



Entity management

- 1 From the home screen, navigate to Entity management.
- 2 If you're logged in as a payee, use the edit feature to update contact info (phone, email, fax), accessibility or location hours.
If you're logged in as a location, you may also edit or add a location or provider.
- 3 Entity changes to location and provider may take up to 48 hours to process once necessary paperwork is approved.

Tips: To add or remove a provider or location, download the Add/Term form under Documents.

To change a provider or location name or address, download the Records Change form under Documents.

Entity Management

Payee Information ^

Details

Name Jane Doe Clinic

Address 123 Lane

Phone 555-555-555

Fax

Email

Locations

Providers

Locations

Name ^	Address ↕	City ↕	State ↕	Zip ↕
<input type="text" value="Search Name"/>	<input type="text" value="Search Address"/>	<input type="text" value="Search City"/>	<input type="text" value="State"/>	<input type="text" value="Zip"/>
Jane Doe Clinic	123 Lane			

Edit

Save time using the Unum Vision Provider Portal. We've made it quick and easy for you to set up and edit entities online and manage documents right from the simple dashboard.

Need more help? Contact the call center at 888-400-9304.