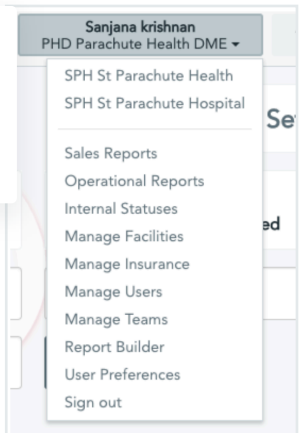


1

## Accessing Admin Features

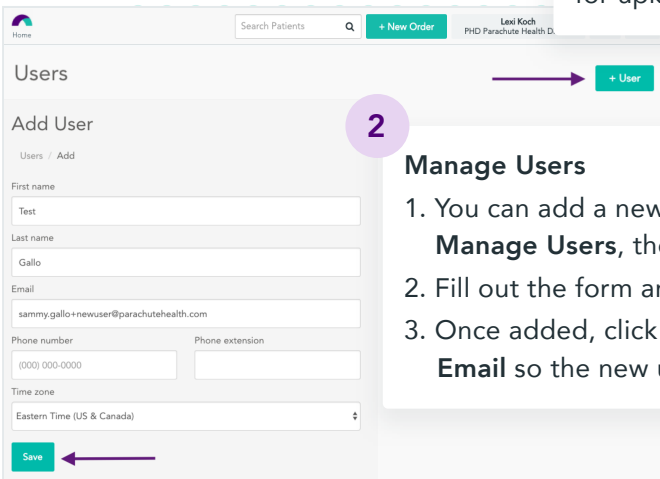
Click the dropdown with your name in the top right to access features for keeping your profile.



2

## Manage Users

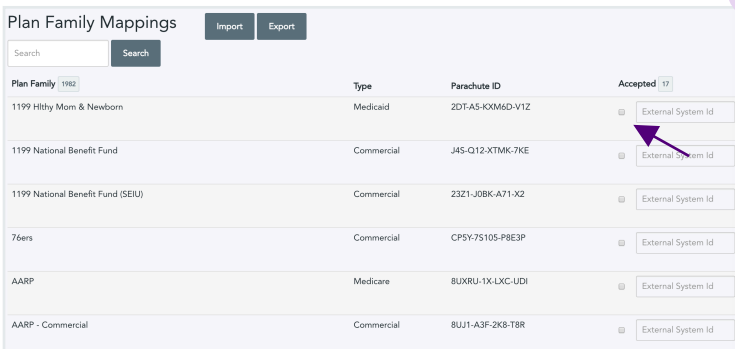
1. You can add a new user by clicking **Manage Users**, then **+User**.
2. Fill out the form and click **Save**.
3. Once added, click **Send Welcome Email** so the new user can get set up.



3

## Manage Insurance

1. To indicate which insurances you accept for patient orders, click **Manage Insurance** and select which insurances you accept by checking the boxes.
2. If you are Brightree-integrated, input the Brightree External System ID.

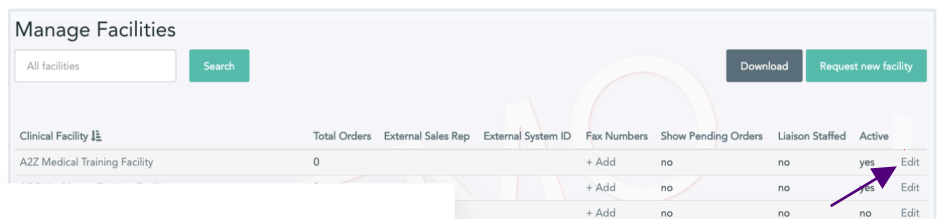


Plan Family	Type	Parachute ID	Accepted
1199 Hilly Mom & Newborn	Medicaid	ZDT-AS-KXM6D-V1Z	<input type="checkbox"/> External System Id
1199 National Benefit Fund	Commercial	J45-Q12-XTMK-7KE	<input type="checkbox"/> External System Id
1199 National Benefit Fund (SEIU)	Commercial	Z3Z1-J0BK-A71-X2	<input type="checkbox"/> External System Id
76ers	Commercial	CPSY-75105-PBE3P	<input type="checkbox"/> External System Id
AARP	Medicare	8UXRU-1X-LXC-UDI	<input type="checkbox"/> External System Id
AARP - Commercial	Commercial	8UJ1-A3F-2K8-T8R	<input type="checkbox"/> External System Id

4

## Manage Facilities

1. To manage facilities you've been added to, click **Manage Facilities**, then **Edit**.
2. Add/edit sales reps, Brightree facility ID (External System ID), Brightree branch, and legal entity (location that shows up on the facility's documentation).



Clinical Facility	Total Orders	External Sales Rep	External System ID	Fax Numbers	Show Pending Orders	Liaison Staffed	Active
AZZ Medical Training Facility	0			+ Add	no	no	yes Edit
				+ Add	no	no	yes Edit
				+ Add	no	no	no Edit