

HWSVerified CREDENTIALING

QUICK STEPS FOR THE COMPANY DELEGATE OF VERIFIED PROFESSIONALS

Verified Professionals (VPro's) Process

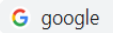
- VPro's have their own self-service portal and may be represented by agencies that have delegates that process access credentials and possibly make payments on their behalf.
- After a request and the necessary credentials are uploaded, HWS processes the credentials to confirm validity. When this process is complete, the access requests will appear in the Facility Contact's Self-Service Portal for the contact(s) to approve or reject access to specified areas of their facility.
- Within the Delegate Portal, this entire process can be monitored for each VPro's Profile within a Delegate's Roster.
- Please note: All VPro accounts are self-registration. They will need to create the account.

Registration for First Time Delegate Users

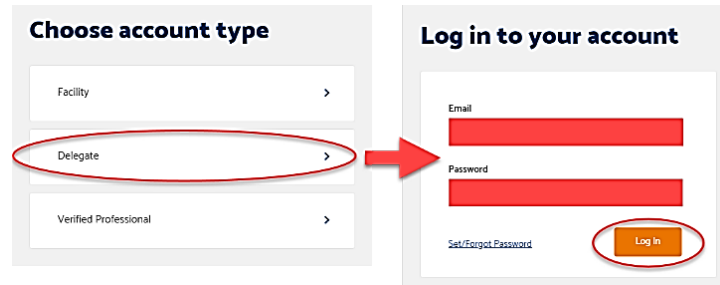
To Request a Delegate account for HWSVerified account, please access the HWS Resource Site.
[HWS VPro Resource Site](#)

Accessing Your Delegate Account

The Credentialing Site: www.hwsverified.com



- You must use Google Chrome
- Select Delegate
- Login to your account using your set-up credentials.



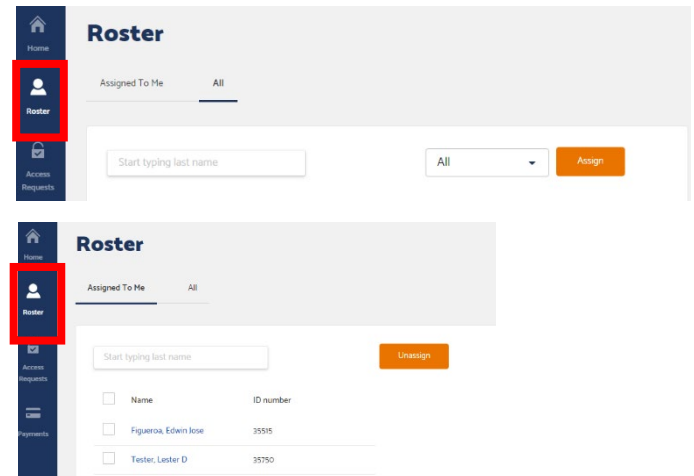
Create a Roster

Search by last name to create your roster of VPros to assign VPros to your roster to manage

Reviewing Your VPro's Information

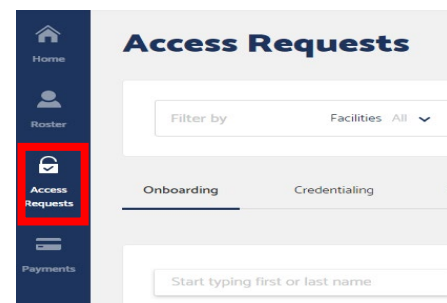
Track daily access activity and progress of the VPro's registered in your agency from your Roster and act as a proxy when needed.

1. Search in field with last name only.
2. Select hyperlinked name to view the VPro's profile.



Reviewing Access Request Status for your VPros

1. Apply your filters.
2. Select the credentialing status you want to search under.
3. If needed, add a first or last name to the search field.



Filters (1st set)

Use your Filters to find the classification

- Select Classification, search for type , ie., Supplier Rep, click the box and hit apply
- Note the Account Status will always default to **Active** (Termed and Suspended are available for searching)

Filter by Facilities All ▼ Division All ▼ Classification All ▼ Tier All ▼ Account Status 1 ▼

Filters (2nd set)

You will always default to **Onboarding** (VPro is in upload status)

Other filters are:

Pending Approval (waiting on the facility to approval file)

Credentialing (VPro is in Credentialing verification status)

- When you are not sure what status the VPro is in, select All

Onboarding Credentialing **Pending Approval** Approved Denied All

Reviewing & Managing a VPro’s Profile

1 Details 2 Credentials 3 Manage facilities 4 Facility status 5 Payments

1. **Details** displays VPro’s detailed information.
2. **Credentials** displays list of requirements in various statuses.
 - a. Click **View** to view the uploaded document.
3. **Manage Facilities** allows you to add facility access requests and view status of existing requests.
 - a. Select the **Show facilities near my current location** checkbox OR
 - b. Start typing city name or facility in the text field, then select the desired facility.
4. **Facility Status** displays names of facilities access has been requested and related access information.
 - a. Click the status link to view status details.
5. **Payment** displays information related to the VPro’s payment transactions.

Make Payment on Behalf of VPro during their registration or when expiring

On the VPro’s profile within your account (Payment Tab).

1. Select **PayPal Checkout**.
2. Your screen will grey out and the PayPal link should automatically open as a new window.
3. Follow PayPal instructions.
4. Once payment is processing, screen will refresh and show you the payment confirmation.

Via the Payment Tabs in your account. Payment can be made via either:

- ❖ Requires Attention has all types of pending payments
- ❖ Pending Delegate Payment is for those VPros who state during registration a delegate will pay on their behalf. This is time sensitive as the VPRO cannot finish registration until the payment is made.

1. Select the Tab section.
 2. Select the VPro’s you wish to apply payment to.
 3. Click Pay.
 4. You will see a summary of your payment (total included).
 5. Select PayPal Checkout and you will be redirected to make payment through a PayPal pop-up.
- Follow PayPal instructions.

Uploading on Behalf of VPro

1. Under **Credentials** tab, click the **Upload** link.
2. Begin attaching documents by dragging the file to designated area or choosing a file to be uploaded.
- 3.

When finished, click the **Save** button.