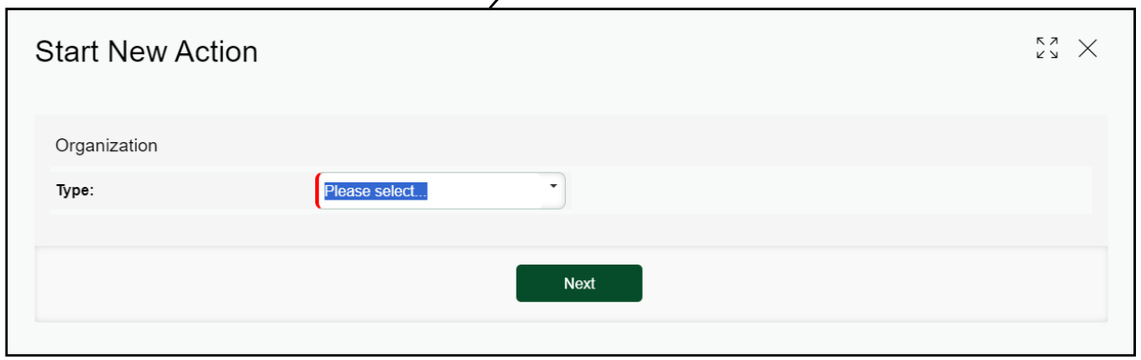
Assign Organization Representatives

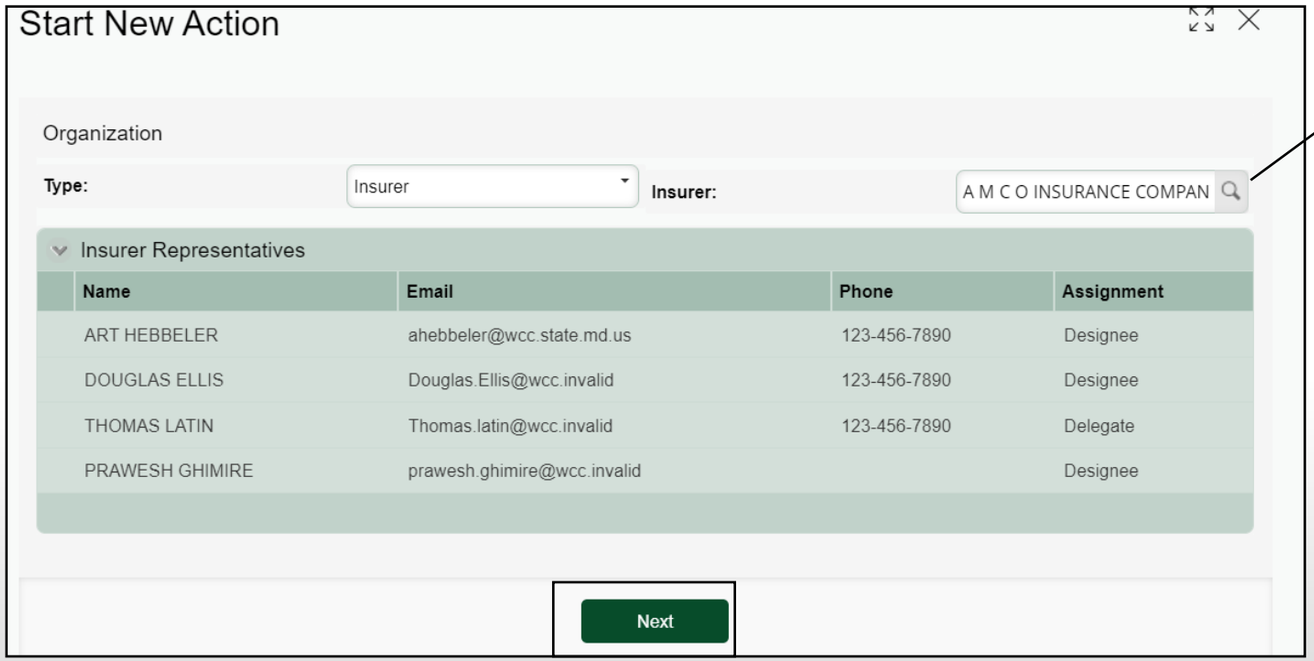
QuickStart Guide

CompHub offers a Self Service to manage organization reps: from Insurer Designee to Healthcare subscriber.
You can find this utility under **Start New Action>Administrative>Assign Org. Representatives**

