



PARTICIPANT DASHBOARD

Participant & Representative User Manual

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Introduction

This guide uses these words to describe people that use Participant Dashboard:

Participants, Representatives, Case Managers, and Financial Management Services (FMS) Providers. Depending on where you live and what program you participate in, you may use different words to describe yourself. **Employees** are also mentioned throughout this guide, but they do not have access to Participant Dashboard.

Participants can also be called: Consumers, Clients, Members, Individuals, or Employers. This is the person who receives home and community-based services.

Representatives can also be called: Family, Designees, or Circle of Support. They are usually a friend or family member of the Participant. A representative might help with approving timesheets, finding a worker to hire, keeping track of budget spending, and scheduling workers.

Case Managers could also be called: Support Brokers, Service Coordinators, Skills Trainers, or Care Managers. More than one of these titles could be used for people working with the program. They are people that help the participant manage their budget and coordinate care. They may also monitor the Participant's goals and needs to make sure that the level of care provided is appropriate.

Financial Management Service (FMS) can also be called: Fiscal Intermediary (FI), Fiscal Employer Agent (F/EA), or a Fiscal Support Entity (FSE). This is an organization that collects the timesheets, processes hiring paperwork, and manages payroll. They have additional administrative functions with billing and taxes.

Employees can also be called: PCAs, DSPs, PHWs, Workers, or Caregivers. This is a person who provides Home and Community-based services to Participants.

What is Participant Dashboard?

Participant Dashboard provides online read-only access to budget usage information for program participants and their authorized representatives (including Case Managers). With access to Participant Dashboard, you will be able to view budget, timesheet, invoice, and lump payment data submitted to the FMS in real-time to keep track of spending. You can also download spending reports and view current enrollment information, employee and Case Manager contact data, and FMS announcements and contact information.

Account Setup

A valid email address is required in order to create your account so be sure your FMS has your up-to-date and preferred email if there have been changes recently. Once an administrator at your FMS creates your account with Participant Dashboard, you will receive a welcome email to Participant Dashboard with instructions on the remaining steps to confirm your account and set a password.

FMS One is a single sign-on solution that allows you to manage your online accounts securely and easily. When signing into the system, log in using the FMS One sign in button on the login screen pictured below.



If you have already signed up for your FMS One account previously, you can log into your account by entering your email and password. **If you have not signed up for FMS One yet, click the “Sign Up” link and follow the steps included in your welcome email that was sent to you by the FMS. Detailed FMS One sign-up instructions are available in the FMS One Quick Guide.**

Links to Video Walkthroughs

For a detailed walkthrough of setting up your FMS One account, please visit <https://vimeo.com/521548927>

If you do not have an email account yet, we have instructional videos available that will help guide you through setting one up.

Please visit <https://vimeo.com/showcase/9066918> for more information.

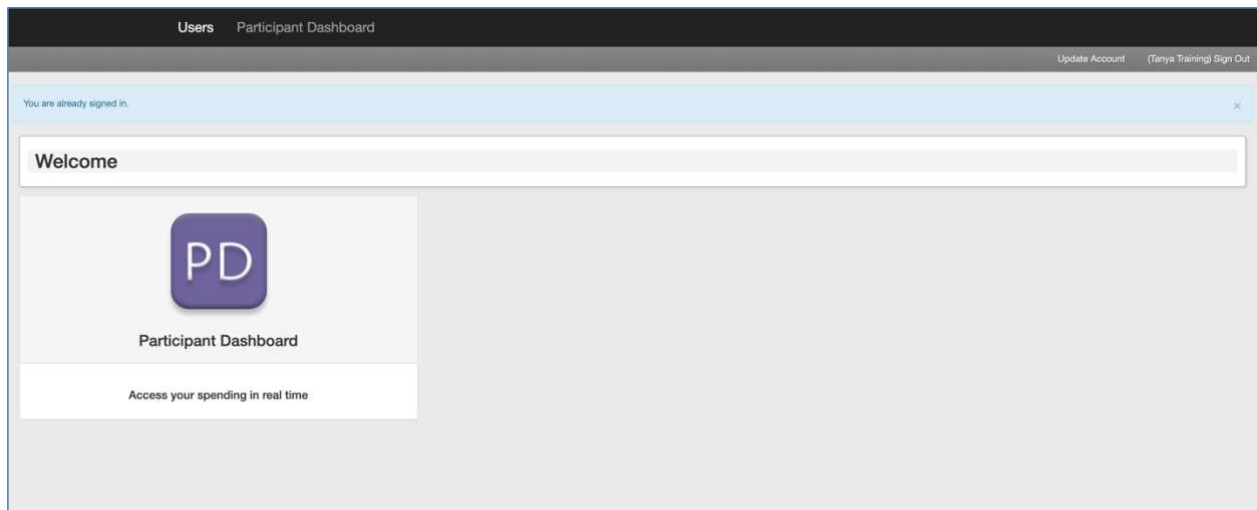
Logging in and out of Participant Dashboard

