

## 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**

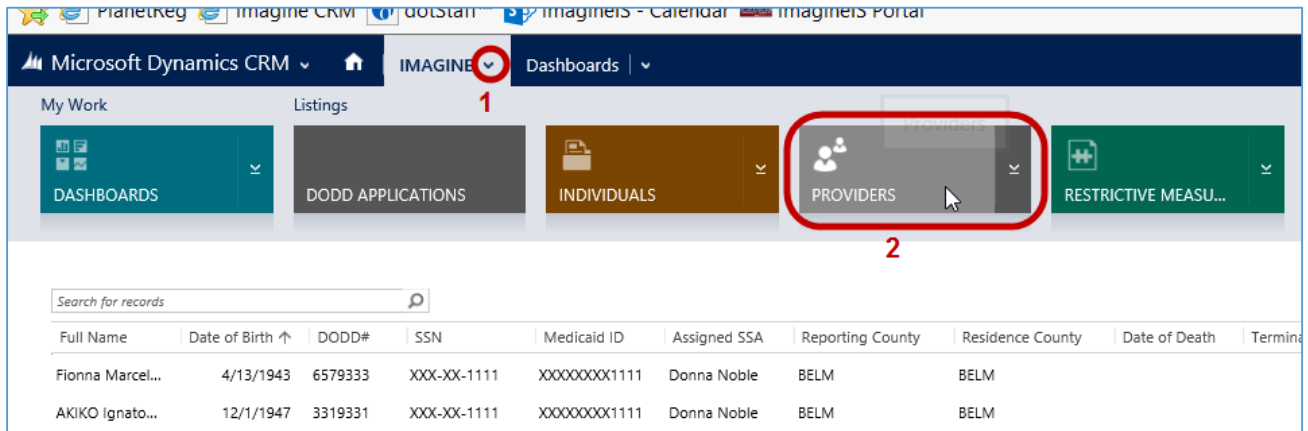


Figure 1: Open Providers Lookup List Screen

- 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.**)

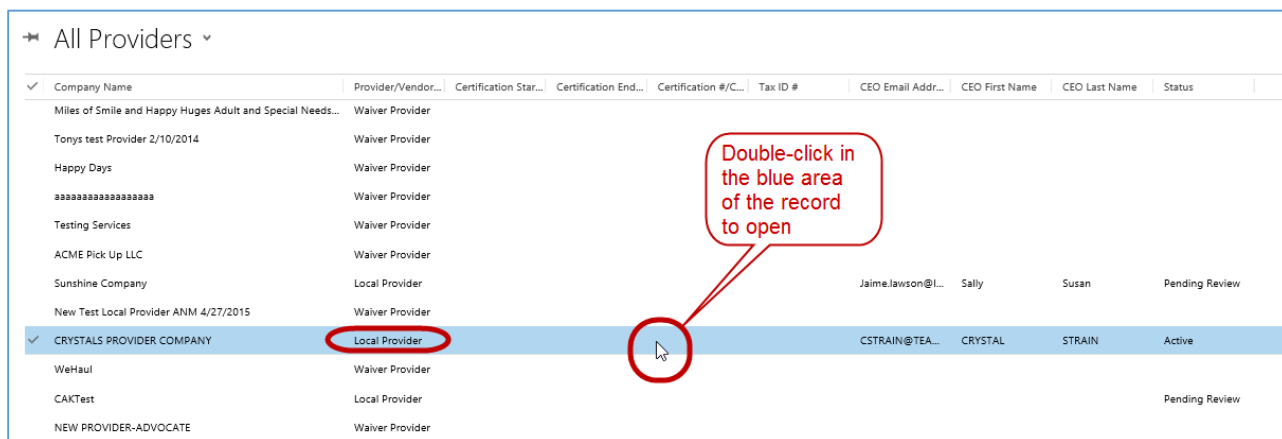


Figure 2: All Providers Window - Select Provider for Re-invite

- 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.

