Individual Plan Secure Site User Guide: Log-in Affiliations

CONTENTS

The Log-in Affiliations menu item will allow you to access any other tax ID's associated to your portal account

I.   "Log-in Affiliations" page

From the menu bar, select the Log-in Affiliations option. The Central Provider Admin User List page will display.

All available tax ID's associated to your portal account will display in the results section. To view the data for another office, select the login button.

Search		
First Name		
Last Name		
Username		
Provider No		
Office		

Search

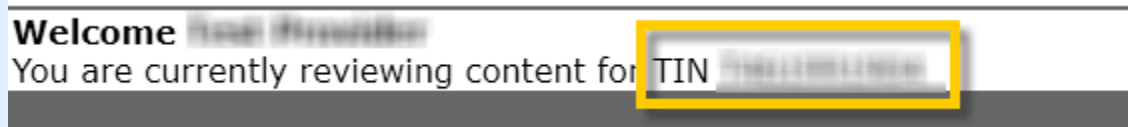| Results				
Provider	Ghost Login		Provider No	Office
	Login			

II. "Ghost Logged In" under another office

Now that you are "ghost" logged in as another office, the content of the portal will be for the TIN you selected.
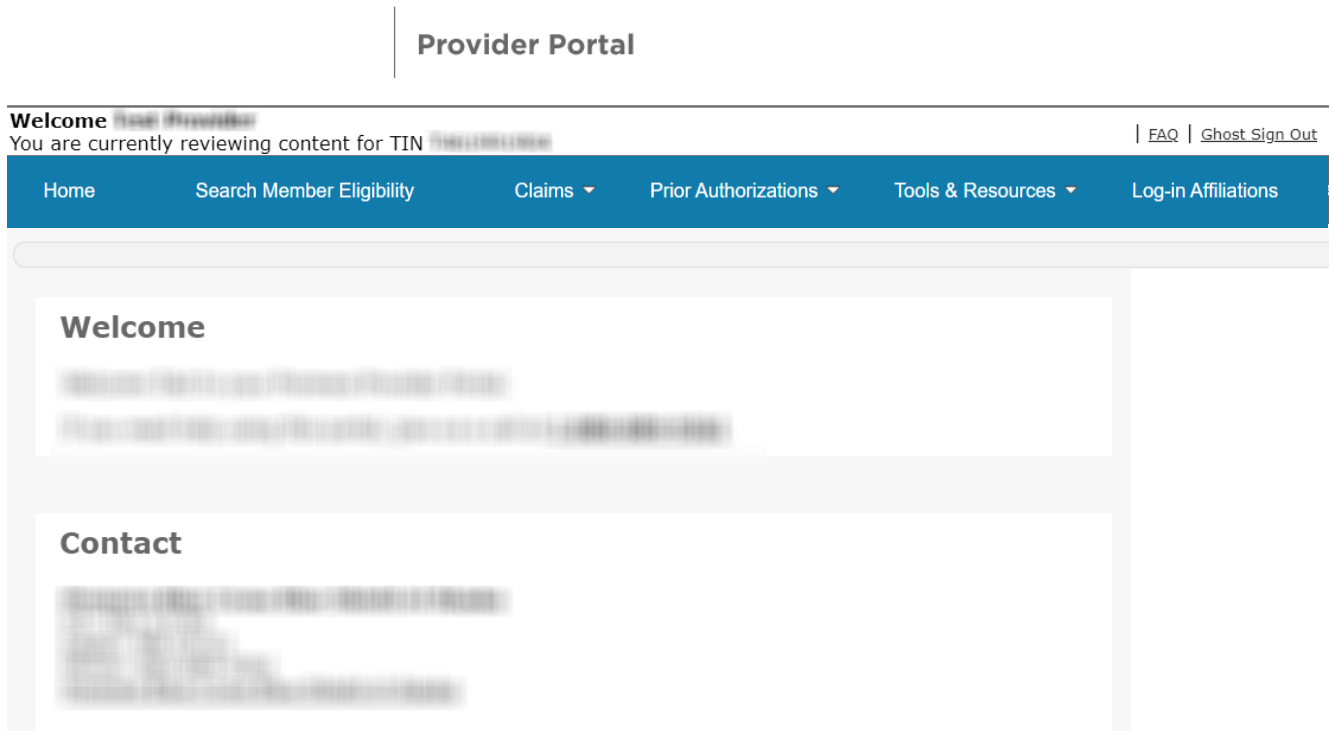
Please Note:
Underneath the logo on the top left, a message will inform you which TIN you are currently reviewing content for.

To return to the previous TIN, select the "Ghost Sign Out" option on the top right.