

# How to create a new user account

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	InptTrainer		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	ncalvert@eqhs.org

- You will click on **“Add New User”**
- Complete all fields **“EXCEPT”** the inactive date
  1. If you enter an inactive date this will close or terminate the account and the user will no longer be able to access eQsuite
  2. If the employee is no longer with the company, then you would enter an inactive date for that user.
- 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”**

**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](#)

- If you need to make changes an existing user account click on **"Edit"**
  1. Make changes to a name
  2. Make changes to an email or phone number
  3. Check/uncheck functions
  4. You will **NOT** be able to change or edit the user name
- Once you have made the changes, click **"Save Changes"**