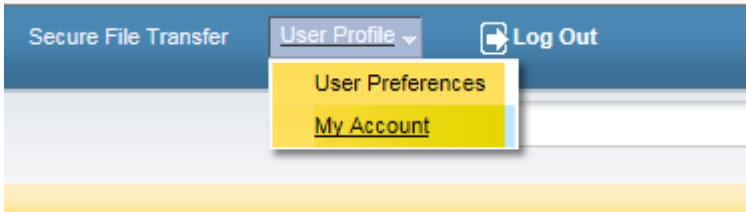


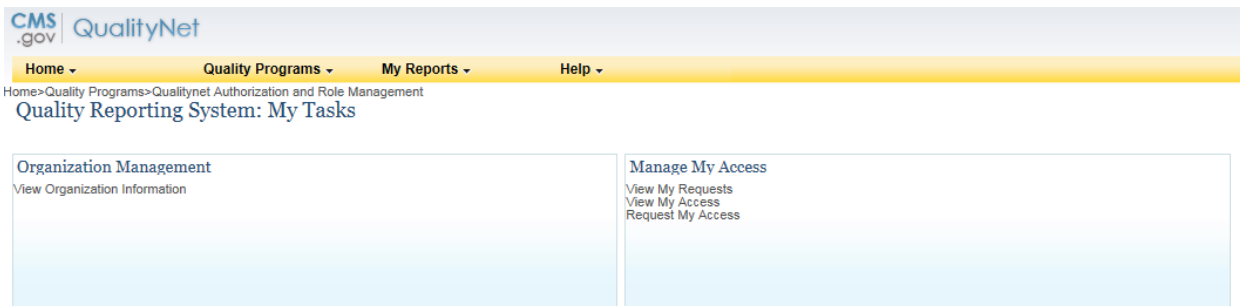


Requesting Access in Portal

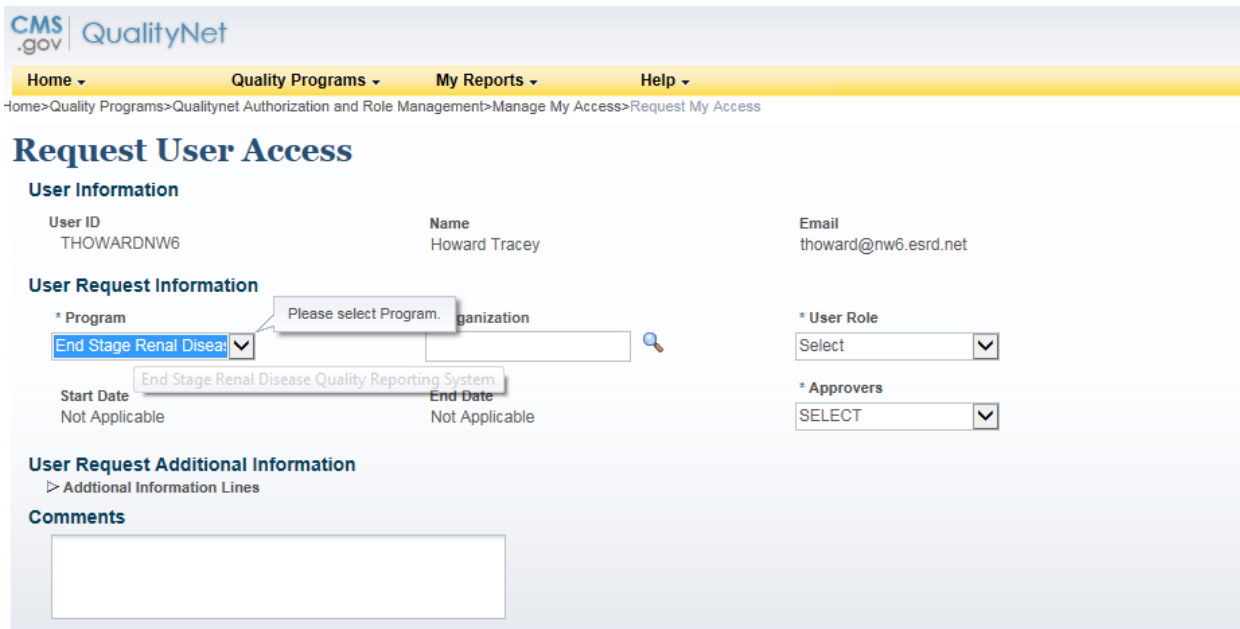
When you log into the QualityNet portal using your EIDM login credentials and taken to the main page. Click on 'My Account', under 'User Profile' as shown below.



Under 'Manage my Access' click on 'Request My Access'



For Program select 'End Stage Renal Disease Quality Reporting System'.



Click on the magnifying glass next to the organization field. In screen that comes up type in a PARTIAL facility name AND CCN. Click Search.



End-Stage Renal Disease Network Program

Requesting Access in Portal

Request User Access

User Information
User ID: THOWARDNW6
Name: Howard Tracey

User Request Information
* Program: End Stage Renal Disease
* Organization: [Search Results Window]

User Request Additional Information
> Additional Information Lines

Comments

Search Organizations

* Org Name: Mont
Org Zip Code: 332611
CCN: 332611
Org Type: Select
Org City: [Empty]
NPI: [Empty]
Org State: Select
Org Country: [Empty]
TIN: [Empty]

Enter 3 or more characters.
Please enter a minimum of three characters

Org Status	Org Name	Org Type	Org Address 1	Org Address 2	Org City	Org State	Org Zip Code	Org Country
Active	332611 X-CLOSED MONTE...	CROWNWeb - Fa...	3547 WEBSTER AVE...		BRONX	NE...	10467	US
Active	332611 X-CLOSED MONTE...	QARM Org Security	3547 WEBSTER AVE...		BRONX	NE...	10467	US

Your search is likely to yield several results for the same facility.

If you're requesting CROWNWeb access, choose the one with Org Type '**CROWNWeb – Facility**'.

If you're requesting access as a Security Official, choose the one with Org Type '**QARM Org Security**'.

If you're requesting QIP access, choose the one with Org Type '**QIP – Dialysis Organization**'.

Click on the appropriate option and click 'Ok'.

Request User Access

User Information
User ID: THOWARDNW6
Name: Howard Tracey
Email: thoward@nw6.esrd.net

User Request Information
* Program: End Stage Renal Disease
* Organization: 332611 X-CLOSED MONTE
* User Role: [Dropdown Menu]

Start Date: Not Applicable
End Date: Not Applicable

User Request Additional Information
> Additional Information Lines

Comments

Cancel Submit Request

Please select User Role.

- Select
- Facility Viewer
- Facility Editor
- Facility Administrator

Select User Role. Then select the name from the 'Approvers' list, this will typically be your facilities Security Official, the name should be familiar to you. Once done click 'Submit Request'. Follow up with the approver to make sure they process your request.