Log in to Participant Dashboard:

1. To access Participant Dashboard, navigate to your FMS' system login page.
2. Click "Sign In with FMS One".
3. Enter the email and password associated with your account.

Once logged in, you will see the User landing page that displays the applications your account has been granted access to (displayed on the next page).

4. Click on the Participant Dashboard icon to open Participant Dashboard.
5. Click on the blue "Sign in with FMSE Users" button.



Sign-In User Landing Page

Participant and Representative Users

As a Participant or Representative user of Participant Dashboard, you will have access to view the Participant Dashboard using a Participant or a Representative role. This means that you will be able to view data for yourself or data for the Participant(s) you represent. When you sign-in to the Participant Dashboard, the initial view will be like the screen capture below depending on your role.

The screenshot shows the 'Participant Dashboard' for a user named 'TEST VETERAN'. The dashboard is divided into several sections:

- Announcements:** Contains messages such as 'Timesheet Submission' (03/23/2021 at 08:57PM) and 'Closed for the Holiday' (12/09/2020 at 12:00AM).
- Budgets:** Shows a budget for 'OR - VDC' with a start date of 01/01/2018, an end date, and a total of \$48,100.00. It includes a 'View budget line items' link and an 'All Budgets' button.
- Timesheets:** Displays a note about optional disclaimer text and lists three 'TEST WORKER's timesheet starting on 11/04/2018'. Each entry shows the employee name (TEST WORKER), status (Processed for Payment), and start/end dates (11/04/2018 to 11/17/2018). Each entry has a 'View timesheet line items' link.
- Your Info:** Shows the user's name as 'TEST VETERAN' and an 'Edit Preferences' button.
- Enrollments:** Shows an enrollment for 'Program: Multnomah Vets', 'Status: Active', 'Start date: 01/01/2018', and 'End date: N/A'.

Participant Dashboard Page

The screenshot shows the 'Representative Dashboard'. It includes a message: 'If you are not seeing the expected participants, use the button below to load or refresh all of your associated participants:' followed by a '+ Load Associated Users' button. Below this is a search bar labeled 'Name (contains)' with a 'Search' button. A table displays participant information:

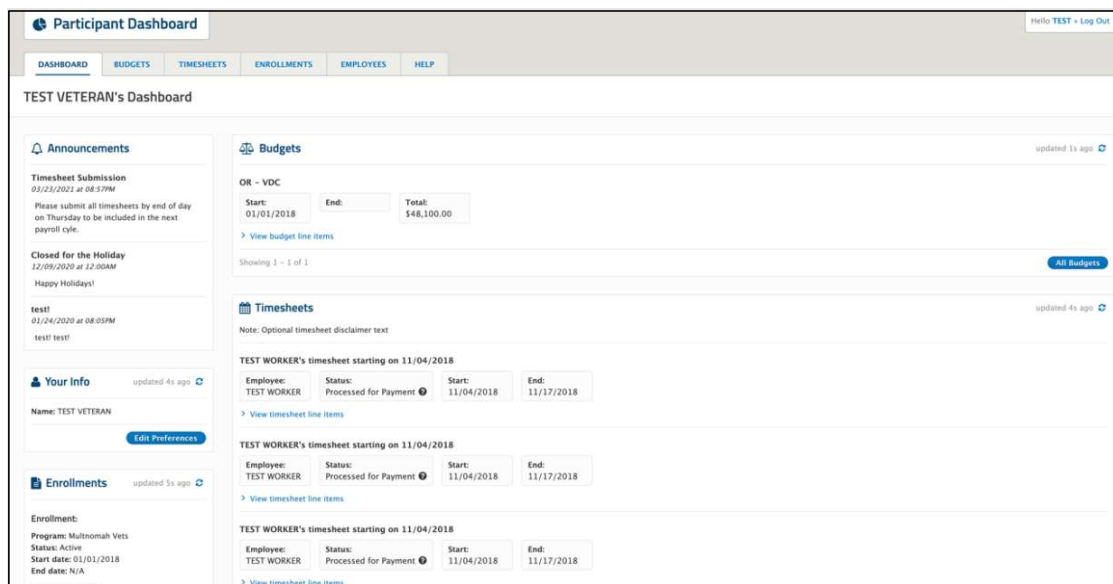
FIRST NAME	LAST NAME	MASQUERADE
Emily	Elm	Login as user

