

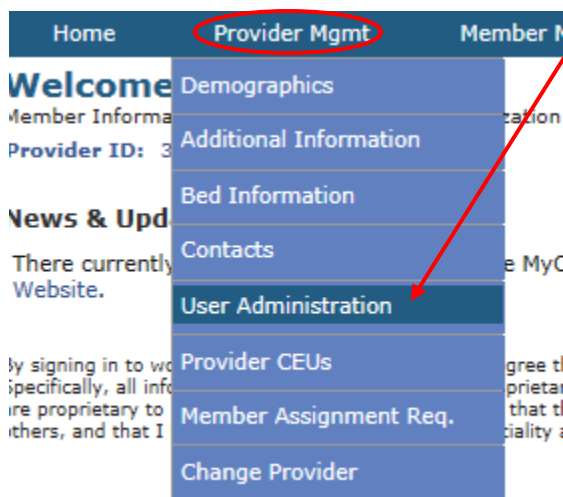
# MIDAS TRAINING | MIDAS PROVIDER FILE

## Additional Users and Administrative Rights

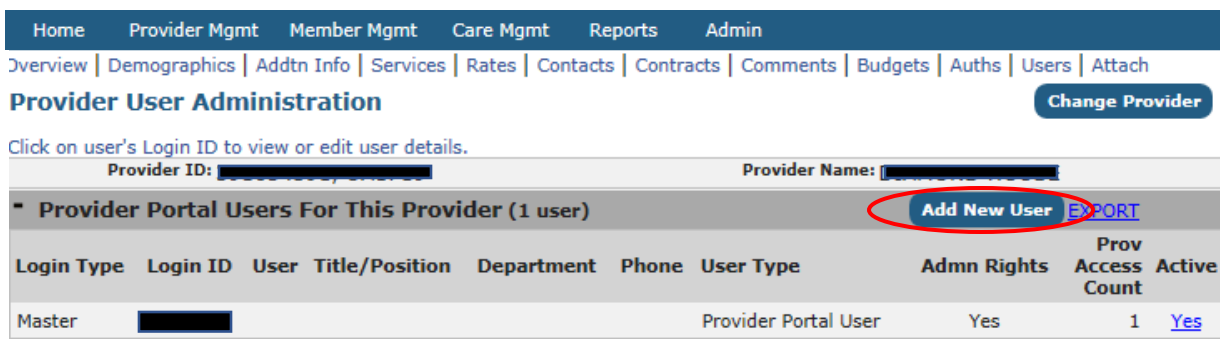
Designating a user with Administrative Access will allow the user to add additional users to access the Provider File. With Admin Access, not only will the user be able to add additional users, they will be able to deactivate users and edit user information.

### Process

Go to **Provider Management > User Administration**.



To add a new user, click on **“Add New User”**.



Please feel free to email [famcontracts@mychoicefamilycare.org](mailto:famcontracts@mychoicefamilycare.org) or [pscsc@carewisc.org](mailto:pscsc@carewisc.org) and staff will respond to inquiries at their earliest convenience.

The following blank “User Information-Add” screen will then show up. Fill in information in all empty fields below.

Home Provider Mgmt Member Mgmt Care Mgmt Reports Admin

Overview | Demographics | Addtn Info | Services | Rates | Contacts | Contracts | Comments | Budgets | Auths | Users | Attach

### Provider Portal User Detail (Add)

[Add Existing User](#) [Back](#)

**Base User Information** (applies to all providers this user can access)

Login ID:  Date Created:

Password:  Confirm Password:

\*Password requires  
| Min 8 Chars | Upper Case Letter | Lower Case Letter | Number | Special Character |

Prefix:  First Name:  Last Name:

Title/Position:  Department:

Address 1:  [Get Provider Address](#) [Get Billing Address](#)

Address 2:

City:  State:  Zip Code:

Work Phone:  Cell Phone:

Fax:  Home Phone:

Email Address:

**Active Provider Information** (attributes for this user specific to the currently selected provider)

Provider ID:  Provider Name:

User Type:   Has Admin Rights

Inactive Portal Account Last Accessed:

[Add](#) [Cancel](#) [Set As Master](#)

The employee **designated** as having “Admin Rights” will then be able to create a Login ID and Password.

**IMPORTANT:** Passwords require a **minimum** of 8 characters, and needs to include at least **one** Upper Case Letter, at least **one** Lower Case Letter, a Number and a Special Character. [Example Password: Family@1]

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**Base User Information** (applies to all providers this user can access)

Login ID:  Date Created:

Password:  Confirm Password:

\*Password requires  
| Min 8 Chars | Upper Case Letter | Lower Case Letter | Number | Special Character |

**IMPORTANT:** Remember to **Confirm Password**.

Make sure to click on **“Add”** in the bottom left corner of the “User Information-Add” screen. After clicking on “Add” the message stating your Information has been accepted will show up. Click **“Continue”**.

Now this user can assign additional users.

Please feel free to email [famcontracts@mychoicefamilycare.org](mailto:famcontracts@mychoicefamilycare.org) or [pscs@carewisc.org](mailto:pscs@carewisc.org) and staff will respond to inquiries at their earliest convenience.