



**OneView**<sup>®</sup>

**TIP GUIDE : LOGINS**

## Login Dashboard

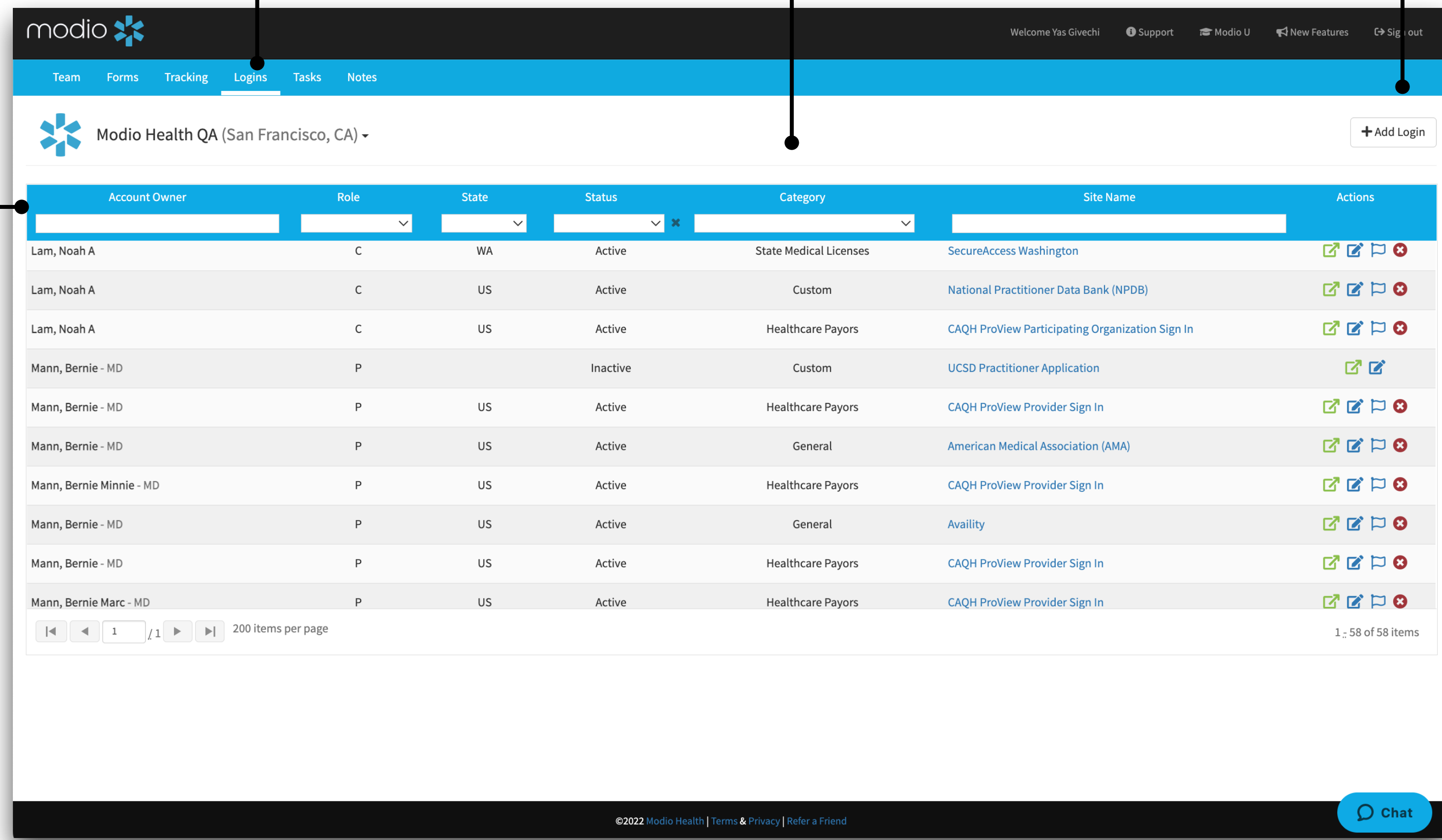
Use the Logins tab to store usernames & passwords for any accounts that you manage for your providers. Logins is a Team level feature and is available to all full access coordinators on your team. Providers can only see logins that they own (including logins you create for the provider).

**Logins:** Use to this tab to start adding Logins and view any existing entries.







































**Category:** Each column on the blue toolbar works as a filter. Use the dropdown arrows to apply different filters.

**Add Login:** Manually add login credentials by clicking "Add Login."



**Account Owner:** Type in the providers or coordinators name to filter and find that users credentials.



The screenshot shows the Modio Logins dashboard. At the top, there's a navigation bar with 'Team', 'Forms', 'Tracking', 'Logins', 'Tasks', and 'Notes'. Below that, the user is identified as 'Modio Health QA (San Francisco, CA)'. A '+ Add Login' button is in the top right. The main area is a table with columns: Account Owner, Role, State, Status, Category, Site Name, and Actions. The table contains 10 rows of login data. At the bottom, there's a pagination control showing '1 / 1' and '200 items per page', and a 'Chat' button in the bottom right corner.

