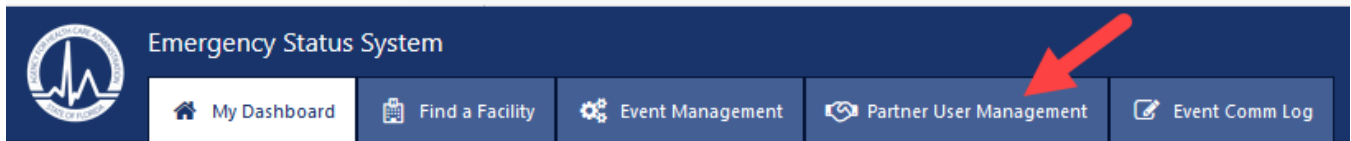


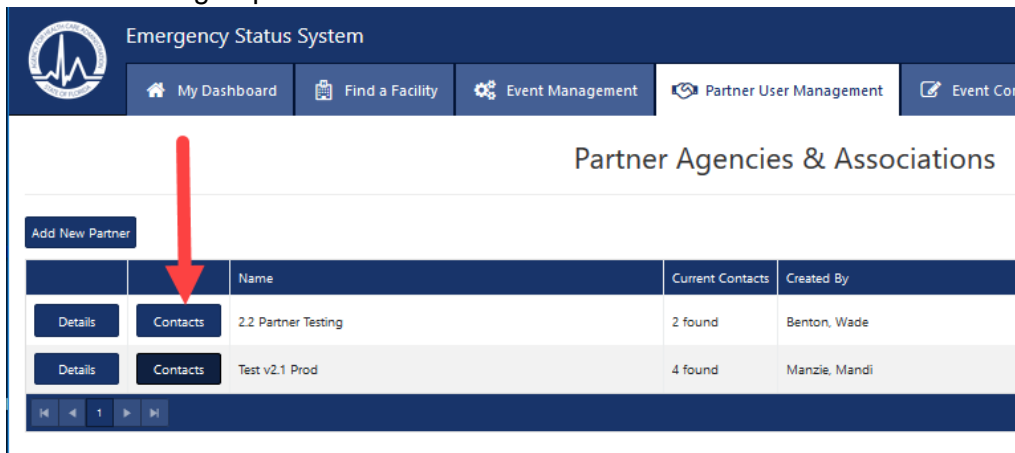
## How to Create and Maintain Partner User Accounts in the Emergency Status System (ESS)

**Audience: Partners and AHCA Staff**

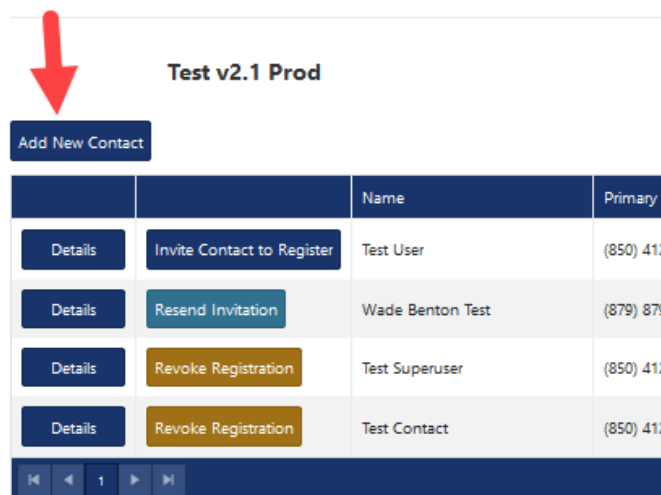
1. Navigate and login to the website: <https://apps.ahca.myflorida.com/ess>
2. Click the “Partner User Management” tab.



3. Click the “Contacts” button next to the appropriate Partner or Association group. If the Partner or Association group does not exist, please contact AHCA’s Systems Management Unit to create it; do not create the group.



4. The “Partner Contacts” screen opens.
  - a. **To add a new contact:**
    - i. Click “Add New Contact”.



- ii. Enter the contact's information on the "Partner Contact-Add" screen. 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.

