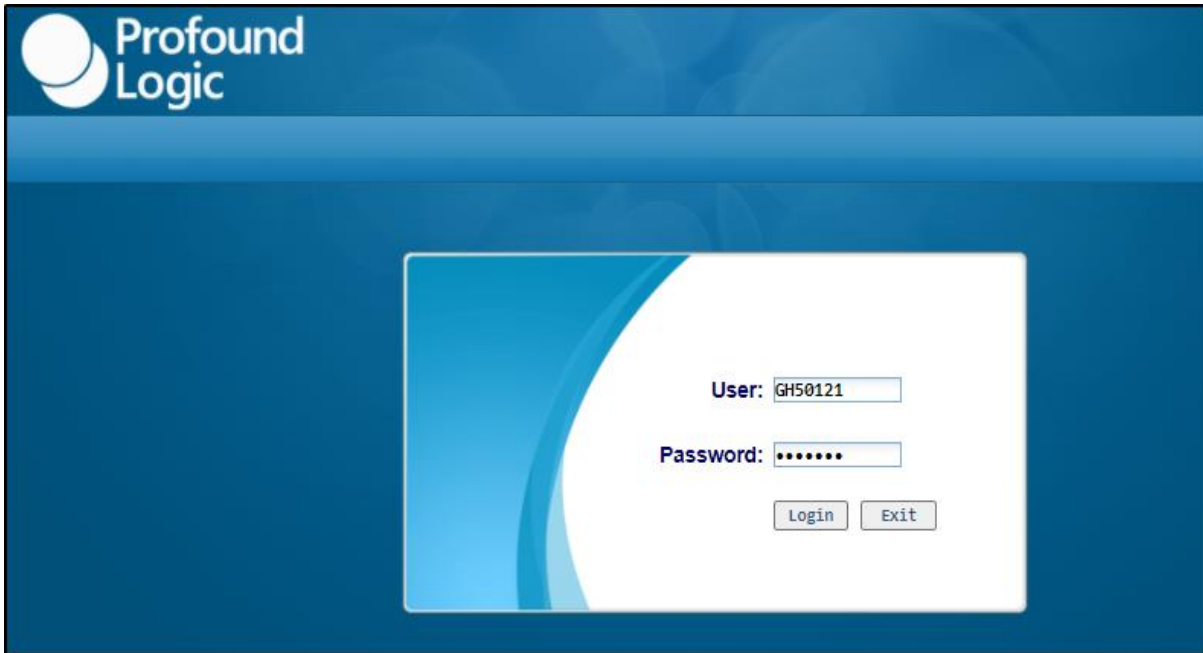


Service Provider Portal Online SIR Super User Functions

The SPP Super User has special privileges allowing them to maintain their standard users.

Log into the **Service Provider Portal**:



Profound Logic

User: GH50121

Password:

Login Exit

Click the **Maintain My Users** option:



Profound Logic SANDIS User: GH50121 Log Off

Service Provider Portal

Reports and Information

- Maintain My Users
- Enter/Update SIRs
- SIR Reports
- List My Vendors

A list of user menus will display:

The screenshot shows the SANDIS Service Provider Portal interface. At the top, there is a header with the Profound Logic logo, the SANDIS logo, and the user ID 'User: GH50121'. Below the header is a navigation bar with 'Continue', 'Exit', and 'Refresh' options. The main content area displays a table of users with columns for 'Opt', 'Userid', 'Name', 'Status', and 'Menu'. A 'Position To:' input field is also present.

Opt	Userid	Name	Status	Menu
▼	GH50121	vportal Super User-SIRS Level A	*ENABLED	MNVPRTA
▼	GH50121A	vportal Supervisor user- SIRS Leve	*ENABLED	MNVPRTB
▼	GH50121B	vportal Case Manager User-SIRS Lev	*ENABLED	MNVPRTC

Navigation buttons: < Previous, Next >

Menu	Functions
MNVPRTA	Maintain user accounts, create and submit SIRs.
MNVPRTB	Create and submit SIRs.
MNVPRTC	Create SIRs only.