Representative Dashboard Page

Participants are brought directly to their information. Representatives must select the participant's information that they want to view first. Next to each Participant's name is a "login as user" button; this will allow you to "masquerade" as that user and view the Participant Dashboard the same way that participant can view the dashboard. Going

forward in this manual, we'll present instructions that mirror the view of using the Participant Dashboard as a Participant.

Using Participant Dashboard



Participant/Representative's Main View of Participant Dashboard


After logging in (or clicking on a “login as user” button), you will be brought to the main Dashboard page for that Participant. On this page, you will be able to view budget, timesheet, lump payments, invoice, and spending reports data at a snapshot as well as view any announcements from the FMS, the current enrollment, and contact information for the employees and case managers associated to the participant.

Data will be automatically refreshed and updated at the time of each login. At the top right corner of the information boxes, you'll find a small blue circle and information on when the data was last updated. Clicking this will refresh the data and pull in any new updates in real-time. Across the top of the page is a row of tabs, that will bring you to a summary page for each of those specific items.

Please note: the dashboard will display the most recent summary of each tab at the top of the page. Using the “All” button in a section on the dashboard will also direct you to the top tab view of each page.

Announcements Section

If the FMS has posted any announcements, they will appear at the top of the left-hand navigation bar on the main Dashboard page.

 **Announcements**

March Expenditure Reports Now Available in Dashboard
04/20/2020 at 05:32PM

March expenditure reports are now available for download in the dashboard. Give us a call at (123) 456-7890 if you have any trouble accessing it!

Your Info and Enrollments Section


The “Your Info” and “Enrollments” sections contain a snapshot of any current enrollment information as well as any current case manager contact information. Your info should be listed here. If you notice that your information is out of date, contact the FMS Provider to update your contact information using your FMS Providers preferred method.

Support Brokers Section

The “Support Brokers” section contains information on the participant’s connected Support Brokers, including contact information. Not all implementations will have this section displayed on the Participant’s Dashboard.



Employees Section

The “Employee” section contains information on the participant’s registered employees, including contact information.

 **Your Info** updated 2s ago 

Name: Ava Avocado


[Edit Preferences](#)

 **Enrollments** updated 1s ago 

Enrollment:
 Program: Self-Direction
 Status: Pending
 Start date: 01/01/2021
 End date: N/A

Case Manager(s):
 Name: Kate Kangaroo
 Agency: Care Management Agency
 Start date: 01/01/2021
 Email: kate.kangaroo@email.com

[All Enrollments](#)

 **Support brokers** updated 3s ago 

Name: Sue P. Brokaw
 Phone: Not found
 Email: Not found

Showing 1 - 1 of 1 [All Support brokers](#)

 **Employees** updated 1s ago 

Name: Brendan Birch
 Unique ID: E00010
 Phone: (345) 234-1211
 Email: Not found
 Status: Pending
 Start date: 01/01/2020

Showing 1 - 1 of 1 [All Employees](#)

External Resources Section

This section contains links to helpful resources outside of Participant Dashboard. Links available here are at the discretion of the FMS Provider, not all implementations will have links.

External Resources

- [Participant handbook](#)
- [Provider FAQ](#)
- [E-Timesheets](#)

Budgets Tab

The Budgets tab contains information on the participant's budget(s). There is some information directly on the dashboard home page. Click into the "View budget line items" to view more detailed information which appears at the budget line-item level.

To view all budgets, click into the "Budgets" tab or on the blue "All Budgets" button at the lower right corner of the box. This page has search functionality to filter the budgets based on specific criteria such as employee name and budget start date.