## Partner Contact - Add

### Test v2.1 Prod

Form fields for adding a partner contact:

- First Name
- Last Name
- Primary Email
- Email 2
- Email 3
- Primary Phone Number
- Extension
- Phone Type
- Text Messaging Capable
- Phone Number 2
- Extension

- iii. Click "Save".

Text Messaging Capable



- b. To edit/update or remove an existing contact:

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

**Test v2.1 Prod**

Add New Contact

		Name	Primary
Details	Invite Contact to Register	Test User	(850) 411
Details	Resend Invitation	Wade Benton Test	(879) 879
Details	Revoke Registration	Test Superuser	(850) 411
Details	Revoke Registration	Test Contact	(850) 411

Navigation: 1

- ii. Click "Edit" or "Delete" at the bottom of the "Partner Contact-Details" screen.

### Partner Contact - Details

**Test v2.1 Prod**

First Name: Test

Last Name: User

Primary Email: testahca7@gmail.com

Text messaging Capable:

Buttons: Edit, Cancel, Delete

- iii. If editing, click "Save" once information is entered.

Buttons: 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.

**Test v2.1 Prod**

**Add New Contact**

		Name	Primary
<b>Details</b>	<b>Invite Contact to Register</b>	Test User	(850) 41:
<b>Details</b>	<b>Resend Invitation</b>	Wade Benton Test	(879) 87:
<b>Details</b>	<b>Revoke Registration</b>	Test Superuser	(850) 41:
<b>Details</b>	<b>Revoke Registration</b>	Test Contact	(850) 41:

Navigation: < 1 >

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

Send Invitation to Contact

Contact Email Address: testahca6@gmail.com

Association Name: Test v2.1 Prod

Date Expires: 9/18/2018 3:53:40 PM

Select User Role: Partner User (highlighted)

Other options: Partner User, Partner Superuser

- iii. Click “Create” to send the invitation.

Send Invitation to Contact

Contact Email Address: testahca6@gmail.com

Association Name: Test v2.1 Prod

Date Expires: 9/18/2018 3:53:40 PM

Select User Role: Partner User

**Create** **Cancel**

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

**Test v2.1 Prod**

Add New Contact

		Name	Primary Phone	Primary Email	Invitation Sent	Invitation Expires
Details	Invite Contact to Register	Test User	(850) 412-4462	testahca7@gmail.com		
Details	Resend Invitation	Wade Benton Test	(879) 879-8798	wade@test.com	07/10/2018 5:37 PM	09/08/2018 5:37 PM
Details	Invite Contact to Register	Test Superuser	(850) 412-4462	testahca6@gmail.com		
Details	Revoke Registration	Test Contact	(850) 412-4462	testahca5@gmail.com	07/10/2018 5:43 PM	09/08/2018 5:43 PM

Navigation: < 1 >

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

Invitation Sent	Invitation Expires	User Registered
07/10/2018 5:37 PM	09/08/2018 5:37 PM	
07/10/2018 5:43 PM	09/08/2018 5:43 PM	07/10/2018 5:45 PM

1 - 4 of 4 items

**d. To resend a registration invitation:**

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

**Test v2.1 Prod**

Add New Contact

		Name	Primary
Details	Invite Contact to Register	Test User	(850) 412-4462
Details	Resend Invitation	Wade Benton Test	(879) 879-8798
Details	Revoke Registration	Test Superuser	(850) 412-4462
Details	Revoke Registration	Test Contact	(850) 412-4462

Navigation: < 1 >

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

- i. Click the "Revoke Registration".

**Test v2.1 Prod**

Add New Contact

		Name	Primary
Details	Invite Contact to Register	Test User	(850) 41:
Details	Resend Invitation	Wade Benton Test	(879) 87:
Details	Revoke Registration	Test Superuser	(850) 41:
Details	Revoke Registration	Test Contact	(850) 41:

Navigation: < 1 >

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

**Test v2.1 Prod**

Add New Contact

		Name	Primary
Details	Invite Contact to Register	Test User	(850) 41
Details	Resend Invitation	Wade Benton Test	(879) 87
Details	Invite Contact to Register	Test Superuser	(850) 41
Details	Revoke Registration	Test Contact	(850) 41

Navigation: < 1 >