EDI Support Services

Vendors: Managing Users in EDISS Connect

Purpose of the Vendors: Managing Users in EDISS Connect

EDISS Connect is a user-friendly system that allows access to view transactions and status of Providers.

Note: *The IP address for EDISS Connect accounts must be within the continental United States.*

Quick Access Links:

Accessing EDISS Connect Website

Manage Users

Adding New Users

Accessing EDISS Connect Website

https://connect.edissweb.com

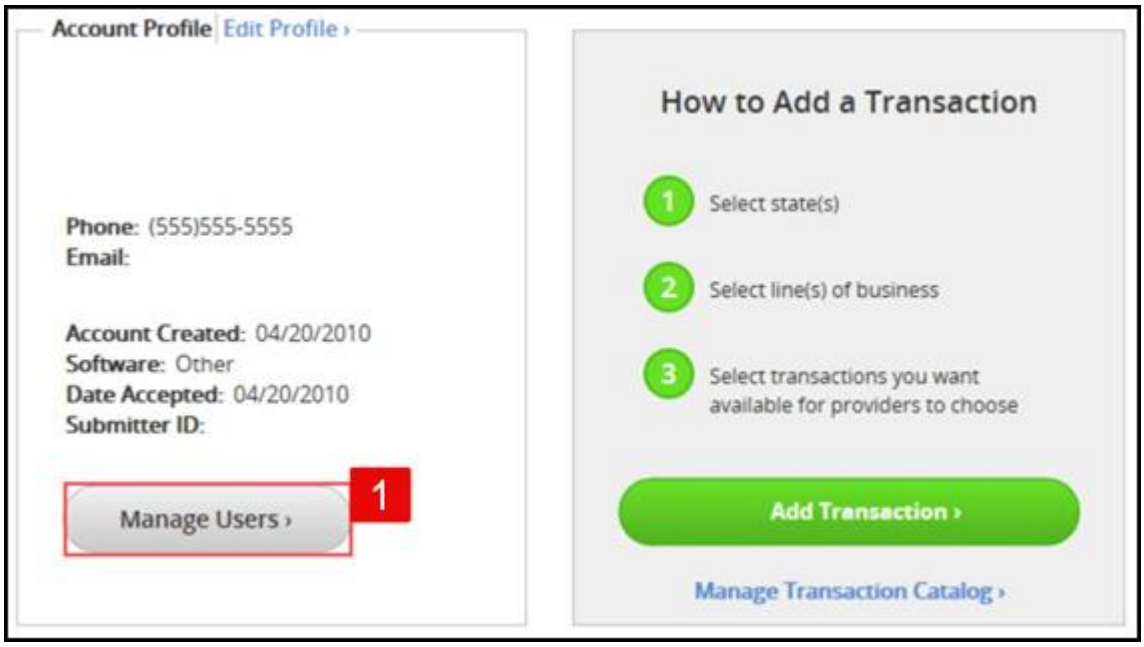
Note: *Internet Explorer and Fire Fox are the recommended browsers. The use of other browsers may cause issues.*

If you don't currently have access to your EDISS Connect account, you will need to contact your EDISS Connect administrator to have them add you as a user.

Note: *If there is not a current administrator on the existing account, please contact EDICC.*

