This quick start guide provides the steps required to activate and deactivate Marketplace applications. To learn more about Marketplace applications, visit the Marketplace.

<table>
<tr><th>Step</th><th>Action</th><th>Application View</th></tr>
<tr><td>1.</td><td>

Access Manage Integrations

1. Log in to PointClickCare.
2. Do one of the following:

- Single community: Home > Marketplace > Manage Integrations.
- Multi-community: Management Console > Home > Manage Integrations.

NOTE
To see **Manage Integrations**, you must have the Authorized Vendor Application Purchaser security role assigned. This may require assistance from another user in your organization who manages security users and roles.

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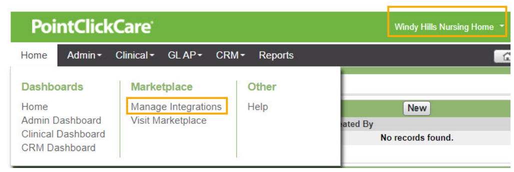
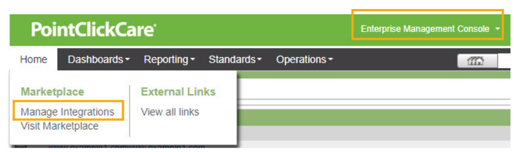
Single community



Multi-community



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Step	Action	Application View

2.

Assign Application Activation security

Skip this step if you are already able to see Manage Integrations.

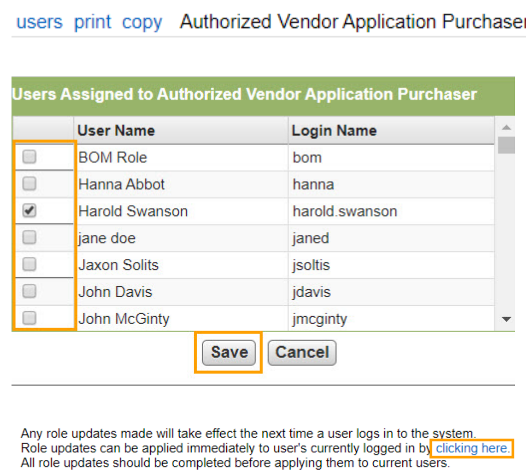
> **NOTE**
> You must have permissions to edit security roles before continuing.

1. Log in to PointClickCare.
2. Do one of the following:
   - Single community: Admin > Setup > Security Roles.
   - Multi-community: Management Console > Standards > Financial Management > Security Roles.
3. Assign system security role:
   - Authorized Vendor Application Purchaser

   > **NOTE**
   > For multi-community organizations, you must also have access to the Management Console.

   a. Click **users**.
   b. Select applicable users.
   c. Click **Save**.

> **NOTE**
> The update will take effect the next time the user logs in. To immediately apply role updates to users who are currently logged in, scroll to the bottom of the page and click the link.



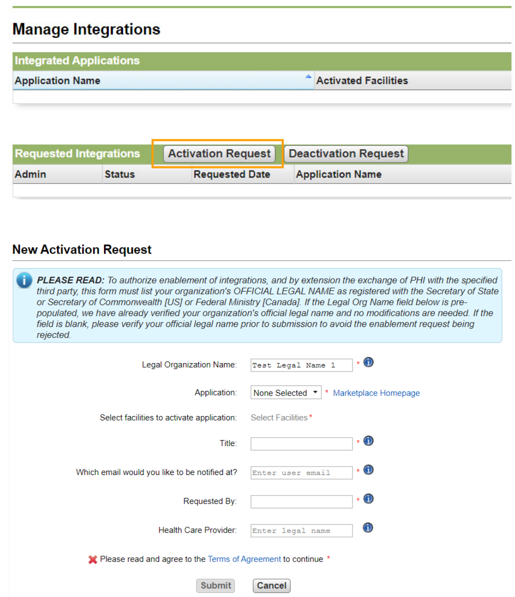
Step	Action	Application View

3. **Activate a new application**

1. Log in to PointClickCare.
2. Do one of the following:
   - Single community: Home > Marketplace > Manage Integrations.
   - Multi-community: Management Console > Home > Manage Integrations.
3. Click **Activation Request**.
4. Complete the following:
   - **Legal Organization Name** - Type the legal name for the organization at the time the request is made.
   - **Application** - Select an application.
   - **Select facilities to activate application** - Select the communities in which the application is installed.
   - **Title** - Type the title of the authorized requester.
   - **Which email would like to be notified at?** - Type email address. This email is used for communication regarding this request.
   - **Requested By** -Type the first and surname of the requester. Requester must be an authorized signer for your organization.
   - **Health Care Provider** - Type the Health Care Provider name.
   - **Please read and agree to the Terms of Agreement to continue** - Read the Terms of Agreement and click **Accept**.
5. Click **Submit**.

Next steps:

- You receive a confirmation email.
- Partner receives the activation request email.
- Once activated, you are notified by email. (Applications are activated 1-2 business days after partner approval.)



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Deactivate an application

1. Log in to PointClickCare.
2. Do one of the following:
    - Single community: Home > Marketplace > Manage Integrations.
    - Multi-community: Management Console > Home > Manage Integrations.
3. Click **Deactivation Request.**
4. Complete the following:
    - **Legal Organization Name** - Type the legal name for the organization at the time the request is made.
    - **Application** - Select an application.
    - **Unselect activated facilities to deactivate application** - Clear the communities from the list in which you want the application uninstalled.
        - **Currently Activated** - Lists communities currently activated for the selected application.
    - **Title** - Type the title of the authorized requester.
    - **Which email would you like to be notified at?** - Type email address. This email is used for communication regarding this request.
    - **Requested By** -Type the first and surname of the requester. Requester must be an authorized signer for your organization.
    - **Reason for deactivation** - Select the reason.
    - **Please read and agree to the Terms of Agreement to continue** - Read the Terms of Agreement and click **Accept**.
5. Click **Submit**.

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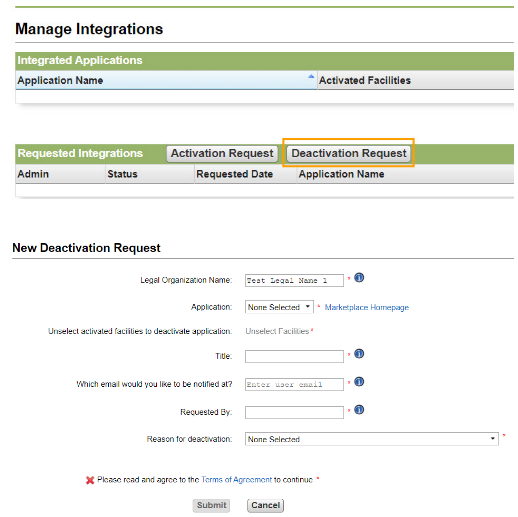

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