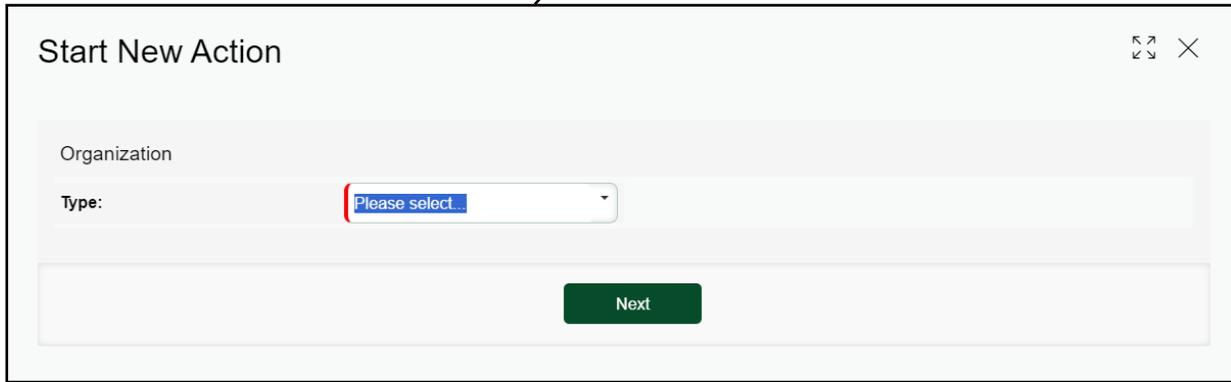


Assign Organization Representatives

QuickStart Guide

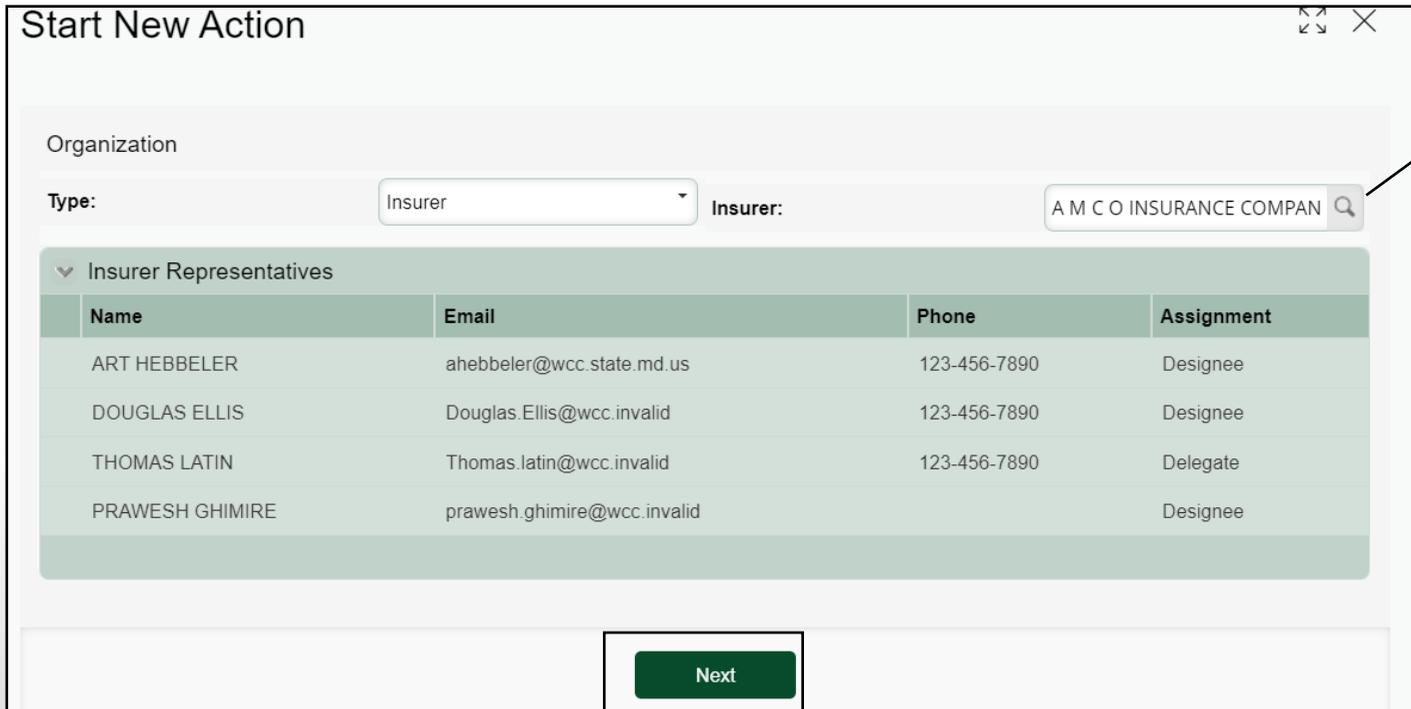
CompHub offers a Self Service to manage organization reps: from Insurer Designee to Healthcare subscriber. You can find this utility under **Start New Action>Administrative>Assign Org. Representatives**

