

For Verified Professional questions and concerns please contact:  
 VPro Customer Care 954-514-1440 6:30am-5:00pm EST

**Account Set Up**

Please follow the instructions below to create a VPRO account if you are a first-time registrant.

Instruction	Example
<p>Navigate to: <a href="http://www.hwsverified.com">www.hwsverified.com</a></p> <ul style="list-style-type: none"> <li>• Select <b>Verified Professional</b></li> <li>• Select <b>Sign Up link</b></li> </ul> <ol style="list-style-type: none"> <li>1. Enter <b>company email</b></li> <li>2. Scroll down agreement</li> <li>3. Click <b>agreement checkbox</b></li> <li>4. Click <b>Captcha I'm not a robot box</b></li> <li>5. Click <b>confirm</b></li> </ol> <p><b>Confirm Your Account:</b>                  Confirmation box will appear that an email was sent to your company email.</p> <ol style="list-style-type: none"> <li>1. Click on the <b>link</b> in the confirmation email.</li> <li>2. Enter <b>Account Confirmation Information</b>                      Click <b>Confirm</b></li> <li>3. Enter in <b>new password</b> and click <b>Set Password button</b></li> <li>4. Click <b>Confirm</b></li> </ol> <p><b>Multi-Factor Authorization (MFA)</b>                  For security purposes the VPRO system will go through an MFA step when you login.</p> <p>Once you log in, you will receive a code via your preferred email.</p> <p>Enter the code from the email and <b>click Sign In</b>.</p>	

**Complete 4-Step Registration Process**

Instruction	Example
<p>Once you log in you will be prompted to follow <b>4 steps</b>:</p> <ol style="list-style-type: none"> <li>1. <b>Personal Info</b></li> <li>2. <b>Access Request Info</b></li> <li>3. <b>Payment</b></li> <li>4. <b>Credentials</b></li> </ol>	

**Personal Info Section**

Complete this section in its entirety.

Your mobile number will be needed at the Kiosk that you will need to log in each day.

**PLEASE NOTE:** Enter your legal name (HWS needs this to run monthly Sanction Checks)

**Access Request Info Section**

- 1. Type** in the name of the Facility you need access **click Select Facility link** on the blue box with the Facility name. This confirms your selection.

*Please note: If the facility is not found it would require you to call 954-514-1440 to request the connection.*

- 2. Select** the **Facility areas** in the facility you need access.
- 3. Select** your **Employer**  
*If you do not see your company, stop and call HWS at 954-514-1440*
- 4. Select Classification** (role) from the drop-down.  
*If you do not see your role, stop and call HWS at 954-514-1440*
- Select **yes or no** if you will have a Delegate.
- 6. Click Continue**

**Review the Summary**

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

**Payment**

Review the registration cost.

