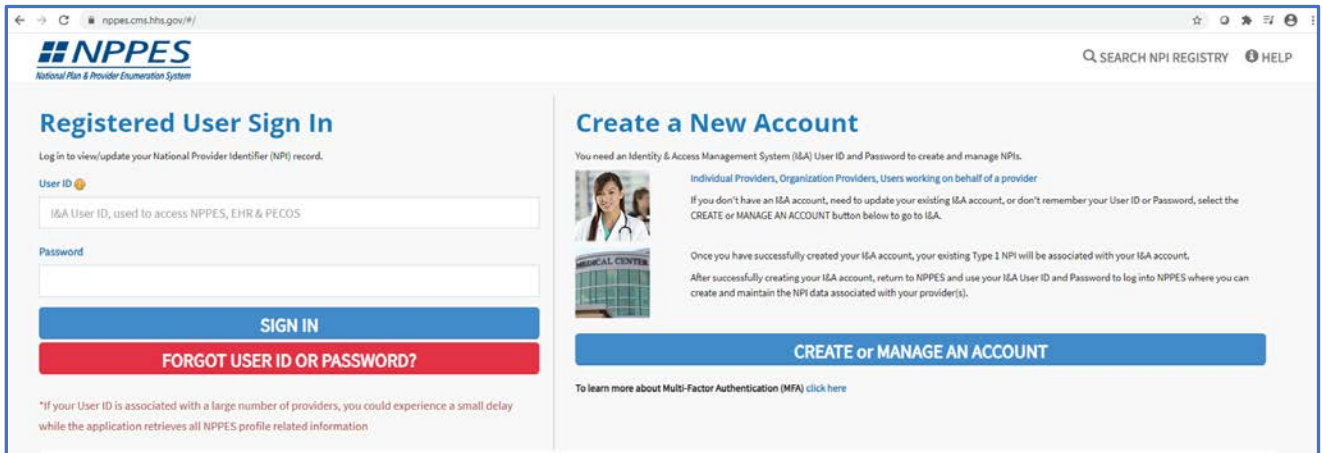


Updating your NPI address

Follow the steps below. **If you have any problems with the steps below, please contact the NPPES Enumerators at 800-465-3203.** Please make sure your name, business mailing address and taxonomy code (according to your position with the County of San Mateo) are up to date.

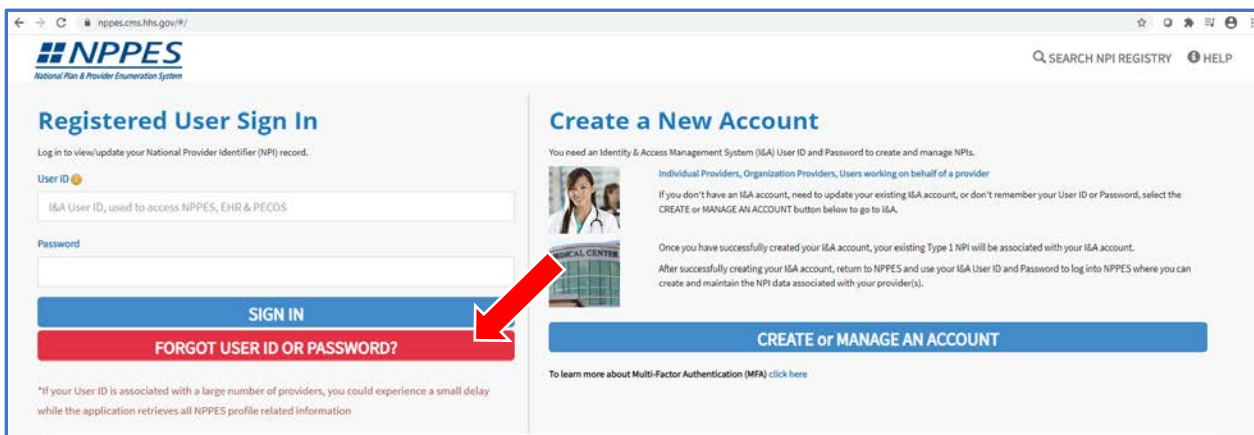
To update your address...

