



## EpicCare Link Site Wizard – Requesting a New Account

### *Effective Date or Refresher*

#### *Audience:*

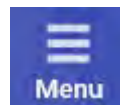
This document outlines the process EpicCare Link site administrators follow to request a new EpicCare Link user from their clinic.



### Let's Take a Look

1. Login to EpicCare Link.

2. Use the Menu button to access Manage My Clinic.



3. Within Manage My Clinic, select the Requests tab.



4. Click the **+ Request New Account** button

5. Select the type of account that should be created for the new EpicCare Link user based on the user's role and/or credentials.

6. Fill out the required information and click the **✓ Submit Request** button.

7. A printable confirmation page will display reminding you that request take between 10-14 days to be process.

### Checking the Status of a Request

1. Access the Requests tab within EpicCare Link.

a. Menu button > Manage My Clinic > Requests tab

2. Click the View Request button.

3. Review the new account requests that you have previously submitted. Completed request will have a status "Record Generation Complete"

	User Name ▲	Request Date	E-mail	Phone	Status
<input type="radio"/>	test, alvin	7/31/18	talvin@test.com		Record Generation Completed

4. You can then return to the Manage My Clinic tab, locate the new user, and reset their password.

5. The new user will then be able to login to EpicCare Link.