



How to Gain Access to the Emergency Status System (ESS)

Audience: Providers and Partners

1. Each person must receive a registration invitation to gain access to ESS. Only Superusers and AHCA staff may send invitations. Once the invitation email is received, click the link to create your account. System users must receive and complete invitations from each provider or partner to gain access for each.
2. The “Invitation Details” webpage will open in your default web browser. Read the instructions.
3. Once read, click the “Start My Registration” button at the bottom of the page.
4. The “Sign Up” window will display. The email address will be auto populated with your email of record. You will be required to create a password. Click the “Sign Up” button. If you are an existing user, you must complete this step too.
5. For new system users: the contact information screen will open. Add, update, and verify your contact information and click “Save”. You now have access to ESS.
6. For existing system users: an error will appear stating the user already exists.
7. Once this error appears, click on the “Log In” tab.
8. Enter your password and click “Log In”.
9. The contact information screen will open. Add, update, and verify your contact information and click “Save”. You now have access to ESS on behalf of this provider.