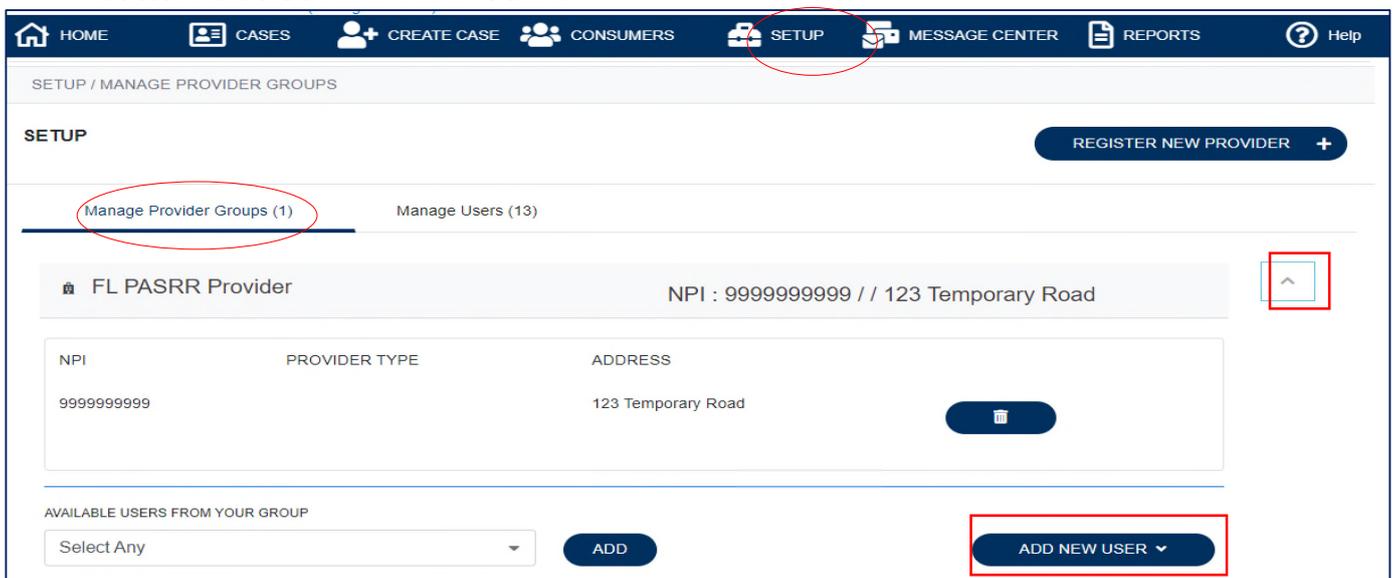


## Summary

A user with an Admin role can create accounts for other users. An Admin user will first need to register in the system and have the information for the additional users that are needed. The instructions below describe how to create accounts for additional users.

### 1 Open the SETUP tab

Click on SETUP from the left navigation pane. In the “Manage Provider Groups” section, you will see the provider groups that you have access to manage. Expand the desired provider group by clicking on the small arrow on the right. Click the button labeled ADD NEW USER.



The screenshot shows the Kepro provider portal interface. The top navigation bar includes HOME, CASES, CREATE CASE, CONSUMERS, SETUP (highlighted with a red circle), MESSAGE CENTER, and REPORTS. Below the navigation bar, the page title is "SETUP / MANAGE PROVIDER GROUPS". The main content area is titled "SETUP" and features a "REGISTER NEW PROVIDER +" button. Underneath, there are two tabs: "Manage Provider Groups (1)" (highlighted with a red circle) and "Manage Users (13)". The "Manage Provider Groups" tab is active, showing a list of provider groups. The first group is "FL PASRR Provider" with NPI: 9999999999 // 123 Temporary Road. A small upward-pointing arrow icon (highlighted with a red box) is visible to the right of the provider name. Below the provider name, there is a table with columns for NPI, PROVIDER TYPE, and ADDRESS. The table contains one row with NPI: 9999999999, PROVIDER TYPE: (blank), and ADDRESS: 123 Temporary Road. A trash icon is visible to the right of the table row. At the bottom of the page, there is a section titled "AVAILABLE USERS FROM YOUR GROUP" with a dropdown menu set to "Select Any" and an "ADD" button. A red box highlights the "ADD NEW USER" button.

### 2 Enter the User Information

You will create a user name and enter the user’s contact information. Then click CREATE. An automatic email will be sent to the user with a link that is time limited for them to create their password and complete their registration. You may click “reset registration” in order to resend the link. User roles default to a general staff account.

Helpful Hints:

- Use a common naming convention for usernames for all staff on your team.
- You will **not** be able to edit the username in the future.
- You will be able to edit the contact information (i.e. email) or create a new password if needed.

### 3 Provide the User with Username

Provide the new user with the username and link to portal <https://portal.Kepro.com/>. If the user forgets their password they can reset their own passwords by clicking on the forgot password link once they click “log in with phone or email”.

## Need More Assistance?

- For technical assistance, please call Kepro at **833.840.9945 Option 1** Monday through Friday 8am to 5pm Central.