

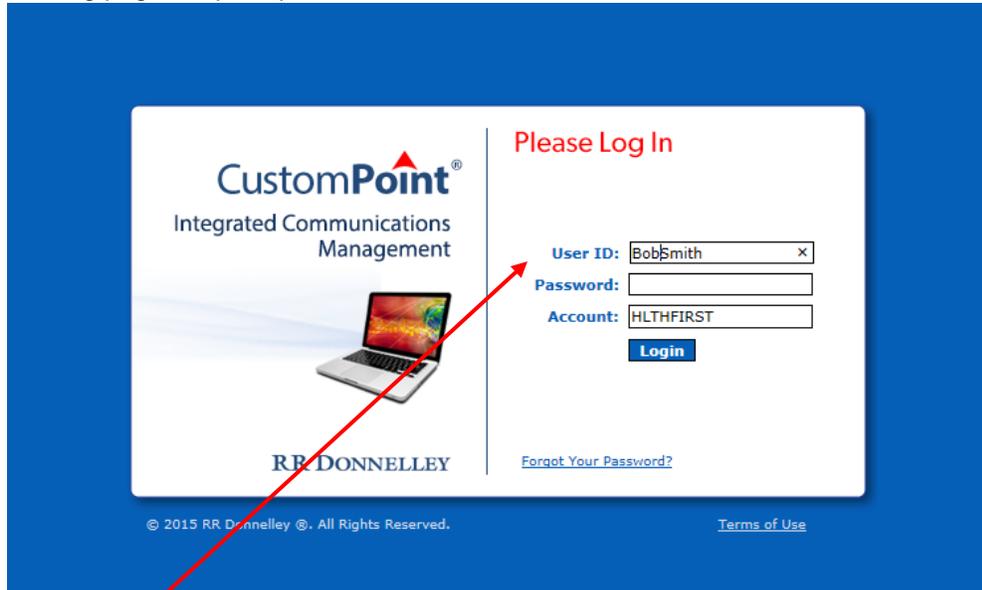
HEALTH FIRST CUSTOM POINT ACCESS

Start:

Copy and paste the below URL into your browser:

URL: <https://custompoint.rrd.com/>

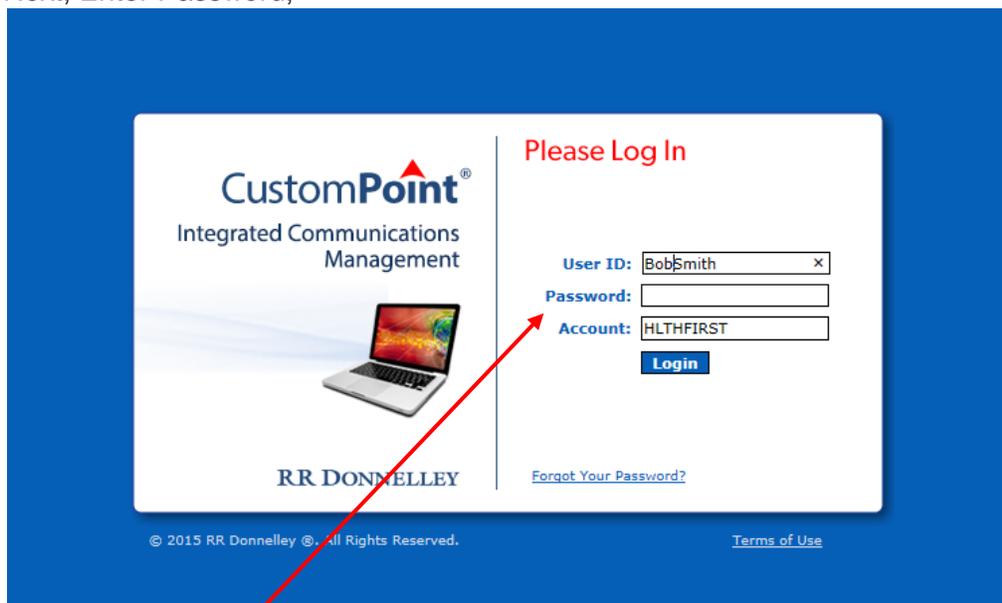
Landing page will pull up:



USER ID:

Enter User ID which is found in column "D" of the attached Custom Point User grid. Typically the User ID and Profile ID are the same and are first and last name joined with no space.

Next, Enter Password;