**Click PayPal Checkout**

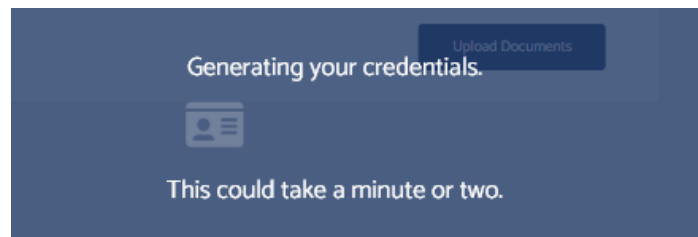
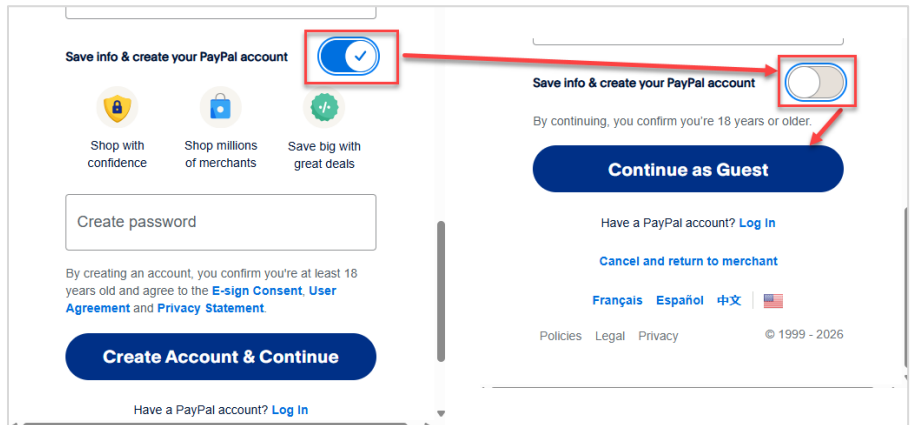
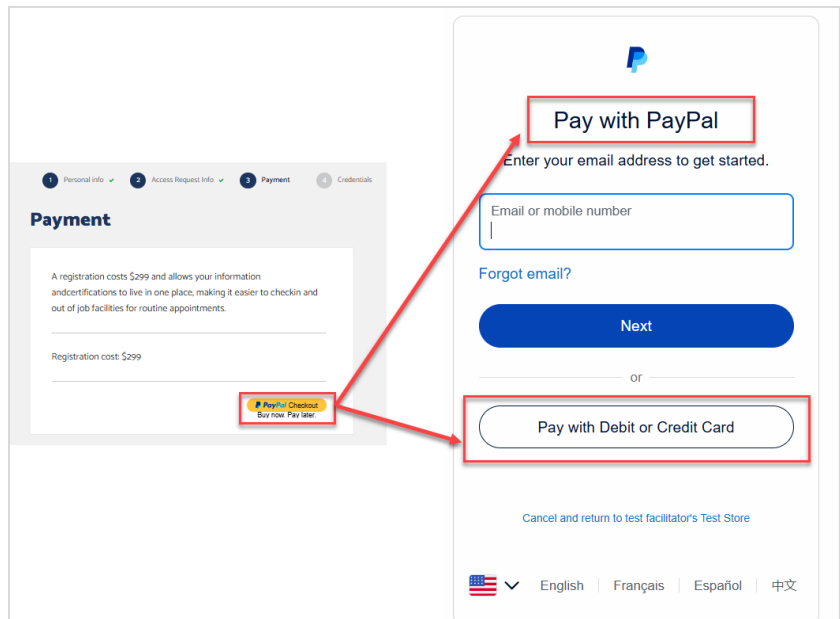
*You do not need to have a PayPal account. You can choose Pay with Debit or Credit Card.*

To continue as Guest, toggle the PayPal radio button to gray.

