

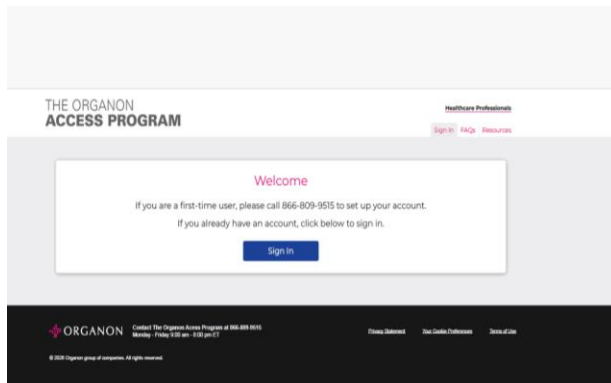
## Organon Health Care Professional (HCP) Portal – Step-by-Step Guide for HCPs

This guide provides a clear, step-by-step overview of how to use the Organon HCP portal. It is intended for HCPs and office staff supporting patient enrollment, claims, and reimbursement.

### I. Getting Started

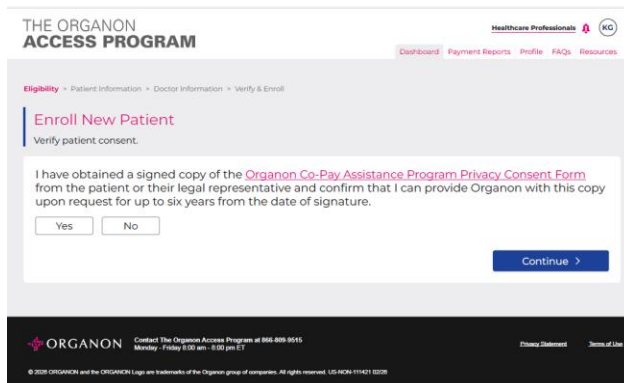
The Organon Access Program portal is a single online system used to enroll patients, submit claims, and track reimbursement status.

First-time users must call 866-809-9515 to request account setup. Once initiated, an email or SMS will be sent to complete registration.

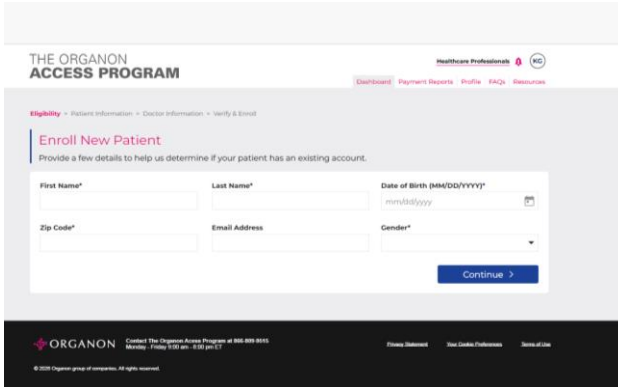
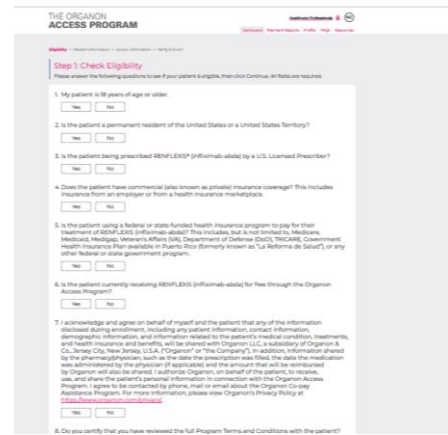


### II. Enrolling a New Patient

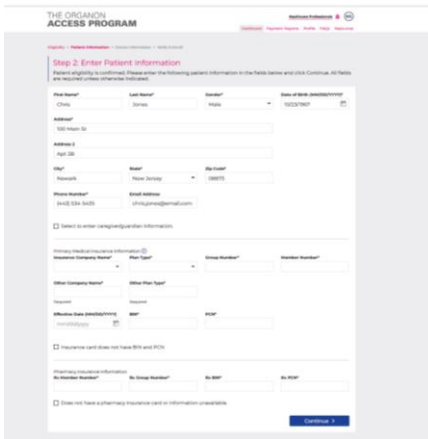
1. Obtain a signed copy of the Organon Co-Pay Assistance Program Privacy Consent Form.