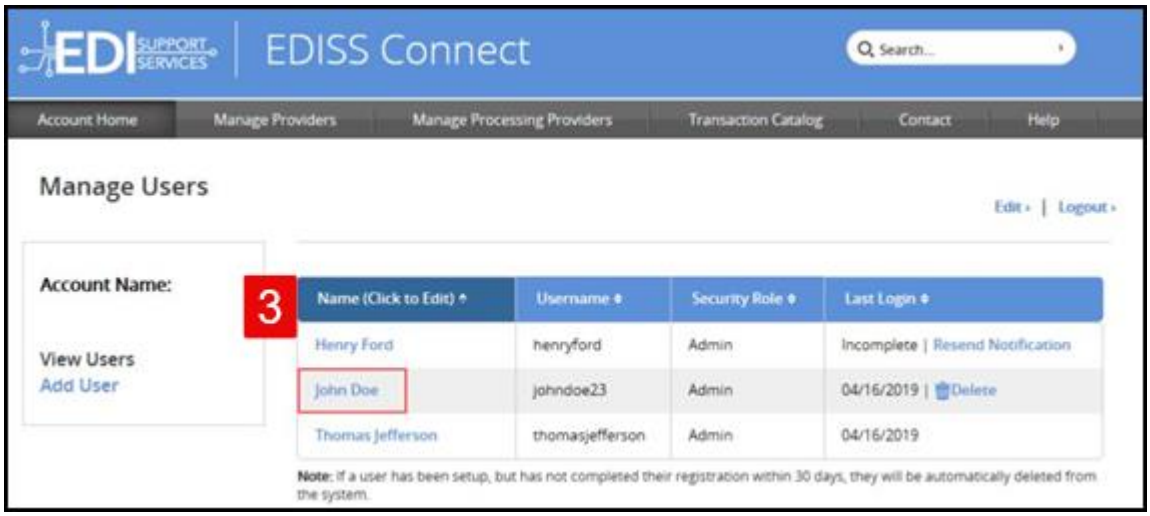
Manage Users

1. From the Account Home screen in EDISS Connect, click Manage Users.



2. The Manage Users page displays the users currently associated with the account.

3. The account name is show in the first column. To view details about a specific user, click the name in the list.

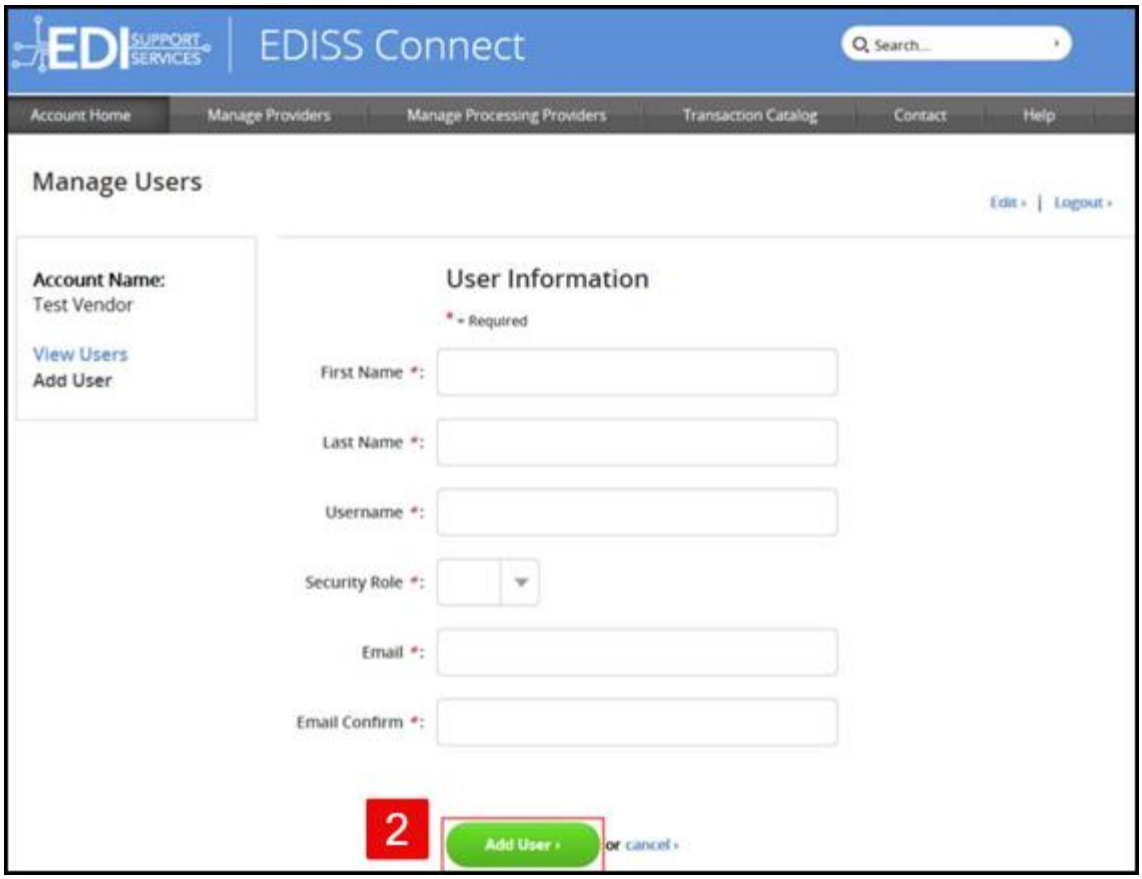


4. The **Last Login** column shows the date when that user last logged into the system. If the registration is incomplete, the status displays with the ability to resend a *Complete Online Registration* notification. You may also delete a user from the system in this column.

