

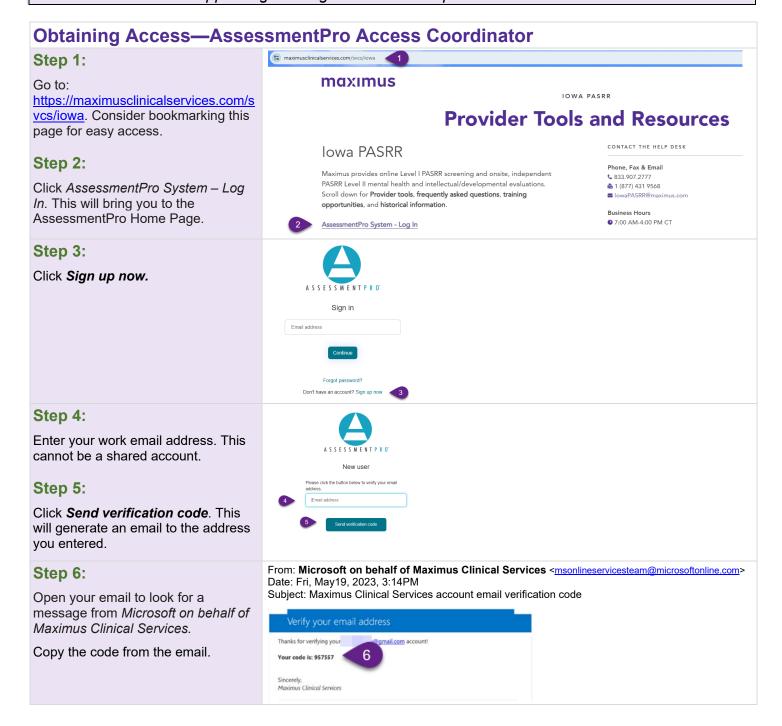
AssessmentPro User Guide— Becoming an AP Access Coordinator

Maximus provides this user guide as an overview of system operations. Maximus will always support the current and most recent versions of Google Chrome and Microsoft Edge. Maximus recommends Adobe Reader 10 or later.

Ensure that your firewall does not block our URL.

To maintain proprietary content protection, this user guide does not capture all system fields.

All information appearing in this guide does not represent true and actual individuals.



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Upload the signed and completed agreement file to AssessmentPro.

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Step 7: New user A verification code has been sent to your email Enter the verification code from the address. Please enter it below email you received. stephanienf@hospital.com Step 8: Click Verify code to proceed. Send new code Verify code Step 9: Stephanie Complete the form with your contact Email address information for use during business stephanienf@hospital.com hours. **Step 10:** (555) 334-5444 Ext. Phone - Mobile Click the option Request AssessmentPro Access Coordinator access. This will appear after selecting your state. Facility **Step 11:** Select facility Click Continue. This will generate your account and send you an email at the account you identified. Your Access Coordinator Agreement will be available in that email. AssessmentPro Administrator Request Received 0 0 **Step 12:** AM (6 hours ago) 🛊 👆 Open the Access Coordinator agreement in your email. Click here to download/upload the agreement. You will have 30 days to complete this agreement before your request will expire If you did not request this access or believe this was in error, please contact (555) 555-5555 for further guidance. Click the link to download the Access Coordinator Agreement. This will bring you to AssessmentPro. **Step 13:** Complete the agreement by Log into AssessmentPro using the obtaining the appropriate credential you created. signatures. You will need to sign the top portion and an **Step 14:** ASSESSMENTPRO executive contact will sign You require further documentation to continue. Click the Download AssessmentPro the bottom portion. For Download and complete the document below, then return to Access Coordinator Agreement link to Executive Contact, consider this page to upload. download the agreement. a department head, your Select file for upload supervisor, or other person Complete the agreement and upload of authority within your to your computer. Download AssessmentPro Access Coordinator Agreement 14 facility. Sign out **Step 15:**

Maximus will review your Access Coordinator Agreement and verify the information provided. Wait for approval from Maximus or contact your facility's existing Access Coordinator(s) for approval.