1. Go to <https://nppes.cms.hhs.gov/#/> to update your NPI address.



The screenshot shows the NPPES website interface. On the left, under 'Registered User Sign In', there are input fields for 'User ID' (with a note: 'I&A User ID, used to access NPPES, EHR & PECOS') and 'Password'. Below these are two buttons: a blue 'SIGN IN' button and a red 'FORGOT USER ID OR PASSWORD?' button. A small note below the buttons states: '*If your User ID is associated with a large number of providers, you could experience a small delay while the application retrieves all NPPES profile related information'. On the right, under 'Create a New Account', there is a 'CREATE or MANAGE AN ACCOUNT' button. Text above the button explains the need for an Identity & Access Management System (I&A) User ID and Password, and provides instructions for existing and new users. A link for 'Multi-Factor Authentication (MFA)' is also visible.

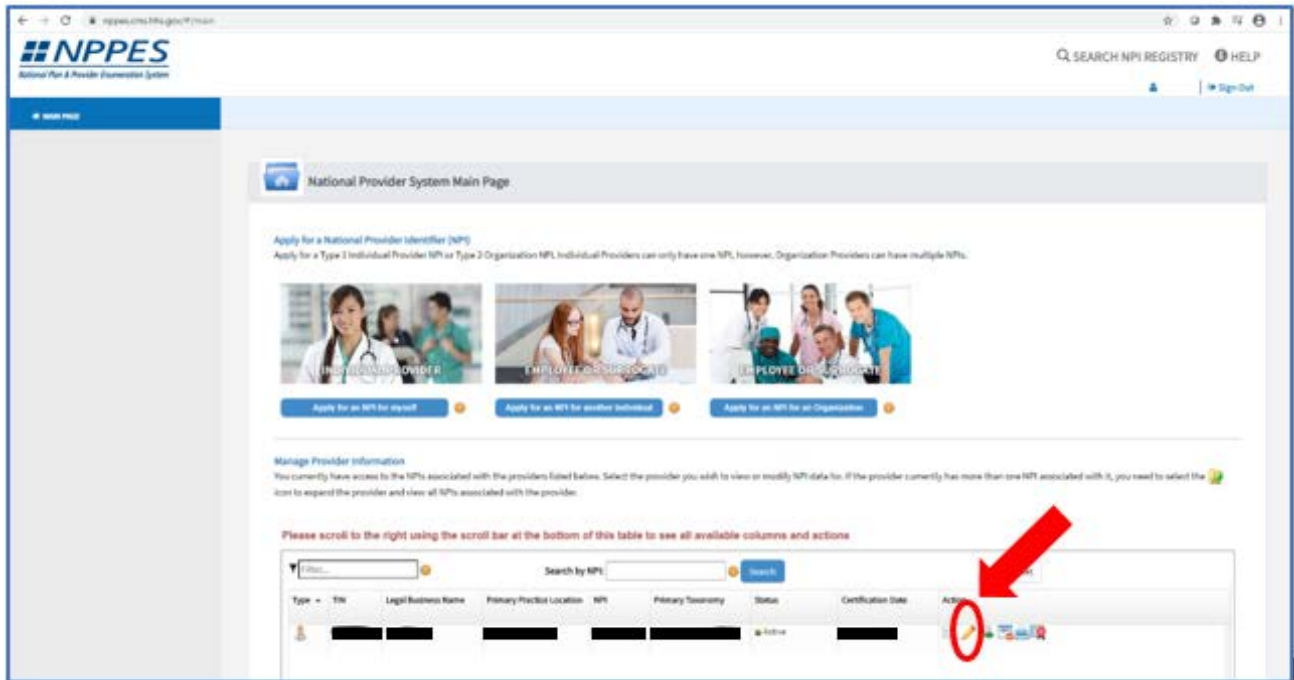
2. **If you forgot your User ID or Password on the NPPES (NPI) website:** Click on the “Forgot User ID or Password?” button and follow the instructions.