Budgets updated 3h ago

MChagall 2020

Start: 03/01/2020 End: 02/28/2021 Total: \$20,780.00

View budget line items

NAME	SERVICE CODE	START DATE	END DATE	AMOUNT	USAGE	BALANCE
N/A	Item: IDCS: Transportation	03/01/2020	02/28/2021	\$1,200.00	\$0.00	\$1,200.00
N/A	Item: OPRA: OTPS Utilities	03/01/2020	02/28/2021	\$480.00	\$40.00	\$440.00
N/A	Item: OTPS: Staff Activity Fees	03/01/2020	02/28/2021	\$900.00	\$0.00	\$900.00
ComHab	Service: 1.3 Community Habilitation Service: 1.3 Community Habilitation DT Service: 1.3 Community Habilitation DT Service: 2.1 Community Habilitation	03/01/2020	02/28/2021	\$12,000.00	\$1,184.54	\$10,815.46
N/A	Service: 1.1 Respite	03/01/2020	02/28/2021	\$2,000.00	\$376.21	\$1,623.79
N/A	Service: Ongoing Support Brokerage	03/01/2020	02/28/2021	\$4,200.00	\$0.00	\$4,200.00
TOTALS				\$20,780.00	\$1,600.75	\$19,179.25

line items updated 5m ago

MChagall 2019

Start: 03/01/2019 End: 02/29/2020 Total: \$20,780.00

View budget line items

Showing 1 - 2 of 2 All Budgets

Budget View with Budget Line Item Detail

Timesheets Tab

With a similar structure to Budgets, the Timesheets tab contains information on an employee's submitted timesheets. Some timesheet information is available directly on the main dashboard; more data available at the line-item level when you select the "View timesheet line items".

To view all timesheets and be able to search and filter, click into the "Timesheets" tab or the blue "All Timesheets" button. This page has search functionality to filter the timesheets based on specific criteria.

Timesheets updated 3h ago

Note: Optional timesheet disclaimer text.

Chidi Anagonye's timesheet starting on 04/26/2020

Employee: Chidi Anagonye Status: Pending Start: 04/26/2020 End: 05/09/2020

> View timesheet line items

SERVICE	FROM	TO	RATE	DURATION (HOURS)
2:1 Community Habilitation	04/26/2020 at 09:00AM	04/26/2020 at 02:00PM	17.00	5
2:1 Community Habilitation	04/27/2020 at 09:00AM	04/27/2020 at 02:00PM	17.00	5
2:1 Community Habilitation	04/28/2020 at 09:00AM	04/28/2020 at 02:00PM	17.00	5
TOTAL				15.00

line items updated 0s ago

Tahani Al Jamil's timesheet starting on 04/26/2020

Employee: Tahani Al Jamil Status: Pending Start: 04/26/2020 End: 05/09/2020

> View timesheet line items

Tahani Al Jamil's timesheet starting on 03/15/2020

Employee: Tahani Al Jamil Status: Pending Start: 03/15/2020 End: 03/28/2020

> View timesheet line items

Tahani Al Jamil's timesheet starting on 03/01/2020

Employee: Tahani Al Jamil Status: Pending Start: 03/01/2020 End: 03/14/2020

> View timesheet line items

Showing 1 - 4 of 13 All Timesheets

Timesheet View with Line Item Detail

Lump Payments Tab

The “Lump Payments” section displays any lump payment data. To view all lump payments, click into the “Lump Payments” tab or the blue “All Lump Payments” button. Not all implementations will show this section. If the program does not use Lump Payments, you may not see this section displayed in the dashboard.

Lump payments updated 0s ago

Cho Chang's lump payment for 12/28/2018

Employee: Cho Chang	Date of Service: 12/28/2018	Type: Reimbursement	Item/ service code: Item: IDGS: Transportation	Units: 4.00	Rate: \$11.00	Amount: \$44.00
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Showing 1 - 1 of 1 [All Lump Payments](#)

Lump Payments – Basic Dashboard View

Invoices Tab

This section contains invoice information. More data is available at the line-item level when you select “View invoice line items”. To view all invoices, click into the “Invoices” tab or the blue “All Invoices” button. If the program does not use invoices, no invoices will be displayed, or this section will be missing from the dashboard.

