

# NPI Registration and Taxonomy Alterations

## Creating a new NPI

To complete the online application, you must first create an Identity & Access Management System (I&A) account. You may create an account by accessing the National Plan and Provider Enumeration System Home Page at <https://nppes.cms.hhs.gov> and completing the steps below:

1. Select the Create or Manage an Account link on the National Plan and Provider Enumeration System (NPPES) Home Page.

**Note:** You will be redirected to the I&A website.

2. Follow the steps to complete your I&A Registration.
3. Once you have successfully created an I&A account, you may return to the NPPES Home Page and log into the NPPES website with your newly created I&A User ID.
4. Select Apply for an NPI for myself for a Type 1 – Individual NPI for yourself. Select Apply for an NPI for another Individual to apply for a Type 1 – Individual NPI for another provider. Select Apply for an NPI for an Organization for a Type 2 – Organizational NPI.

**Note:** If you select Apply for an NPI for another Individual or Apply for an NPI for an Organization you will need to select your relationship with the provider as either an Employee of the Provider or a Surrogate working on behalf of the Provider.

5. Complete the Online Application.
6. At the end of the application, check the box on the submission page to certify that you have read the Privacy Act Statement, and select Submit.
7. You will be given a Tracking ID (TID), and an option to print your application for your records.

Once the application has enumerated, NPPES automatically transmits a notification to all email addresses listed on the NPI record. If the NPI record does not contain an email address, the notification is sent to the Business Mailing Address listed on the NPI record.

## Changing the Taxonomy on existing NPI

1. Log in to the providers account.
2. Scroll down until you see the Provider info, including the taxonomy code field and click on the pencil icon in the far right column. This will take you through several screens and you will need to click on Next button at the bottom of the screen until you get to the taxonomy code screen.
3. Once on the taxonomy code screen, you can change the primary taxonomy code.
4. Click on Next again until you get to the final screen where you certify the changes made. To certify click the Submit button.

## CONTACT INFORMATION

For Assistance you can reach the NPI Enumerator by phone or email.

1 (800) 465-3203 9 a.m. and 5 p.m. Eastern Time

[customerservice@npienumerator.com](mailto:customerservice@npienumerator.com)