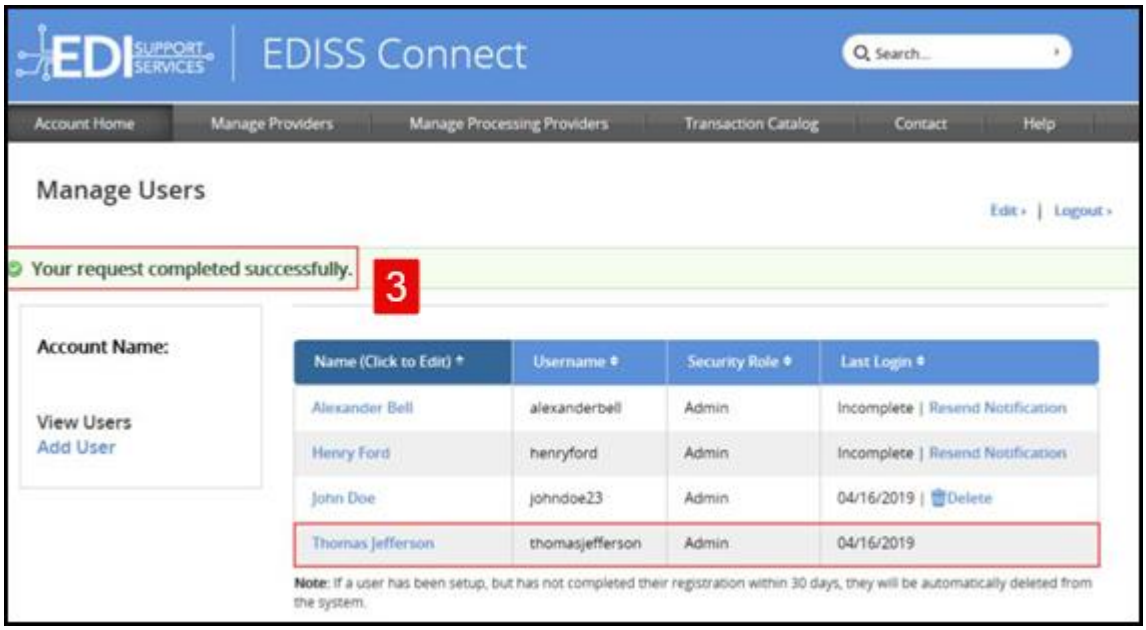
Adding New Users

1. To add users to your EDISS Connect account, click the **Add User** link.