Participant Dashboard Hello Log Out

DASHBOARD BUDGETS TIMESHEETS ENROLLMENTS **INVOICES** LUMP PAYMENTS REPORTS EMPLOYEES SUPPORT BROKERS HELP

Invoices updated 31s ago

Vendor invoice submitted on 08/31/2019

Invoice ID: 186	Invoice number: 00186	Invoice type: Vendor	Invoice date: 08/31/2019
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> View invoice line items

Vendor invoice submitted on 08/30/2019

Invoice ID: 185	Invoice number: 00185	Invoice type: Vendor	Invoice date: 08/30/2019
-----------------	-----------------------	----------------------	--------------------------

> View invoice line items

PAYEE TYPE	PAYEE NAME	DATE(S) OF SERVICE	ITEM CODE	UNITS	RATE	AMOUNT	STATE
Vendor	YMCA of Greater Rochester	08/01/2019	IDGS: Camp	1.00	\$1000.00	\$1000.00	Pending
Vendor	YMCA of Greater Rochester	08/30/2019	IDGS: Transportation	1.00	\$1.00	\$1.00	Pending

Vendor invoice submitted on 08/29/2019

Invoice ID: 184	Invoice number: 00184	Invoice type: Vendor	Invoice date: 08/29/2019
-----------------	-----------------------	----------------------	--------------------------

> View invoice line items

Vendor invoice submitted on 08/28/2019

Invoice ID: 183	Invoice number: 00183	Invoice type: Vendor	Invoice date: 08/28/2019
-----------------	-----------------------	----------------------	--------------------------

> View invoice line items

Invoices View with Line Item Detail

Spending Reports Tab

Recent spending reports are available for view and download. Click the blue “Spending Report” link to download a PDF copy. To view all spending reports, click into the “Spending Reports” tab or click the blue “All Reports” button. The most current spending report will be listed first, followed by any prior spending reports issued previously.

Reports Section

Employees & Support Brokers Tabs

Clicking on either of these tabs will bring up a list of all persons in those roles associated to the Participant. The Employee index can be filtered and sorted if needed.

FIRST NAME	MIDDLE NAME	LAST NAME	UNIQUE ID	STATUS	START DATE	PHONE	EMAIL
TEST		WORKER	W02176	Pending	01/01/2018	(513) 234-3456	Not found

Employee Index View

Support Broker Index View

The Help Tab

The last tab on the top bar, labeled “Help” directs you to a page with contact information for the FMS. If you have any questions, you can use the information on this tab to assist you in who to contact. Some FMS Providers have enabled a Contact Us form to allow the Participant and/or Representatives to securely contact them.

In addition to the displayed help option, the “Announcements” and “External Resources” displays from the Dashboard are displayed on the left side bar.

Participant Dashboard

DASHBOARD BUDGETS TIMESHEETS ENROLLMENTS EMPLOYEES **HELP**

Dashboard Help

Announcements

Timesheet Submission
03/23/2021 at 08:37PM
Please submit all timesheets by end of day on Thursday to be included in the next payroll cycle.

Closed for the Holiday
12/09/2020 at 12:00AM
Happy Holidays!

test!
01/24/2020 at 08:05PM
test! test!

How can we help?

Hours: 9AM to 5PM (EST)

Phone:

- Primary: (555) 666-7777
- Secondary: (654) 654-7654

Email:

- General: general@example.org
- Support: support@example.org

Address:

Test Organization
123 Some Street, Floor 100
Boston MA 02111

Contact us

Use the form below to contact us. We will respond as soon as possible.

Title *

Preferred contact information

Please provide your most current and preferred contact information above.

Comment *

Attachment

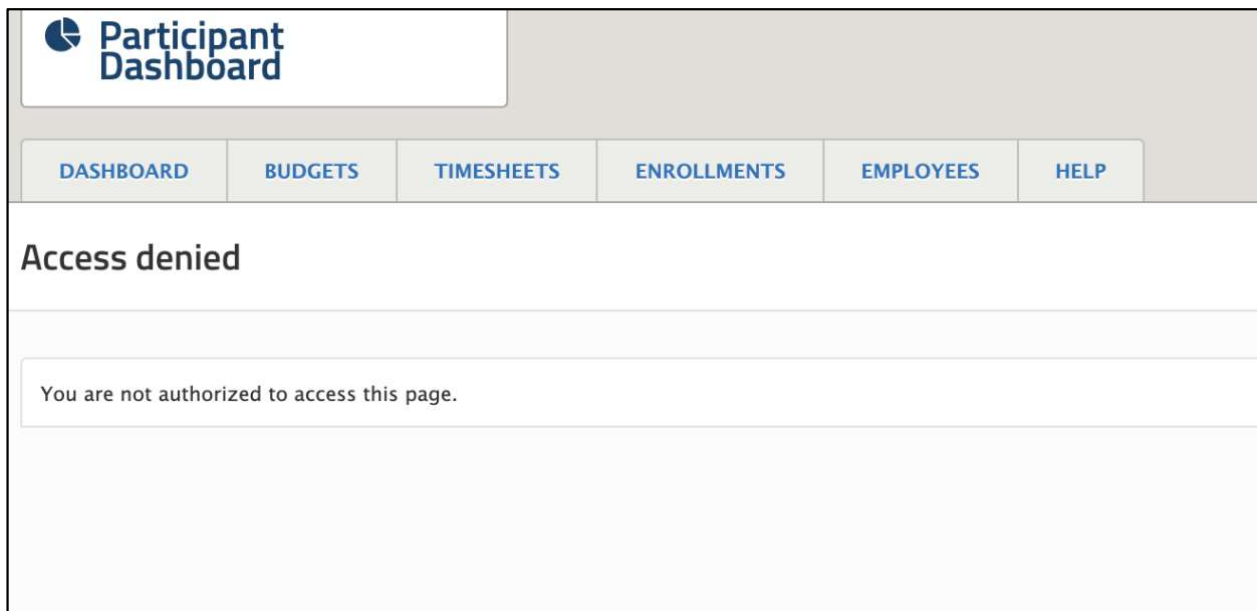
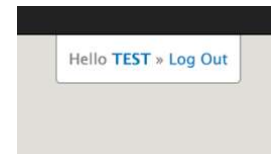
No file chosen

