

Re-invite Local Providers to the imagineIS Portal.

If a Local Provider (a **non-waiver certified** provider) needs to be re-invited to the imagineIS Portal because they haven't signed in or didn't see the invitation, the SSA can re-invite them.

The Provider's information page will need to be opened and ANY field in the Agent section will need to be changed and saved to enable the re-invite command to reappear.

- a) **SSA Home Page (SSA Caseload View) > 'v' beside IMAGINE in the navigation bar > Providers Tile**

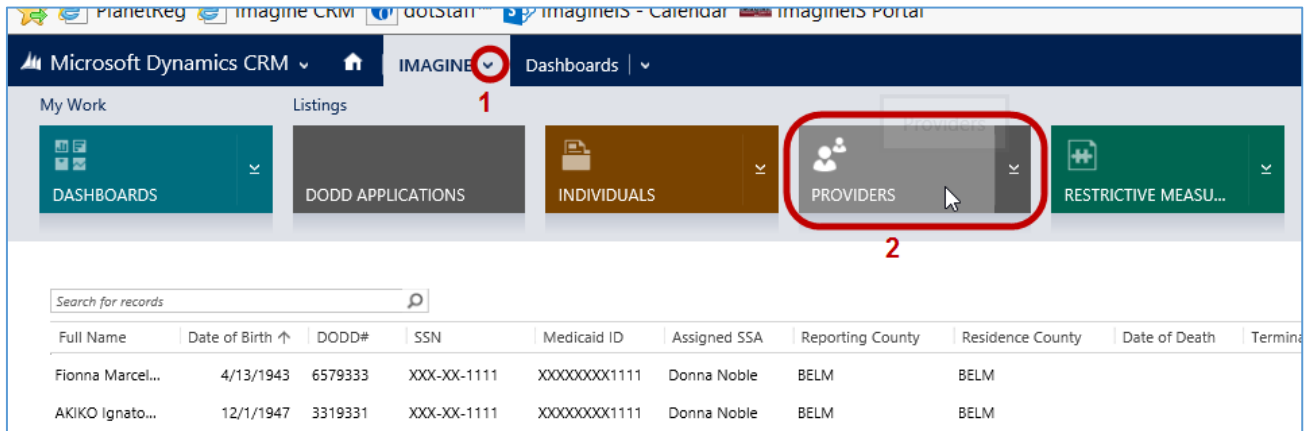


Figure 1: Open Providers Lookup List Screen

- b) When the **All Providers** window opens, search and find the Local Provider to whom the re-invitation will be sent. (**NOTE: Waiver Providers, whether independent or not, are automatically sent a Portal invitation.**)

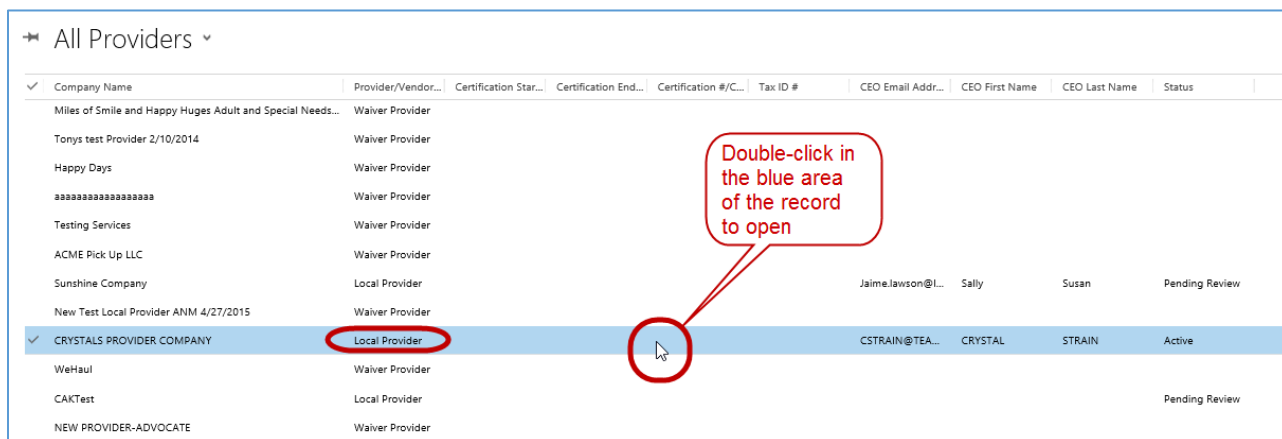


Figure 2: All Providers Window - Select Provider for Re-invite

- c) Until information is changed in the **Provider Agent Information** subsection the **“Send Portal Invitation”** command will not be visible.

- d) Scroll down to the **Provider Agent Information** subsection. An email address is required in the Agent section in order to invite a Local Provider to the Portal. If all the information already present and correct, just delete one of the fields & click the **Save** command.

