

# myCGS

## User Manual

### CHAPTER 8



## 'Administration' Tab



A CELERIAN GROUP COMPANY

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# CHAPTER 8

## 'Administration' Tab

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The person who registers for myCGS is deemed the Provider Administrator. The Provider Administrator grants access for other users (Provider Users) to access, view and print information for their provider using myCGS. **Only** the Provider Administrator has access to the Admin Tab.

For more information about the roles of the Provider Administrator and the Provider User, refer to the *myCGS User Manual*, Chapter 1: Overview of myCGS.

#### OVERVIEW OF PROVIDER ADMINISTRATOR

The 'Admin' tab allows the Provider Administrator to establish and update Provider User settings. This includes the following:

- Creating a Provider User
- Assigning a temporary password to a Provider User
- Assigning application permissions to a Provider User
- Creating additional Provider Administrators
- Modifying a Provider User profile
- Terminating a Provider User or additional Provider Administrator

Any access granted and maintained by the Provider Administrator is the sole responsibility of that Provider Administrator. CGS has no responsibility for maintaining Provider User access and permission to the data assigned to them by the Provider Administrator.

If you are a Provider Administrator and are leaving the office, or you are no longer functioning as the Provider Administrator, you must assign an additional provider administrator before leaving the role. Once a new Provider Administrator is assigned, he or she can login and delete the old Provider Administrator or change the Provider Administrator to a provider user by deselecting the Admin box in the role selections of the user's profile. Do not delete the Provider Administrator before assigning an additional Provider Administrator. If you do this, your record must be removed and you must register again. If your Provider Administrator has left and you did not designate a new Provider Administrator, your registration record will be removed and you must register again. To request that your record be removed, please contact the EDI Help Desk.

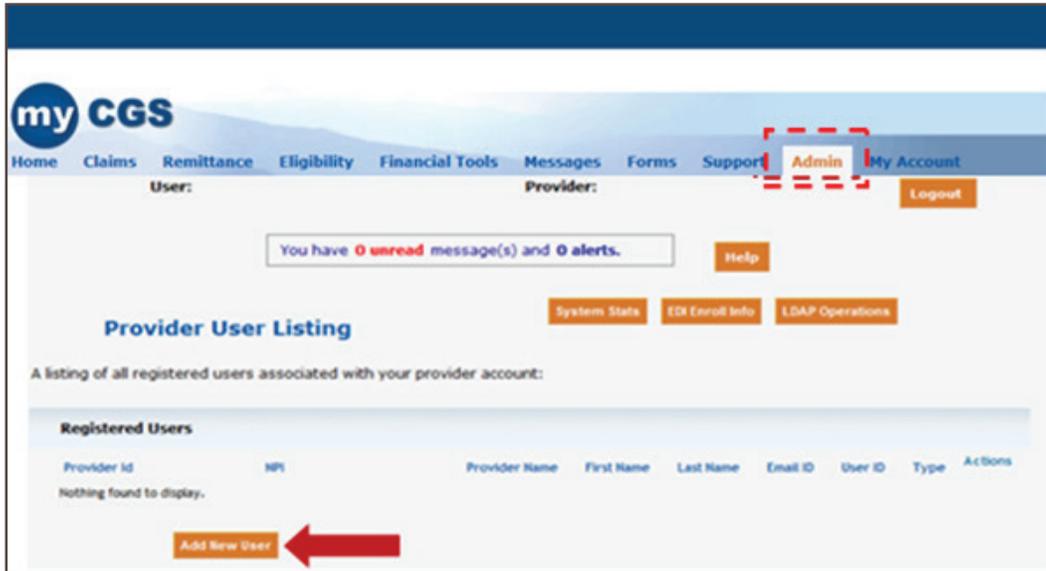


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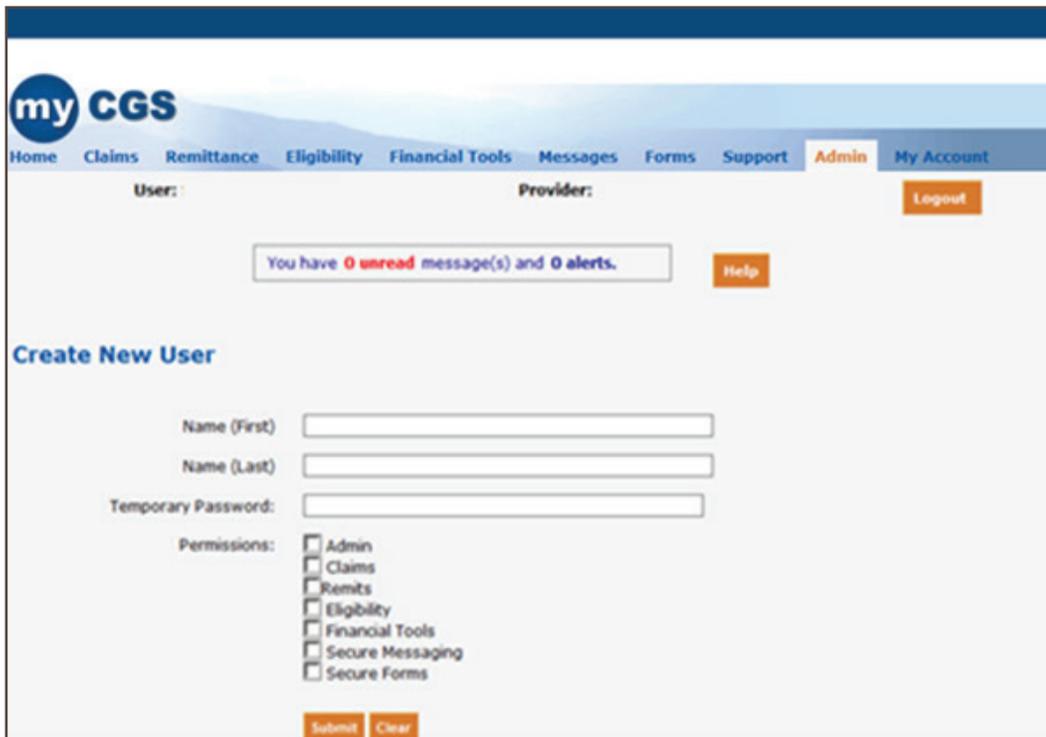
## 'Administration' Tab

### ADDING A NEW PROVIDER USER

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



When selecting to “Add New User” the “Create New User” screen will appear. Complete the information requested, including the First and Last Name, a temporary password, selection of the Permissions you are granting the Provider User. Then click “Submit.”





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### EDIT OR DELETE PROVIDER USER OR PROVIDER ADMINISTRATOR

To edit or delete a Provider User or another Provider Administrator, click on the 'Edit' or 'Delete' link that corresponds with the desired Provider User/Administrator.

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Home Claims Remittance Eligibility Financial Tools Messages Forms Support **Admin** My Account

### Provider User Listing

A listing of all registered users associated with your provider account:

**Registered Users**

First Name	Last Name	User ID	Type	Actions
Test	Contact	XXXXXXX	Admin	Edit Delete
Provider	User	XXXXXXX		Edit Delete

[Add New User](#)

The 'Modify User' screen will appear. Changes to the Provider User's/Administrator's name and/or permissions can be made from this screen. Once all changes have been made, click 'Submit.'

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### Modify User

User ID: CGS

Name (First): CGSAdmin

Name (Last): CGSAdmin

Temporary Password:

Permissions:

- Admin
- Claims
- Remits
- Eligibility
- Financial Tools
- Secure Messaging
- Secure Forms

[Submit](#) [Clear](#)