One file only.
64 MB limit.
Allowed types: doc docx gif png jpg jpeg mp3 mp4 mp5 mp6 mp7 mp8 mp9 mp10 mp11 mp12 mp13 mp14 mp15 mp16 mp17 mp18 mp19 mp20 mp21 mp22 mp23 mp24 mp25 mp26 mp27 mp28 mp29 mp30 mp31 mp32 mp33 mp34 mp35 mp36 mp37 mp38 mp39 mp40 mp41 mp42 mp43 mp44 mp45 mp46 mp47 mp48 mp49 mp50 mp51 mp52 mp53 mp54 mp55 mp56 mp57 mp58 mp59 mp60 mp61 mp62 mp63 mp64 mp65 mp66 mp67 mp68 mp69 mp70 mp71 mp72 mp73 mp74 mp75 mp76 mp77 mp78 mp79 mp80 mp81 mp82 mp83 mp84 mp85 mp86 mp87 mp88 mp89 mp90 mp91 mp92 mp93 mp94 mp95 mp96 mp97 mp98 mp99 mp100 mp101 mp102 mp103 mp104 mp105 mp106 mp107 mp108 mp109 mp110 mp111 mp112 mp113 mp114 mp115 mp116 mp117 mp118 mp119 mp120 mp121 mp122 mp123 mp124 mp125 mp126 mp127 mp128 mp129 mp130 mp131 mp132 mp133 mp134 mp135 mp136 mp137 mp138 mp139 mp140 mp141 mp142 mp143 mp144 mp145 mp146 mp147 mp148 mp149 mp150 mp151 mp152 mp153 mp154 mp155 mp156 mp157 mp158 mp159 mp160 mp161 mp162 mp163 mp164 mp165 mp166 mp167 mp168 mp169 mp170 mp171 mp172 mp173 mp174 mp175 mp176 mp177 mp178 mp179 mp180 mp181 mp182 mp183 mp184 mp185 mp186 mp187 mp188 mp189 mp190 mp191 mp192 mp193 mp194 mp195 mp196 mp197 mp198 mp199 mp200 mp201 mp202 mp203 mp204 mp205 mp206 mp207 mp208 mp209 mp210 mp211 mp212 mp213 mp214 mp215 mp216 mp217 mp218 mp219 mp220 mp221 mp222 mp223 mp224 mp225 mp226 mp227 mp228 mp229 mp230 mp231 mp232 mp233 mp234 mp235 mp236 mp237 mp238 mp239 mp240 mp241 mp242 mp243 mp244 mp245 mp246 mp247 mp248 mp249 mp250 mp251 mp252 mp253 mp254 mp255 mp256 mp257 mp258 mp259 mp260 mp261 mp262 mp263 mp264 mp265 mp266 mp267 mp268 mp269 mp270 mp271 mp272 mp273 mp274 mp275 mp276 mp277 mp278 mp279 mp280 mp281 mp282 mp283 mp284 mp285 mp286 mp287 mp288 mp289 mp290 mp291 mp292 mp293 mp294 mp295 mp296 mp297 mp298 mp299 mp300 mp301 mp302 mp303 mp304 mp305 mp306 mp307 mp308 mp309 mp310 mp311 mp312 mp313 mp314 mp315 mp316 mp317 mp318 mp319 mp320 mp321 mp322 mp323 mp324 mp325 mp326 mp327 mp328 mp329 mp330 mp331 mp332 mp333 mp334 mp335 mp336 mp337 mp338 mp339 mp340 mp341 mp342 mp343 mp344 mp345 mp346 mp347 mp348 mp349 mp350 mp351 mp352 mp353 mp354 mp355 mp356 mp357 mp358 mp359 mp360 mp361 mp362 mp363 mp364 mp365 mp366 mp367 mp368 mp369 mp370 mp371 mp372 mp373 mp374 mp375 mp376 mp377 mp378 mp379 mp380 mp381 mp382 mp383 mp384 mp385 mp386 mp387 mp388 mp389 mp390 mp391 mp392 mp393 mp394 mp395 mp396 mp397 mp398 mp399 mp400 mp401 mp402 mp403 mp404 mp405 mp406 mp407 mp408 mp409 mp410 mp411 mp412 mp413 mp414 mp415 mp416 mp417 mp418 mp419 mp420 mp421 mp422 mp423 mp424 mp425 mp426 mp427 mp428 mp429 mp430 mp431 mp432 mp433 mp434 mp435 mp436 mp437 mp438 mp439 mp440 mp441 mp442 mp443 mp444 mp445 mp446 mp447 mp448 mp449 mp450 mp451 mp452 mp453 mp454 mp455 mp456 mp457 mp458 mp459 mp460 mp461 mp462 mp463 mp464 mp465 mp466 mp467 mp468 mp469 mp470 mp471 mp472 mp473 mp474 mp475 mp476 mp477 mp478 mp479 mp480 mp481 mp482 mp483 mp484 mp485 mp486 mp487 mp488 mp489 mp490 mp491 mp492 mp493 mp494 mp495 mp496 mp497 mp498 mp499 mp500 mp501 mp502 mp503 mp504 