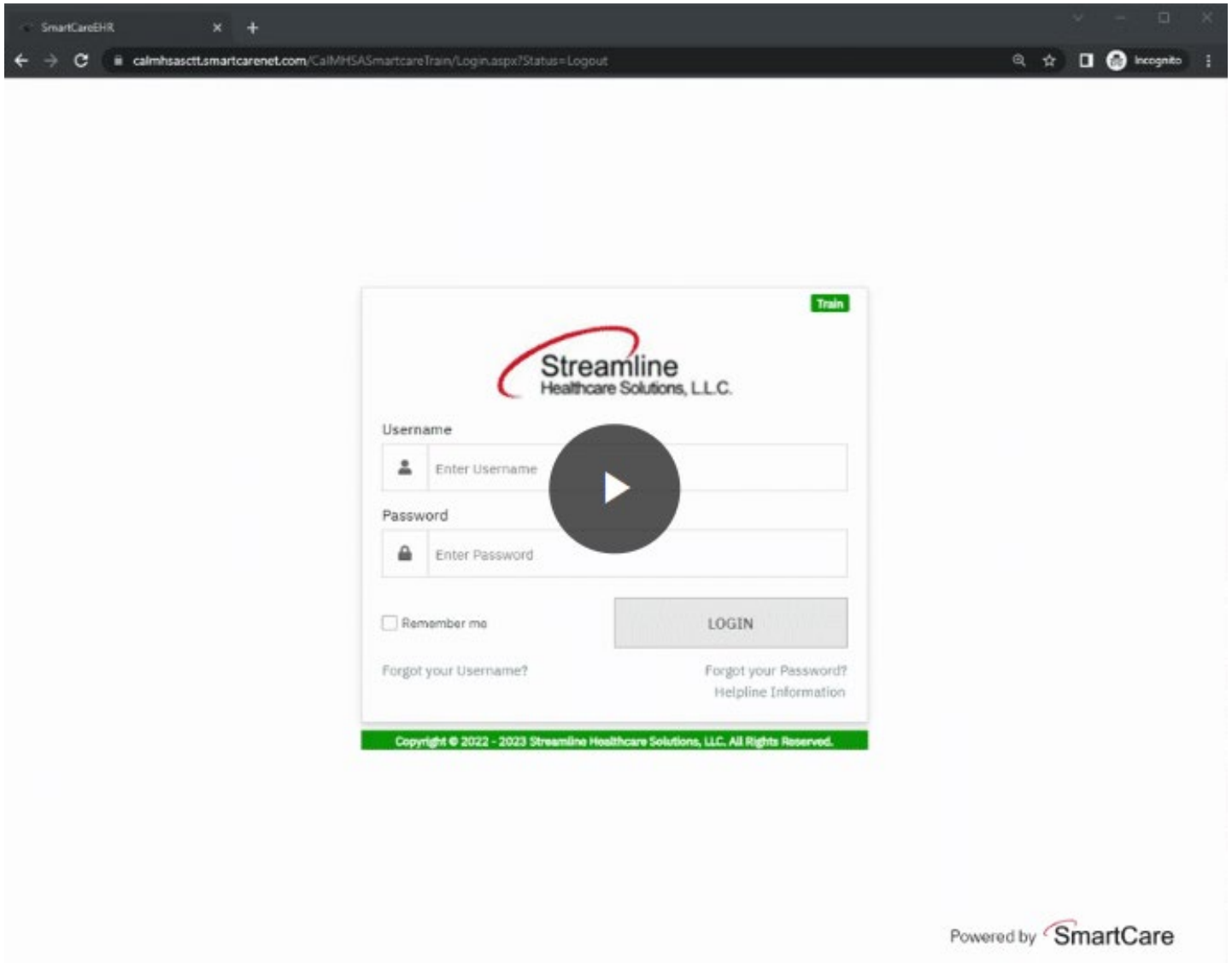




First Time Login Process and Preferences

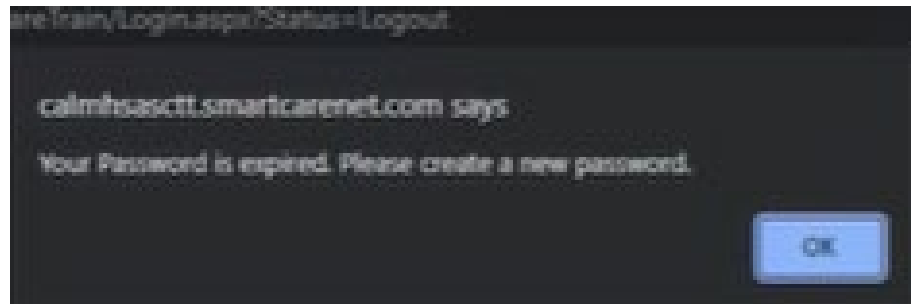
Login Screen

- The first time you login, you'll be provide 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**.



First Time Login Process and Preferences

Enter your old password then enter a new password. Confirm the new password. Click OK.



The image shows a 'Change Password' dialog box with the following fields and buttons:

- Username:** TrainingTest
- Old Password:** (empty field)
- New Password:** (empty field)
- Confirm Password:** (empty field)
- Buttons:** OK and Cancel

A red circle highlights the 'Old Password' field.

FRONT DESK: BASIC NAVIGATION



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First Time Login Process and Preferences

Next you will need to login using your new password. After entering your new password, click **LOGIN**.

Train

Streamline
Healthcare Solutions, LLC.

Username
Training.Test

Password

Remember me

LOGIN

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

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First Time Login Process and Preferences

Now you will be prompted to setup your Security Questions. Take your time and make sure you spell your answers correctly, as these questions will be used to verify your account when logging into a new computer.

The screenshot shows a web form titled "Security Questions". It contains three rows, each with a "Security Question" dropdown menu and an "Answer" text input field. At the bottom of the form are two buttons: "Save" and "Cancel". A large play button icon is overlaid on the form, indicating a video tutorial.



First Time Login Process and Preferences

Once you have completed all your Security Questions, click the **Save** button.

The screenshot shows a web form titled "Security Questions". It contains three rows, each with a question, a dropdown menu, and an answer field. A large play button icon is overlaid on the form. At the bottom, there is a blue button labeled "Save".

Question	Dropdown	Answer
Security Question 1	At what school did you complete your graduate studies?	*****
Security Question 2	In what city did you first get married?	****
Security Question 3	In what year did you buy your first car (YYYY)?	****