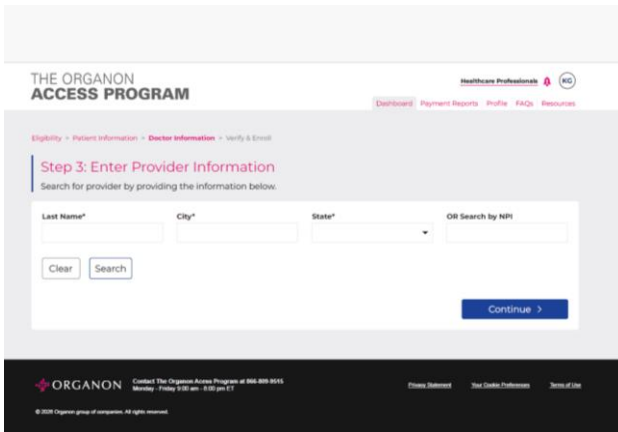
2. Select the appropriate product and check patient eligibility.

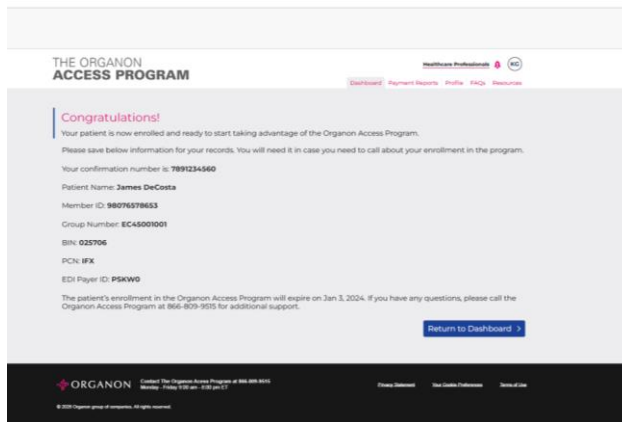
3. Enter required patient information.



4. Enter provider information.



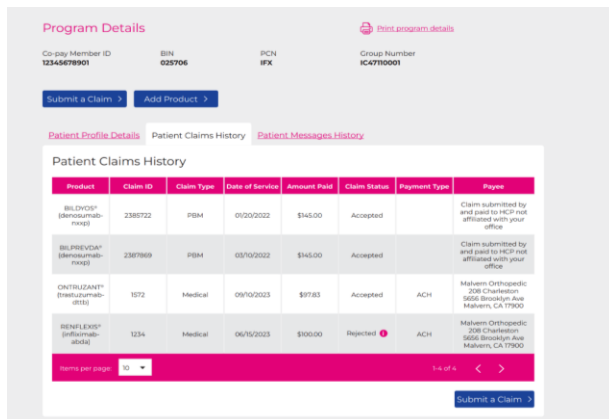
5. Submit enrollment and review the confirmation details.



### III. Using the Dashboard

The dashboard is the primary workspace within the portal. From the dashboard, users can search for patients, enroll new patients, submit claims, and view claims history.

Message notifications appear on the dashboard to highlight patient updates and claim status changes.



### IV. Managing User Profiles

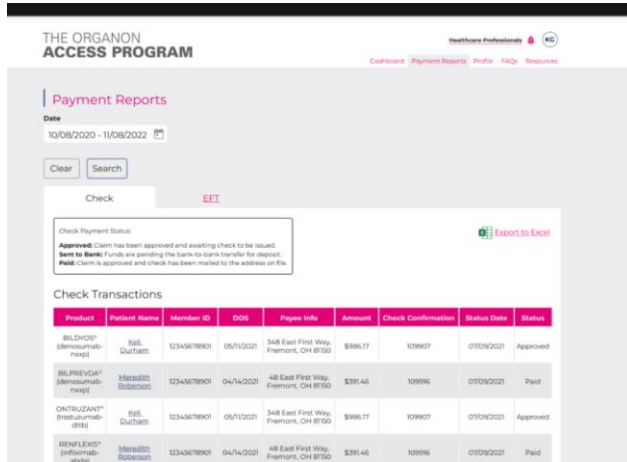
Authorized users can manage office staff access and maintain provider profile information.

This includes adding new users, assigning administrative access, and updating existing user details.

## V. Viewing Payment Reports

Payment reports provide visibility into check and EFT transactions.

Reports include member ID, payee information, payment amounts, status, and dates, with the option to export data to Excel.



## VI. Help, FAQs, and Resources

The portal includes FAQs and program resources to support common questions.

Users can also download Privacy Consent Forms and Terms and Conditions directly from the portal.

Users can call 866-809-9515 for assistance Monday-Friday between the hours of 8 AM and 8 PM ET.