Initial User Login and Registration

1. Enter Username and temporary password
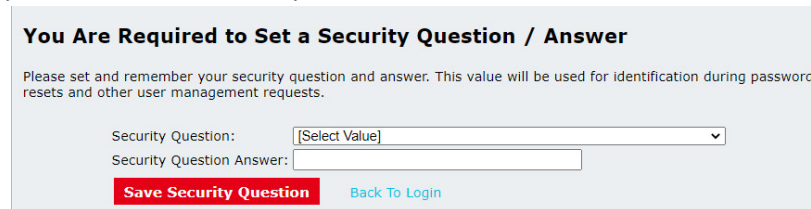

2. Set new password with at least 8 characters long, and must include at least one digit, one capital letter, and one special character.
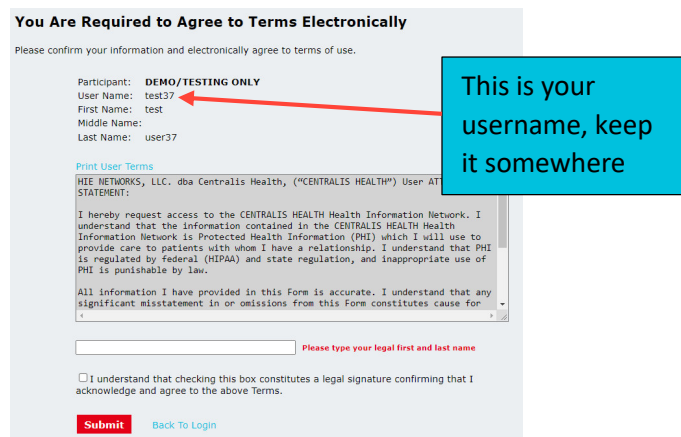

3. Select Security Question and answer question

4. Read and Agree to Terms of Use

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 ●●●●●●●●●●●●●●

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 xxx-xx
xxxx
Records Request
Referral

Support

Logout

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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   ○ Sent
○ My Work Queues   ○ Received
● All Work Queues   ● Both
h by: ● Patient Name ○ Item # ○ File Text
d Item   Clear

If successful after clicking login you will land on the web portal Dashboard

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: [   ]
Confirm Password: [   ]

Must be 8 characters long, include at least one digit, one capital letter, and one special character (!,@,#,$,%,^,&,,(,),?, <,>,+,=,\,/).*

Update Password

Change image...

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

First Name: [test]
Middle Name: [   ]
Last Name: [user37]
Email: [test@Test.com]
Phone Number: [   ]   ext [   ]
Type: [General User   ▼]
Default Work [Main Inbound   ▼]
Queue:
New Items will be sent from the Default Work Queue

Security Question:
[What is the name of the first street you lived]
Security Question
Answer: [   ]

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

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***

Do Not Forget to Click Save