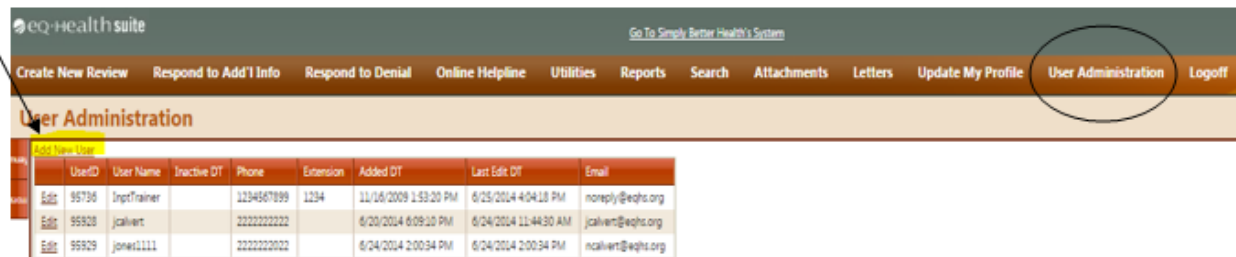


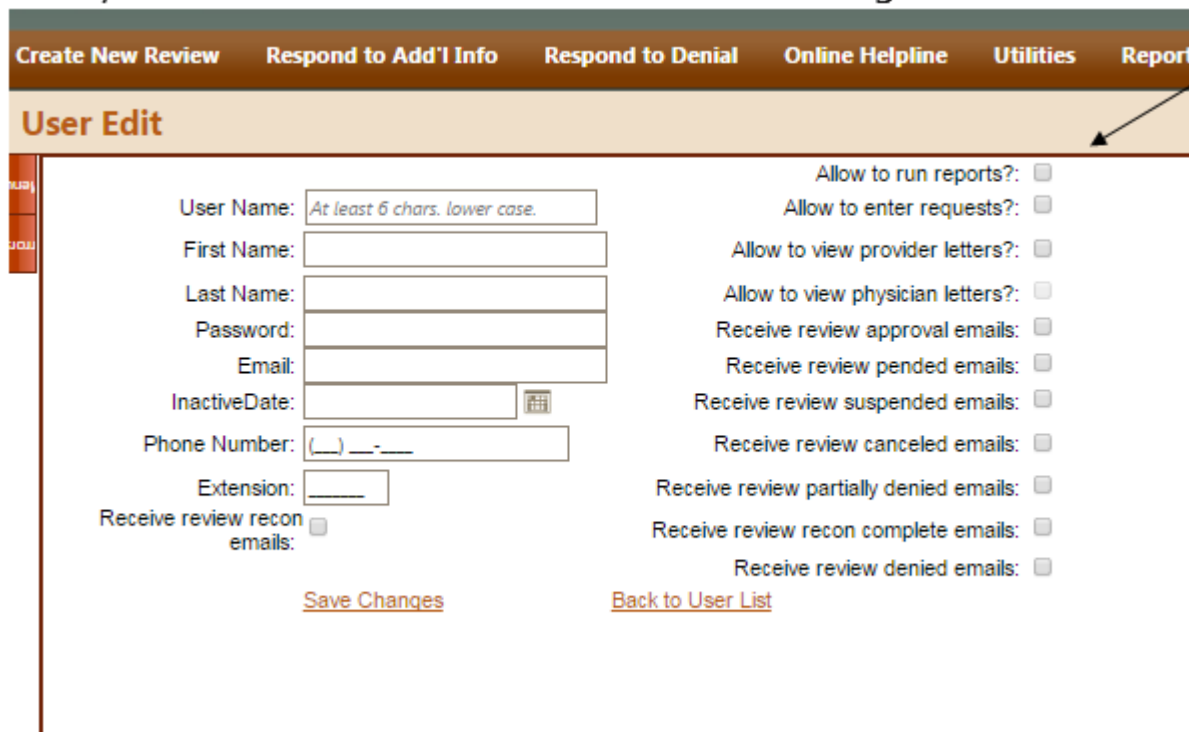
## How to create a new user account in eQSuite®

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



	UserID	User Name	Inactive DT	Phone	Extension	Added DT	Last Edit DT	Email
Edit	95736	InstTrainer		1234567899	1234	11/16/2009 1:53:20 PM	6/25/2014 4:04:18 PM	noreply@eqhs.org
Edit	95928	jcalvert		2222222222		6/20/2014 6:09:10 PM	6/24/2014 11:44:30 AM	jcalvert@eqhs.org
Edit	95929	jones1111		2222222022		6/24/2014 2:00:34 PM	6/24/2014 2:00:34 PM	jcalvert@eqhs.org

- ▶ 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 Edit**

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.

