

Vendor Administrator

Service Provider Management

Users

Only users assigned to the Vendor Administrator role will have access to the Service Provider Management tab.

This is the area where Vendor Administrators will be able to:

- ✓ Search for Users
- ✓ Maintain User Profiles
- ✓ Create New User Profiles
- ✓ Assign Roles to Users
- ✓ Assign SPNs to Users

Decide what role
you want to assign

All Users

User Roles

Vendor Administrator: Access to the *Home, Invoices, Payments, Reports, and Service Provider Management* tabs. The Vendor Administrator role only has access to assigned service provider numbers; can create other vendor user and reader profiles; is able to edit, update, and submit invoices.

Vendor Supervisor: Access to the *Home, Invoices, Payments, and Reports* tabs. The Vendor Supervisor role only has access to assigned service provider numbers; **can not** create other user profiles; and is able to edit, update, and submit invoices.

Vendor Staff: Access to the *Home, Invoices, Payments, and Reports* tabs. The Vendor Staff role only has access to assigned service provider numbers; **can not** create other user profiles; and is able to edit and update invoices. The Vendor Staff user profile is **not able** to submit invoices.

Vendor Staff – No Payment Access: Access to the *Home, Invoices, and Reports* tabs. The Vendor Staff – No Payment Access role only has access to assigned service provider numbers for invoices and invoice history and not payment history information; **can not** create other user profiles; and is able to edit and update invoices. The Vendor Staff – No Payment Access user profile is **not able** to submit invoices.

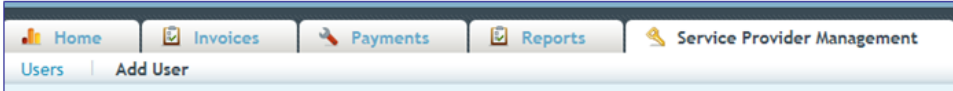
Reader: Access to the *Home, Invoices, Payments, and Reports* tabs. The Reader is only able to view information for assigned service provider numbers. The Reader is unable to update, delete, or submit invoices. The Reader is unable to create other user profiles.

If you feel that you have been assigned the incorrect role, please contact your Vendor Administrator or Regional Center.

Vendor Administrator Service Provider Management

Users

How to Create New User Profiles



1. Select the Service Provider Management tab.
2. Click the Add Users sub tab.
3. Enter the new user profile information. Fields with a red star are required. The user role defaults to reader. Choose a new user role from the drop down menu if necessary.
4. Click ADD.
5. Click the ASSIGN SPN button to assign SPNs at this time.

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Users

How to Assign SPNs

Know what SPN #'s
(Vendor number) you
want this person to have
access to.

1. Click the Assign SPN button. This will be available if you are viewing a user profile in the edit/update mode or are creating a new user profile.
2. A pop up window will appear.
3. Search for the appropriate SPN on the left side of the screen.
4. Click the SPN to highlight and select. Hold down the CTRL key to select multiple, non-consecutive SPN's. Hold the shift key to select multiple, consecutive SPN's.
5. Click the ASSIGN SELECT SPN button.
6. Click SAVE to update the user profile.

#1 Select the SPN Number.

#2 Click the ASSIGN button.

Search SPN Numbers

h89 Search **Assign Selected SPNs**

| SPN# | Description |
|--------|-----------------------------|
| H89000 | JOANNA'S WORLD, INC. |
| H89001 | CASA ALLEGRA COMMUNITY SVCS |
| | |

Assigned SPN Numbers

Remove Selected SPNs

| SPN# | Description |
|--------|----------------------|
| H18007 | R & D TRANSPORTATION |
| H18471 | MV TRANSPORTATION |