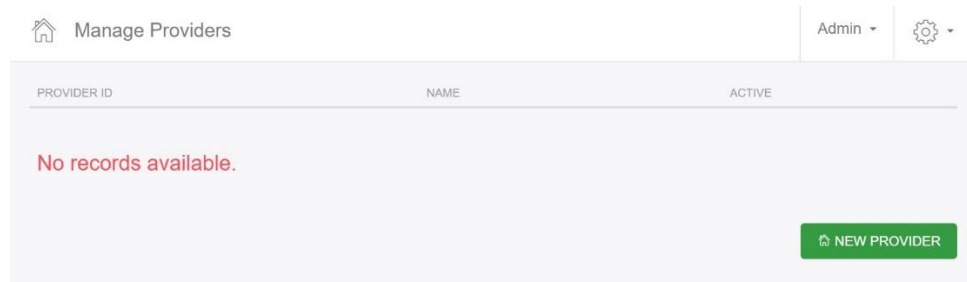


### Installing the application (Multiple Credentialing)

- a. Install the application by selecting the Standalone option.
- b. Navigate to the path: **C:/Programdata/SIDRID/NHIACLAIMIT/sclaims**
- c. Copy and paste the “**version.ini**” file to this location to overwrite the original file.
- d. Start your CLAIMit application and log in using the **default username and password (i.e. admin, admin)**
- e. Open the folder containing the mapped credentialing files, locate and double-click on the credentialing file that represents the claims center (eg. **Piina Claims Centre [---RX-]**)
- f. Enter the **default username and password** to install the parent credentialing file first.
- g. Login to the CLAIMit application and install the credentialing files linked to this parent or claims centre. (Only facilities linked to the parent can be added as requested)
  - i. Click on **New Provider** and select the credentialing file for the provider you want to install.

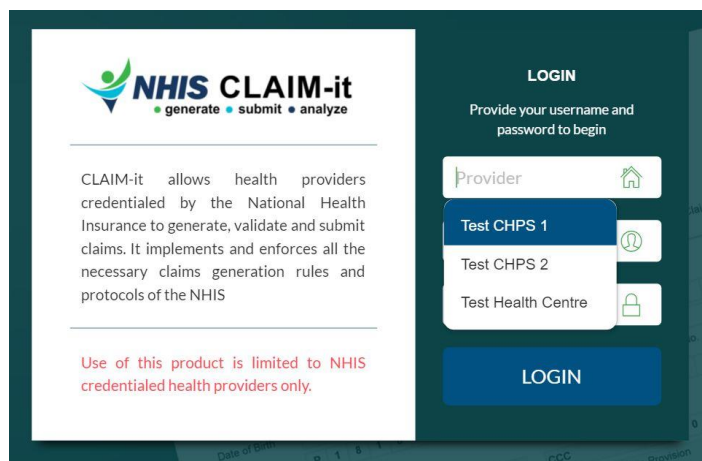


- ii. Click on **Accept** to install the provider
- iii. Repeat this process for all credentialing files for providers linked to this parent.

- iv. Now, activate each provider by click on the “--” icon next to each provider’s name



- v. Logout of the application
- h. Create as many usernames as required for each providers.
- Drop-down the provider list menu at the login section of the application to select the provider you want to create users for.
  - Enter the default username and password to gain initial access to the provider’s platform. You should now see the provider name and other relevant provider specific details.
  - Click on the settings icon and create a new user for the provider using the same process as any CLAIMit application. *Note: There is only one user role.(i.e. Insurance Officer) and remember to activate all created user accounts.*
- i. To capture claims, the user should do the following.
- Select a provider from the drop-down list.



- Log in using the username and password per the user using the application.

- c. Capture your claims and submit when ready.