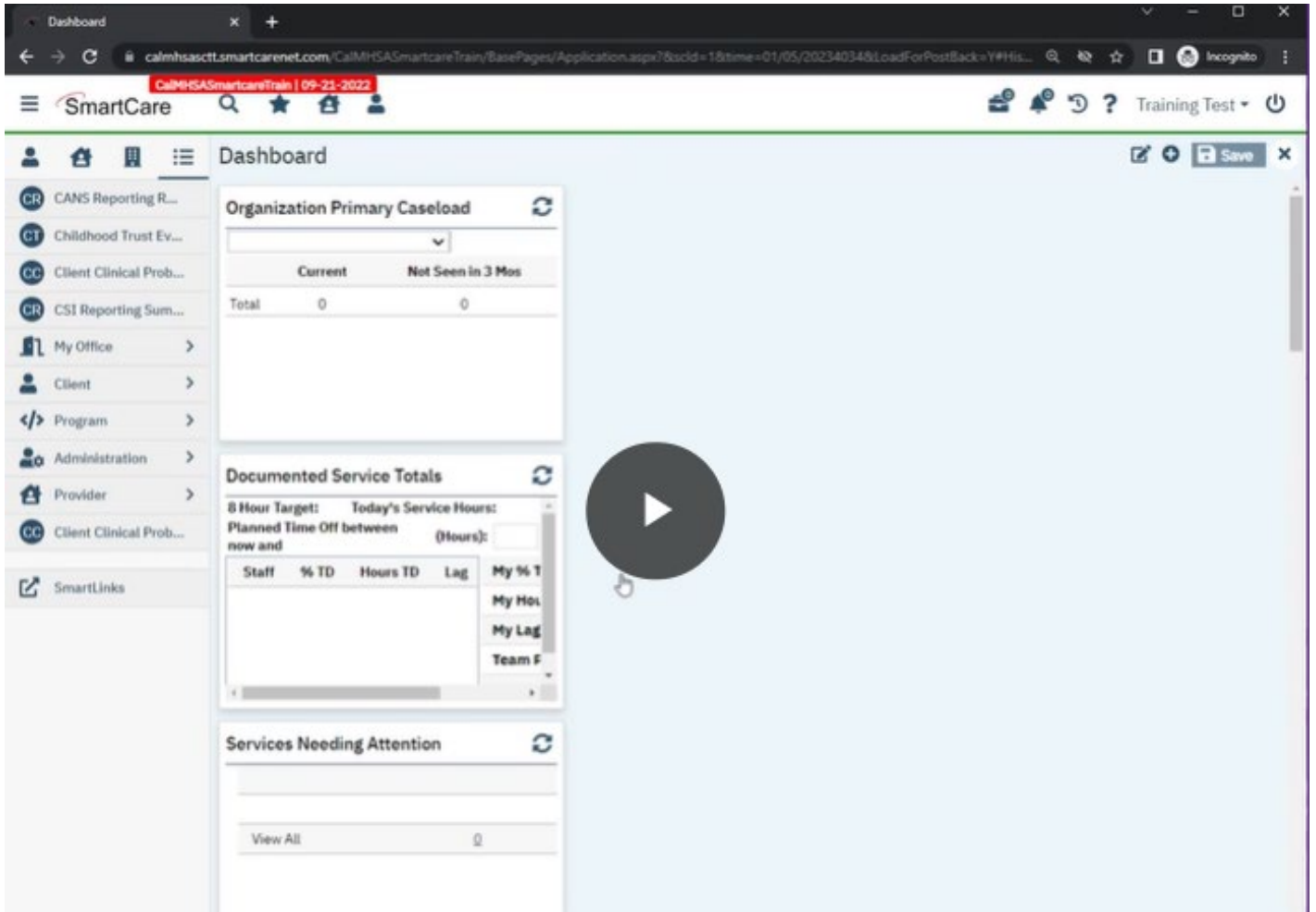
FRONT DESK: BASIC NAVIGATION



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First Time Login Process and Preferences

Now we are in the system.



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 below.