Account Owner	Role	State	Status	Category	Site Name	Actions
Lam, Noah A	C	WA	Active	State Medical Licenses	SecureAccess Washington	   
Lam, Noah A	C	US	Active	Custom	National Practitioner Data Bank (NPDB)	   
Lam, Noah A	C	US	Active	Healthcare Payors	CAQH ProView Participating Organization Sign In	   
Mann, Bernie - MD	P		Inactive	Custom	UCSD Practitioner Application	 
Mann, Bernie - MD	P	US	Active	Healthcare Payors	CAQH ProView Provider Sign In	   
Mann, Bernie - MD	P	US	Active	General	American Medical Association (AMA)	   
Mann, Bernie Minnie - MD	P	US	Active	Healthcare Payors	CAQH ProView Provider Sign In	   
Mann, Bernie - MD	P	US	Active	General	Availity	   
Mann, Bernie - MD	P	US	Active	Healthcare Payors	CAQH ProView Provider Sign In	   
Mann, Bernie Marc - MD	P	US	Active	Healthcare Payors	CAQH ProView Provider Sign In	   

### Icon Key:

-  **Viewing Logins:** To view an existing login, click the Edit icon in the Actions column.
-  **Direct Link:** Click here to be directed to the stored Logins website.
-  **Archiving Logins:** Archive a login by clicking here. Archived logins can be retrieved by changing the Status filter to empty and clicking on the blue + icon in the Actions column.
-  **Flagging:** Click on this icon to "flag" a login when it requires attention. Done updating a flagged login? Just click on the icon again to remove the marker.

**Important:** Logins is a Team level feature and all accounts that are stored here will be accessible by all full access coordinators on your Team.

## Adding Logins

Securely store provider or coordinator login information for any site such as CAQH, PECOS, and more.

1

**Add Login:**  
Start Here by clicking "Add Login."

2

**Account Owner:**  
Choose an Account Owner from the drop-down list. The login credentials (username/password) should match the owner you are adding.

3

**Site Name:**  
Type within the free text field to search for the site you wish to add. This will pull a list of potential matches for you to select from. If you picked a website, the URL (address) will be auto-filled in the Site URL and Registration URL fields

6

**Username & Password:**  
Enter in the appropriate Username and Password. These fields will be encrypted once you click Save.

7

**Notes:**  
Add Notes as needed, then click Save. This section will be encrypted once you click save.

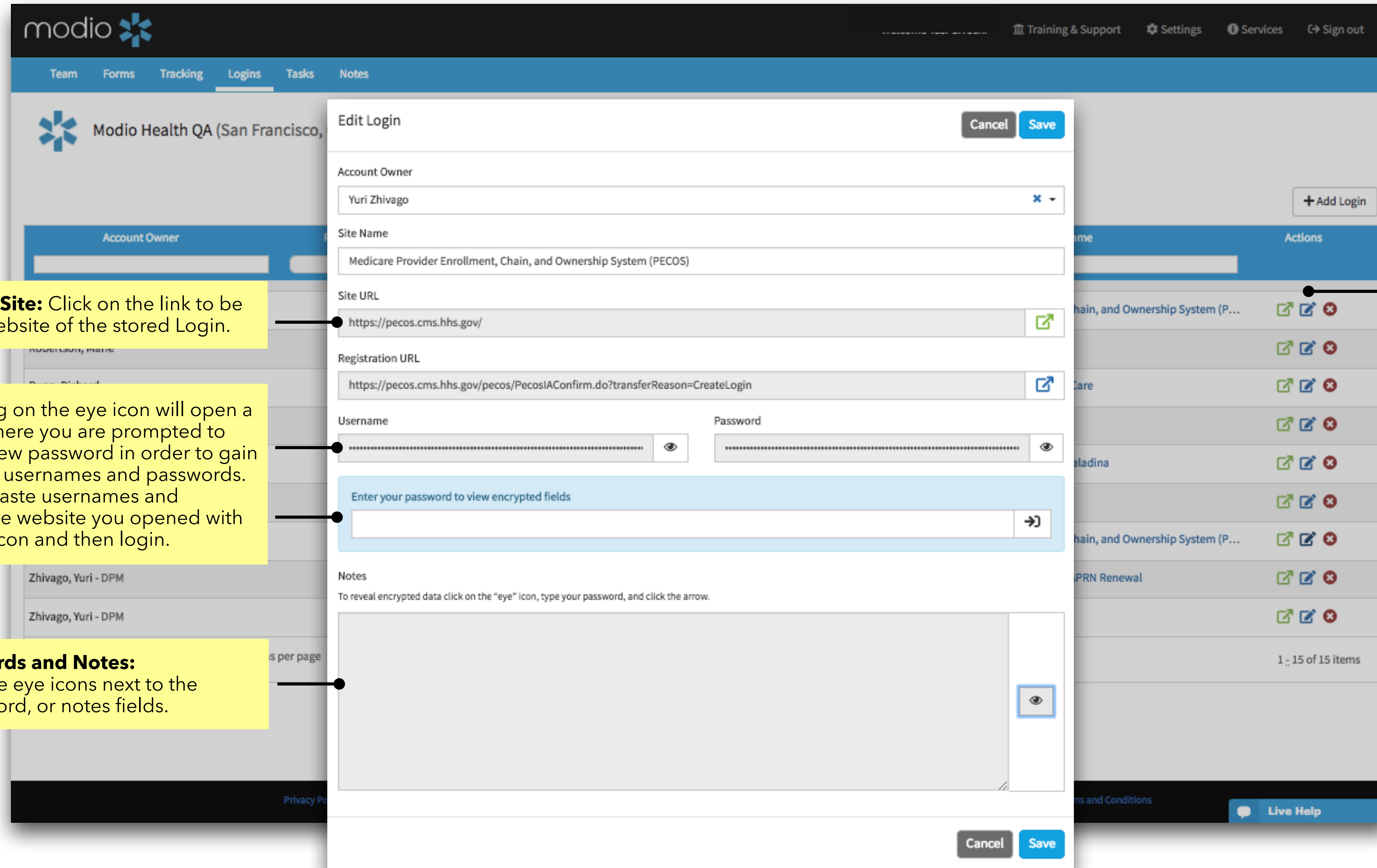
**Efficiency Tip:** Update your Onboarding Invitation to include Logins. As your provider fills them out, they will appear in this section.

