

HWSVerified CREDENTIALING

Quick Steps FOR the Verified Professional Non-Employee

First Step Must use Google Chrome	Second Step	Third Step
<p>Registration Screens for First Time Registrants</p> <p>www.hwsverified.com</p> <ul style="list-style-type: none"> Select Verified Professional Select Create Account 	<p>Create Account</p> <ul style="list-style-type: none"> Enter your Email address Create a Password Select box to agree to terms and conditions 	<p>Confirm e-mail</p> <ul style="list-style-type: none"> VPRO's work email Will receive an email with a confirmation code to enter in Confirm e-mail screen Account Successfully confirmed comment with a hyper link: Go to Login

Login main screen with email and password

Personal Info

<ul style="list-style-type: none"> First name Middle name Last name Select box: I verify this is my full Legal Name... 	<ul style="list-style-type: none"> Date of birth Address line 1 Address line 2 City 	<ul style="list-style-type: none"> State Zipcode Mobile phone Work phone
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Access Request Info Fields to Complete

- Enter the Facility you need access to.
- Type in name (be exact or type a few characters at a time) or can use Google Chrome location if in the vicinity.
 - Once found, you must use the mouse to **"select facility"**
 - *if the facility is not found then it could be that your organization is not "connected" to the facility and would require you to call 954-514-1440 to request the connection
- Employer
- Classification (ie., supplier rep, dietitian, dialysis nurse, etc.)
- Do you have a delegate who will act on your behalf: **yes or no**
 - *if not selected during registration, the Delegate is still able to locate the person in the delegate tool and add to the roster*
 - If Delegate is selected as Yes the next screen **ask** if a **Delegatge will pay the fee.**
 - If yes is selected for the Delegate to pay the fee the registration process **suspends** until the Delegate pays the fee. Delegate will receive an email to pay; however, Delegate must inform VPro to complete registration.
 - After the fee is paid the VPro must complete the registration process or the account will not be created.**

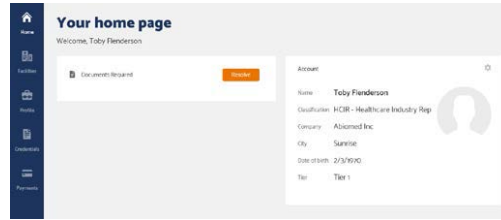
Select Continue and will be directed to a screen Summary.

Select Confirm or Back to make changes: if Confirmed next screen is Payment

VPro does not need to have a PayPal account. ----see next page to continue


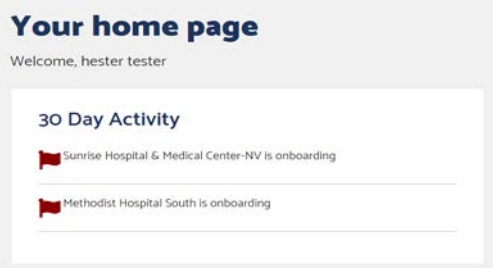
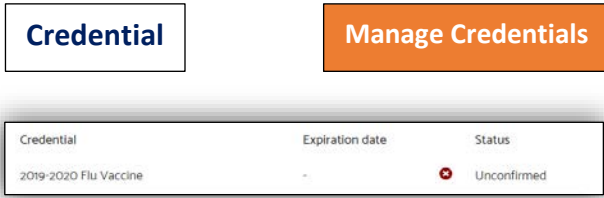
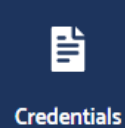


Payment

Once payment is made by the VPRO, will receive a **Continue**. VPro will be redirected to the Home Page