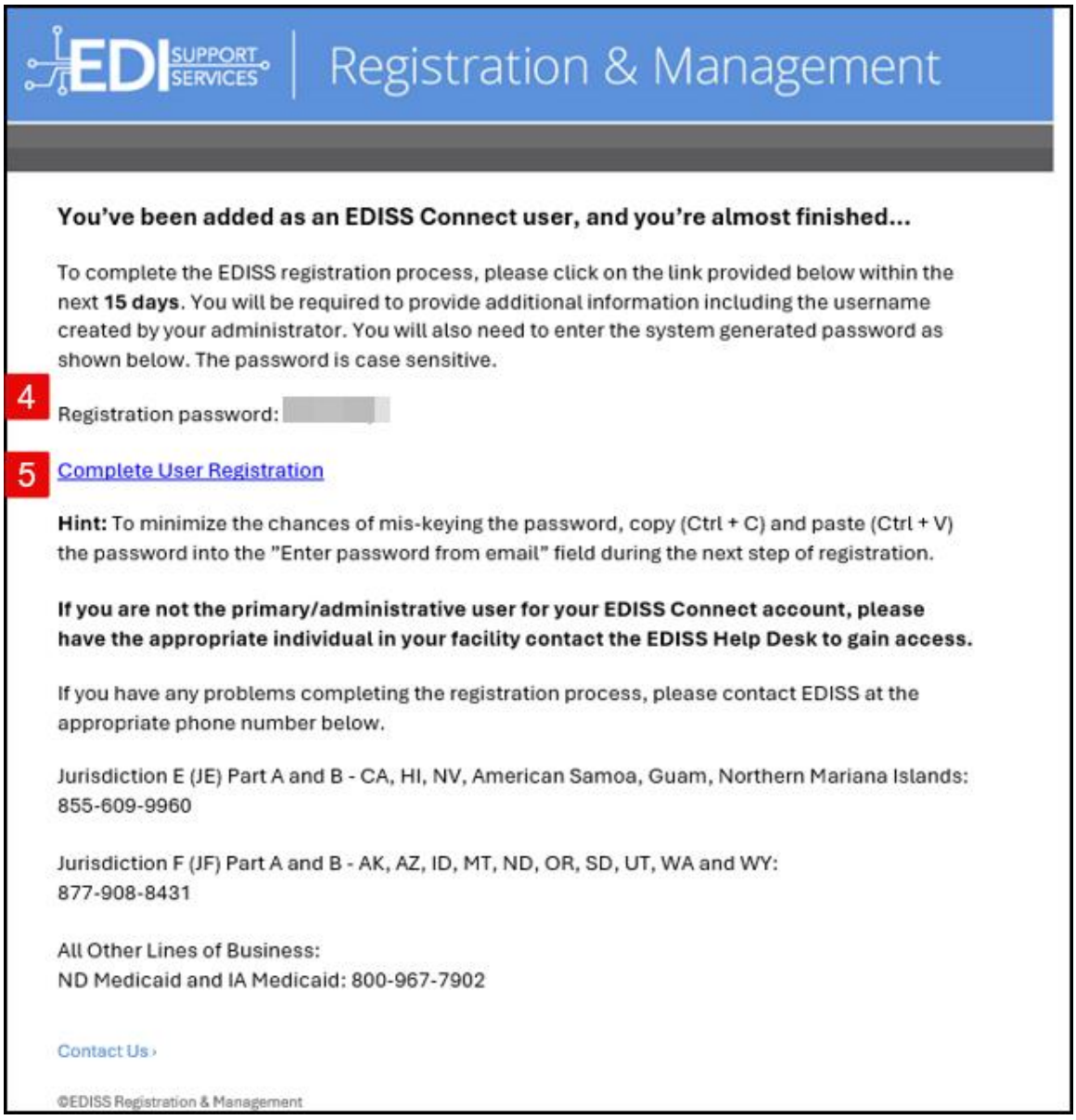
2. Enter the required information and click **Add User**.