4 - 5

**Site Name & Registration URL:**  
If you picked a website, the URL (address) will be auto-filled in the Site URL and Registration URL fields. If you picked a custom website, enter the URL for the site here. (Examples are "<http://yourwebsitename.com>" and "<http://yourwebsitename.com/signup>".)  
  
\*If the website can't be found within our dropdown, please enter the URL for the site in the "Site URL and Registration URL" fields. Please then send this information to [support@modiohealth.com](mailto:support@modiohealth.com)

## Login Features: Accessing and Viewing Saved Logins

View and manage existing Logins for your providers.



The screenshot displays the Modio Health QA interface. At the top, there is a navigation bar with 'Team', 'Forms', 'Tracking', 'Logins', 'Tasks', and 'Notes'. Below this, the main header shows 'Modio Health QA (San Francisco, CA)'. The 'Logins' tab is active, showing a table of saved logins. An 'Edit Login' modal is open, displaying details for a login with 'Account Owner' Yuri Zhivago and 'Site Name' Medicare Provider Enrollment, Chain, and Ownership System (PECOS). The modal includes fields for Site URL, Registration URL, Username, Password, and Notes. A password prompt is visible, asking the user to enter their password to view encrypted fields. The background shows a table of logins with columns for Name, Username, Password, and Actions. The Actions column contains icons for Edit, View, and Delete.

2

**Visiting a Saved Site:** Click on the link to be directed to the website of the stored Login.

3

**Eye Icon:** Clicking on the eye icon will open a password field where you are prompted to enter your OneView password in order to gain access to a saved usernames and passwords. Next, Copy and paste usernames and passwords into the website you opened with the green arrow icon and then login.

4

**Viewing Passwords and Notes:** Click on any of the eye icons next to the username, password, or notes fields.

1

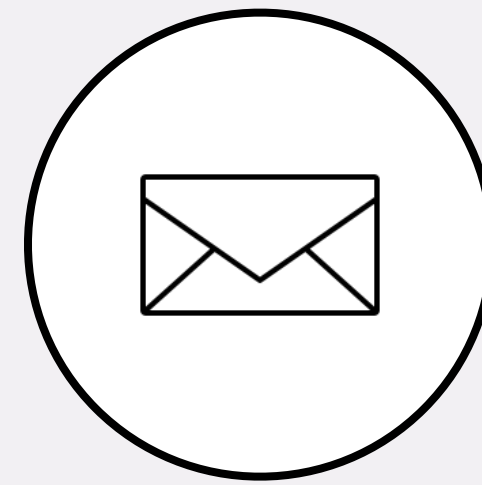
**Editing Logins:**  
To view an existing login, click the Edit icon in the Actions column.

For additional questions or further training, contact the Modio Team via:

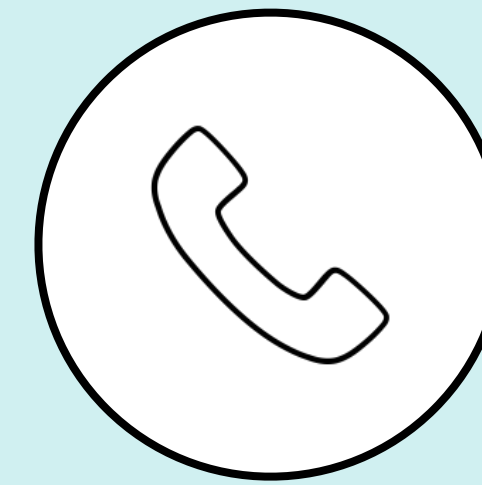
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