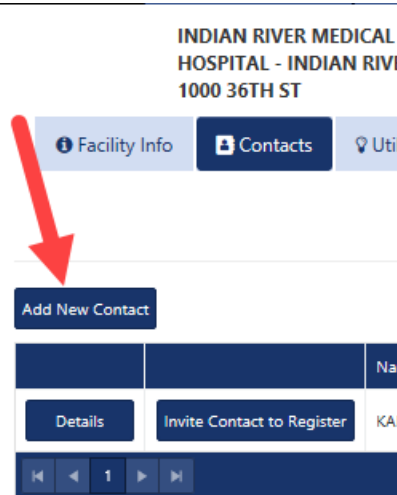


How to Create and Maintain Provider User Accounts in the Emergency Status System (ESS)

Audience: Providers, Partners, and AHCA Staff

1. Navigate and login to the website: <https://apps.ahca.myflorida.com/ess>
2. Locate and select the provider. Click the “Contacts” tab.
 - a. **To add a new contact person:**
 - i. Click “Add New Contact”.



- ii. Enter the contact's information on the “Facility Contact-Add” screen. Select the person's “Title/Position”. Enter the person's name, email address(es), telephone number(s), type of telephone number, and if the number is able to receive text messages.

Facility Contact - Add

Facility Contact - Add

Title/Position: Maintenance Director

First Name: Test

Last Name: Contact

Primary Email: email@email.com

Email 2:

Email 3:

Primary Phone Number: (888) 888-5555

Extension:

Phone Type: Office

Text Messaging Capable: Yes

Phone Number 2:

Extension:

- iii. If the person is the designated safety liaison or knowledgeable about the facility's generator(s), indicate this by checking the appropriate box(es) if applicable.

Safety Liaison

Generator Contact

- iv. Indicate if the person is unable to communicate in English and requires a translator if called. If a translator is needed, please indicate the language also. Click "Save" once all information is entered.

Do you require a translator?

Language Spoken

Other Language

b. To edit/update an existing contact:

- i. Click "Details" next to the contact's name.

AMBER PLACE
ASSISTED LIVING FACILITY - CITRUS County - Lic
2365 WEST AMBER PLACE

	Name	Title	Pri
<input type="button" value="Details"/>	Test Test	Maintenance Director	(85
<input type="button" value="Details"/>	M [REDACTED] ON	CEO/Administrator	(35

- ii. Click “Edit” at the bottom of the “Facility Contact-Details” screen.

Facility Contact - Details

Title/Position Maintenance Director

First Name Test


Last Name Test

Primary Email testahca7@gmail.com

Email 2


Language Spoken

Other Language

 **Edit** **Cancel**

- iii. Click “Save” once information is entered.

Other Language

 **Save** **Cancel**


c. To invite a contact to register for ESS:

- i. Click the button “Invite Contact to Register” next to the name of the contact.

Facility Info **Contacts** Utilities

Add New Contact

		Name
Details	Invite Contact to Register	KAREN



« 1 »

- ii. On the “Send Invitation to Contact” screen, select the user role the person will be assigned and click “Create” to send the invitation.

Send Invitation to Contact

Contact Email Address: karen.davis@irmc.cc

Facility Name: INDIAN RIVER MEDICAL CENTER

Date Expires: 9/17/2018 3:58:24 PM

Select User Role: **Provider Superuser**

Email Invitation Preview

- iii. Invitation information will populate in the contacts grid for this person.

Facility Contacts

	Name	Title	Primary Phone	Primary Email	Safety Liaison	Generator	Language	Invitation Sent	Invitation Expires	User Registered
<input type="button" value="Details"/> <input type="button" value="Resend Invitation"/>	T...	CEO/Administrator	(8...)	BETA618795@BETA.COM	No	No		07/19/2018 10:09 AM	07/20/2018 12:10 PM	

1 - 1 of 1 items

- iv. Once the contact has complete the registration process, this information will be filled in as well.

Invitation Sent	Invitation Expires	User Registered
07/19/2018 10:09 AM	07/20/2018 12:10 PM	07/19/2018 12:14 PM
07/19/2018 12:19 PM	07/20/2018 12:20 PM	07/19/2018 12:21 PM

1 - 2 of 2 items

d. To resend a registration invitation:

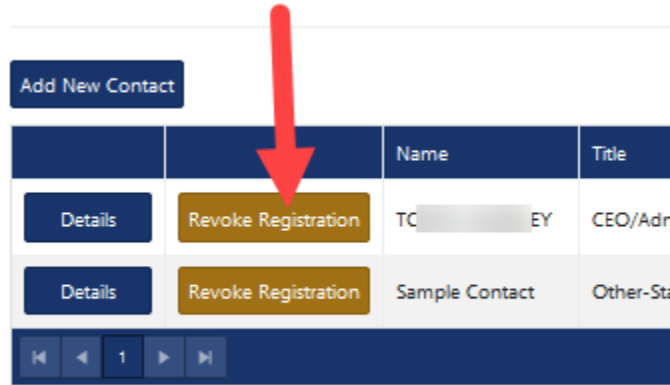
- i. Click the “Resend Invitation” button next to the contact.

	Name
<input type="button" value="Details"/> <input type="button" value="Resend Invitation"/>	TONYA

1

e. To revoke a contact’s registration/access:

- i. Click the “Revoke Registration”.



- ii. The “Invite Contact to Register” will replace the “Revoke Registration” button.

