

Company User Guide

Company users

The Company user is the person responsible for payment and adds the “Facility Users”.

1. Must have a Company User access. *(Did you get an email of approval?)*
If yes move to #2
If NO then call 573-526-9113 for access
2. Does your company already have a company in our system?
(If you are unsure, then call our office 573-526-9113)
 - a. *If no continue to #3*
 - b. *If yes your user ID must be linked to the company,*
3. If you are a new company user, then fill in your company information or update existing information. *(For new filers see the New Filer Guide for step-by-step instructions)*
4. IF new facility *(you will find full instructions on the home page)*
 - a. to right click the facility button,
 - b. then click “add/Copy Facility” then choose the first option,
 - c. then click on the year you are filing for.
(remember you are always filing for the previous year)
(if you are filing for multiple years start with oldest first)
 - d. When Tier II is complete, and all facilities are filed then Click “Fee Sheet”.
(instructions are on the Home page)

COPY FACILITY TO NEW YEAR *(full instructions are on the Home page)*

1. Click on facility list.
2. Click “Add/Copy facility (upper left).
3. Choose 3rd option.
4. Follow prompts you are coping past year to current year (remember you are always filing for the previous year).
5. You will see three red buttons you must review all information on all three pages. At bottom of first page click save and edit contacts.
6. When Tier II is complete, and all facilities are filled then Click “Fee Sheet”.

ADD FACILITY USER *(find full instructions on the home page)*

1. Click Add Facility User.
2. Type in the email of the person you wish to add.
3. Select the person.
4. Save
5. When facility user has updated the facility, they must notify the Company user when complete.