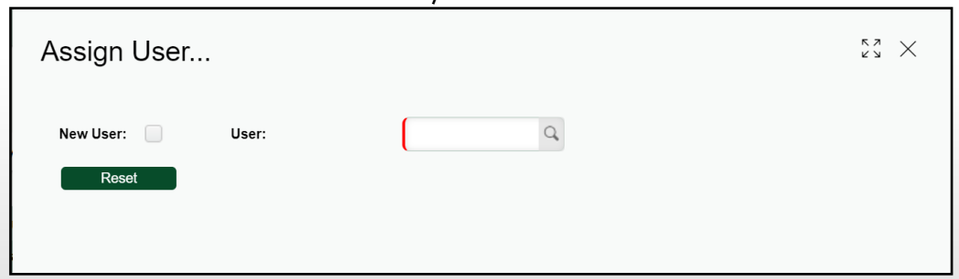
1 *Select the Type of Organization (e.g. Insurer ,Employer, Healthcare Provider) using the dropdown and click Next.*



2 *Click the magnifying glass icon to search for the proper organization, the table will display the active reps. Click Next to proceed.*



3 *To add a new user (i.e. not registered to CompHub), check the New User checkbox. If the user exists in CompHub click the magnifying glass to begin a search.*



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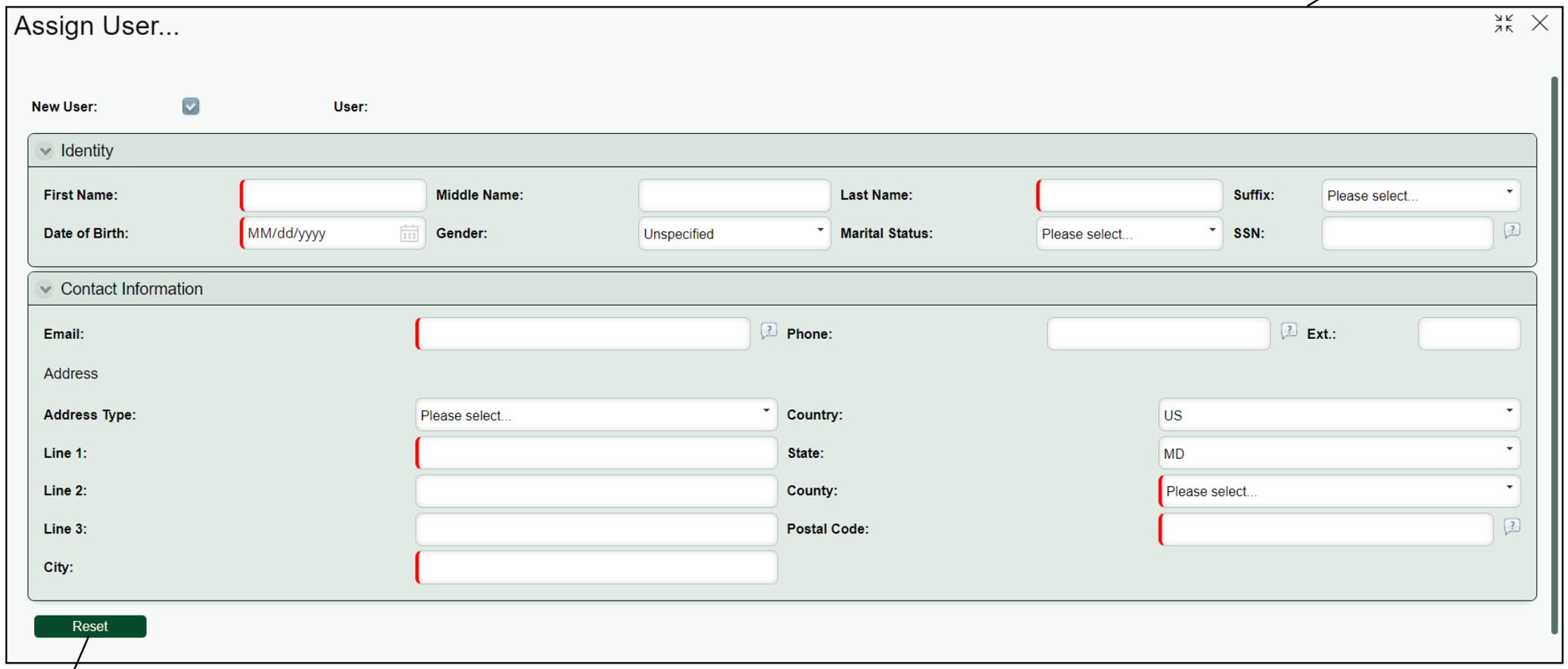
Adding Representatives (New User)

New User Entry form: Once the new user's information is added they will receive a notification from CompHub.



Click 'Reset' to start the form over.