**Click Continue as Guest**


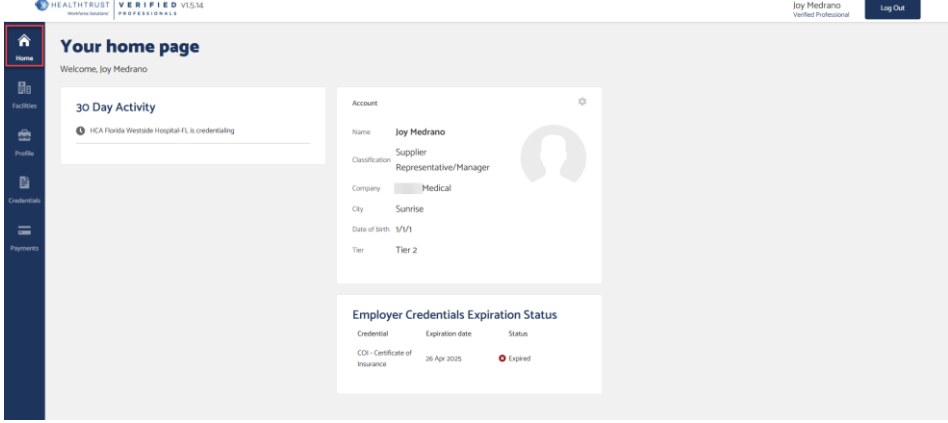

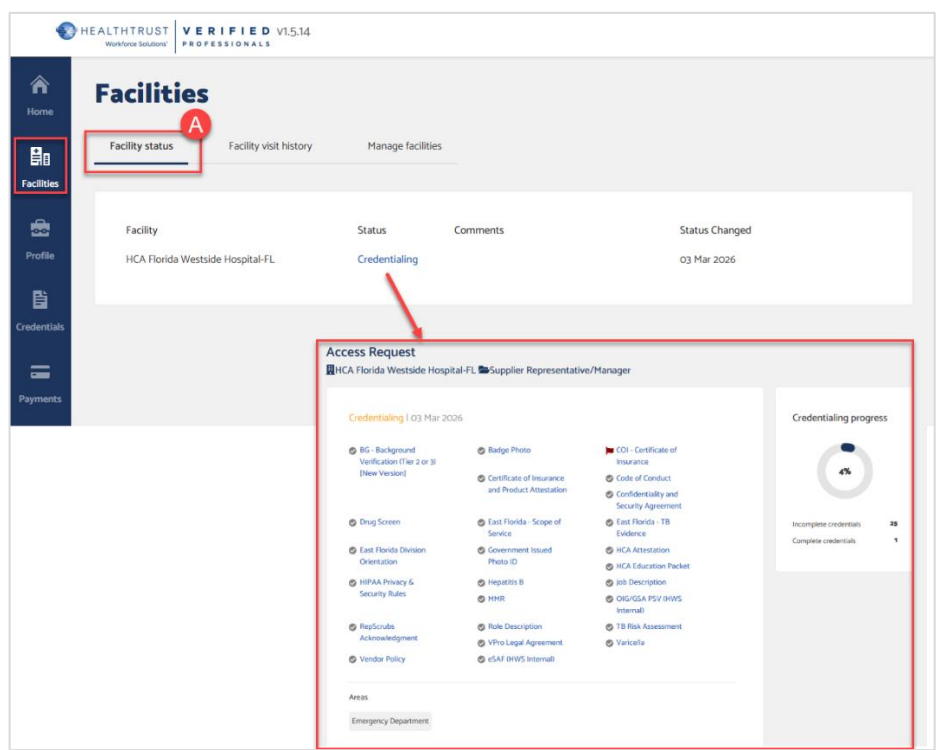
The system will then add a message that it is Generating your credentials.

You will be redirected to the Home Page

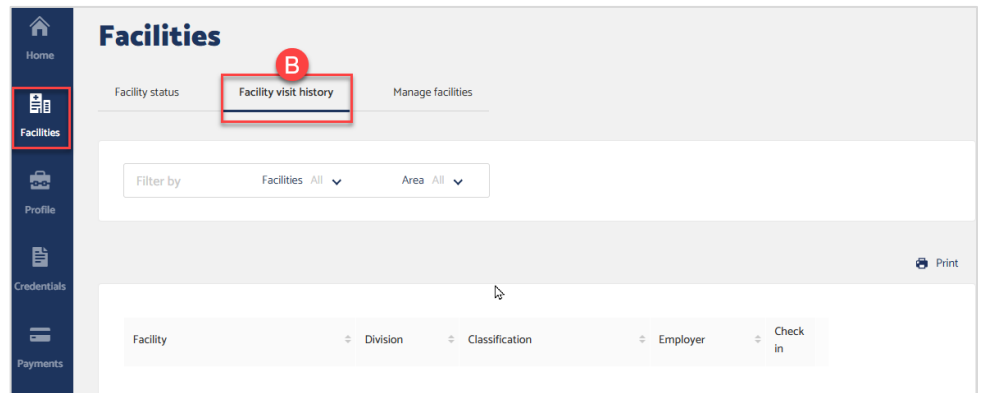


Navigation and Use of Your VPro Account

- Using a Google Chrome Browser: [www.hwsverified.com](http://www.hwsverified.com)
- When logging in, for security purposes, you will have the Multi Factor Authorization (MFA)

