



## How Do I Create Logins for Others at My Practice?

For Additional Questions and Answers, visit our [FAQ](#) section

### Steps: Create Login

- 1) To access, click **Administrator Setup** on the left hand side menu on the *MyPractice* Page.
- 2) On the *Administrator Setup* screen click **Continue** under *Add New User*.
- 3) At Step 1, click on the appropriate Entity from the drop-down list. You will usually only see one option in this list, unless you are the Administrator for several practices. Click **Go**.
- 4) At Step 2, enter the information in all required fields.
- 5) Next, select the applications to which this user should have access. To select more than one from the list, hold the <Ctrl> key while clicking on each application.
- 6) Next, select the User Type from the drop-down list. You will usually only see “Support Staff” as an option.
- 7) If you have more than one MIS/TIN combination, you will need to select the MIS and TIN to which this user should have access.
- 8) Click **Add User**.
- 9) The screen will display the Username and Temporary Password for this new user. Please inform the new user of this information so that they can login and create a new password.

### Steps: Maintain Logins

- 1) To access, click **Administrator Setup** on the left hand side menu on the *MyPractice* Page.
- 2) Locate the user’s name in the Edit Existing Users section of the screen. Click **Edit** to the right of the person’s name.
- 3) To add or remove applications to which this person has access, hold the <Ctrl> key while clicking on the application you wish to add or remove.
- 4) Click **Save Changes**.

### TIPS:

- There is only one Administrator per practice. If you don’t know who your Administrator is, contact us via the [FAQs](#).
- To change the Administrator for your practice, contact us via the [FAQs](#).
- To remove a user’s access to the practice altogether, remove all applications click on the MIS and TIN to de-select them.
- HIPAA-compliant.
- For further assistance, use the [FAQs](#) link to access **Contact Us**.