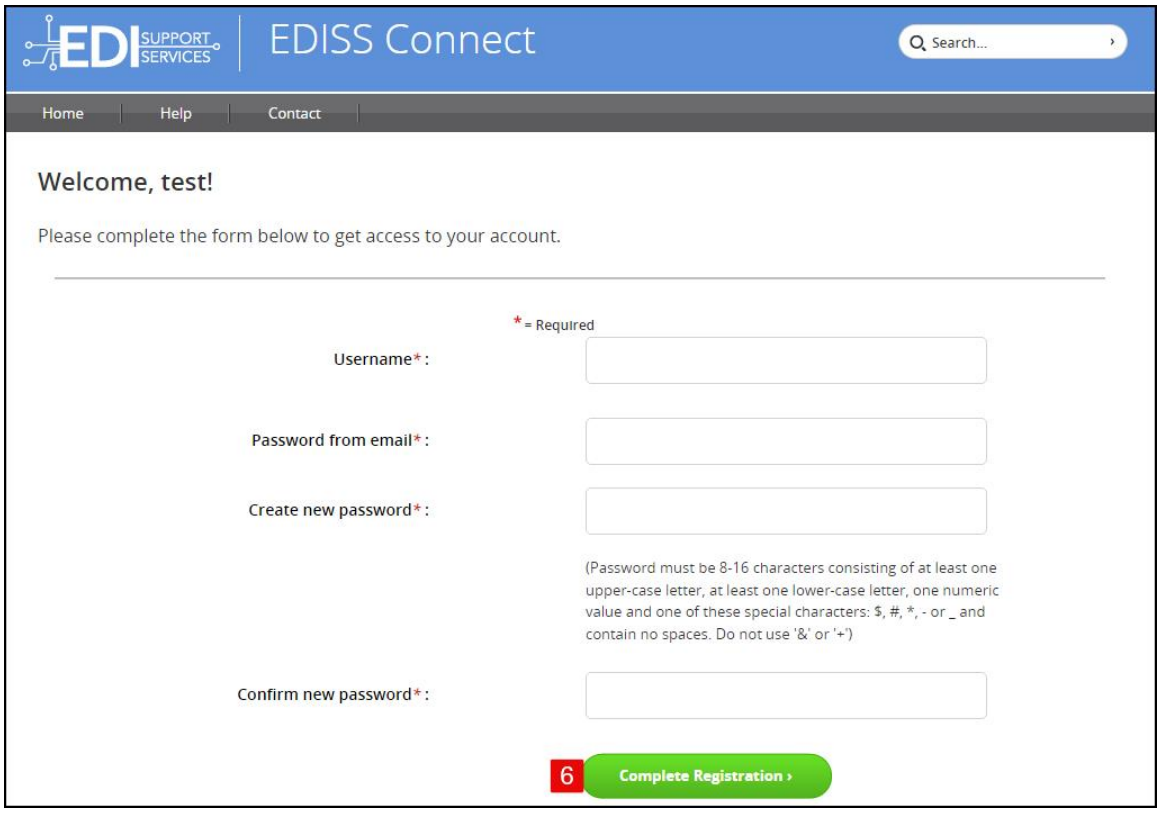
3. The message *Your request completed successfully* will appear and the new user will show on the list of users.



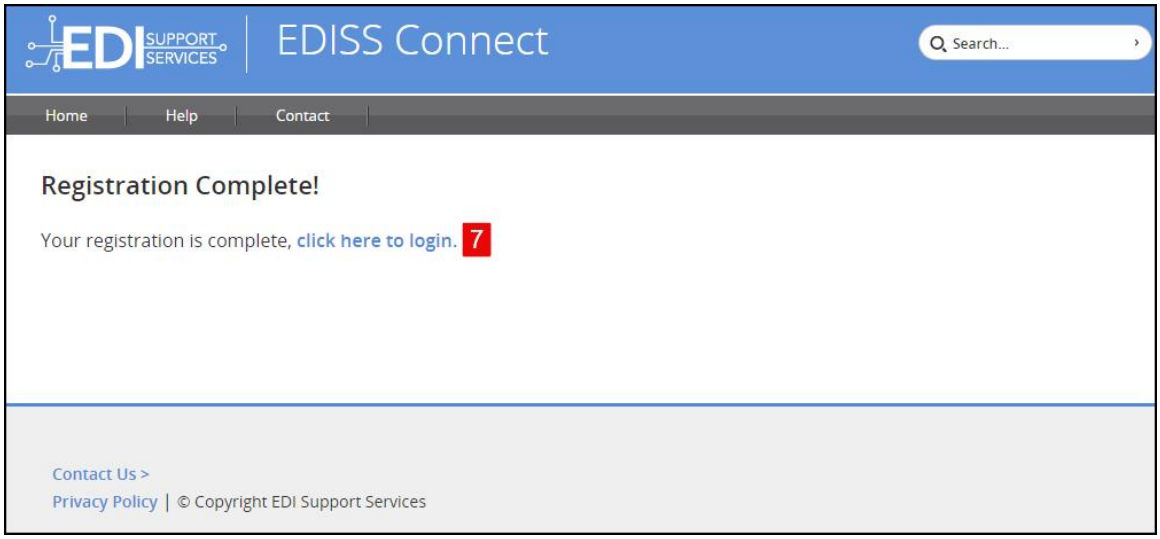
4. When a new user is setup in the system, the user will receive an email notification, with a temporary password to use.
5. The user must click **Complete User Registration** within the email to finish the registration.



