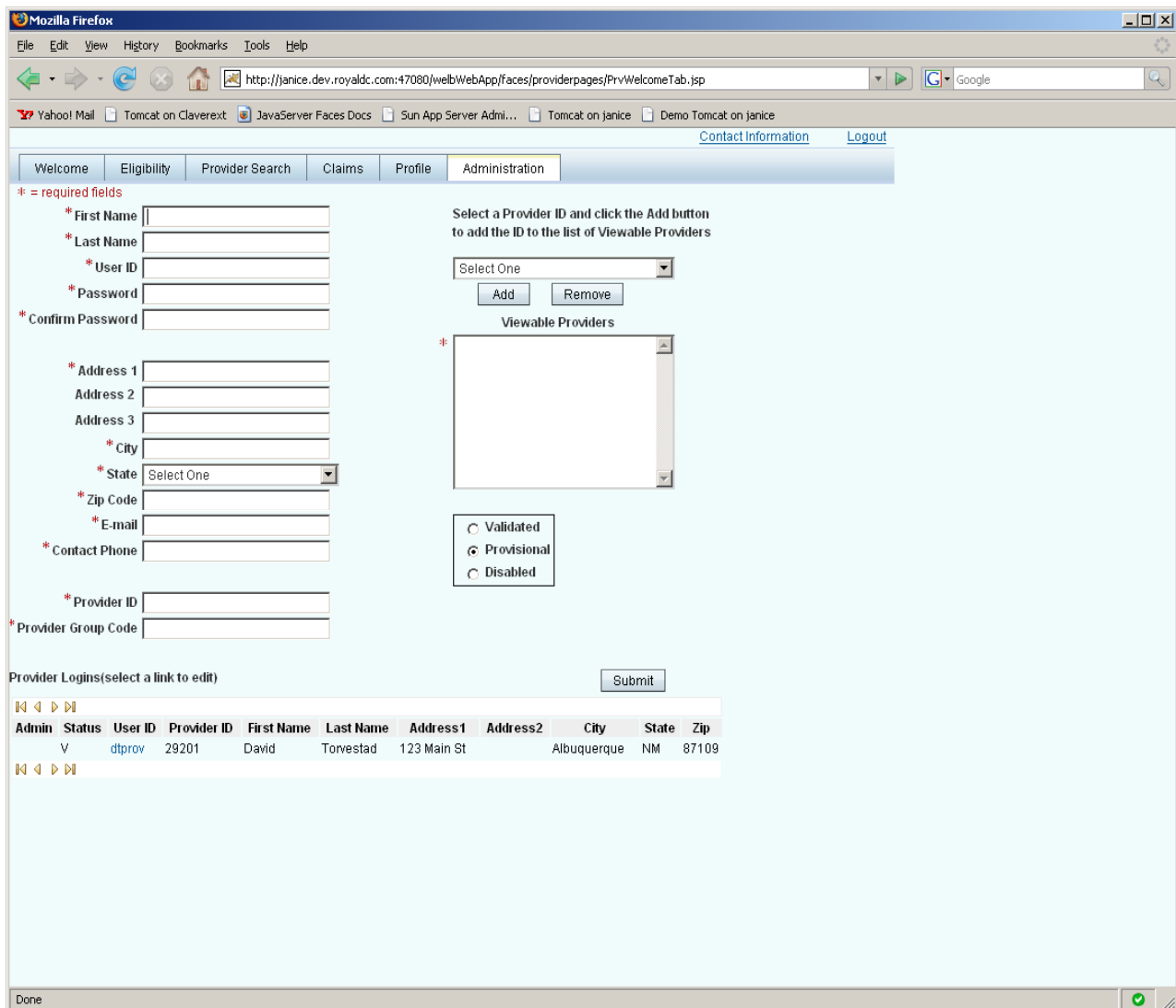


Provider Web Portal Super-User Instructions

Super-User Administration Pages

The super-user administration pages are accessible only to the provider super-user when they successfully log in to the website. The site administrator (WHP) is the only person authorized to create provider super-users. Provider groups must contact the site administrator to have a super user created for their provider group. Once the site administrator creates or gives a user administrative authority (by clicking the “Administrative Check Box”), that user will be able to see the administration tab.



