Quick Reference Guide

Construction Dignity Health

Version 4.3.2

Getting Started

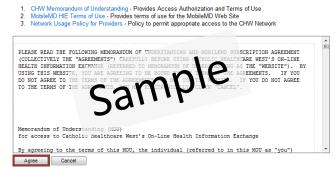
Initial Login and Password Reset

- 1. Go To: <u>https://hie.dignityhealthmember.org</u>
- 2. Select the **region website link**.
- 3. Enter your username and temporary password.
- 4. Select Logon.
- 5. You will be prompted to enter a new password.
- 6. Enter a new password and select Update Password.
 - * Password must <u>start with a letter</u>, be at least <u>8 char-acters</u> and contain at least <u>one number</u>.

| | Your password has expired, please enter a new password. | | |
|----|---|--|--|
| | Enter New Password: | | |
| | Re-Enter New Password: | | |
| | | | |
| | Update Password Close | | |
| 7. | Select Ok to continue. | | |

8. Screen will default to the **Terms and Conditions Agreement**. Select **Agree** to continue.

By selecting the Agree button, you are agreeing to the terms and conditions outlined in the following documents



- 9. You will now be logged off of the system; pending cosign by physician.
- 10. If not already completed, the physician will need to complete steps 1-8 and co-sign users.
- 11. At login, the physician is presented with a list of users requiring co-sign.
- 12. Check the box next to the user's names and click **Co-sign.**

Welcome Dr. Rachel Allred

In accordance with Catholic Healthcare West's Network Usage Policy, you has sponsor access to the Website by these members of your office staff, as indicate

| User | Document |
|----------------|------------------------------------|
| Gerald Frey | Network Usage Policy for Providers |
| 1 | |
| Co-Sign Cancel | |

13. After the physician has co-signed, proceed to the Initial Logon screen.

- 14. Answer the **Password Recovery Security Questions** and select **Save Answer**.
 - * Answers/Passwords are case sensitive.
- 15. Screen will default to a notification that the security questions have been completed successfully.
- 16. Select Finish to continue.

Password Recovery

 If you forget your password, you can create a new password by entering your username and selecting Forgot Your Password from the login screen.

| username: | |
|-----------|-----------------------|
| password: | |
| | Logon Reset |
| | Forgot your password? |
| April | 22, 2011 Contact Us |

- 2. You will be prompted to answer the security questions completed during the initial login setup.
- 3. Create a new password.
 - Password must <u>start with a letter</u>, be at least <u>8 char-acters</u> and contain at least <u>one number</u>.
- 4. Select **Update Password**. Screen will default to Logon page.
- 5. Enter user name and password.
- 6. Select Logon.

<u>Help and Support</u>

Contact the help desk for technical difficulties, new user accounts, terminations, etc.

1. Operations Support can be reached by clicking **Contact Us** on the login screen or from the top of the application menu bar.

| username: | Change Password Log Off | Contact Us |
|---------------------------|-------------------------|------------|
| password: | | |
| Logon Reset | | |
| Forgot your password? | | |
| April 22, 2011 Contact Us | | |

 An office manager or physician can contact the operations desk to request <u>New User Accounts</u> or <u>Remove Existing Accounts</u> for departed staff.