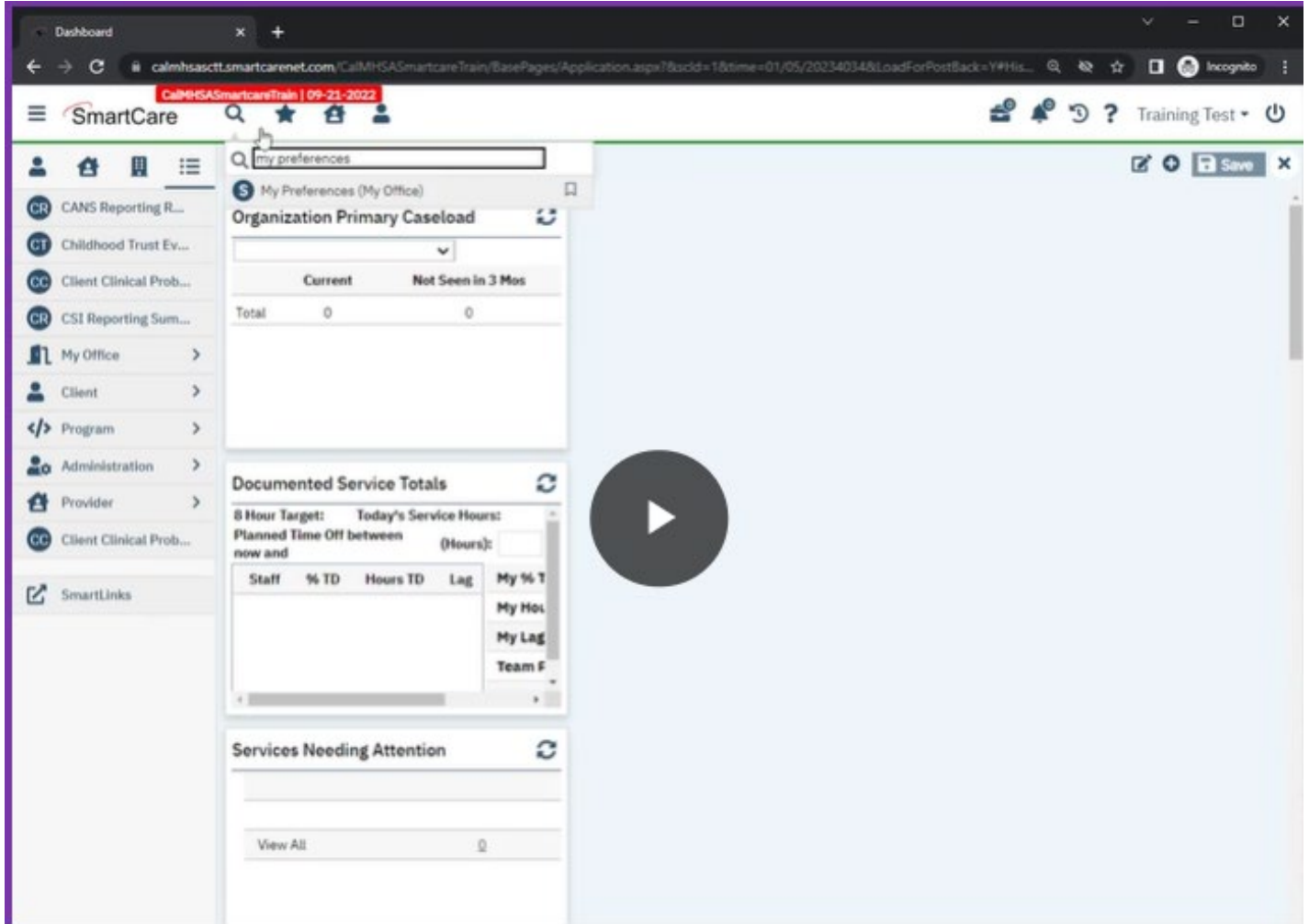
FRONT DESK: BASIC NAVIGATION



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First Time Login Process and Preferences

Click on the **Search Icon** and search for: **my preferences**. Select **My Preferences (My Office)**.