The provider administration tab is used by the provider super-user to manage provider standard users. This page can be accessed by clicking on the “Provider” tab after logging in to the website. **Note: The provider tab will only be visible if the user is an authorized super-user.** Using this page, the provider group administrator can: (a) validate provisional provider users for the group(s) he or she manages; (b) disable existing provider users for the group(s) he or she manages; (b) validate existing disabled provider users for the group(s) he or she manages; (see Figure 10, above). The function of the fields, buttons and links available on the provider administration tab are described below:

The provider super-user may view or modify any of the fields below for each standard user. The super-user will not be able to add new users only modify existing user data for the standard user(s) they manage.

First Name

Last Name

User ID (The provider super-user can not change this field)

Password (Required): This function is provided so that the super-user can reset the password of a user that may have forgotten or compromised the password initially set by him or her.

Confirm Password (Required): The provider super-user must re-enter the password that they have selected for the provider user. This password will be compared to what was entered in the password field and if the entries do not match an error will be generated asking the provider super-user to re-enter and re-confirm the password they have selected.

Address 1

Address 2

Address 3

City

State

Zip Code

E-mail

Contact Phone

Provider ID (Required): The provider super-user must enter a valid provider ID in this field. This field is used for validation purposes only. The data that a registrant will have access to is determined by the provider super-user via his or her administration page. The registrant will only have access to the provider data that the super-user grants them access to during validation. The provider super-user can also validate and assign provider data access to standard provider users.

Provider Group Code (Required): The provider super-user must enter his or her group code in this field.

List of Provider Users

If any standard users have registered to access the website or if the site administrator or provider super-user has submitted any provider users, their names will appear in this list. The list is equipped with a standard set of paging buttons in the upper and lower left hand corners of the list table. Below is a description of the fields that appear in the list of provider users:

Admin: The provider user's administrative flag. If the admin flag for this provider user is a "Y" then the provider user is a provider super-user. The provider super-user is authorized to validate and disable standard provider users, after logging into the website, via the provider user admin tab. Only the site administrator can set this flag to "Y". If this flag is blank then the provider user is a standard user and will not be able to access the provider user admin tab.

Status: The provider user's current access status. If status is "V" the provider user can login to the website. If the status is "D" the provider user will not be allowed to login to the website.

User ID: The user ID selected by or assigned to the standard user.

Group CD: The provider user's provider group code.

Provider ID: The provider user's provider ID.

First Name: The provider user's first name.

Last Name: The provider user's last name.

Address 1: The provider user's mailing address (first line).

Address 2: The provider user's mailing address (second line).

City: The city associated with the provider user's mailing address.

State: The state associated with the provider user's mailing address.

Zip: The zip code associated with the provider user's mailing address.

User ID Link

The user ID link is used to select a user from the list of provider users. When the provider super-user clicks the user ID link, the user's information is populated into groups 1, 2 and 3 and the site administrator can then edit the user's information and access authorization.

Provider Tab Group

This group is a series of tabular style links that provider users can use to navigate to the various provider pages available on the website. The administrative tab will only be visible to provider users with administrative authority.

Viewable Providers Group

This group is used to add or remove viewable providers for a provider user.

Provider ID Entry Text Box: The provider super-user must select the provider id they want the provider user to have access to in this dropdown. The IDs must be added one at a time if there is more than one. Only provider(s) managed by the provider super-user may be added or removed.

Add Button: The provider super-user must click this button to perform an add operation. **(Provider ID is required for add operations).**

Remove Button: The provider super-user must click this button to perform a remove operation.

Viewable Providers List box: This list box displays all of the providers that the provider user can interact with. For provider super-users, this list of providers is the provider group they have control over. Any standard user who requests access to one of the super-user's providers, via the provider group code during registration, is directed to the super user's validation queue.

Validated / Provisional / Disabled Radio Button Group

This radio button group is used to set the provider user's access level to validated, provisional or disabled. If the provider super-user selects an existing provider user, he or she can change that provider user's access level using this radio button group.

Validated Standard Users will be able to log in to the website and interact with provider group data.

Provisional Standard Users may log in to the website but will not be able to interact with provider group data until validated by the provider group's super-user.

Disabled Standard Users will not be allowed to log into the website.

Submit Button

The provider super-user must click this button to update the database with any changes they have made. If an error exists on the page the provider super-user will receive an error and will have to correct it and re-submit the changes or navigate off the page and abandon the changes.

Contact Information Link

The provider super-user can click on this link to view WHP contact information if they have questions or need assistance.

Logout Link

The provider super-user can click on this link to exit the website and return to the login page.