4) and the CHW Billing NPI for your organization.

Click +ADD and make sure your CHW Billing NPI is added to the list below.

Click Submit.

Check your email for confirmation from SD Medicaid. Once approved, you will be notified by email with a temporary login to access the SD Medicaid Portal. This temporary login is time-sensitive. Upon receipt, please log in and follow instructions for creating a new username and password.

Provider Admins can utilize the SD Medicaid Portal to invite other users from their organization to the portal, such as CHWs, and designate user roles and permissions.

For additional guidance, see the complete SD Medicaid Portal user guide:

https://dss.sd.gov/docs/medicaid/portal/user_guide_portal.pdf.