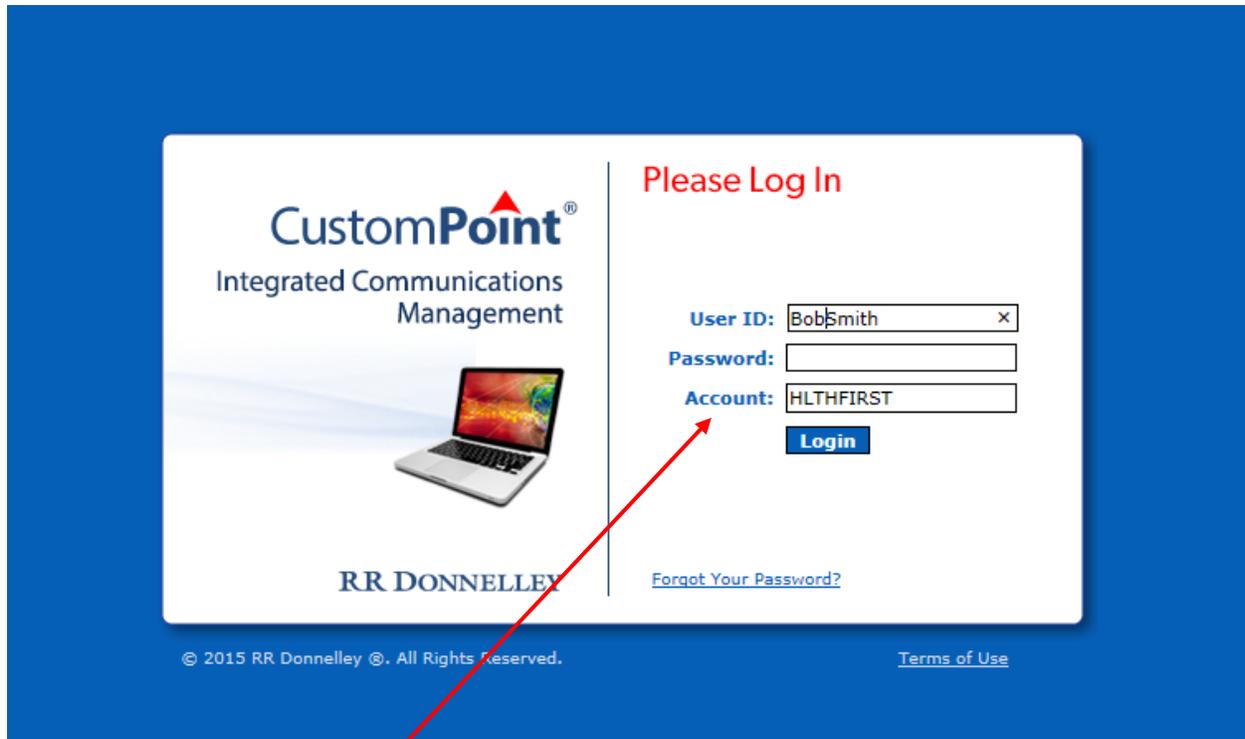


PASSWORD:

The password is set to auto expire and force a personal password to be established upon first entry.

Password : Health123 (Please note that this is a temporary password and you will be prompted to change it when you log on).

Next, Enter Account;



Enter Master Account Name: **HLTHFIRST**

Your landing page will appear:

Welcome, Bruce Swyers | My Profile | Sign Out | Cart 0 | Help ? | CustomPoint 8.0®

Health First Health Plans

HOME | CATALOGS | ORDERS | MANAGE | REPORTS | CONFIGURE | Search

Welcome to CustomPoint... the single site that allows you to order, manage, customize, and control all your printed materials. It even reminds you about which items need your attention!

General

General | Customer Service

CustomPoint User Guide | 08/26/2015
Click [here](#) to view the CustomPoint Order Entry Guide.

How to Place an Order
Click [here](#) to view the video on how to Place an Order. Length is 5 minutes.

Order Status
Click [here](#) to view the video for Order Status. Length is 5 minutes.

Home Page
Click [here](#) to view the video for the Home page elements of your site. Length is 7 1/2 minutes.

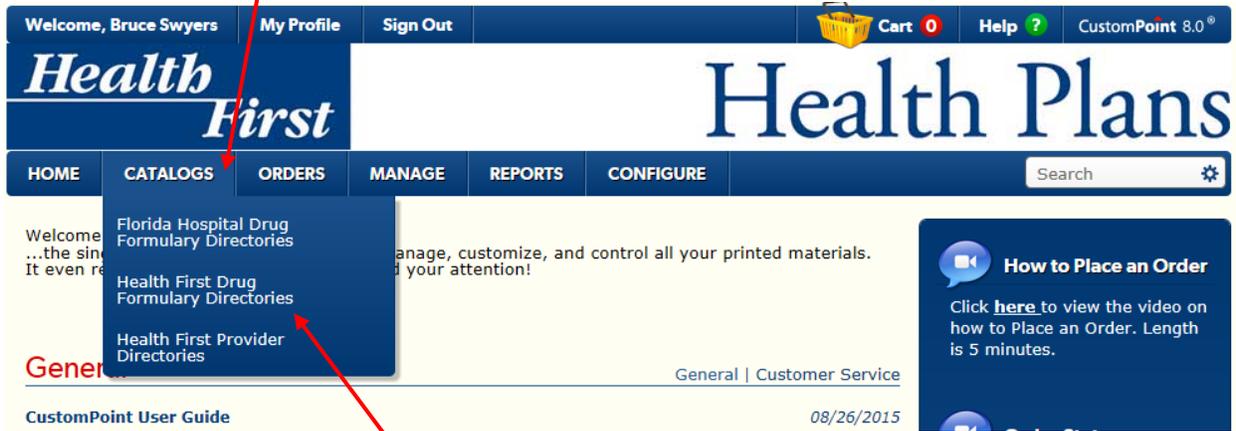
CRDM Reports
Click [here](#) to view the video and how to view and run reports. Length is 7 minutes.

Order Reminders
Here are your saved or pending orders awaiting completion:
User and System Saved (0)

There are 4 Training Videos pre-loaded to the site. These will stay on the site until otherwise directed. HF can use these as part of your Agent Training.

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Once in site, simply hover over the catalogs Tab



A drop down of sub-catalogs will appear, choose and click