

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.

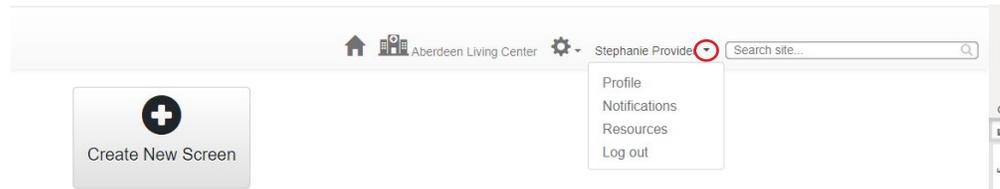
To maintain proprietary content protection, this user guide does not capture all system fields.
All information appearing in this guide does not represent true and actual individuals.

Add Facility to a Registered System User

For active users who need access to a second (or more) facility.

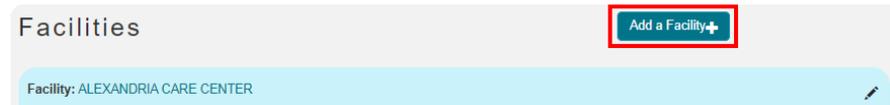
STEP 1:

Access your profile from the upper right corner of the system.



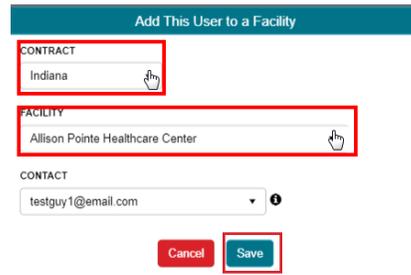
STEP 2:

Click **Add a Facility+** to add a new facility to your account.



STEP 3:

Select your **Contract** from the contract list.
 Select the **facility name** from the facility dropdown.
 Click **Save** to retain the addition.



STEP 3:

New Facility AssessmentPro Administrator must approve access and assign user role(s).