confirmation. Click

NAVIGATING THE HWSVERIFIED SITE FOR THE VERIFIED PROFESSIONAL

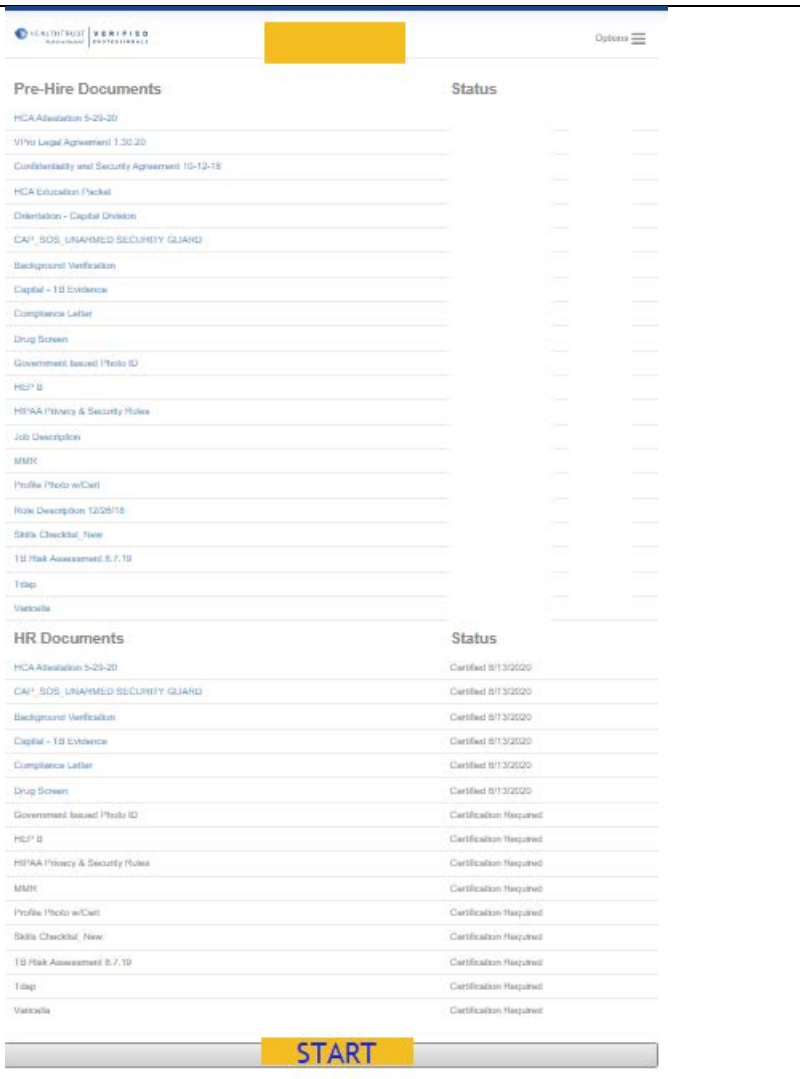
<p>Home Page</p> 		<p>Anytime there is an “onboarding” notation you need to complete credentials.</p> <p>This will happen for existing facilities or when you add facilities in other divisions or new divisions</p>
<p>Viewing Credential Status and Access to Manage and Upload Credentials</p>	<p>This is the screen you come to</p> 	<p>This provides a snapshot of your credentials and their status</p>
<p>Credentials</p> 	<p>#1 </p> <p>#2 </p> <p>We need to make sure it's still you! Please enter your password.</p> <p>* Password</p> <input data-bbox="451 1415 813 1444" type="password"/> <p>Log in</p>	<p>To upload credentials:</p> <ol style="list-style-type: none"> 1. Select the Manage Credentials button. 2. You are now taken to the secured site to upload. You will need to login. This is a security measure to protect your data.

Con't of Credentials




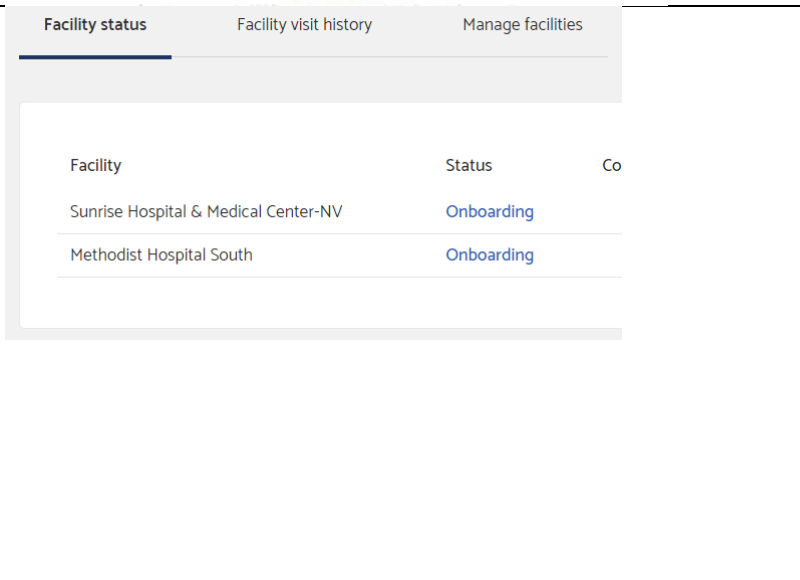
- Click on Review and Sign Box.
- This will take you to the list of required credentials. See below for next steps

Con't of Credentials



- You must **scroll** to the bottom of the page to kick-off the process. Click the **start** button.
- After this you can jump around to individual credentials to complete online or to upload.

View: facilities in account/link to view credentials based on Status/ Adding Facilities

- **Facility Status** – select status to view credentials
- **Facility Visit History** – see visit history
- **View (only) uploaded credentials.** Select the onboarding status and then you are taken to a screen where you are able to select and view your uploaded credentials.
- **Manage facilities** – select new facilities your company is linked in HWSVerified for you to credential and access.
Tips: when selecting a facility you cannot complete on a mobile phone or ipad. This feature requires you to use a mouse to SELECT the facility. The hand turns to a pointer to select.