

A user with an Admin role can create accounts for other users. An Admin user will first need to register in the system and have the information for the additional users that are needed. The instructions below describe how to create accounts for additional users.

## **Open Setup**

Click on **SETUP** from the top navigation menu. In the "Manage Provider Groups" section, you will see the provider groups that you have access to manage. Expand the desired provider group by clicking on the small arrow on the right. Click **ADD NEW USER**.

SETUP / MANAGE PROVIDER GRO	DUPS			
SETUP			REGISTER	NEW PROVIDER
Manage Provide	r Groups (3)	Manage Users (2)		
a Doctor Test		Indiana Medicaid	NPI : 1234567890 / Test / 123 Sesame Street	^
NPI	PROVIDER TYPE	ADDRESS		
1234567890	Test	123 Sesame Street		
AVAILABLE USERS FROM YOUR GROU	JP			



## Add New User

You will create a username and enter the user's contact information. Then click **CREATE**. A message will display confirming the user was created successfully. User roles default to Provider Staff Account (which is the general user role). Helpful Hints:

- Use common naming convention for usernames for all staff on your team.
- You will **not** be able to edit the username in the future.



## New User Access Email

After the new user is entered in the system by the Admin, an email will be sent with a link to complete the registration process. The new user must click the link in the email within 2 days to complete the registration process.

From: atrezzo_donotreply@kepro.com To: demohospital18@yahoo.com		Tue, Jan 2 at 12:26 PM 🏾 🏠
Dear User,		
Your Atrezzo user profile has been initiated. Please follow the link below and the instructions on that page to registe	r your	account.
Atrezzo Registration		
This link will expire in 2 days.		
Thank you, Acentra Health		
Acentra realm		
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