mp505 mp506 mp507 mp508 mp509 mp510 mp511 mp512 mp513 mp514 mp515 mp516 mp517 mp518 mp519 mp520 mp521 mp522 mp523 mp524 mp525 mp526 mp527 mp528 mp529 mp530 mp531 mp532 mp533 mp534 mp535 mp536 mp537 mp538 mp539 mp540 mp541 mp542 mp543 mp544 mp545 mp546 mp547 mp548 mp549 mp550 mp551 mp552 mp553 mp554 mp555 mp556 mp557 mp558 mp559 mp560 mp561 mp562 mp563 mp564 mp565 mp566 mp567 mp568 mp569 mp570 mp571 mp572 mp573 mp574 mp575 mp576 mp577 mp578 mp579 mp580 mp581 mp582 mp583 mp584 mp585 mp586 mp587 mp588 mp589 mp590 mp591 mp592 mp593 mp594 mp595 mp596 mp597 mp598 mp599 mp600 mp601 mp602 mp603 mp604 mp605 mp606 mp607 mp608 mp609 mp610 mp611 mp612 mp613 mp614 mp615 mp616 mp617 mp618 mp619 mp620 mp621 mp622 mp623 mp624 mp625 mp626 mp627 mp628 mp629 mp630 mp631 mp632 mp633 mp634 mp635 mp636 mp637 mp638 mp639 mp640 mp641 mp642 mp643 mp644 mp645 mp646 mp647 mp648 mp649 mp650 mp651 mp652 mp653 mp654 mp655 mp656 mp657 mp658 mp659 mp660 mp661 mp662 mp663 mp664 mp665 mp666 mp667 mp668 mp669 mp670 mp671 mp672 mp673 mp674 mp675 mp676 mp677 mp678 mp679 mp680 mp681 mp682 mp683 mp684 mp685 mp686 mp687 mp688 mp689 mp690 mp691 mp692 mp693 mp694 mp695 mp696 mp697 mp698 mp699 mp700 mp701 mp702 mp703 mp704 mp705 mp706 mp707 mp708 mp709 mp710 mp711 mp712 mp713 mp714 mp715 mp716 mp717 mp718 mp719 mp720 mp721 mp722 mp723 mp724 mp725 mp726 mp727 mp728 mp729 mp730 mp731 mp732 mp733 mp734 mp735 mp736 mp737 mp738 mp739 mp740 mp741 mp742 mp743 mp744 mp745 mp746 mp747 mp748 mp749 mp750 mp751 mp752 mp753 mp754 mp755 mp756 mp757 mp758 mp759 mp760 mp761 mp762 mp763 mp764 mp765 mp766 mp767 mp768 mp769 mp770 mp771 mp772 mp773 mp774 mp775 mp776 mp777 mp778 mp779 mp780 mp781 mp782 mp783 mp784 mp785 mp786 mp787 mp788 mp789 mp790 mp791 mp792 mp793 mp794 mp795 mp796 mp797 mp798 mp799 mp800 mp801 mp802 mp803 mp804 mp805 mp806 mp807 mp808 mp809 mp810 mp811 mp812 mp813 mp814 mp815 mp816 mp817 mp818 mp819 mp820 mp821 mp822 mp823 mp824 mp825 mp826 mp827 mp828 mp829 mp830 mp831 mp832 mp833 mp834 mp835 mp836 mp837 mp838 mp839 mp840 mp841 mp842 mp843 mp844 mp845 mp846 mp847 mp848 mp849 mp850 mp851 mp852 mp853 mp854 mp855 mp856 mp857 mp858 mp859 mp860 mp861 mp862 mp863 mp864 mp865 mp866 mp867 mp868 mp869 mp870 mp871 mp872 mp873 mp874 mp875 mp876 mp877 mp878 mp879 mp880 mp881 mp882 mp883 mp884 mp885 mp886 mp887 mp888 mp889 mp890 mp891 mp892 mp893 mp894 mp895 mp896 mp897 mp898 mp899 mp900 mp901 mp902 mp903 mp904 mp905 mp906 mp907 mp908 mp909 mp910 mp911 mp912 mp913 mp914 mp915 mp916 mp917 mp918 mp919 mp920 mp921 mp922 mp923 mp924 mp925 mp926 mp927 mp928 mp929 mp930 mp931 mp932 mp933 mp934 mp935 mp936 mp937 mp938 mp939 mp940 mp941 mp942 mp943 mp944 mp945 mp946 mp947 mp948 mp949 mp950 mp951 mp952 mp953 mp954 mp955 mp956 mp957 mp958 mp959 mp960 mp961 mp962 mp963 mp964 mp965 mp966 mp967 mp968 mp969 mp970 mp971 mp972 mp973 mp974 mp975 mp976 mp977 mp978 mp979 mp980 mp981 mp982 mp983 mp984 mp985 mp986 mp987 mp988 mp989 mp990 mp991 mp992 mp993 mp994 mp995 mp996 mp997 mp998 mp999 mp1000