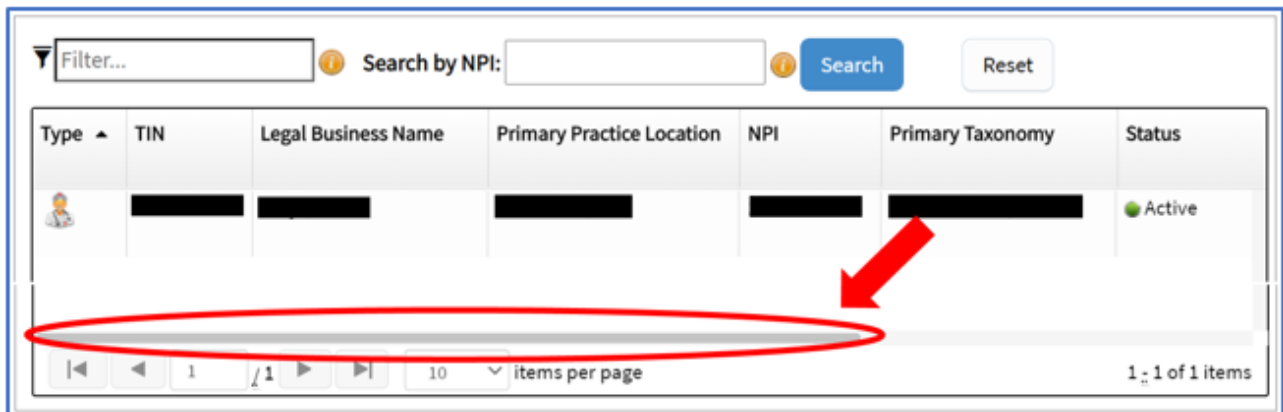
This screenshot is identical to the one above, but with a red arrow pointing to the red 'FORGOT USER ID OR PASSWORD?' button to highlight it.

Once you have reset your User ID or password, **log out of the website.** Then log back into the website: <https://nppes.cms.hhs.gov/#/>

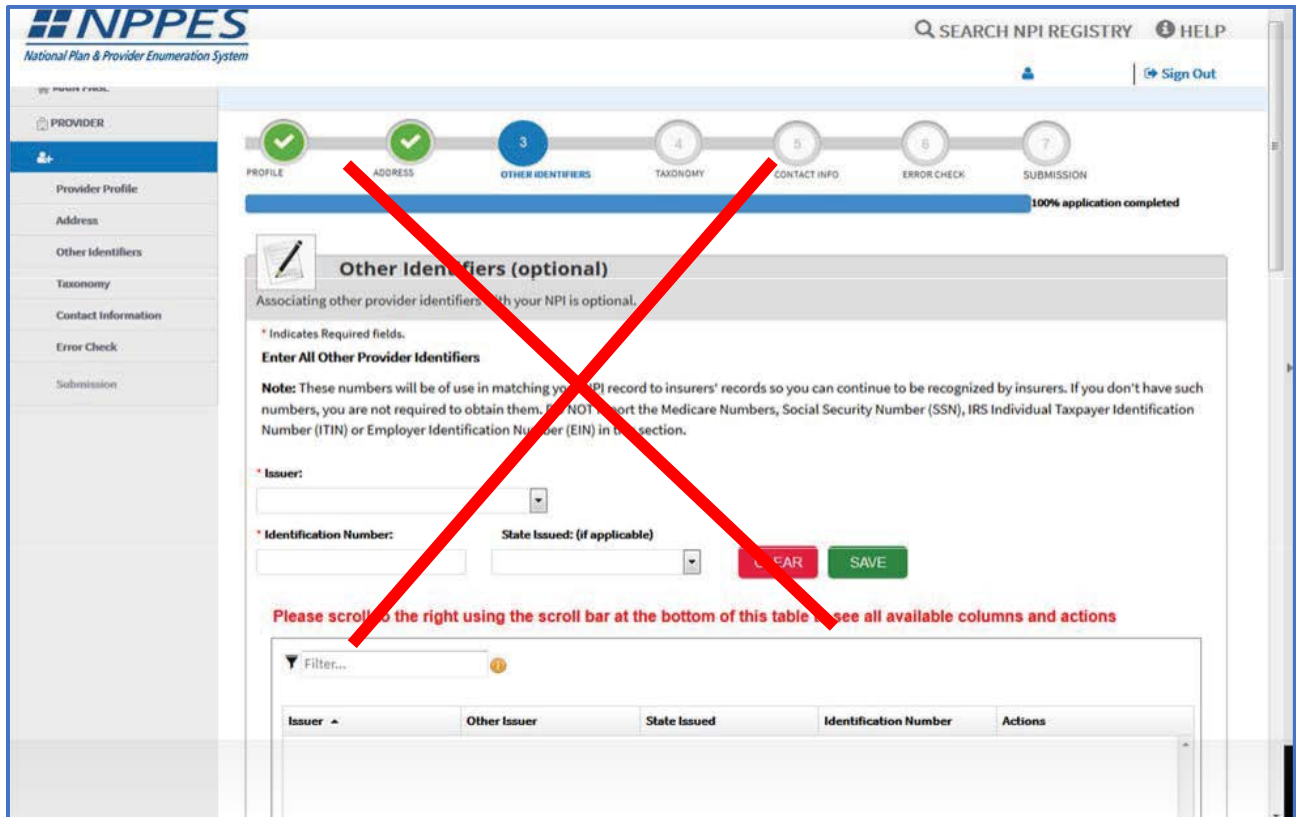
3. After you log-in, click the pencil icon to edit your account.