Instruction	Example						
<p><b>Home Page</b></p>  <p>The Home Screen will show the last 30 days' activity and your personal details.</p> <p>The <b>Certificate of Insurance status</b> is noted under <b>Employer Credentials Status widget</b>.</p>	 <p>The screenshot shows the 'Your home page' with a '30 Day Activity' widget indicating 'HCA Florida Westside Hospital-FL is credentialing'. Below it is the 'Employer Credentials Expiration Status' table:</p> <table border="1"> <thead> <tr> <th>Credential</th> <th>Expiration date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>COI - Certificate of Insurance</td> <td>30 Apr 2025</td> <td>Expired</td> </tr> </tbody> </table>	Credential	Expiration date	Status	COI - Certificate of Insurance	30 Apr 2025	Expired
Credential	Expiration date	Status					
COI - Certificate of Insurance	30 Apr 2025	Expired					
<p><b>Facilities Section</b></p>  <p><b>A. Facility Status</b> – select status to view credentials Click <b>Credentialing</b></p> <p>This shows all the required credentials for that facility. Please note the following:</p> <ul style="list-style-type: none"> <li>• <b>Gray</b> is unconfirmed</li> <li>• <b>Green</b> is confirmed</li> <li>• <b>Red x</b> are rejected</li> <li>• <b>Red flag</b> is expired</li> <li>• <b>Yellow circle</b> is ready for review</li> <li>• <b>Yellow triangle</b> is expiring soon</li> </ul>	 <p>The screenshot shows the 'Facilities' section with a table of facility status. A red box highlights the 'Facility status' tab and a red arrow points to the 'Credentialing' status for 'HCA Florida Westside Hospital-FL'. An expanded 'Access Request' window is shown below, listing various credentialing requirements:</p> <ul style="list-style-type: none"> <li>• BG - Background Verification (Tier 2 or 3) (New Version)</li> <li>• Certificate of Insurance and Product Attestation</li> <li>• Confidentiality and Security Agreement</li> <li>• East Florida - TB Evidence</li> <li>• HCA Education Packet</li> <li>• Job Description</li> <li>• OIG/GSA PSV (HWS Internal)</li> <li>• TB Risk Assessment</li> <li>• Varicella</li> </ul> <p>On the right, a 'Credentialing progress' gauge shows 4% completion, with 18 incomplete credentials and 1 complete credential.</p>						

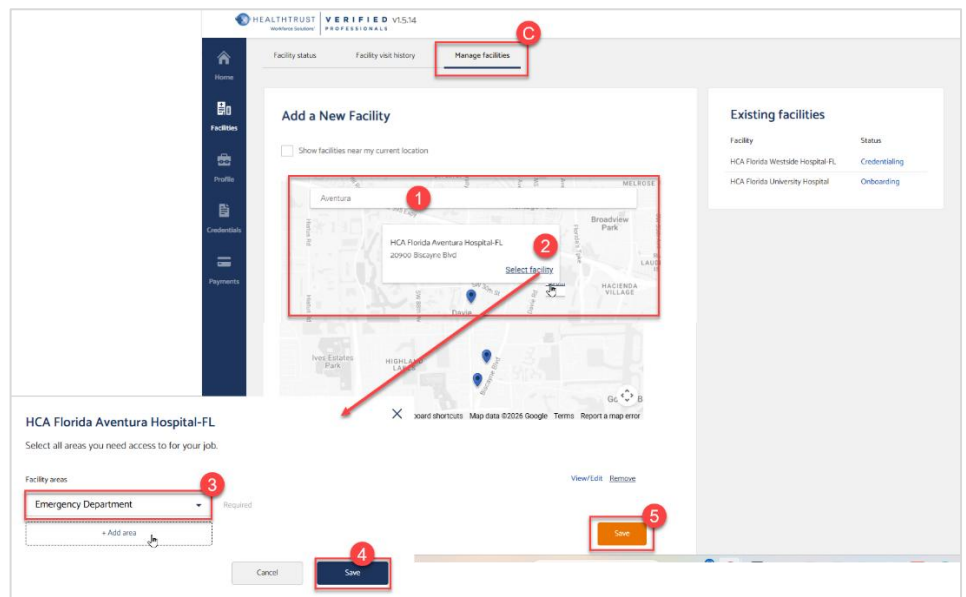
**B. Facility Visit History** – see visit history



**C. Manage facilities** – You can select new facilities your company is linked in HWSVerified for you to credential and access.

