How to Find Your Group Number in Customer Portal

Medical Services Branch

Claims Replacement Project

Saskatchewan

Group Number in Customer Portal

Once logged into Customer Portal ensure the correct group number(s) are set up on your profile by doing the following steps:

The group number(s) indicated should only be the group(s) you are billing for.

1. Click on the **Profile icon** in the top-right corner.

2. View the **Group Number(s)** listed. If several group numbers are listed, hover over the red font to view all the **Group Numbers** associated with your profile.
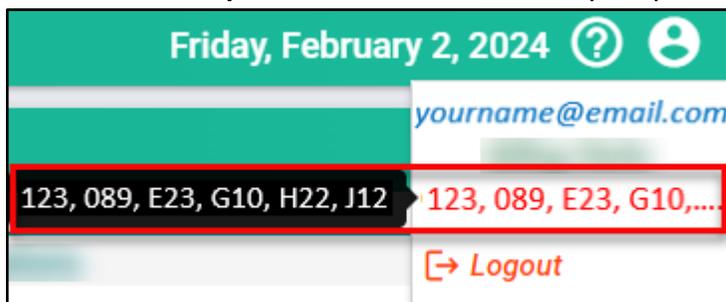
3. If the correct **Group Number(s)** are listed, no further action is required.

4. If any of the **Group Number(s)** listed are _**NOT**_ correct, please contact 1-800-605-2965 immediately and provide the representative with:
   - Your Name
   - Contact phone number
   - Customer Portal account Email address (Important)
   - Request to remove the Group Number(s) that shouldn't be associated with your account.

5. If not all the **Group Number(s)** are listed, please contact 1-800-605-2965 and provide the representative with:
   - Your Name
   - Contact phone number
   - Customer Portal account Email address (Important)
   - Request to add Group Number(s) to your account with the following additional information:
     o Group Number(s) missing
     o Provide details of at least one practitioner belonging to the group including the practitioner's name, MSB billing and clinic numbers.