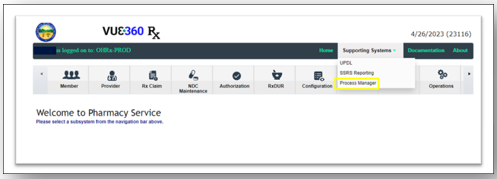
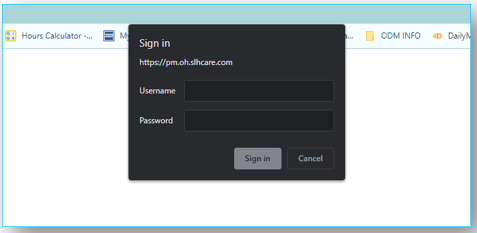
**Process Manager Instructions**

* Open Vue360rx

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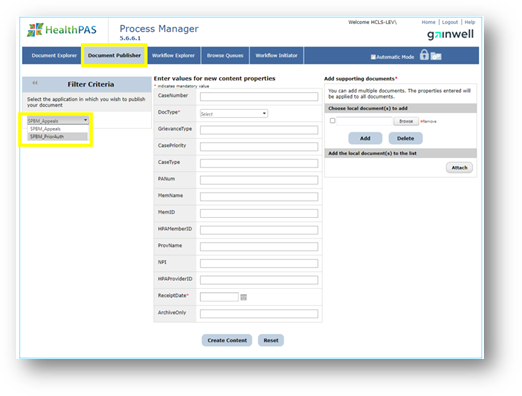
* A New tab will populate with the Vue360RX sign in request will pop up.
* Sign in with the same username and password used for Vue360Rx (HCLS =LEV\shortname).

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* Click on Process Manager Web Button to the Left.

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* To Upload a PA, Click Document Publisher
* Change the Filter Criteria to SPBM\_PriorAuth

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\*\* **The Status is Always “LINKED”**

\*\* The Member’s last name reads as [Last Name, First Name]

\*\* The document must be a PDF File when attaching through Process Manager

\*\* All highlighted fields need to be entered