Login Screen

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

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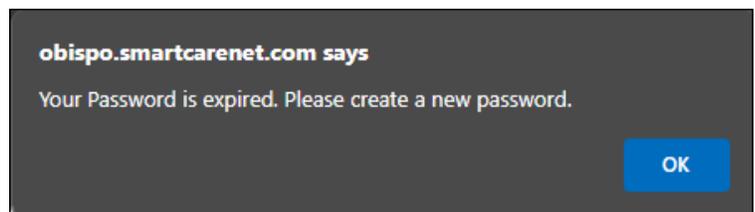
obispo.smartcarenet.com says

Your Password is expired. Please create a new password.

OK

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

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.

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.

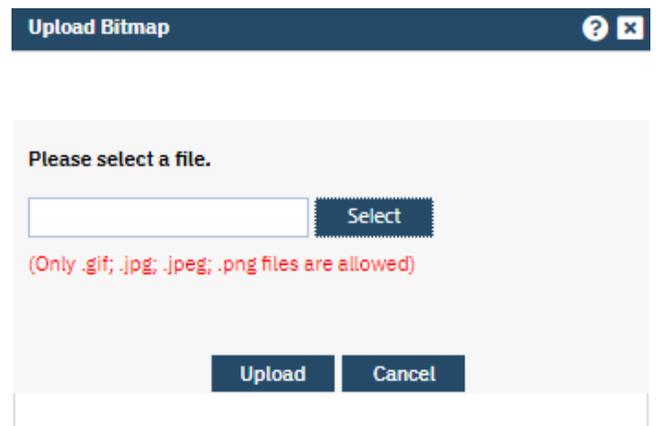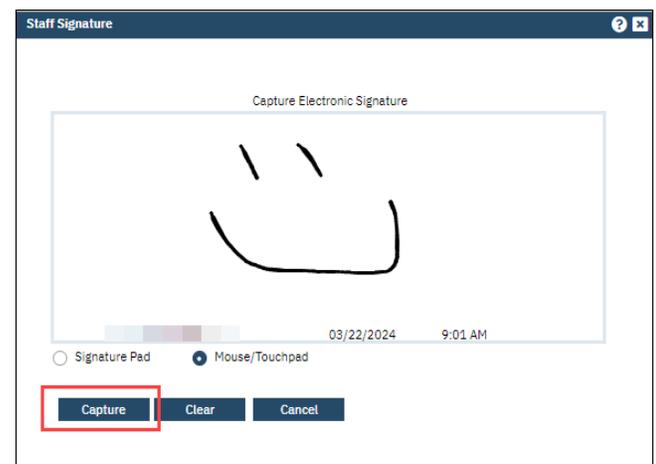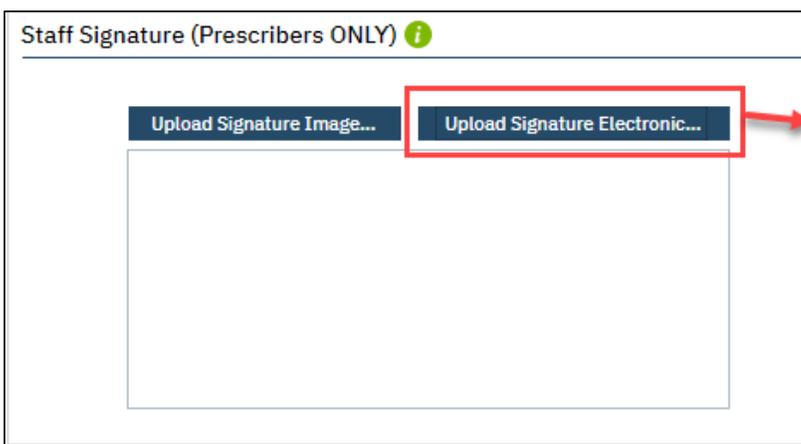Navigate to the "Staff Signature (Prescribers ONLY) section and select the appropriate option.

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.