

VPro Credentialing – Enrollment

<p>First Time Registrants Type: www.hwsverified.com</p> <ol style="list-style-type: none"> 1. Select Verified Professional 2. Select Create Account <p>Create Account</p> <ul style="list-style-type: none"> • Enter your preferred email address • Create a Password that meets the rules shown on the screen (write it down) • Select box to agree to Terms and Conditions 	<p>Choose account type #1</p> <p>Facility ></p> <p>Delegate ></p> <p>Verified Professional ></p>	<p>Log in to your account</p> <p>Email Password Set/Reset Password Log in</p> <p>Don't have an account yet? Create account #2</p> <p>Customer Service Hours of Operations Monday - Friday 6:30 AM - 5:45 PM Eastern Phone: 800.250.1441 Email: verified@hwsverified.com</p>	<p>Create Account</p> <p>Your email address micheleone47300@gmail.com</p> <p>We use your e-mail only for important notifications or when you need to recover your account.</p> <p>Create a password Create a password</p> <p><input checked="" type="checkbox"/> One lowercase character <input checked="" type="checkbox"/> 10 characters minimum <input checked="" type="checkbox"/> One uppercase character <input checked="" type="checkbox"/> One number</p> <p>Verified Professional Agreement Workforce Verified Agreement</p> <p><input checked="" type="checkbox"/> agree to these terms and conditions</p> <p>Continue</p>
<p>Confirm e-mail</p> <ol style="list-style-type: none"> 1. You will receive an email 2. Click the link and it will automatically confirm the email 3. Login using your email and password created during the setup <p>System will build your account</p>			
<p>Personal Info</p> <p>Complete in entirety Your mobile number will be needed at the Kiosk that you will need to login each day.</p> <p>Be sure to use your legal name. (HWS needs this to run monthly Sanction Checks)</p>		<p>1 Personal info 2 Access Request info 3 Payment 4 Credentials</p> <p>Personal info</p>	

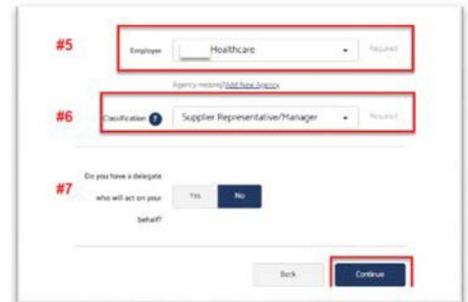
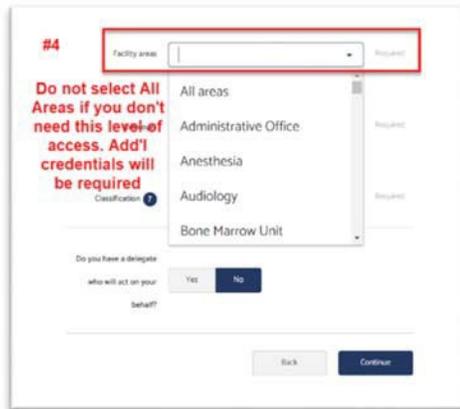
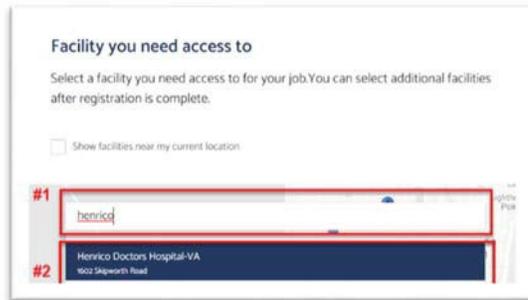
Access Request Info

1. Type in the name of the Facility you need access
2. Click on the blue box with the Facility name. This confirms your selection.
3. You must still click on Select Facility

If the facility is not found then it could be that it is typed wrong or your organization is not "connected" to the facility and would require you to call 954-514-1440 to request the connection

4. Select the areas in the facility you need access. Caution: if you select All areas, add'l credentials will be added to your account.
5. Select your Company
If you do not see your company, stop and call HWS at 954-514-1440
6. Select your role from the drop-down.
If you do not see your role, stop and call HWS at 954-514-1440
7. If you know there is a company support person (Delegate) that will assist you, select yes and choose from the drop down.