Sample Help Tab Page View

Switch Between Participants (Representatives only)

As a Representative, you might represent more than one Participant. In order to switch between the views for these Participants, you will need to log out from the current Participant's view before you switch to another Participant's view. This is quickly accomplished by clicking the Log Out link in the upper right corner of the screen from any page when viewing as a Participant. This will return you to your index where you can select another Participant's dashboard to view. If you try to view the dashboard of another Participant before signing out as the first participant, you will see an error message.



Error Message

If that error happens, first click the logout link in the upper-right corner, then refresh the page (if needed) to return to your participant's index.

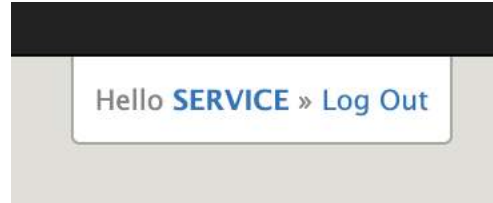


Representative with more than one Participant

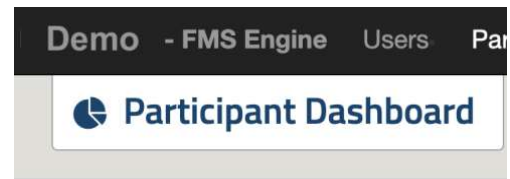
System Log Out

It is particularly important to make sure you completely log yourself out of the system, especially if you are using a public computer or sharing with another person. You must first log out of Participant Dashboard and then log out of the system.

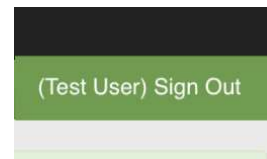
1. Click the “Sign out” button in Participant Dashboard. Upper Right Corner.



2. Click on the “Users” link in the top navigation bar.



3. Click the “Sign Out” link on the top right of the Users application landing page.



Document Revision History

Date	Description of Revision
03/31/2021	Initial version of the document
01/10/2022	Updated screen captures, added links to email videos