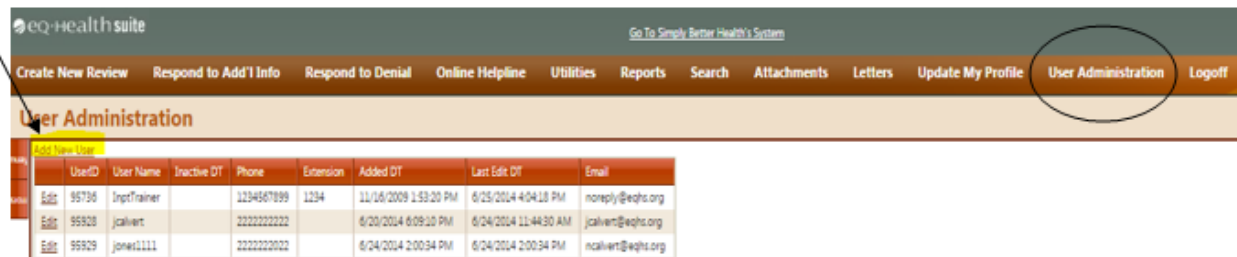




How to create a new user account in eQSuite®

When you log into eQSuite® click on the “User Administration” tab



- ▶ You will click on “Add New User”
- ▶ Complete all fields except the inactive date
 - If you enter an inactive date this will close or terminate the account and the user will no longer be able to access eQSuite®
 - The only time you should enter an inactive date is if the employee is no longer with the company.

User Name: *At least 6 chars. lower case.*

First Name:

Last Name:

Password:

Email:

InactiveDate:

Phone Number: () - -

Extension:

Receive review recon emails:

Allow to run reports?:

Allow to enter requests?:

Allow to view provider letters?:

Allow to view physician letters?:

Receive review approval emails:

Receive review pending emails:

Receive review suspended emails:

Receive review canceled emails:

Receive review partially denied emails:

Receive review recon complete emails:

Receive review denied emails:

[Save Changes](#) [Back to User List](#)



- ▶ Check the boxes off to the right, this will allow or restrict certain functions the user will have.
- ▶ Once you have entered all fields click on “**Save Changes**”
- ▶ If you need to make changes an existing user account, click on “**Edit**”
 - Make changes to a name
 - Make changes to an email or phone number
 - Check/uncheck functions
 - Change a password
 - You will **NOT** be able to change or edit the user name
- ▶ Once you have made the changes, click “**Save Changes**”

NOTE: Only the System Administrator will have the User Administration tab and have the ability to create new user accounts.



Health
SOLUTIONS