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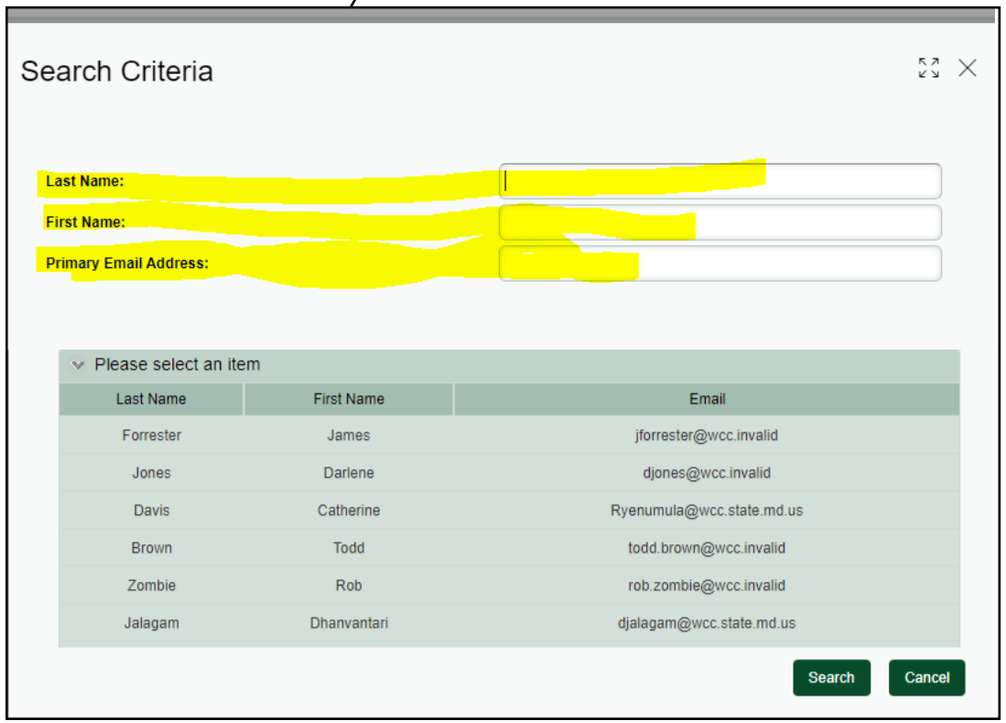
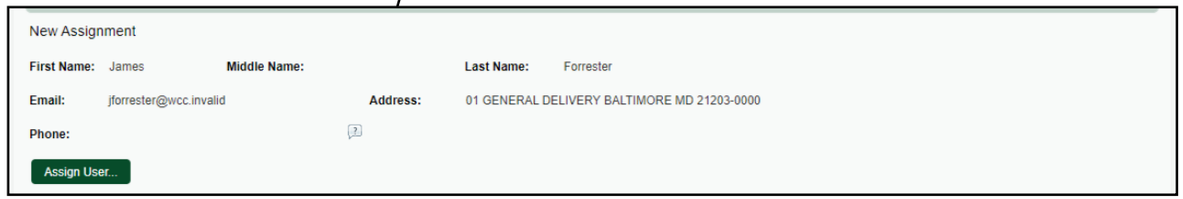
Adding Representatives (Existing User)

1 *Search for a user using the fields provided, once the system has returned results click the proper row.*



2 *CompHub displays the new user details, confirm accuracy and click Submit in the bottom right hand corner of the page.*



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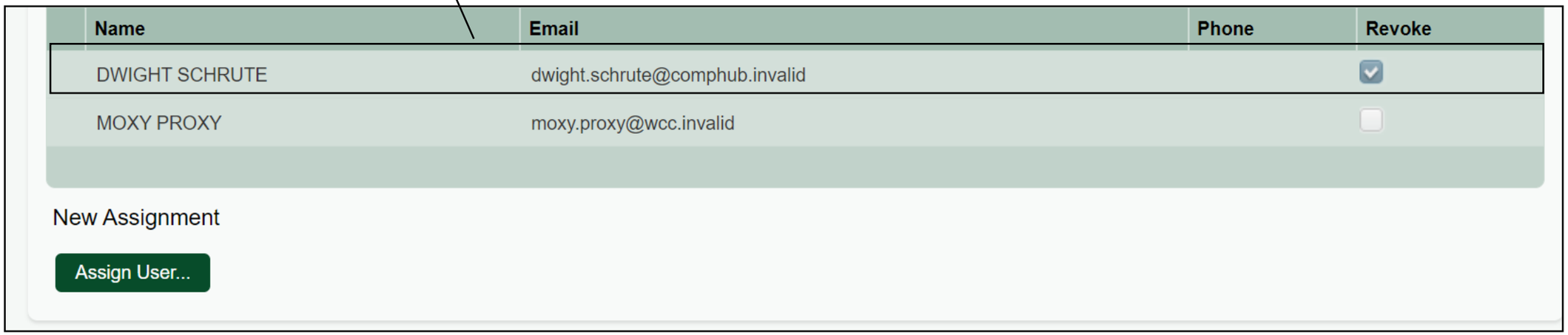
Revoking a User

Revoking a user is a quick task to complete, simply check the revoke checkbox for the user you would like to remove as a representative and submit the form.

1 *Check the Revoke checkbox to remove the user listed in the row.*



2 *Click Submit in the bottom right hand corner of the form as with other processes*