Magellan HEALTHCARE	How Do I Edit User IDs for Practice Members?

For Additional Questions and Answers, visit our FAQ section

Select the Application

Select **Administrator Setup** in the left-hand menu on the *MyPractice* page.

Step 1: Edit Existing Users

Locate the user's name and select the **Edit** link to the right of the user's name.

Step 3: Applications User Has Access To

- Add or remove applications that a user can access by pressing the **Ctrl** key and selecting the application.
- To remove access to all applications, select **None** from the selection menu.

Step 4: Entity TIN

If the user is associated with more than one Taxpayer Identification Number, select the TIN(s) to which you want these changes to apply. To select multiple TINs, press **Ctrl** key and select the applicable TINs.

Step 5: Entity MIS

If the user is associated with more than one MIS, select the MIS(s) numbers to which you want these changes to apply. To select multiple MIS numbers, press **Ctrl** key and select the applicable MIS numbers. **Note: this situation is most likely to occur if the user manages multiple practices.**

Step 6: Save Change

Select **Save Changes** to save the edited user settings.
To exit without saving changes, select **Exit.**

Tips:

- HIPAA-compliant.
- For further assistance, use the ***FAQs*** link to access ***Contact Us***.