HHS Enterprise Portal Add New Partner Organization

Identity Access Management

**July 2022**

Table of Contents

Add a New Partner Organization

The action described in this document can only be performed by individuals who have been assigned the "Partner Organization Managers" role. If you do not have those permissions or if you are unsure, contact the help desk.

Complete the steps below to add a partner organization.

1. Click the **Manage Partner Organizations** link under **Provisioning Tools** on the **Main Menu**.

   Figure 1. HHS Enterprise Portal Home screen
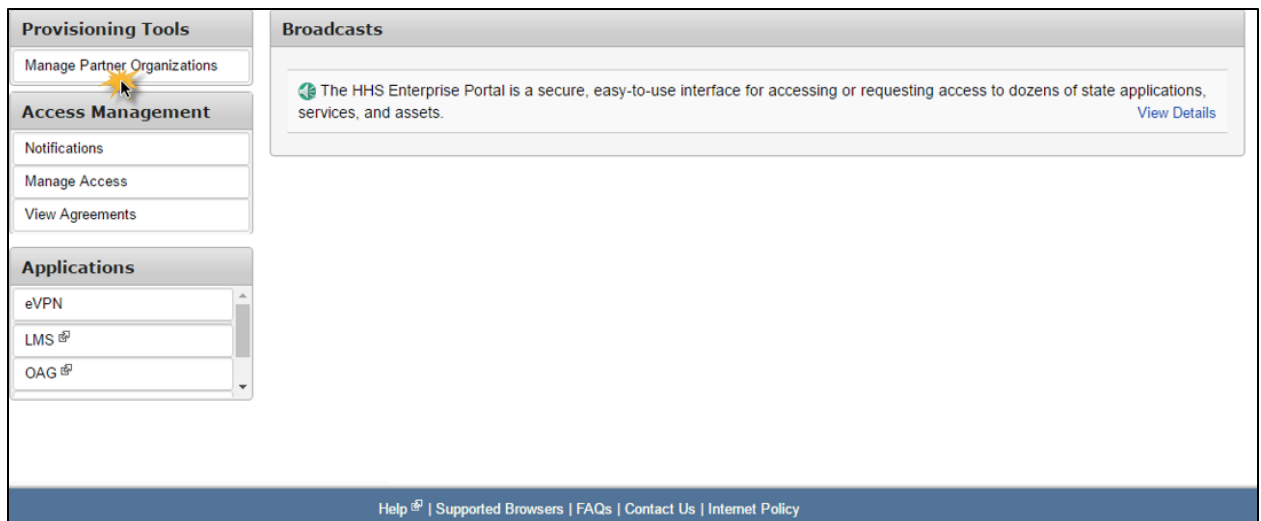
2. On the **Manage Partner Organizations** screen, select **Add Organization**.

Figure 2. HHS Enterprise Portal Manage Partner Organizations screen

Manage Partner Organizations

Add Organization

Search for an existing Partner Organization by providing its name and/or Tax Identification Number.

Tax Identification Number

Organization Name

Clear   Search

3. On the **Add Partner Organization** screen, enter the organization's details. All fields are required except for **Description**.

Figure 3. HHS Enterprise Portal Add Partner Organization screen

Add Partner Organization

Organization Name *

Tax Identification Name *

Description

Contact Name *

Contact Phone*

Contact Email*

HHS Agency Sponsor*   Search Agency Sponsor

Back   Submit

4. To add an agency sponsor: Select the **Search Agency Sponsor** lookup beside **HHS Agency Sponsor**.

Figure 4. HHS Enterprise Portal Add Partner Organization screen

Add Partner Organization

Organization Name *	Austin Women's Health Center
Tax Identification Name *	11223344556
Description	
Contact Name *	Kaya Dylan
Contact Phone*	512-555-5555
Contact Email*	kaya.dylan@womenshealth.org
HHS Agency Sponsor*	Search Agency Sponsor

Back   Submit

What is an Agency Sponsor?

An HHS employee who will receive communications regarding the partner organization until appropriate approvers have been assigned.

5. On the **Search for User** screen, enter information in at least one field and select **Search**.

Note: check beside "Include Inactive Users" if you want your search results to include HHS personal who have not yet registered in the portal.

Figure 5. HHS Enterprise Portal Search for User screen

6. Search results appear at the bottom of the page. Select the last name of the user to assign them as the **HHS Agency Sponsor**. If the user's status is inactive, contact the user and alert them of their new role. They will need to create a portal account immediately to accept their new role.

Figure 6. HHS Enterprise Portal Search for User screen

7. Click **Submit** on the **Add Partner Organization** screen to complete the process. The organization is now added to the system.

Figure 7. HHS Enterprise Portal Add Partner Organization screen