## STEPS TO SET UP YOUR SITE

## New account Requests.

Users				
🕇 Add 💉 Edit 📁 Delete				
Name	User Type	NPI	Email	Site Administrator
O Early, Gene	Non-Clinician		yeow.chang@mlh.org	Yes
O Early, Genetics	Clinical Staff		yeow.chang@mlh.org	No
O Early, Generic-Biller	Biller		yeow.chang@mih.org	No

New Account Request  Confirmation
Email Address Verified
Reference #: 46832
Thank You for Submitting Your MLH EPIC Care Link Account Request.
It is a pleasure to partner with your organization by providing your staff access to charts of your Methodist Le Bonheur Healthcare patients. Continuity of care is important to provide the best care for our patients
Please print this page as your account request confirmation. MLH administrators will review your information and may contact you if we have additional questions.
What To Do Next?         1. You will receive your access information by mail or from your site administrator.         2. Once you receive your username and password, go to <a href="https://www.methodistmd.org">https://www.methodistmd.org</a> to launch MLH EPIC Care Link.         3. Log in with the username and password you've been provided. You will be prompted to change your password the first time you log in.
Additional Information
If you have questions, refer to https://www.methodistmd.org/epic/MLH-EpicCare-Link/ FAQ section
We sincerely welcome you.
Methodist Le Bonheur Healthcare.
danatrank/@mlh ara

Retention Policy Default MLH Delete After 60 Days (60 days)

Expires 11/11/2024

Thank you for verifying your email address. An account has been requested for you to access MLH EpicCare Link Your reference number is 46832. You will need this number later to set your password if your request is approved.

Need help? Find solutions, FAQs, and more at https://www.methodistmd.org/epic/MLH-EpicCare-Link/

Once the practice and all the users are generated the Site Administrator will receive the following notification to complete setting up their account. Please Note your reference number.

Complete MLH EpicCare Link account setup		
donotreply@mlh.org To To T	Expires 11/11/2024	🙂 🕤 Reply 🐇 Reply Al
Dear Gene Early,		
An account has been created for you to access MLH EpicCare Link User ID: LGESADMIN		
Follow the link below to complete account setup.		
https://epiccarelink-np.et1342.epichosted.com/EpicCareLink_POC/?mode=finishAccount	Setup&token=3p7g7dnceanpw	<u>nn5qrhhjdaae4jpyeql</u>
If the link doesn't work, try copying the URL and pasting it in a new browser tab. Need help? Find solutions, FAQs, and more at <u>https://www.methodistmd.org/epic/MLH-Ep</u>	bicCare-Link/	

Site admin set up account. Please have your reference number ready. Site Admin will be prompted to enter your **User ID** and **Reference Number**. After entering your User ID and Reference number you will be prompted to create your Password. Min 12 Character PW.

		Epio
MLH CareLink - Finish Acco	unt Setup	
1. The password you entered doe	s not meet the minimum requirements. Details: Password must be at least 12 cha	aracters long.
	Password Please select and verify a new password. Passwords must be at least two characters long.	
	😝 Password:	
	Re-enter password:	
	Accept X Cancel	

Next you will be asked to create Security Questions and Set up Two Factor Authentication.

Once you set up Two Factor Authentication you will receive a Reset Code.

SAVE THIS CODE. This will be used to identify you, should you lose access to your email or other Two Factor authentication.

F	Record This Reset Code
Your accounced to ent	nt is now set up with extra security. If you lose access to your chosen authentication method, you er the following reset code or contact your system administrator to perform this setup again.
Write down receive pas	this reset code and keep it safe and private. Use this reset code only if you need to change how you escodes.
	Your Reset Code
	X2WMZP6N

Once the Site Administrator has completed setting up their own account, they will be able to create temporary password for users in their account.



n Ann

Or

To set up each user select the key:

My Groups						к. л. И М
) Set Initial Password	i					
The first time a user logs	in they will be required to set	their own password.	or to and millior possibility.			
Early, Genetics     Early, Genetics	r Login 1D	Provider	Email	Enrolled In 2FA	Last Login	
Early, Genetic-Biller     Early, Genetics	Login 1D LGESADMIN	Provider No	Email yeow.chang@mlh.org	Enrolled In 2FA	Last Login 9/12/2024 8:51 AM	
Early, Generic-Biller     Early, Genetics  Name Early, Gene Early, Genetic-Biller	Login ID LGESADMIN LGEBILLER	Provider No No	Email yeow.chang@mlh.org yeow.chang@mlh.org	Enrolled In 2FA No No	Last Login 9/12/2024 8:51 AM	

- **NOTE**: Site Administrator must have their own PW ready.
- Suggestion: Some sites have over 200 users. When setting up all your user's temporary password, use a password that can be easily remembered. This password is one time use only. The users will need to change their password when they log in the first time.

Shange Fassword it	I EARLI, GENERIC-BILLER	1
You cannot enter a blank	k password.	
New Password	Verify New Password	
Deserverd for EADLY OF	INC	
Password for EARLY, GE	ENE	
Password for EARLY, GE	INE	

Site users will receive the following e-mail.

donotreply@mlh.org To	
Retention Policy       Defete After 60 Days (60 days)       Expires         Dear Genetics Early,       Thank you for enrolling in MLH EpicCare Link. An account has been created for you.	
Dear Genetics Early, Thank you for enrolling in MLH EpicCare Link. An account has been created for you.	11/11/2024
Thank you for enrolling in MLH EpicCare Link. An account has been created for you.	
Contact your site administrator to complete your login setup. User ID: LGESTAFF	
Access our portal by clicking this link <u>https://epiccarelink-np.et1342.epichosted.com/EpicCareLink</u> You will be prompted to change your password the first time you log in.	POC
Need help? Find solutions, FAQs, and more at <u>https://www.methodistmd.org/epic/MLH-EpicCare-L</u>	ink/



when they try to log in.

- Prior to Oct 5<sup>th</sup>, the users will see
- After Oct 5<sup>th</sup>, users will be able to complete their set up when MLH launch EPIC on Oct 5<sup>th</sup>. Select the link in the email to start completing the access.