1. On the name search area **type** in the **name of the facility**
2. **Click Select Facility link**
3. **Add Facility Area(s)**
4. **Click Blue Save button**
5. **Click Orange Save button**

**Tip:** 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.

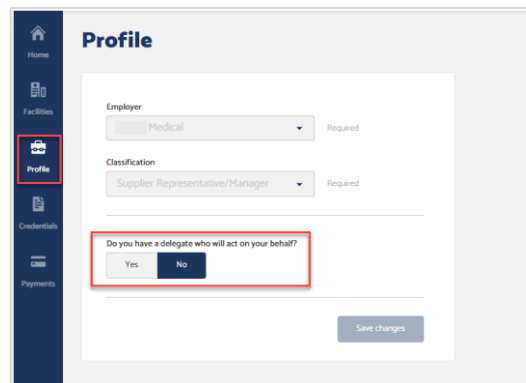


**Profile Section**



If you will need to add a Delegate you can select that option on the Profile section.

**Click Yes** on the **Radio button** and **select** from the **options**.  
**Click Save** Changes



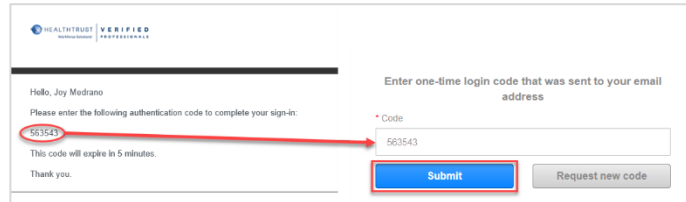
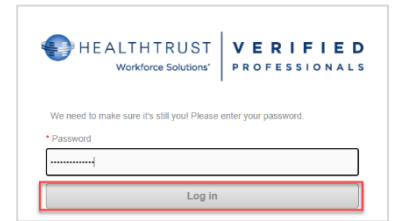
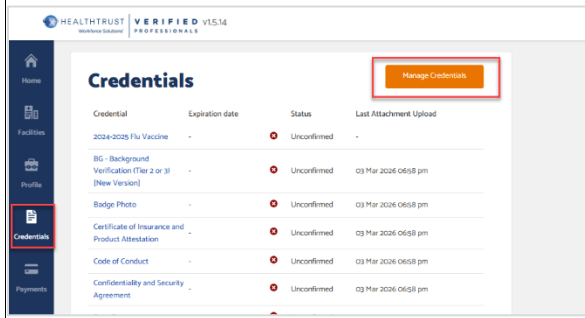
## Credentials Section



### Access to Manage and Upload Credentials

Select the **Manage Credentials** button  
 You are now taken to the secured site to upload credentials and complete online acknowledgments.

You will need to login with the same credentials, and a Multi Authorization Factor (MFA) email will be sent. This is a security measure to protect your data.



