

## IDPH Web Portal Online Registration Process

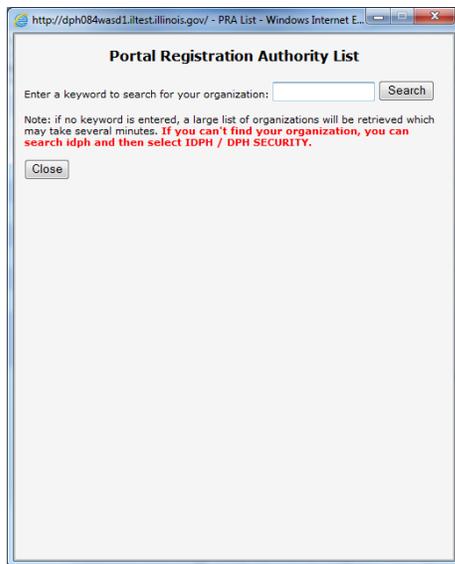
When creating I-CARE account, please use Internet Explorer **only**. Both Firefox and Google Chrome have been found to have issues with this process.

1. Open an Internet Explorer browser and enter [www.idphnet.illinois.gov](http://www.idphnet.illinois.gov) in the address bar to access the IDPH HAN Web Portal login screen.
2. Click on the **Register for a Portal Account** option under the “I need to...” heading on right side of the screen to begin the registration process. Please read carefully the Web Portal User Agreement.
3. After reading the **Web Portal User Agreement**, click the “I Agree” button at the bottom of page to begin the registration process.
4. Upon acceptance of the agreement, the HAN Web Portal User Registration form will display as shown to the right.
5. Fill in all required contact information fields as requested.
  - a. Enter your First name
  - b. Enter your last name
  - c. Removed.
  - d. Enter a Password based upon the following standards:
    - Must be a minimum of 8 characters
    - \* Must be changed every 90 days or less
    - Must be a mix of capital letters, lower case letters, and numbers.
    - Passwords will be revoked if an account is not accessed within a period of 180 days.
    - Three grace log-ins available after a password expires.
    - Intruder detection will be employed for 30 min lockout on account after 2 failed attempts.



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6. Fill in the Purpose for Registration field with VFC PIN or "Meaningful Use" etc. and then check **ONLY** appropriate boxes next to required applications. Select IDPH ICARE Immunization Registry.  
**For Key Master, search idph and Select IDPH DPH ICARE.**
7. Click on the link to the left of the PRA E-mail field to display a list of designated PRA by facility.
8. A Portal Registration Authority List will appear, see image below. Enter a keyword in your organizations' name (ex. IDPH) and then click the Search button.



9. Select the appropriate organization.  
**NOTE: If the desired facility is not listed, search idph and select IDPH Security and close the window.**
10. The PRA's E-mail address will now display in the PRA E-mail field.
11. When all the required fields are entered, click on the **Submit** button to complete the online portion of the registration process and generate the user account.
12. The system will display the User Registration form that **MUST** be printed, signed, and faxed to your PRA (or DPH ICARE at 217-524-0967 if no PRA has been designated) for administrative and audit purposes.
13. After printing the form, close the window to end the process. Notification will be sent to the selected PRA of the request and again when the account is activated.

Questions regarding this process can be directed to IDPH IT Security at 217-557-5496 or email [dph.security@illinois.gov](mailto:dph.security@illinois.gov) or the IDPH Helpdesk at 217-557-2923 or email [dph.helpdesk@illinois.gov](mailto:dph.helpdesk@illinois.gov).