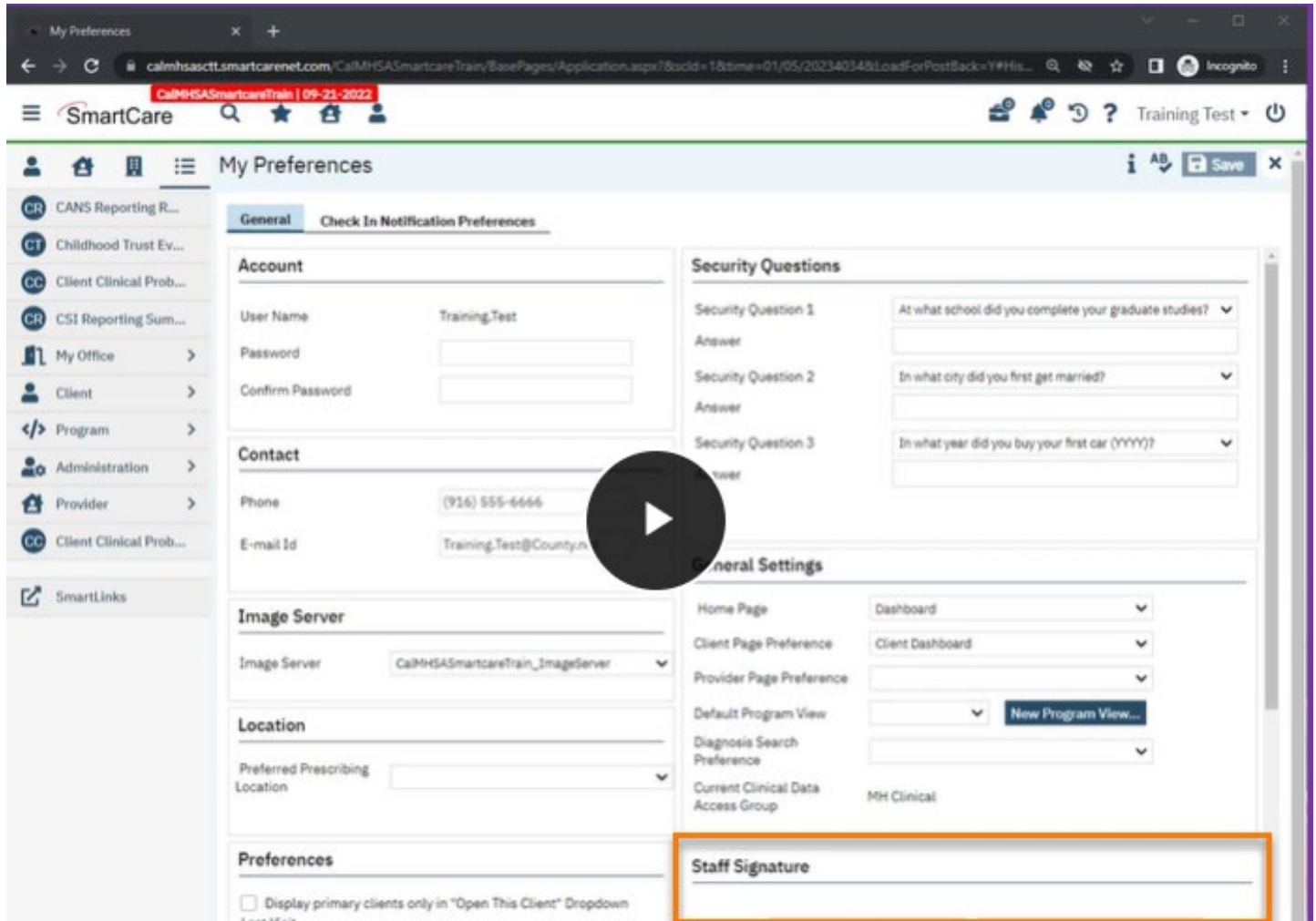
FRONT DESK: BASIC NAVIGATION

First Time Login Process and Preferences



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Once there, navigate to **Staff Signature**.



If you already have an image that you would like to upload, you can select **Upload Signature Image**.

Most people will end up Upload Signature Electronically. Select the **Upload Signature Electronically**.