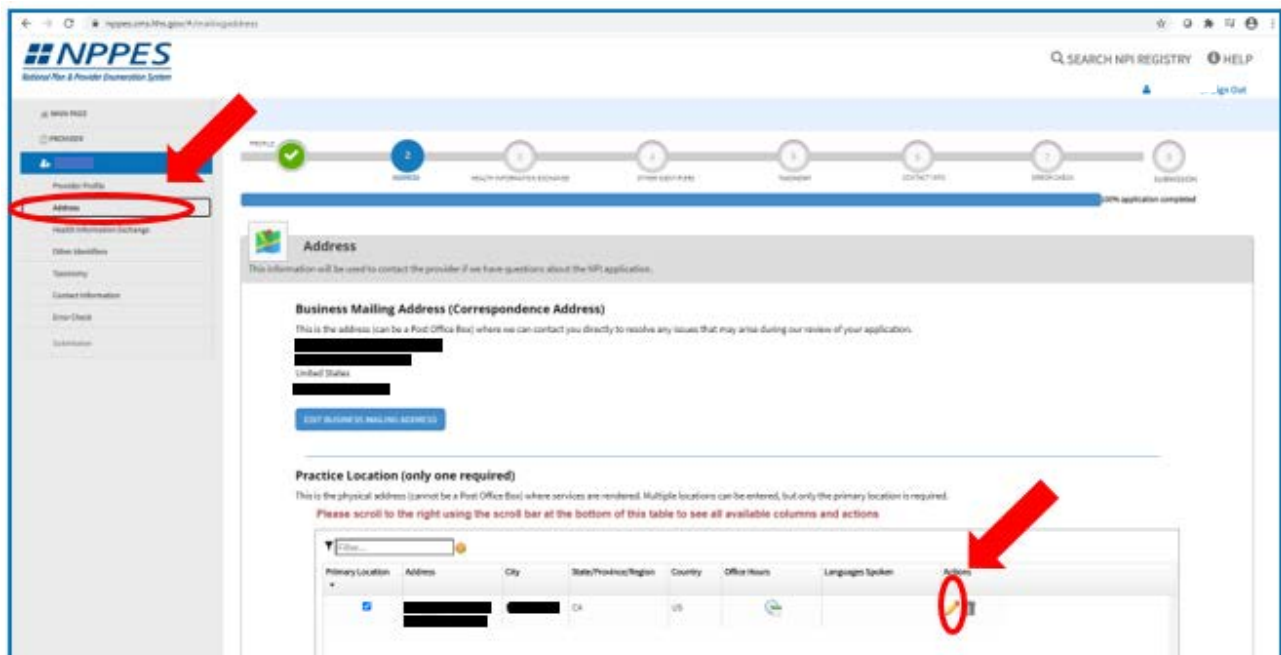
If you do not see the pencil icon, you might need to scroll to the right of the webpage to be able to see the pencil using the scroll bar at the bottom of the window.



