ePACES User Accounts

Overview

The Submitter, designated by the Provider in the initial enrollment process, is the Primary Administrator for the ePACES account. ePACES Accounts are associated with the ETIN(s) of the Submitter. All the Providers who have chosen the Submitter to administer their ePACES account are recorded on the Provider's Master file. Associated Providers are displayed in a dropdown list near the top of the page titled Change Provider. If Providers need to access the ePACES account associated with their Submitter, they must contact the Submitter's Primary Administrator to obtain a User ID, initial password and set up their User Access privileges.

A. User Administration

To administer user accounts; click on the Add/Edit Users hyperlink on the bottom of the left-hand menu bar.

Add/Edit Users

Clicking on the Add/Edit Users hyperlink will display the following:

•• **Add/Edit Users**

| Add New User | Update Provider List |

User ID	Name
AADAIR	ADAIR , ANITA
MBARRETT (Inactive)	BARRETT , MONICA
BRYAN129	BRYAN129 ,
MBYE (Inactive)	BYE , MARGARET
LFERRAR1 (Inactive)	FERRARA , LARRY
LKIRRY	KIRRY , LYNN
CLACKEY	LACKEY , CINDY
KMEANEY	MEANEY , KATHLEEN
SNATOLI	NATOLI , SUSAN
BRYAN110	RYAN , BONNIE
PVINSON	VINSON , PATRICIA
CWEATHE1	WEATHERWAX , CATHY

The Administrator may add a new user to an account by clicking on the Add New User button.

If you do not see the Add/Edit Users option, or any options on the left-hand side of the page and you are the administrator; select Update Provider List.

B. Adding a New User

Step 1: To set up a new User's Account and privileges, complete the following screen:

•• **Add New User**

Step 1: Enter the user's information

*Indicates required field(s)

*Last Name:	Smith
*First Name:	John
*Email Address:	abcd1234@gmail.com
*Retype Email Address:	abcd1234@gmail.com

| Next |

After clicking on Next on the Add New User screen, a screen with the User's ID and password is displayed. Notify the new User of his or her User ID. The password is case-sensitive. The new User will be prompted to change his/her password when they first login to the ePACES application. Determination of the access rights for the new User is initiated from this screen.

Please note this password as it will be removed from the screen when you leave it.

User Information:

Last Name:	SMITH
First Name:	JOHN
UserID:	**JSmith26**
Password:	**jo4Lstqj**

Please provide this User ID and Password to the user. When they first log in, they will be prompted to change their password.

Step 2: Should this user have Administrator Privileges?

▶ Yes ▶ No

Answering Yes will provide full access to the Claims, Prior Approval, MEVS, Support Files and Administrator (Add/Edit Users) routines for all Providers associated with your TSN.

IMPORTANT: For MEIPASS purposes, the user should **NEVER** have Administrator Privileges.

Step 2: Clicking on the No button when adding a new User allows the Administrator to define functions for the User depending on their role

User Information:

Last Name:	SMITH
First Name:	JOHN
UserID:	**JSmith28**

Step 3:
For each Provider Number the user is associated with add a set of Access Privileges.

This screen shows the list of Providers associated with ePACES account. Click on the Add/Edit Access Privileges icon associated with a Provider ID.

Provider Number	Provider Type	Name	Access Group	Add/Edit Access Privileges	
████████	046 PHYSICIAN	█████████████	General	Inactivated	
████████	046 PHYSICIAN	█████████████	General	Inactivated	
████████	046 PHYSICIAN	█████████████	General	📝	

Step 3: Clicking on the Add/Edit Access Privileges icon produces the following screen

Provider Number: ████ Provider Type: █████ Provider Name: █████████

Access Group	Supervisor	General User
	○	●
Enter Claims, Build Claim Batches	Full Access	No Access ▾
Claim Status Inquiries	Full Access	No Access ▾
Support Files	Full Access	No Access ▾
Submit Claim Batches	Full Access	No Access ▾
MEVS	Full Access	No Access ▾
Prior Approval	Full Access	No Access ▾
PA Roster	Full Access	No Access ▾
MEIPASS	Full Access	Full Access ▾
User Administration	No Access	No Access

⊙ Submit ⊙ Cancel

This screen shows the list of Access Groups (functions) to which the User may be given access

The Administrator needs to set up the General User's Access Privileges.

Click on the drop down list to select access type for the General User. Note: Click on the Submit button when finished setting up the User's access.

IMPORTANT: For MEIPASS purposes the general user MUST have full access to MEIPASS in order to access the system.

C. Updating a Current User

To edit a User's account access rights, the Administrator will click on the Add/Edit Users hyperlink on the bottom of the left-hand menu bar.

•• Add/Edit Users

User ID	Name
AADAIR	ADAIR , ANITA
MBARRETT (Inactive)	BARRETT , MONICA
BRYAN129	BRYAN129 ,
MBYE (Inactive)	BYE , MARGARET
LFERRAR1 (Inactive)	FERRARA , LARRY
LKIRRY	KIRRY , LYNN
CLACKEY	LACKEY , CINDY
KMEANEY	MEANEY , KATHLEEN
SNATOLI	NATOLI , SUSAN
BRYAN110	RYAN , BONNIE
JSMITH27	SMITH , JOHN
JSMITH26	SMITH , JOHN
JSMITH25	SMITH , JOHN
JSMITH28	SMITH , JOHN
PVINSON	VINSON , PATRICIA
CWEATHE1	WEATHERWAX , CATHY

From this screen, you may select the user that you wish to edit. You may then either change the password is the general user cannot remember it, or you may update the access privileges if the user needs full access to MEIPASS.

For additional questions, you may contact the tier 1 MEIPASS team at 877-646-5410 Option 1.