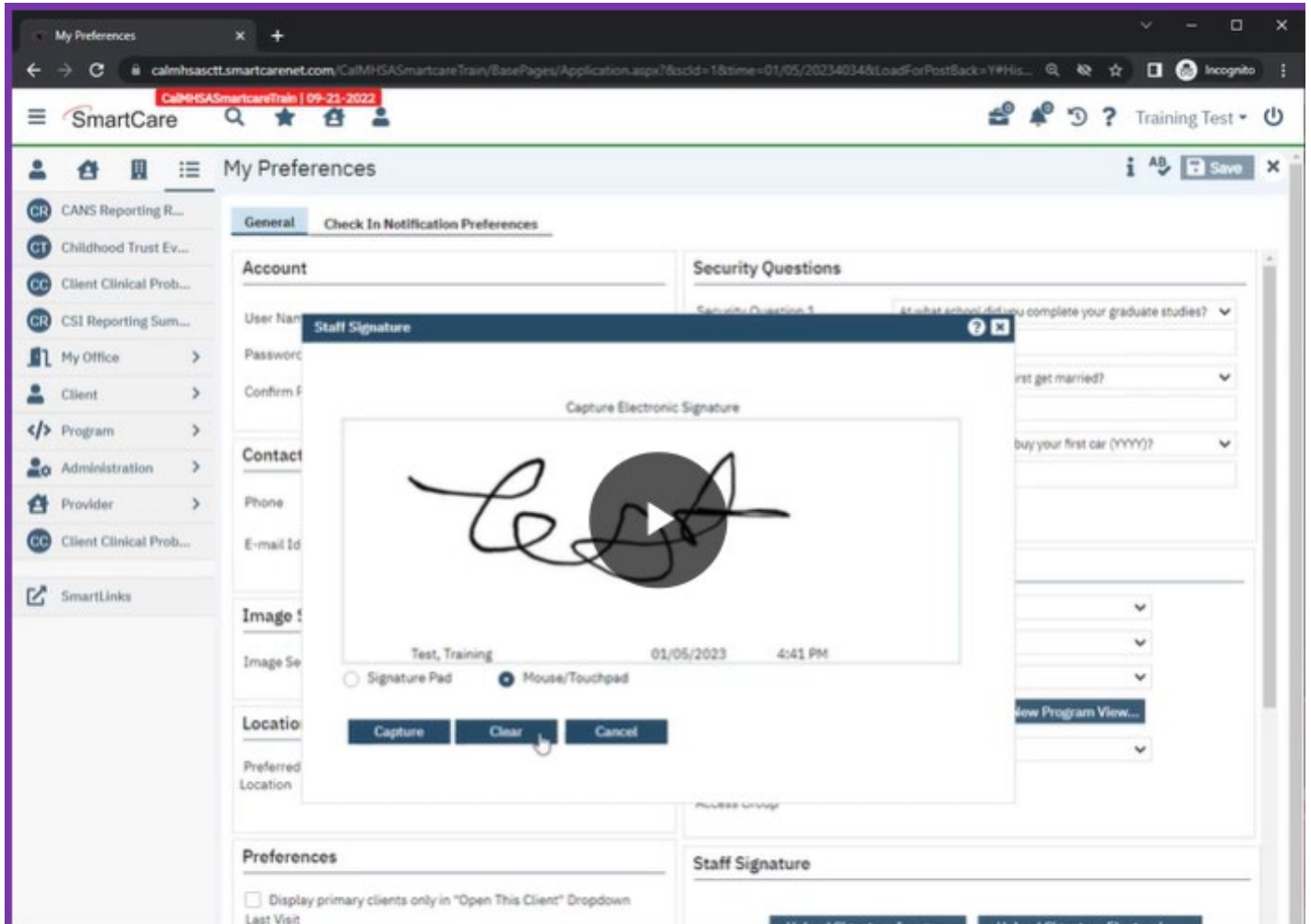
FRONT DESK: BASIC NAVIGATION



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First Time Login Process and Preferences

This will create a pop-up window where you can sign using a Signature Pad, Mouse or Touchpad. If using your mouse or touchpad, draw your signature in the box.



If you need to redo your signature, click on the **Clear** button.

Once you are satisfied with your Signature, click on the Capture button to Save it.

