REGISTERING A NEW USER – TWO METHODS

METHOD 1: SELF REGISTRATION
(New user registers him/herself and seeks affiliation with an agency.)

1. Access OPTIS log in page; DO NOT LOG IN.
2. Select *Provider Registration*
3. Click Email Notification and Electronic Response boxes; click *Next*
4. Click "I Agree" box
5. Enter all registration information including creating a password
6. Click *Next* twice.
7. Enter organization name; click *Submit*
8. Choose organization from list; click *Next* three times
9. Click *Finish*
10. Organization's primary user must then accept self-registered user.

METHOD 2: REGISTRATION BY THE PRIMARY USER
(Primary user for the agency registers the new user.)

1. Log in as primary user
2. Select *Users* and then *Users* again
3. Click *Add a New User*
4. Enter new user's information
    a. Title / Name
    b. Logon Id (jsparrow)
    c. Password (case-sensitive, at least six characters, two or more pattern characters – upper case, lower case, numeral, or symbol)
    d. Confirm Password
    e. Phone, fax, email
    f. Status – Registered (View Privileges) or Validated for eResponse (Create Privileges)
    g. Services - eNotify - Yes (Email notification of application notices) eResponse – Yes (Allows you to respond to application postings)
5. Click Organization *Find* button
6. Choose agency
7. Back at *Add User* screen, either Submit/Return to save and see Authorized Personnel screen, or Submit/Next to save and add another user.

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8. New user logs in
9. At Agreement page, new user agrees or disagrees with statement (user will not be able to proceed if he or she disagrees).
10. Message appears – "You have successfully registered."

Note: If this user needs to be able to create and/or submit documents for the agency, the primary user should select the Validated for eResponse status. If this user is the authorized representative, he or she must have PTD issue an eResponse keyword. To do this:

- ➢ Contact Maile (or Ivan) for an eResponse keyword to be emailed to you (current), or
- ➢ Send email request for eResponse keyword directly from OPTIS (futPTIS (future)