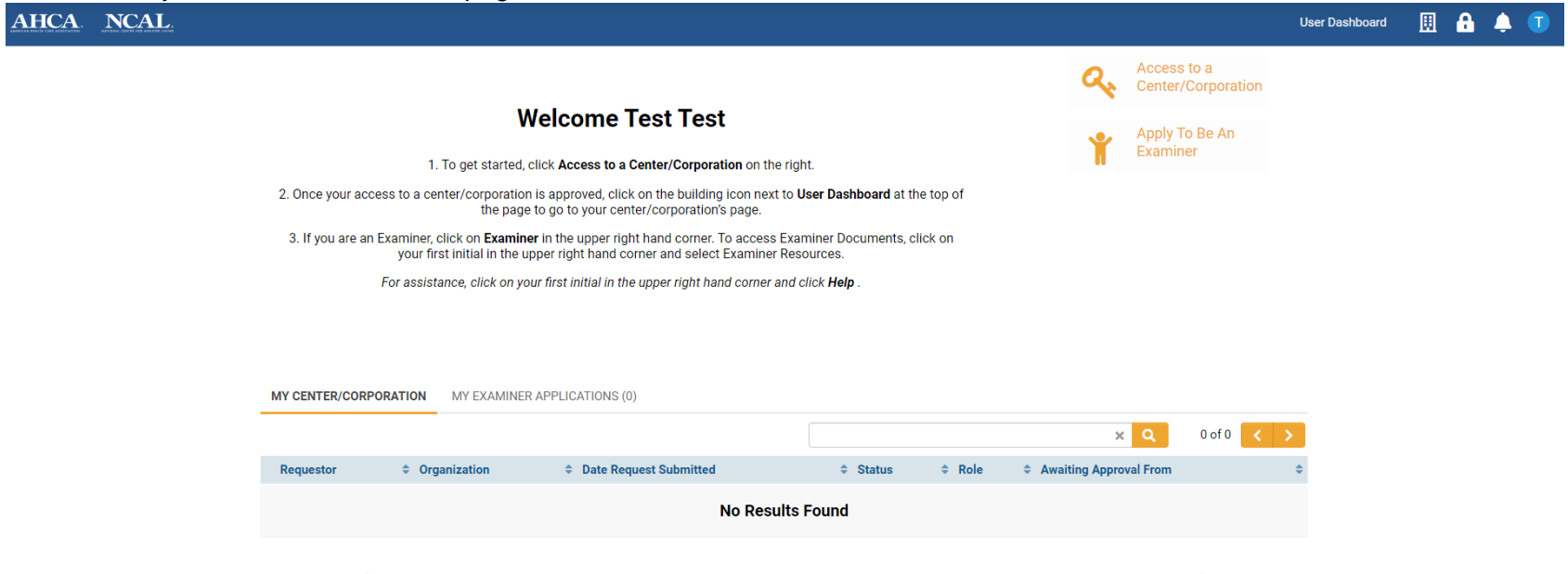


The Quality Award Portal: Getting Access to a Center/Corporation

This guide aims to help you get access to a center or corporation in the [Quality Award Portal](#). If you have any questions, please contact the Quality Award team at qualityaward@ahca.org.

1. Log into the [Quality Award Portal](#).
2. Confirm that you are on the Welcome page.



2a. If you are not on the Welcome page, click **User Dashboard** to get to this page.

The Quality Award Portal: Getting Access to a Center/Corporation

Welcome Test Test

1. To get started, click **Access to a Center/Corporation** on the right.
2. Once your access to a center/corporation is approved, click on the building icon next to **User Dashboard** at the top of the page to go to your center/corporation's page.
3. If you are an Examiner, click on **Examiner** in the upper right hand corner. To access Examiner Documents, click on your first initial in the upper right hand corner and select Examiner Resources.

*For assistance, click on your first initial in the upper right hand corner and click **Help**.*

MY CENTER/CORPORATION MY EXAMINER APPLICATIONS (0)

0 of 0

Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From
No Results Found					

3. Click **Access to a Center/Corporation**

Welcome Test Test

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MY CENTER/CORPORATION MY EXAMINER APPLICATIONS (0)


0 of 0


Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From
No Results Found					

The Quality Award Portal: Getting Access to a Center/Corporation

4. Search for your center or corporation by typing the name of the center or corporation in the Center/Corporation Name or Zip Code Field. Select the appropriate center and click **Continue**. If you need a more advanced search field, click the binoculars icon.