4. Skip the “Other Identification Numbers” Page



5. Select the “Address” tab on the left side of the screen, then click the pencil icon to edit your address.



6. Follow directions to enter and save your new address.

Business Practice Location
This address(es) is where services are rendered. If the provider has more than one practice location, one must be identified as the primary practice location.

* Indicates Required fields.

Select Type of Address: US Domestic Military Outside US / Foreign

Same as mailing address
 This is my home address
 Primary practice location

* Address Line 1: (Street Number and Name) [Redacted]
* Telephone Number: [Redacted] Extension: [Redacted] Number: [Redacted]

Address Line 2: (e.g., Apartment/Suite Number) [Redacted]
Choose Language Filter: [Redacted] Filter by Language: [Redacted] Choose Language Spoken: [Redacted] Select Language: [Redacted]

* City: [Redacted]
* State: CA - CALIFORNIA * Zip Code: [Redacted] Zip Ext: [Redacted]

Organization Name(Optional): [Redacted]

Office Hours: [Redacted]

Buttons: CLEAR, SAVE (circled), CANCEL, SAVE (circled)

7. Edit your business mailing address if you also need to update that.

NPPES
National Plan & Provider Enumeration System

SEARCH NPI REGISTRY HELP Sign Out

ADDRESS (circled)

Address
This information will be used to contact the provider if we have questions about the NPI application.

Business Mailing Address (Correspondence Address)
This is the address (can be a Post Office Box) where we can contact you directly to resolve any issues that may arise during our review of your application.

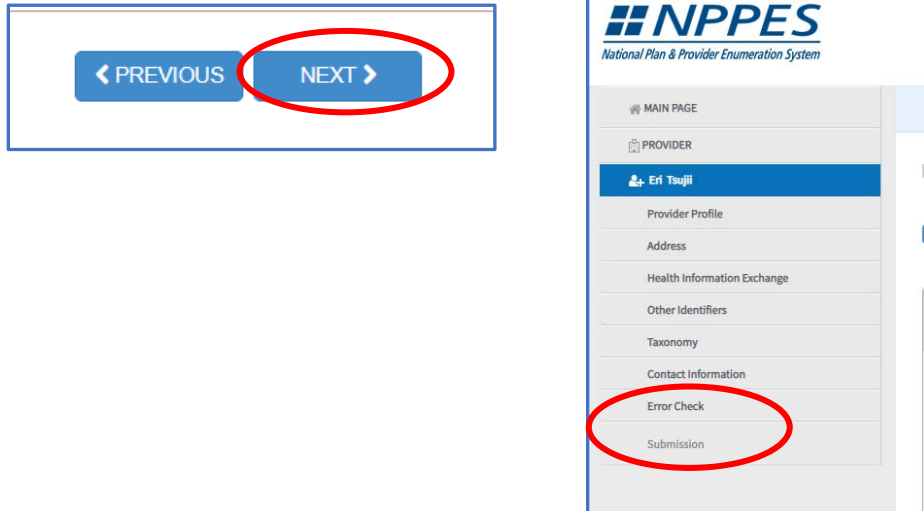
United States [Redacted]
[Redacted]

[EDIT BUSINESS MAILING ADDRESS](#) (circled)