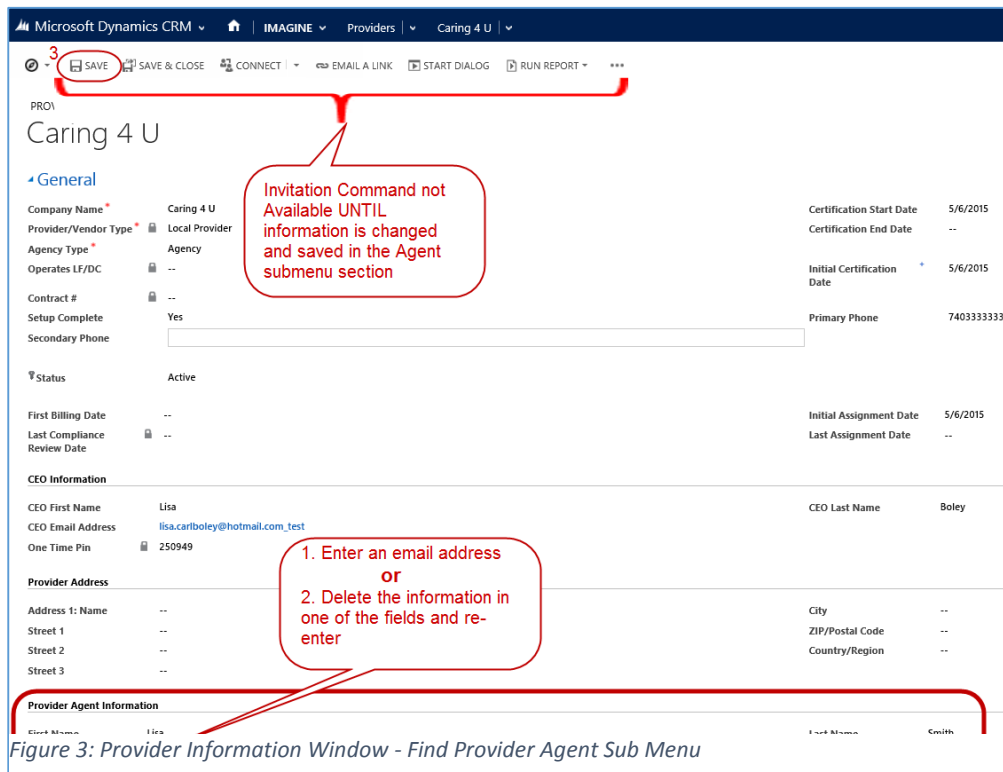


Figure 3: Provider Information Window - Find Provider Agent Sub Menu

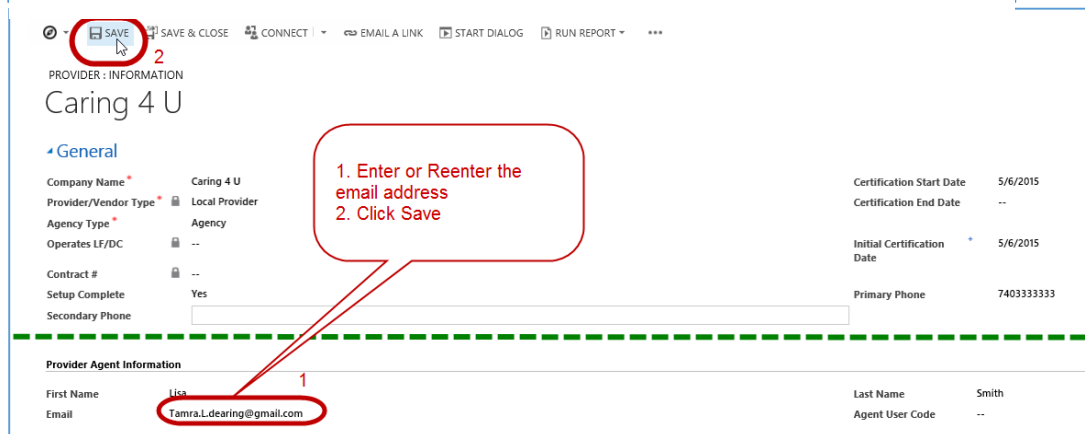


Figure 4: Enter or re-enter Provider Agent Email Address & Save