



Login Screen

- The first time you login, you'll be provided with the username and password. Enter the information provided and select **LOGIN**.

Non-County & Contractors
enter Username and Password

Streamline
Healthcare Solutions, LLC.

Username
Enter Username

Password
Enter Password

Remember me

LOGIN

[Forgot your Username?](#) [Forgot your Password?](#)

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SLO County staff enter your
County user ID

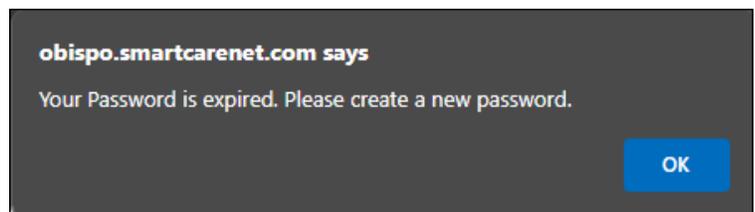
Streamline
Healthcare Solutions, LLC.

Username
|

CONTINUE

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The first time you login, you'll see a pop-up window saying your password has expired. Click **OK**.



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First Time Login Process and Preferences

In the next window, enter your temporary password, then enter & confirm the new password. It will then take you back to the login screen where you can log into the application. **Note the password requirements listed below.**

Change Password

Username

Old Password

New Password

Confirm Password

OK Cancel

Change Password

Username

Old Password

New Password

Confirm Password

OK Cancel

- Password length should not be less than 14 characters
- Password must contain at least one Uppercase character
- Password must contain at least one Numeric character
- Password must contain at least one Special character !"#\$\$%&()*+,-.^/;<=>?@{}~

Once you click "OK" you will be taken back to the login screen. Click on "Login."

You will be asked to select 3 security questions & answers. **If you are an outside organization, you will be prompted with a security question each time you log in.**

Security Questions

Security Question 1

Answer

Security Question 2

Answer

Security Question 3

Answer

Save Cancel

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First Time Login Process and Preferences

The first page that you are taken to is the "My Preferences" screen. It is here that you can change several settings to customize the application according to your needs.

Under "General Settings" are the recommended starting pages for both your home page and the client's home page when first opening the chart. (Highlighted below)

The "My Preferences" screen is also where you can change your security questions and login password.

A screenshot of the "My Preferences" web application interface. The page is titled "My Preferences" and has a "Save" button in the top right corner. The interface is divided into several sections: "Account" (User Name: tnewstaff, Password, Confirm Password), "Contact" (Phone, E-mail Id: email@fakeemail.com), "Image Server" (Image Server: SanLuisObispoCnty\$SmartcareTrain_ImageSer...), "Location" (Preferred Prescribing Location), "Preferences" (checkboxes for "Display primary clients only in 'Open This Client' Dropdown Last Visit"), "Mobile" (checkboxes for "Registered For Push Notifications", "Registered For Web Notifications", "Registered For SMS Notifications", "Registered For Email Notifications" with a "Send Test Email Notification" link), "Security Questions" (three questions with dropdown menus and text input fields), "General Settings" (dropdowns for "Home Page" (Dashboard), "Client Page Preference" (Client Dashboard), "Provider Page Preference", "Default Program View", "Diagnosis Search Preference", "Current Clinical Date Access Group" (Mental Health)), and "Staff Signature (Prescribers ONLY)" (two buttons: "Upload Signature Image...", "Upload Signature Electronic...").

NOTE: If you are a Prescriber, you will need to create a signature, which will be included on any prescriptions that are faxed to pharmacies. Follow the instructions on the next page.

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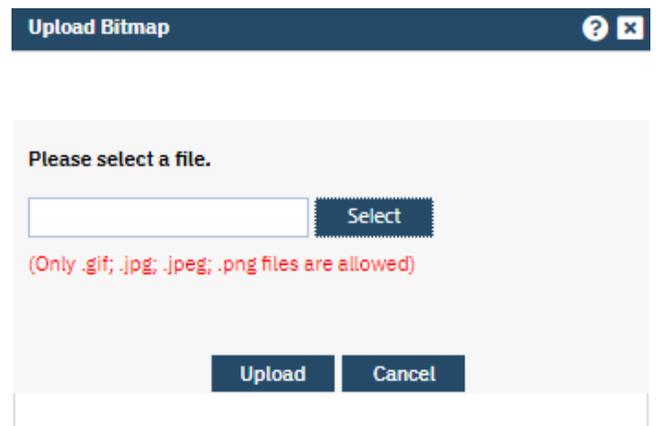


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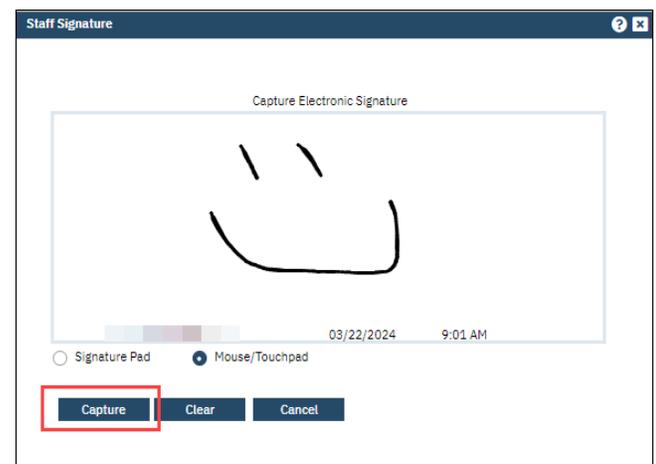
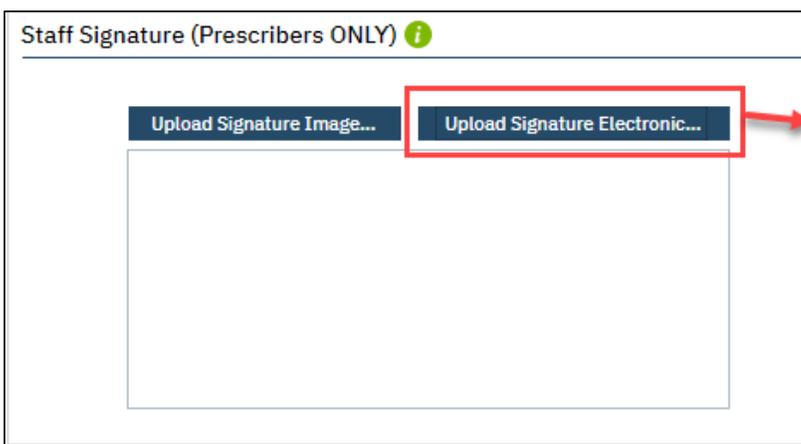
First Time Login Process and Preferences

Navigate to the "Staff Signature (Prescribers ONLY)" section and select the appropriate option.

If you have an image of your signature already, select **Upload Signature Image**.



If you wish to sign your signature using the mouse, select **Upload Signature Electronic**. Once satisfied with your signature, click "Capture"



Once satisfied with your preferences, click "Save" in the upper right-hand corner to save your changes.