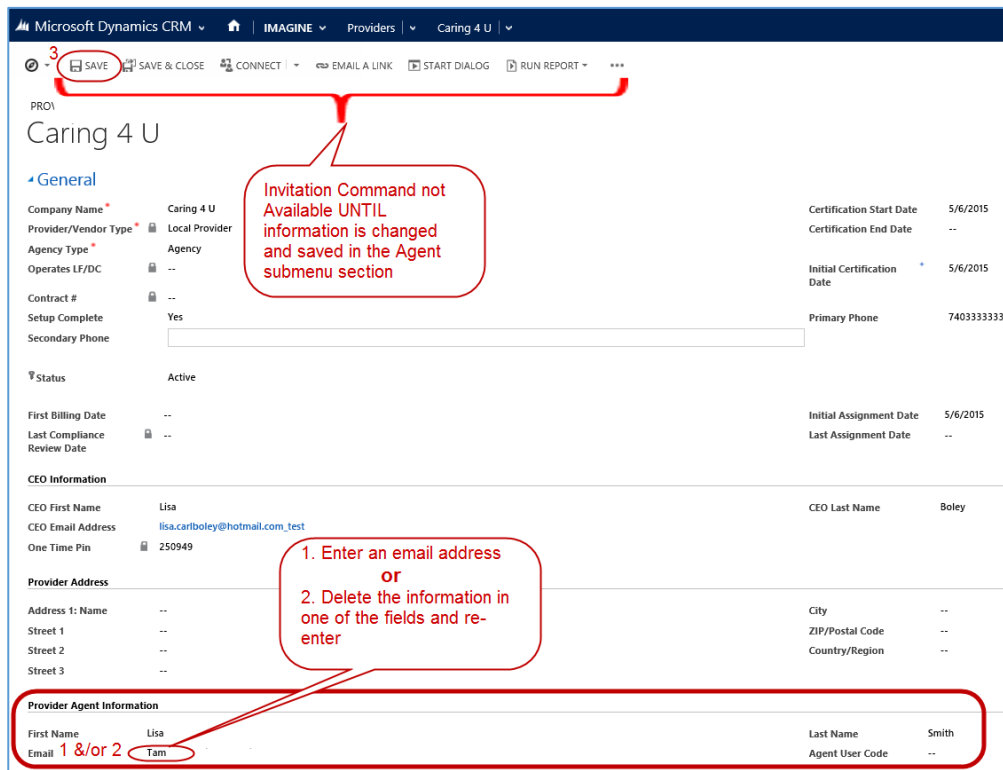


Figure 3: Provider Information Window - Find Provider Agent Sub Menu

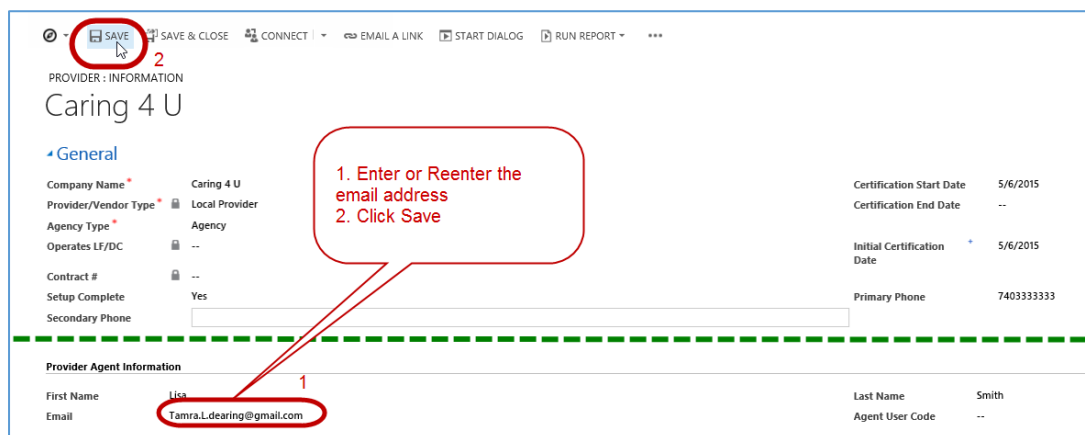


Figure 4: Enter or re-enter Provider Agent Email Address & Save

- e) Click the **'Send Portal Invitation'** or **'Send Portal Re-Invitation'** command which appeared at the top of the page after **'Save'** was clicked.

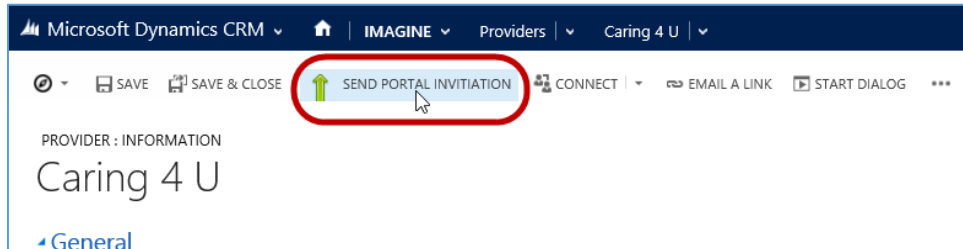


Figure 5: Send Portal Invitation Command

- f) A message indicating that a new invitation to the Portal will be emailed to the **Provider Agent Email Address**.

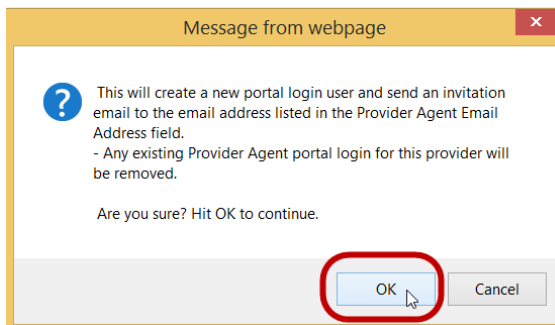


Figure 6: Confirmation Message that the Portal Invitation has been sent.

(NOTE: Waiver (Certified) Providers re-invitation must be done via PCW, Provider Certification Wizard. Only Providers have access to PCW.)

(NOTE: Provider imaginIS Portal invitations and re-invitations for their Delegators, Program Managers, and or Workers can be done by the CEO and/or Delegator for the Provider by clicking next to the Delegator, Project Manager, or Worker's name, then clicking the 'ReInvite' button.)