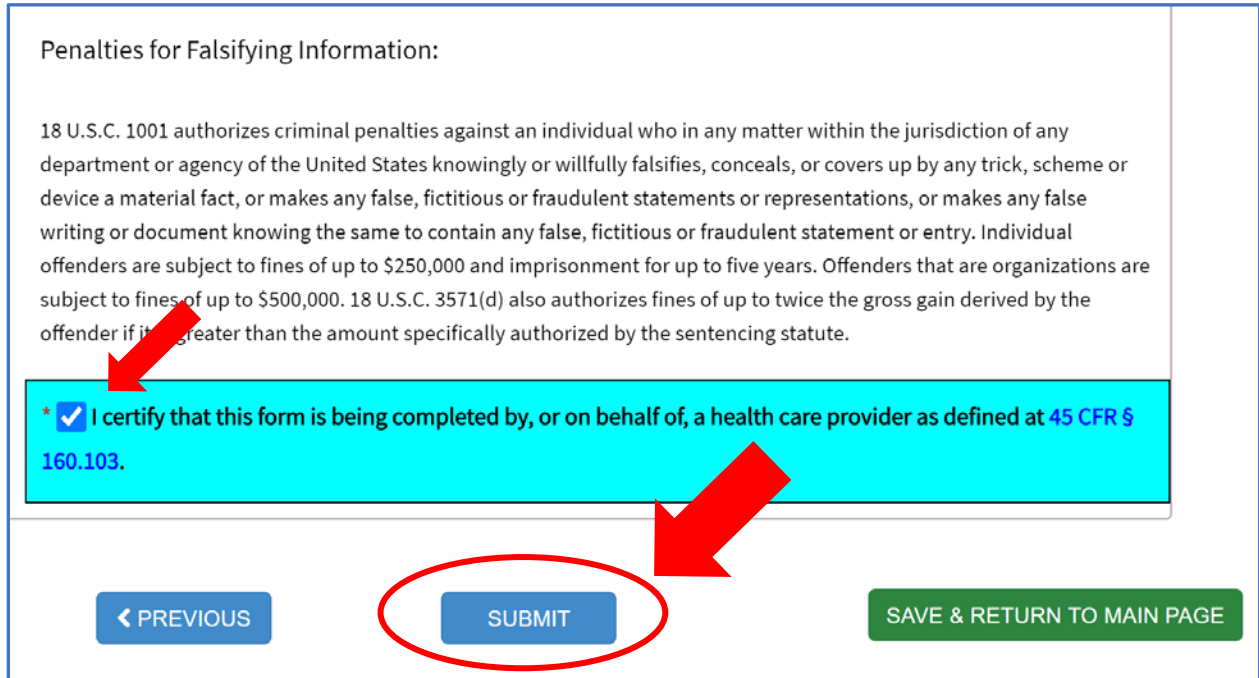
Practice Location (only one required)
This is the physical address (cannot be a Post Office Box) where services are rendered. Multiple locations can be entered, but only the primary location is required.
Please scroll to the right using the scroll bar at the bottom of this table to see all available columns and actions.

Primary Location	Address	City	State/Province/Region	Country	Office Hours	Languages Spoken	Actions
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	CA	US	[Redacted]	[Redacted]	[Redacted]

8. Follow directions to enter and **save** your updated mailing address.
9. Keep clicking “next” until you reach the final two tabs, “Error Check” and “Submission,” and follow the directions on these tabs to submit.



10. Make sure to click “Submit.” The green “Save & Return to Main Page” will only save, not submit, your changes.



11. Once you submit, you should see a confirmation that your changes have been submitted.



Submission Confirmation

Thank you. Your application will be processed. Your Tracking number is : [REDACTED]

You have successfully submitted your Change Request to the NPI application.

An Email confirmation has been sent to the contact person(s) listed on this application. Please be sure to check the "Junk" folder.

If you have any questions regarding this application or if a designated contact person doesn't receive the provider's NPI via email within 15 working days, please refer to the [FAQ Menu](#).

If the submitted NPI application contains no errors or additional verifications, the enumeration or changes may be effective within the next 24 hours. If additional verification is required, processing may take up to 30 days.

Provider Name: [REDACTED]

Contact Person: [REDACTED]

Primary Practice Location Address: [REDACTED]

SSN: [REDACTED]

Date Submitted: Nov-05-2020

Contact Email: [REDACTED]

To print this page for your reference, click:

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Please Note: This page printout may contain sensitive information.

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