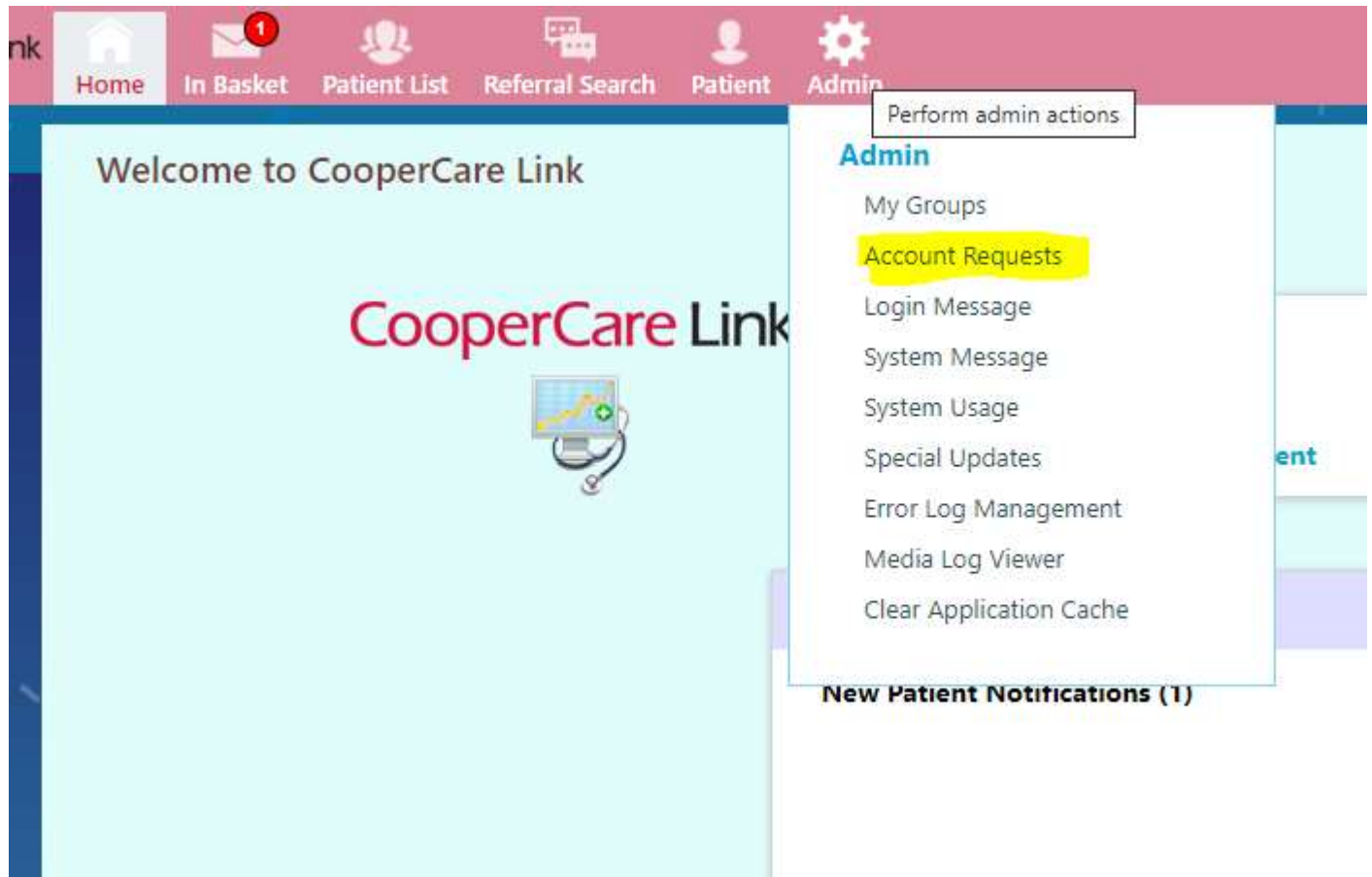


Site Admins now have the ability to request to add new users to existing PGP groups. Below are the steps on how to do this.

When the Site Admin logs in, they will click the Admin drop down, and then select "Account Requests":



One they click that, they will see the screen below. It will list requesting a new account (Location), as well as requesting to add user to an existing Group (Provider (MD, DO), Non-Clinical (which includes Front desk, MA staff) and Clinical (which includes APN, RN, PA))

My Groups **Account Requests** Login Message System Message System Usage Spe

✦ New Account Request

If you need to create a new site with multiple users...

Site

Request access for a new site

If you need to add users to an existing site...

Provider

Request access for a new provider

Non-Clinician

Request access for a new non-clinician

Clinical Staff

Request access for a new clinical staff member

For a Provider (MD, DO) all required fields need to be filled in. Once all fields are filled in, click “submit request”:

▶ Provider

User Information

 Name [Last,First]:

Site Information

 User group:

Basic Information

This provider doesn't need to log into this application. Add the provider to this site, but don't create a login account.

 Work e-mail: Work phone:

User Fax:

User Address: Address:

City (or ZIP):

State: ZIP:

County:

Country:

Credentials

Non-U.S. credentials

 NPI #:

 License #:

 License state:

Clinician title:

 Specialty:

Associated Providers: List the providers this user works with

Provider name:

Other

Comments:

For Non-Clinical (Front Desk and MA Staff) users all required fields need to be filled in. Once all fields are filled in, click “submit request”:

▶ Non-Clinician

User Information

 Name [Last,First]:

Site Information

 User group:

Basic Information

 Work e-mail: Work phone:

User Address:

Address:

City (or ZIP):

State: ZIP:

County:

Country:

Other

Comments:

Site Administrator

A site administrator is the person responsible for maintaining a site's records. These responsibilities include verifying that user accounts are current, deactivating the accounts of users who are no longer active at the site, and submitting requests to activate new user accounts. Every site must have at least one administrator.

Make this user a site administrator

 Submit Request

 Cancel

For Clinical user (RN, APN, PA) all required fields need to be filled in. Once all fields are filled in, click “submit request”:

Clinical Staff

User Information

 Name [Last,First]:

Site Information

 User group:

Basic Information

 Work e-mail: Work phone:

User Address:

Address:

City (or ZIP):

State: ZIP:

County:

Country:

Associated Providers: List the providers this user works with

 Provider name:

Other

Comments:

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Make this user a site administrator