

A step-by-step overview of first time Designee procedures for MCEDT



Step 1: Health Service Provider (HSP) adds Designee



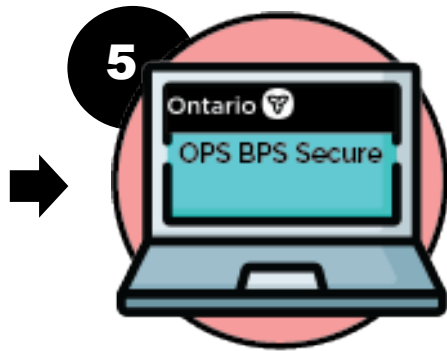
Step 2: OPS BPS Secure sends email to Designee containing link



Step 3: Designee registers for OPS BPS Secure using link from email



Step 4: Designee accepts designation using link from original email



Step 5: OPS BPS Secure sends email to HSP advising Designee has accepted designation



Step 6: HSP assigns permissions for Designee



Step 7: HSP notifies Designee that permissions have been granted



Step 8: Designee can now upload and download on behalf of HSP