

# QualityNet ... Getting Started

**1**

## Complete QualityNet Exchange Registration Forms

It is highly recommended that each organization designate two people as QualityNet Security Administrators—one to serve as the primary Security Administrator and the other to act as backup. Each QualityNet Security Administrator must complete a hardcopy QualityNet Security Administrator Registration form with his or her own personal information. The organization's Administrator or CEO must complete the Administrator Authorization form.



The QualityNet Security Administrator has the following responsibilities:

- ▶ Creates, approves, edits and/or terminates QualityNet user accounts (except Security Administrators) within the organization
- ▶ Monitors QualityNet usage at the organization to maintain proper security and confidentiality measures
- ▶ Serves as the point of contact at the organization for information regarding QualityNet

**2**

## Have the Registration Form Notarized

The QualityNet Security Administrator must sign the Registration form in the presence of a notary. Once the registration form is notarized, return both original forms – the QualityNet Security Administrator Registration form and the Administrator Authorization form - to eQHealth. The eQHealth QualityNet Security Administrator will create the Security Administrator's QualityNet account and forward the original registration materials to the QualityNet Help Desk. The eQHealth QualityNet Security Administrator will send the new administrator an e-mail notifying him or her of the initial password.



**3**

## Wait for "Welcome to QualityNet" e-mail

The QualityNet Administrator will be notified via e-mail when the registration process is complete and the My QualityNet (the secure portion of the QualityNet) website is accessible. The e-mail will also contain the QualityNet Administrator's User ID. The initial password was already provided by eQHealth's QualityNet Security Administrator.



**4**

## Log on to My QualityNet

Log on to My QualityNet using the User ID provided in the QualityNet "Welcome" e-mail and the initial password provided by eQHealth's QualityNet Security Administrator. Upon successful login, you'll be directed to the "Change Password" page. Enter the initial password as the "old" password and select a "new" password using the password rules listed on the page. You are now ready to use My QualityNet.