TO ADD A NEW USER

- 1) Click the drop-down icon of the menu you want the new user to have, then select **Copy**:

This screenshot shows the same SANDIS Service Provider Portal interface as above, but with a dropdown menu open for the user 'GH50121B'. The dropdown menu contains the following options: 'Reset/Change', 'Copy', 'Disable', 'View', and 'Delete'. The 'Copy' option is highlighted in yellow, and the entire dropdown menu is enclosed in a green rectangular box.

Opt	Userid	Name	Status	Menu
▼	GH50121	vportal Super User-SIRS Level A	*ENABLED	MNVPRTA
▼	GH50121A	vportal Supervisor user- SIRS Leve	*ENABLED	MNVPRTB
▼	GH50121B	vportal Case Manager User-SIRS Lev	*ENABLED	MNVPRTC

Navigation buttons: < Previous, Next >

2) Enter the new user name, password, and email address. Then click **Save**:

Reset/Update User Profiles

User Code: GH50121C Description: STAFF NAME

Change Status

Password: S3CURE21

Email...: STAFF.NAME@EMAIL.COM

Exit Save

3) The new user will appear on the list:

Profound Logic SANDIS User: GH50121

Service Provider Portal

> Continue
> Exit
> Refresh

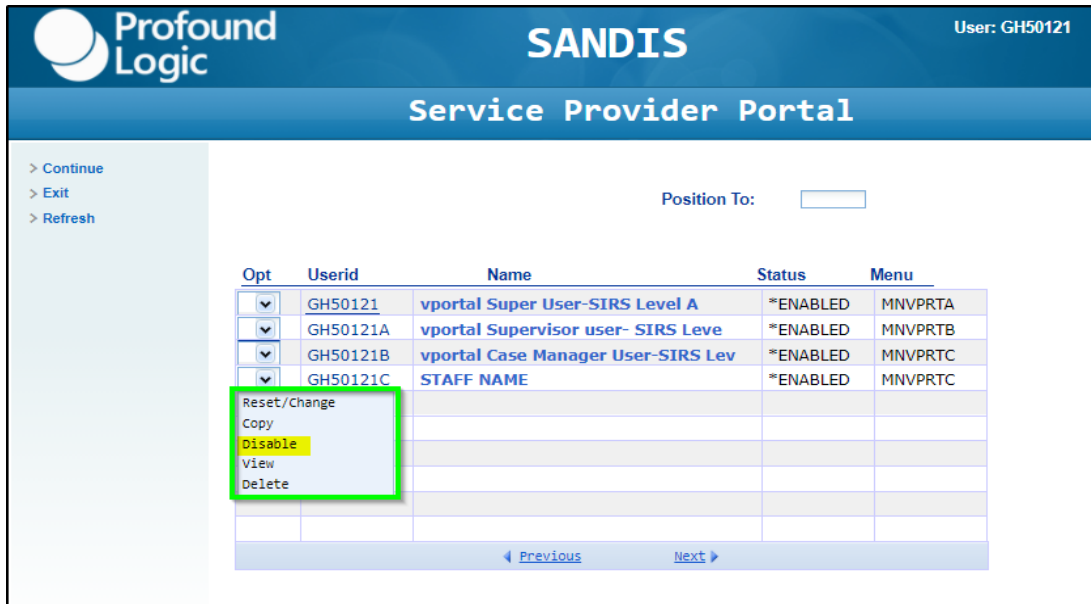
Position To:

Opt	Userid	Name	Status	Menu
▼	GH50121	vportal Super User-SIRS Level A	*ENABLED	MNVPRTA
▼	GH50121A	vportal Supervisor user- SIRS Leve	*ENABLED	MNVPRTB
▼	GH50121B	vportal Case Manager User-SIRS Lev	*ENABLED	MNVPRTC
▼	GH50121C	STAFF NAME	*ENABLED	MNVPRTC

◀ Previous Next ▶

TO DISABLE A USER ACCOUNT

- 1) Click the drop-down icon next to the User ID, and select **Disable**:

