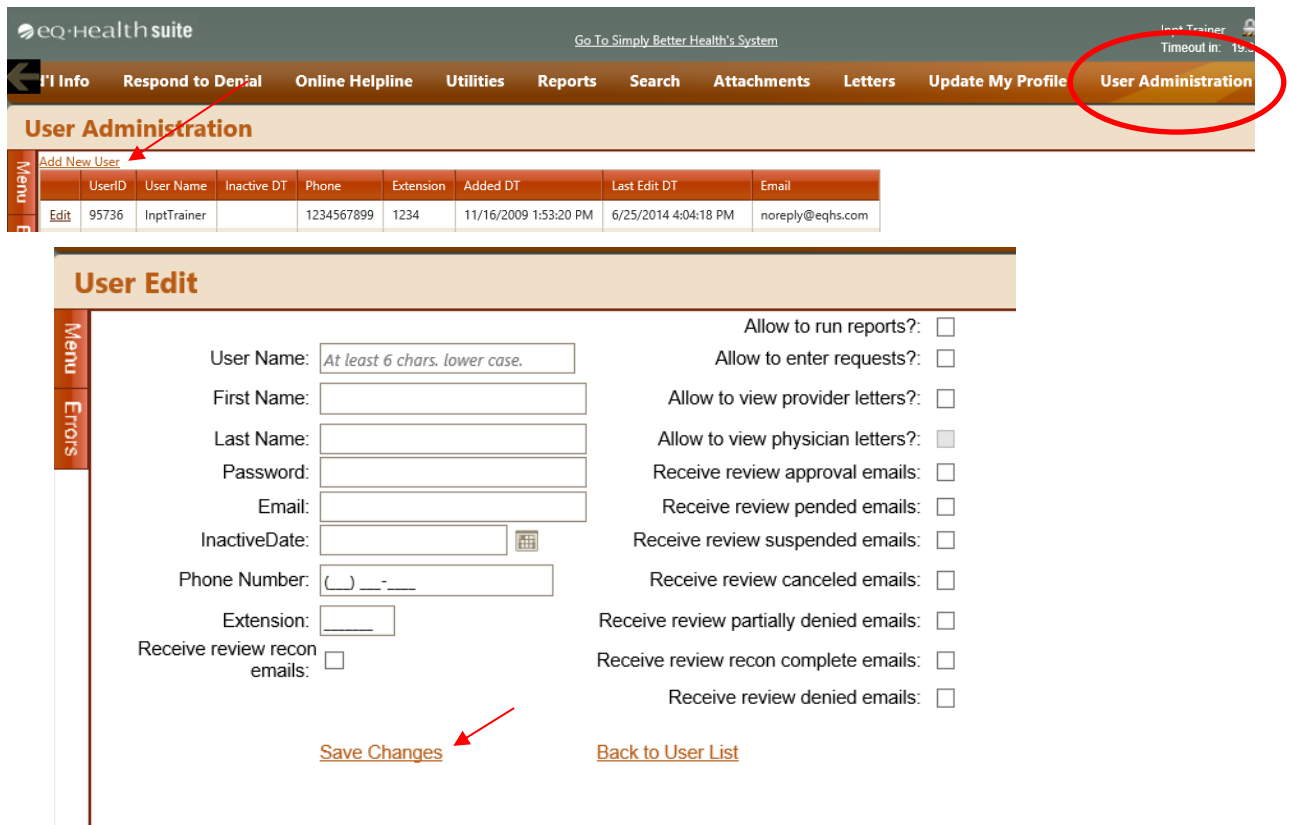


Purpose: This guide serves as a tool on how to create a new user account in eQSuite®. Please note that only System Administrators will have the User Administration Tab to create additional user accounts.

Log into eQSuite®

- Click on **“User Administration”**
- You will click on **“Add New User”**



The screenshot shows the eQSuite User Administration interface. The top navigation bar includes 'User Administration' which is circled in red. Below it is the 'User Administration' section with an 'Add New User' link. A table lists existing users, with the 'Edit' link for user 'InptTrainer' highlighted. Below the table is the 'User Edit' form with various input fields and checkboxes.

UserID	User Name	Inactive DT	Phone	Extension	Added DT	Last Edit DT	Email
95736	InptTrainer		1234567899	1234	11/16/2009 1:53:20 PM	6/25/2014 4:04:18 PM	noreply@eqhs.com

User Edit

User Name:

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](#)

Complete all fields **except** the inactive date

- If you enter an inactive date this will terminate the account and the user will no longer be able to access eQSuite®
- The only time you should enter an inactive date is if the employee is no longer with the company or they no longer need access to the portal.
- Check the boxes off to the right, this will allow or restrict certain functions within eQSuite® for the user.

- Once you have entered all fields click on **“Save Changes”**
- If you need to make changes to an existing user account, click on **“Edit”**
 - Make changes to a first/last name
 - Make changes to an email or phone number
 - Check/uncheck boxes for user functions
 - Change a password
 - You **cannot** change or edit the username
- Once you have made the changes, click **“Save Changes”**