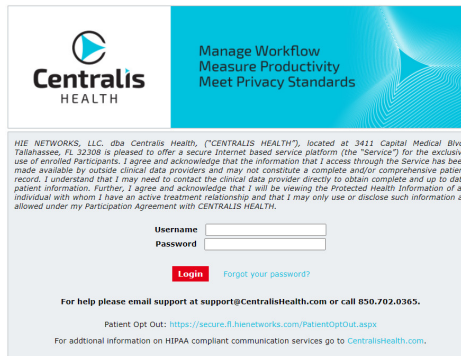


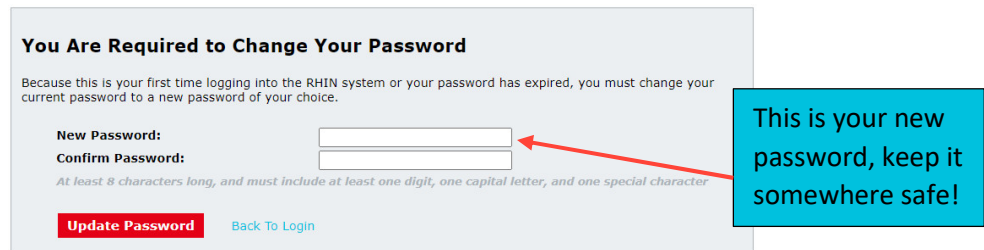
Initial User Login and Registration

1. Enter Username and temporary password



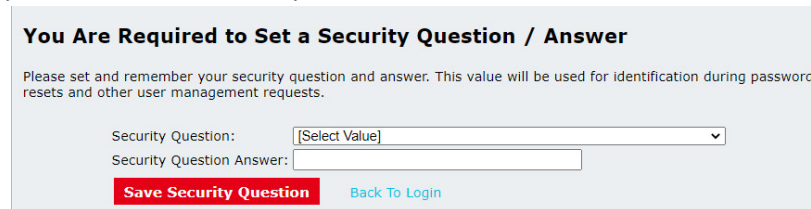
The screenshot shows the Centralis Health login and registration page. At the top, there is a header with the Centralis Health logo and a blue banner with the text "Manage Workflow Measure Productivity Meet Privacy Standards". Below the banner, there is a section with a disclaimer about HIE Networks, LLC. The main form area contains fields for "Username" and "Password", a "Login" button, and a link for "Forgot your password?". At the bottom, there is contact information for support and a link for patient opt-out.

2. Set new password with at least 8 characters long, and must include at least one digit, one capital letter, and one special character.



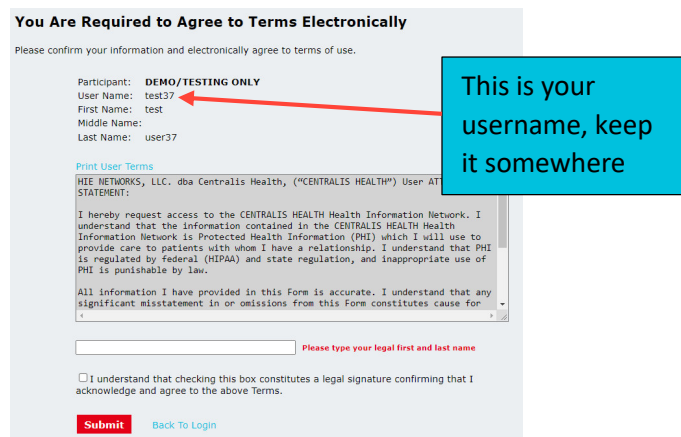
The screenshot shows a "You Are Required to Change Your Password" form. It includes a message explaining that the password must be changed due to a first-time login or expiration. The form has fields for "New Password:" and "Confirm Password:", followed by a red "Update Password" button and a blue "Back To Login" link. A red arrow points from a blue callout box to the "New Password:" field. The callout box contains the text: "This is your new password, keep it somewhere safe!". Below the password fields, there is a note: "At least 8 characters long, and must include at least one digit, one capital letter, and one special character".

3. Select Security Question and answer question



The screenshot shows a "You Are Required to Set a Security Question / Answer" form. It includes a message asking the user to set and remember their security question and answer. The form has a dropdown menu for "Security Question:" and a text field for "Security Question Answer:", followed by a red "Save Security Question" button and a blue "Back To Login" link.

4. Read and Agree to Terms of Use



The screenshot shows a "You Are Required to Agree to Terms Electronically" form. It includes a message asking the user to confirm their information and agree to the terms of use. The form displays user information: "Participant: DEMO/TESTING ONLY", "User Name: test37", "First Name: test", "Middle Name:", and "Last Name: user37". A red arrow points from a blue callout box to the "User Name: test37" line. The callout box contains the text: "This is your username, keep it somewhere". Below the user information, there is a "Print User Terms" link, a "STATEMENT:" section with a disclaimer, and a checkbox for "I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms.". At the bottom, there is a red "Submit" button and a blue "Back To Login" link.

5. Log in one final time with new credentials to confirm set up

Your information has been accepted and saved, please login.
Welcome to the Secure Web Portal. Please enter your login information to continue...

Username: test37
Password: [masked]
Login [Forgot your password?](#)

For help please email support at support@CentralisHealth.com

My Dashboard
Work Queue
Find Item
Sent Queue
Received Queue
New Item

My Profile
Main Inbound
Derm
Main Queue xxxxx
xxxx
Records Request
Referrals

Support
Logout
Centralis HEALTH
Copyright © 2006-2021
Centralis Health

Welcome, test user37
Current Work Queue: Main Inbound
All Items Assigned To Me

Centralis Health Alerts

Received Items Requiring Action
3 New
2 Pending
2 Need Attention
0 Urgent
0 Download Pending

Sent Items Requiring Action
0 Pending
5 Need Attention
0 Urgent

Quick Item Search
*** Only includes Items from the last month ***
Current Work Queue
My Work Queues
All Work Queues
Sent
Received
Both
Search by: Patient Name Item # File Text
Find Item Clear

6. In the left navigation menu click on My Profile to complete your profile configurations

My Dashboard
Work Queue
Find Item
Sent Queue
Received Queue
New Item
My Profile Main Inbound

My Profile
User Name: test37
Password: [masked]
Confirm Password: [masked]
Must be 8 characters long, include at least one digit, one capital letter, and one special character (!,@,#,\$,%,&,'*,(,),?,<,>,+,-,_,/,.).
Change image...
Update Password

First Name: test
Middle Name: [empty]
Last Name: user37
Email: test@Test.com
Phone Number: [empty] ext [empty]
Type: General User
Default Work Queue: Main Inbound
Security Question: What is the name of the first street you lived on?
Security Answer: [empty]
Save

Notifications:
☐ Work Queue - Assigned to Me
☐ Work Queue - Assigned to Me Fax Failed
☐ Work Queue - New
In addition to being notified in the HIE Networks desktop software you can receive notifications to your saved email address
Send Email Notifications: ☒

Phone number that will display on your fax cover page, it can be a direct number to your desk OR your office/dept main number

Select a Default Work Queue, this is your primary working location and where your sent faxes will populate from

Do Not Forget to Click Save

You can add a picture to your profile to personalize it. Here you can also update your password at anytime

Select the types of notifications you'd like to receive, check Send Email Notification. CONFIRM your email address is correct.
*Most users only use **Work Queue – Assigned to Me Fax Failed**