Select Continue



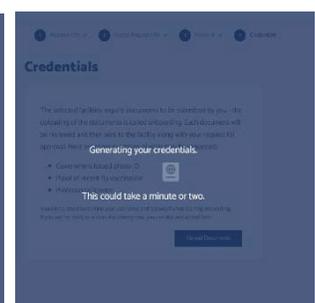
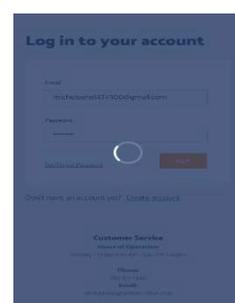
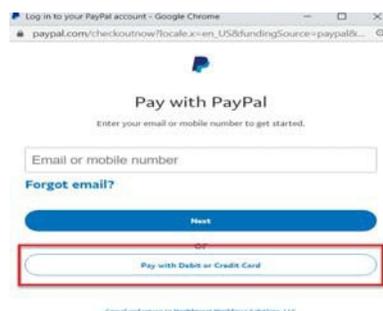
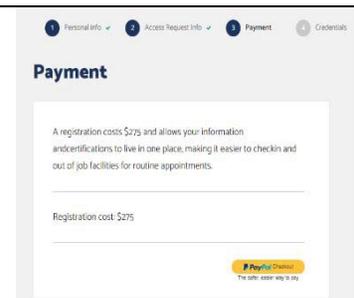
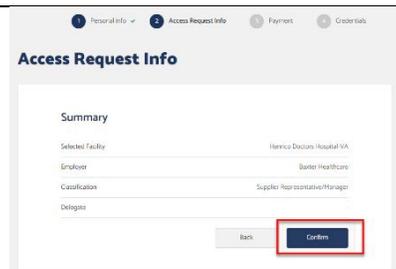
Review the Summary

Select Confirm or Back to make changes: if Confirmed next screen is Payment

You do not need to have a PayPal account. Choose Pay with Debit or Credit Card.

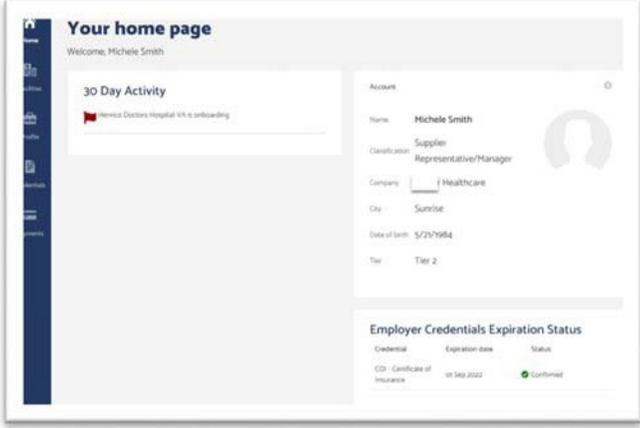
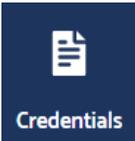
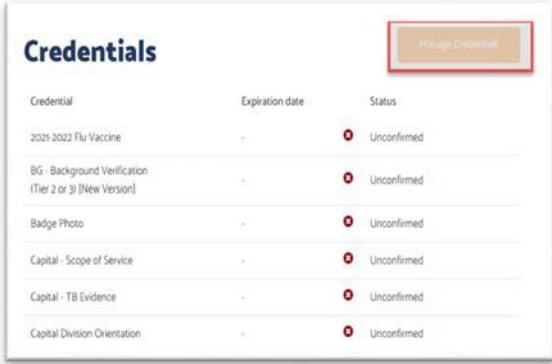
Payment must be made in order for your account to be created.