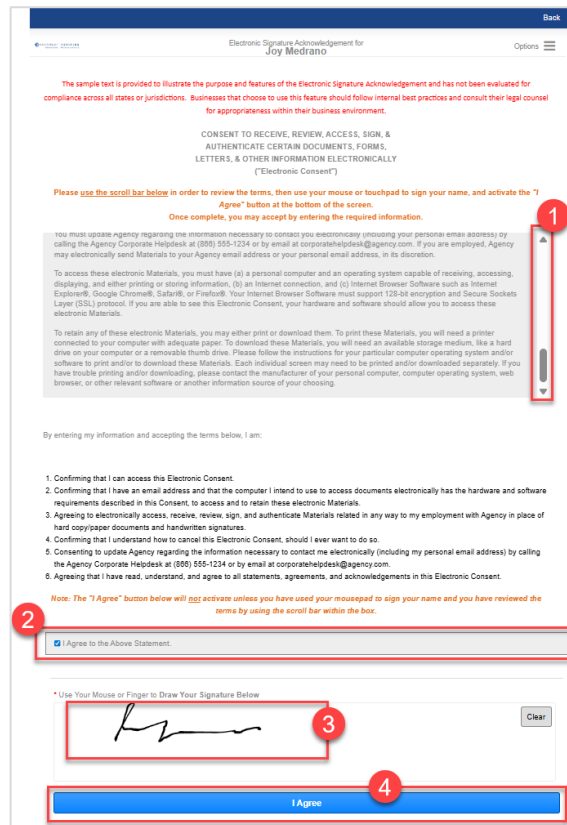
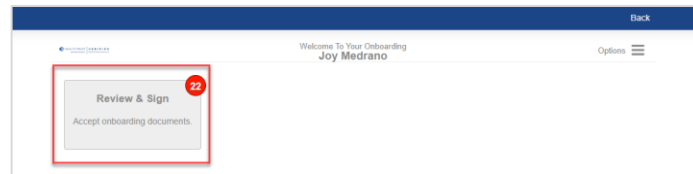
### Upload Credentials and Completing Online Documents

#### Click **Review and Sign** Box

The red number indicates the line items that need your attention.

You must establish your electronic signature upon initial log in.

1. Review and **scroll** the **window**.
2. **Select Agreement checkbox**
3. **Draw your signature**
4. **Click I Agree button**



This will take you to the list of required credentials.

The system will move you from one credential to another or you can jump around to individual credentials to complete online or to upload.

**Option 1:** Click the **Start button**

**Option 2:** Click on the **Credential name link**

**Status Definitions:**

**Not Started:** Credential has not been viewed or action taken

**Accepted:** System accepted credential  
*It does not always mean it is confirmed*

**In Progress:** Credential was viewed by you, but requires action

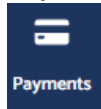
Document	Status
<a href="#">HCA Attestation</a>	Not started(1 minute)
<a href="#">RepScrubs Acknowledgment</a>	Not started(1 minute)
<a href="#">Verified Professional Agreement</a>	Not started(1 minute)
<a href="#">Confidentiality and Security Agreement</a>	Not started(1 minute)
<a href="#">HCA Education Packet</a>	Not started(1 minute)
<a href="#">USP 800 Hazardous Drug Risk Acknowledgement</a>	Not started(1 minute)
<a href="#">East Florida Division Orientation</a>	Not started(1 minute)
<a href="#">Scope of Service</a>	Not started(1 minute)
<a href="#">Background Verification</a>	Not started(1 minute)
<a href="#">Certificate of Insurance &amp; Product Attestation</a>	Not started(1 minute)
<a href="#">Code of Conduct</a>	Not started(1 minute)
<a href="#">Drug Screen</a>	Not started(1 minute)
<a href="#">East Florida - TB Evidence</a>	Not started(1 minute)
<a href="#">Government Issued Photo ID</a>	Not started(1 minute)
<a href="#">HEP B</a>	Not started(1 minute)
<a href="#">HIPAA Privacy &amp; Security Rules</a>	Not started(1 minute)
<a href="#">Job Description</a>	Not started(1 minute)
<a href="#">MMR</a>	Not started(1 minute)
<a href="#">Badge Photo</a>	Not started(1 minute)
<a href="#">Role Description</a>	Not started(1 minute)
<a href="#">TB Risk Assessment</a>	Not started(0 minutes)
<a href="#">Varicella</a>	Not started(1 minute)

Estimated Time To Complete: 21 minutes

**Start**

Some documents may be PDF files, make sure you have Adobe Reader before proceeding

**Payments Section**



Payments sections shows the payment history to your account.

HEALTHTRUST | VERIFIED PROFESSIONALS v15.14

## Payments

History

Description	Status	Date	Amount
Tier 2 Subscription	Paid	03 Mar 2026	\$ 299.00

**For Verified Professional questions and concerns please contact:**

**954-514-1440**

**Available 6:30 am to 5:00 pm EST**