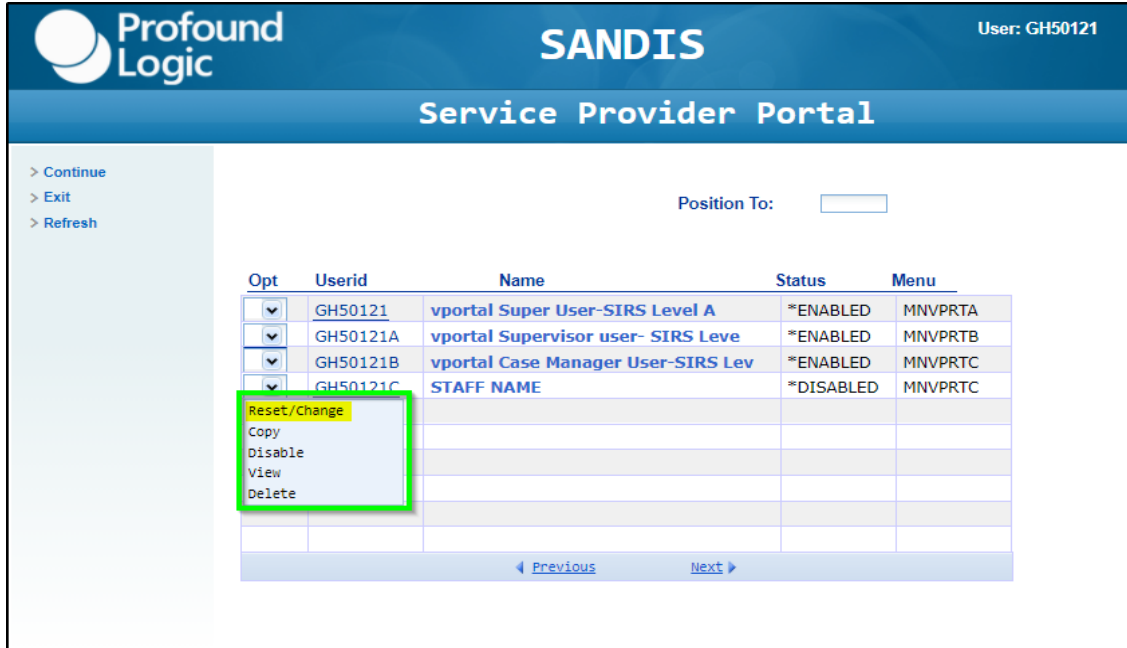


The screenshot shows the SANDIS Service Provider Portal interface. The header includes the Profound Logic logo, the SANDIS logo, and the user ID GH50121. The main content area displays a table of users with columns for Opt, Userid, Name, Status, and Menu. The user GH50121C is highlighted, and a dropdown menu is open, showing the 'Disable' option selected.

Opt	Userid	Name	Status	Menu
▼	GH50121	vportal Super User-SIRS Level A	*ENABLED	MNVPRTA
▼	GH50121A	vportal Supervisor user- SIRS Leve	*ENABLED	MNVPRTB
▼	GH50121B	vportal Case Manager User-SIRS Lev	*ENABLED	MNVPRTC
▼	GH50121C	STAFF NAME	*ENABLED	MNVPRTC

TO ENABLE A USER ACCOUNT

- 1) Click the drop-down icon next to the User ID, and select **Reset/Change**:



The screenshot shows the SANDIS Service Provider Portal interface. The header includes the Profound Logic logo, the SANDIS logo, and the user ID GH50121. The main content area displays a table of users with columns for Opt, Userid, Name, Status, and Menu. The user GH50121C is highlighted, and a dropdown menu is open, showing the 'Reset/Change' option selected.

Opt	Userid	Name	Status	Menu
▼	GH50121	vportal Super User-SIRS Level A	*ENABLED	MNVPRTA
▼	GH50121A	vportal Supervisor user- SIRS Leve	*ENABLED	MNVPRTB
▼	GH50121B	vportal Case Manager User-SIRS Lev	*ENABLED	MNVPRTC
▼	GH50121C	STAFF NAME	*DISABLED	MNVPRTC

2) Click **Change Status** to ***ENABLED**, then click **Save**:

Reset/Update User Profiles	
User Code	Description
GH50121C	<input type="text" value="STAFF NAME"/>
Status:	<input type="text" value="*ENABLED"/> <input type="button" value="Change Status"/>
Password:	<input type="text" value="*SAME"/>
Email...:	<input type="text" value="STAFF.NAME@EMAIL.COM"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Note: **Reset/Change** will also give you the ability to update the account name, password, or email address.