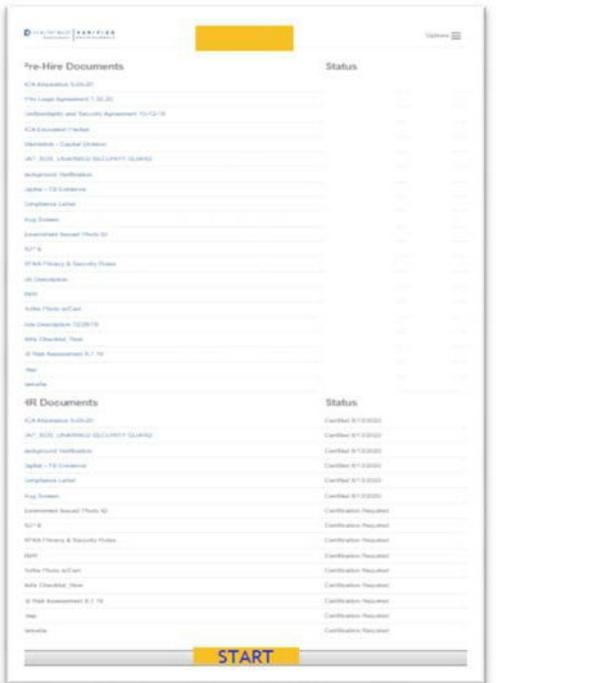
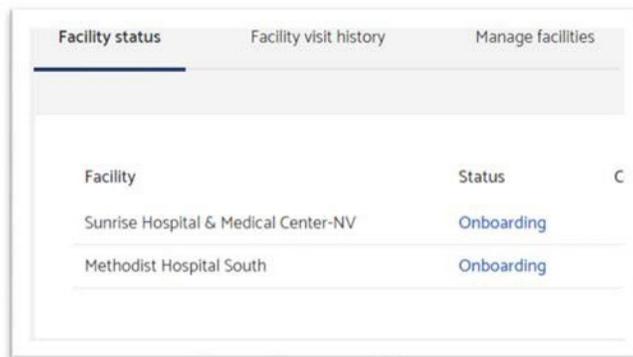
Once payment is made, you will receive a confirmation. Click **Continue**. You will be redirected to the Home Page



Using a Google Chrome Browser: www.hwsverified.com

Note: HWSVerified is not compatible with iPad and mobile phone uploads.

<p>Home Page</p> 		<p>The Home Screen will show the last 30 days' activity and your personal details.</p> <p>The Certificate of Insurance status is noted</p>
<p>Credentials</p> 	<p>Select Credentials Button</p> <p>From here there are two separate functions that take place:</p> <p>Viewing Credential Status</p> 	<p>To View Your Credential Status:</p> <p>This provides a snapshot of your credentials and their status as to your progress and HWS verifying the credentials.</p> <p>All Credentials and Online Acknowledgments must be completed before a file is reviewed by HWS</p> <ul style="list-style-type: none"> Unconfirmed – Red Circle X – means an upload or online acknowledgment is required Ready for Review – Orange Circle Clock - means the credential is ready for review by HWS Confirmed – Green circle checkmark – means credential has been accepted by HWS <p><i>eSAF and PSV 1 and 2 are HWS internal credentials. These will not affect you from advancing from Onboarding to Credentialing</i></p>
	<p>Access to Manage and Upload Credentials</p>  <p>#1</p>  <p>#2</p>	<p>Access to Manage and Upload Credentials:</p> <ol style="list-style-type: none"> Select the Manage Credentials button. You are now taken to the secured site to upload credentials and complete online acknowledgments. <p>You will need to login with your password. This is a security measure to protect your data.</p>

<p>Con't of Credentials</p> 	 	<p>Uploading Credentials & Completing Online Documents</p> <ul style="list-style-type: none"> • Click on Review and Sign Box. • This will take you to the list of required credentials. See below for next steps <ul style="list-style-type: none"> • You must scroll to the bottom of the page to kick-off the process. • Click the start button. • The system will move you from one credential to another or you can jump around to individual credentials to complete online or to upload. <p><u>Status Definitions:</u> Accepted means the system accepted the credential. It does not always mean it is confirmed.</p> <p>In Progress means you viewed the credential but no other action has been taken by you.</p> <p>Not Started means the credential has not been viewed or action taken.</p>
<p>Facilities</p> 		<p>Managing Facilities</p> <ul style="list-style-type: none"> • Facility Status – select status to view credentials • Facility Visit History – see visit history • View (only) uploaded credentials. Select the onboarding status and then you are taken to a screen where you are able to select and view your uploaded credentials. • Manage facilities – select new facilities your company is linked in HWSVerified for you to credential and access. <p>Tips: when selecting a facility you cannot complete on a mobile phone or ipad. This feature requires you to use a mouse to SELECT the facility. The hand turns to a pointer to select.</p>
<p>Payments</p> 