



# ADMINISTRATOR SETUP

Revised: 12/12/2014

**administrator setup :: Welcome** [Help?](#)

**Add New User**  
Create new users for your Entity. An entity can be an individual practice, a group, or a facility.  
[Continue](#)

**Edit Existing Users**  
Below are existing users for your Entity. Click the **Edit** link to change the user's information.

**COMPLETE CARE PROVIDER**

User Name		User Name	
COMPLETE CARE USER #1	<a href="#">Edit</a>	COMPLETE CARE USER #2	<a href="#">Edit</a>

The Administrator Setup application allows Administrators to add/manage logins for other staff. There can be one Administrator per location. Existing user logins can be managed using the 'Edit' links. New users are added by clicking the 'Continue' button.

**administrator setup :: Get Entity Information** [Help?](#)

**Step 1: Select an Entity** [Return to Administrator Setup](#)

In order to add a new User, select an Entity to which the new user will belong. Then click the **Go** button.

**Choose an Owner Entity:**  
 [?](#)

[Go](#)  
[Return to Administrator Setup](#)

To add logins, Administrators will first select an Entity and click 'Go.'

- My Practice**
- ▶ **My Authorizations**
  - Check Member Eligibility
- ▶ **My Claims**
  - Check Claims Status
- ▶ **My Practice**
  - Administrator Setup
- ▶ **My Forms**
  - Medicaid Disclosure
- ▶ **My Profile**
  - Change Password
  - Edit My Profile

## administrator setup :: Get Entity Information

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### Step 1: Select an Entity

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In order to add a new User, select an Entity to which the new user will belong. Then click the **Go** button.

**Choose an Owner Entity:**

COMPLETE CARE PROVIDER

### Step 2: Fill in the Required Information

In order to add a new User, you must enter information into required fields, marked with an asterisk (\*).

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**Create a User Name: \***

**First Name: \***

**Last Name: \***

**Key Number: \***

**Date of Birth: \* (mm/dd/yyyy)**

**Phone Number:**

**Extension:**

**E-Mail Address: \***

**Applications User has access to: \***

--Select One or More--

- Check Claim Status
- Check Member Eligibility
- Medicaid Disclosure

**User Type: \***

--- Select a User Type ---

**Entity TIN Numbers:**

987654321

**Entity MIS Number:**

10000000

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Administrators will complete all required fields and will select the site applications the user should have access to. Administrators can currently only give users access to only one location. If a user needs access to more than one location, they will need to set the user up with access to one and then contact Magellan to request the user be linked to additional locations.