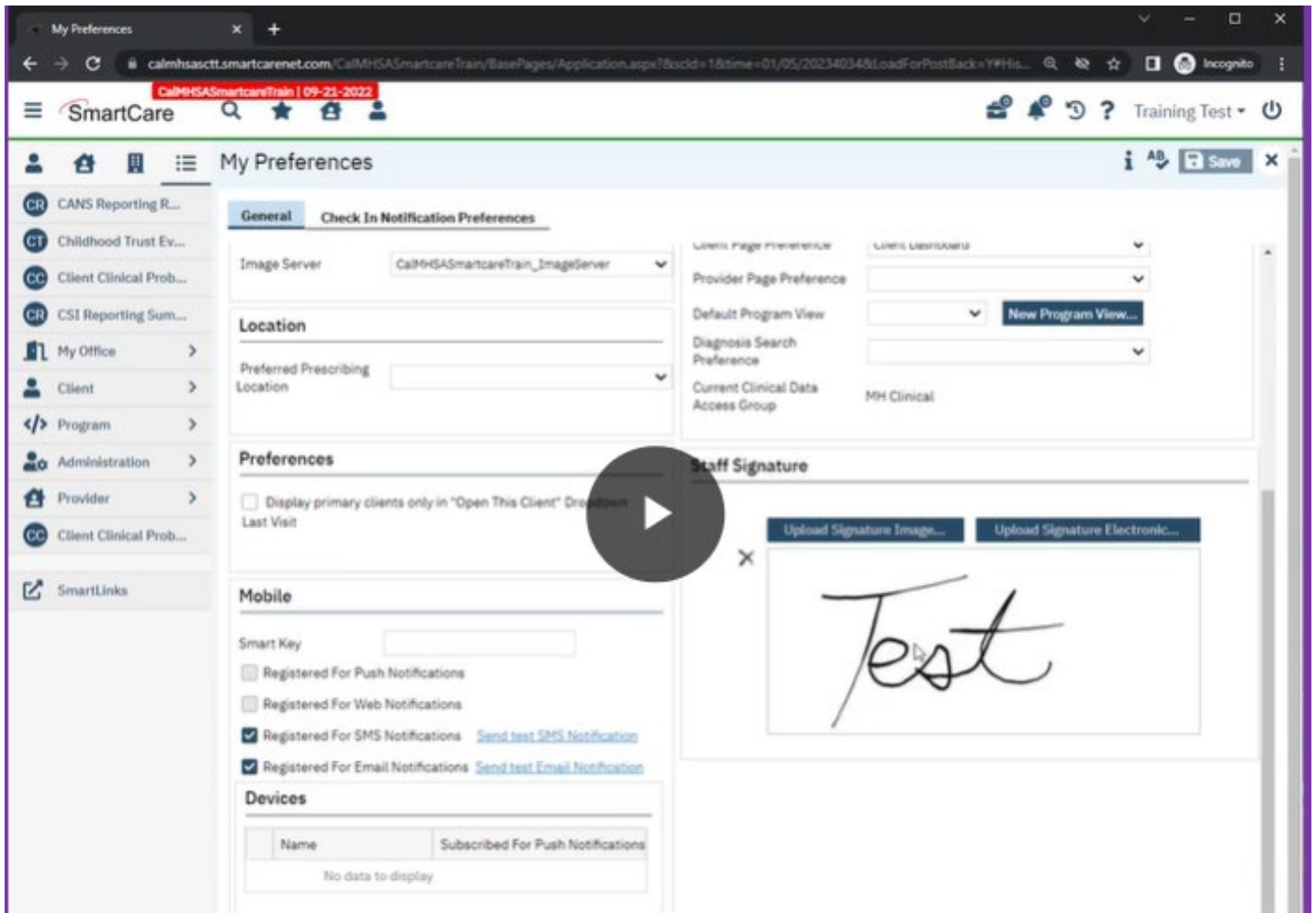
FRONT DESK: BASIC NAVIGATION

First Time Login Process and Preferences



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You can now see your Signature in the Signature Box.



My Preferences screen is where you can change your password or change your Security Questions.