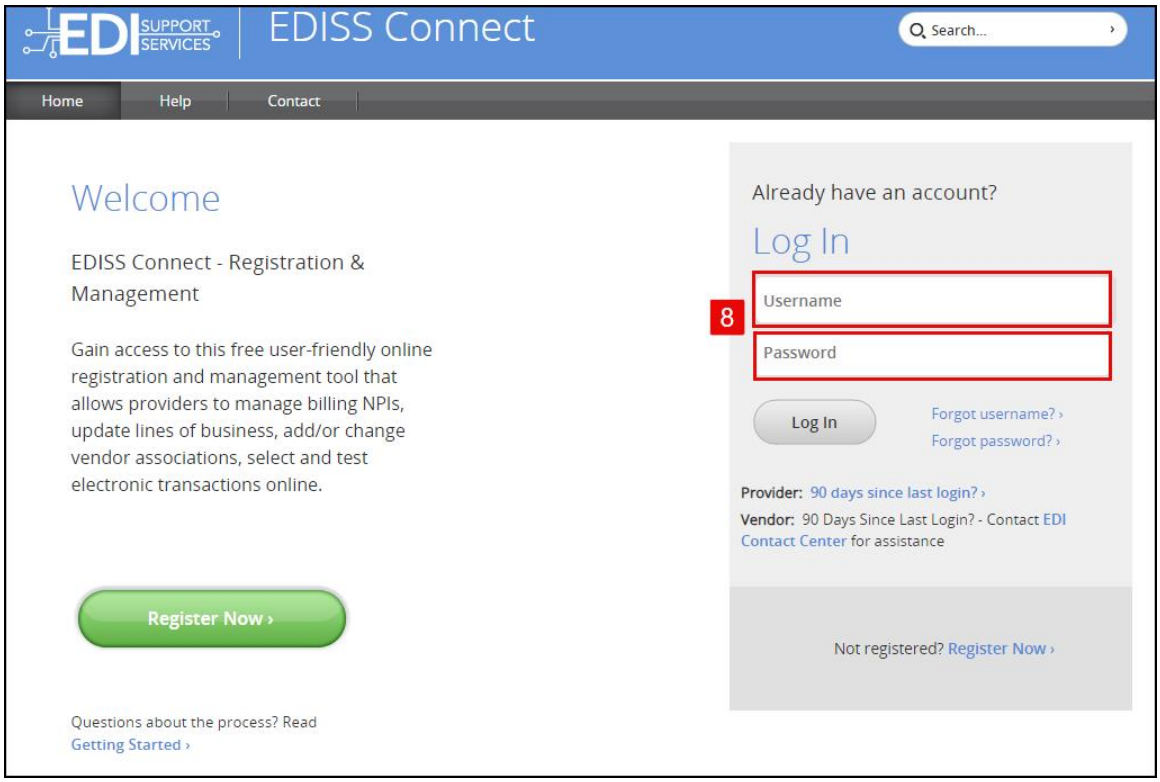
6. Next, enter the username that was just created. Copy and paste the temporary password from the email. Create a new password and then confirm the password. When done, click **Complete Registration**.



7. The **Registration Complete** message will appear. To log into your Connect account, click on the link **click here to login**.



8. The next screen will display a Log In. Enter the username and password.



Note: *The final step will be to set up and answer security questions.*

Note: *If a user has been setup, but has not completed their registration within 30 days, they will automatically be deleted from the system.*