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



The screenshot shows the 'Start New Action' window. The 'Organization Type' dropdown menu is open, displaying 'Please select...' as the current selection. A green 'Next' button is visible at the bottom of the form.

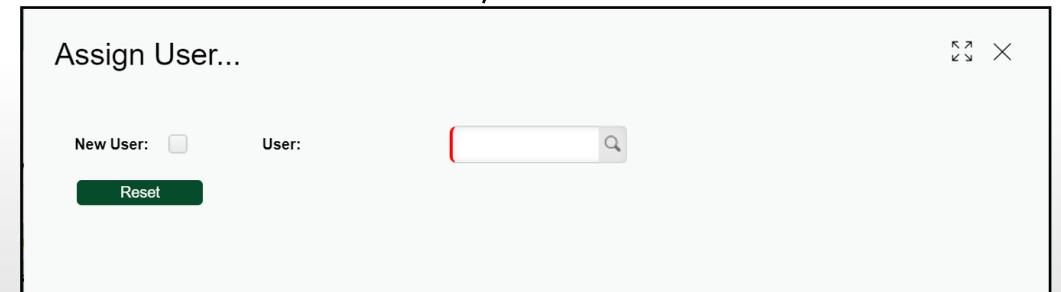
2 Click the magnifying glass icon to search for the proper organization, the table will display the active reps. Click Next to proceed.



The screenshot shows the 'Start New Action' window with the 'Organization Type' dropdown set to 'Insurer'. The 'Insurer' field contains 'A M C O INSURANCE COMPAN'. A search icon is visible next to the field. Below the search field, a table titled 'Insurer Representatives' is displayed, showing a list of representatives with their names, emails, phone numbers, and assignments.

Name	Email	Phone	Assignment
ART HEBBELER	ahebbeler@wcc.state.md.us	123-456-7890	Designee
DOUGLAS ELLIS	Douglas.Ellis@wcc.invalid	123-456-7890	Designee
THOMAS LATIN	Thomas.latin@wcc.invalid	123-456-7890	Delegate
PRAWESH GHIMIRE	prawesh.ghimire@wcc.invalid		Designee

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.



The screenshot shows the 'Assign User...' window. The 'New User' checkbox is unchecked. The 'User' field is empty and has a search icon next to it. A green 'Reset' button is visible at the bottom of the form.

Assign Organization Representatives

Adding Representatives (New User)

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

Assign User... ✕

New User: User:

Identity

First Name: Middle Name: Last Name: Suffix:

Date of Birth: Gender: Marital Status: SSN:

Contact Information

Email: Phone: Ext.:

Address

Address Type: Country:

Line 1: State:

Line 2: County:

Line 3: Postal Code:

City:

Click 'Reset' to start the form over.

Assign Organization Representatives

Adding Representatives (Existing User)

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

Search Criteria

Last Name:

First Name:

Primary Email Address:

▼ Please select an item

Last Name	First Name	Email
Forrester	James	jforrester@wcc.invalid
Jones	Darlene	djones@wcc.invalid
Davis	Catherine	Ryenumula@wcc.state.md.us
Brown	Todd	todd.brown@wcc.invalid
Zombie	Rob	rob.zombie@wcc.invalid
Jalagam	Dhanvantari	djalagam@wcc.state.md.us

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

New Assignment

First Name: James Middle Name: Last Name: Forrester

Email: jforrester@wcc.invalid Address: 01 GENERAL DELIVERY BALTIMORE MD 21203-0000

Phone:

Assign Organization Representatives

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.

Name	Email	Phone	Revoke
DWIGHT SCHRUTE	dwight.schrute@comphub.invalid		<input checked="" type="checkbox"/>
MOXY PROXY	moxy.proxy@wcc.invalid		<input type="checkbox"/>

New Assignment

[Assign User...](#)

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

Submit