Instructions

1. Start typing the name or zip code of your center or corporation into the **Center/Corporation** field. Click the binoculars icon  below for a more advanced search option.
2. If your Center/Corporation is not found, please contact qualityaward@ahca.org.
3. Click **Continue** to submit your request.
4. Click **Cancel** to cancel your request.

* Center/Corporation Name or Zip Code: 

* Requestor:

Name: Test facility1
Zip Code: 54304-5211
State / Province: WI
Organization Hierarchy: Center

Name: Test facility1 Shivani
Zip Code: 54304-5211
State / Province: WI
Organization Hierarchy:

Name: Test facility2
Zip Code: 32202-2709
State / Province: FL
Organization Hierarchy: Center

2 Continue Cancel

Start typing your center/corporation name or zip code and select it. Or if you need a more advanced search click on the binoculars icon.

5. Select the role that you would like and click **Request Access**. A description of the different roles is available by hovering over the tooltip icon. The descriptions are also available in the *User Roles & Descriptions* help document.

The Quality Award Portal: Getting Access to a Center/Corporation

AHCA NCAL User Dashboard

Instructions

1. Hover over the tooltip icon ⓘ for more information on the different roles.
2. After selecting the appropriate role and completing the affirmation, click **Request Access**.
3. To cancel the request, click **Cancel**.

**A Primary Center Contact for this center already exists. Please select an alternate role.

* Center/Corporation Name or Zip Code: Apple Home - Test Center

* Requestor: Test Test

* Role: Center Associate ⓘ
 Center Contact
 Primary Center Contact

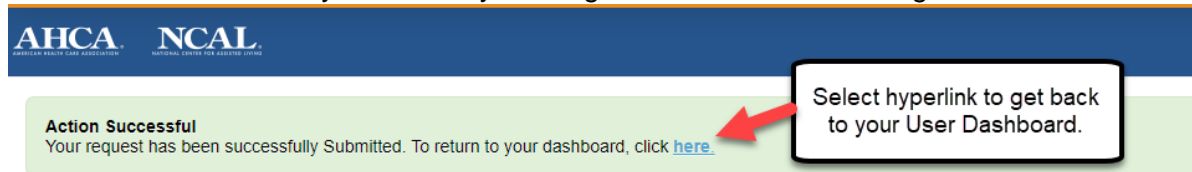
* Affirmation

By entering the information below you are affirming that you are authorized to serve in this role by the center/corporation.

(1) Your full name
(2) Your title
(3) Your email

Save Request Access Cancel

6. When your request has been successfully submitted you will get a confirmation message.



7. On your User Dashboard you will be able to see the request that you have made and its status.

The Quality Award Portal: Getting Access to a Center/Corporation

AHCA NCAL

User Dashboard

Welcome Test Test

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Access to a Center/Corporation

Apply To Be An Examiner

MY CENTER/CORPORATION MY EXAMINER APPLICATIONS (0)

Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From
Open	Test Test	Apple Home - Test Center	Under Review	Center Contact	Corporate Account Administrator, Primary Center Contact

This column shows you who is going to review your request.

8. When the request has been approved you will receive an email message stating that the request was approved, and the status will change to approved.

Quality Award Portal: Center Access Approved

Inbox x

qualityaward@ahca.org

Dear Urvi Demo2,

Your request to be the Center Contact for Test facility2 has been approved. Login to ahcancal.smartsimple.com to access Test facility2.

Regards,
AHCA/NCAL National Quality Award Program Staff

The Quality Award Portal: Getting Access to a Center/Corporation

Welcome Test Test

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Access to a Center/Corporation

Apply To Be An Examiner

MY CENTER/CORPORATION MY EXAMINER APPLICATIONS (0)

Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From	
Open	Test Test	Apple Home - Test Center	09/04/2020	Approved	Center Contact	Corporate Account Administrator/Primary Center Contact

9. You can now click on the building icon (upper right-hand corner) and go to your center/corporation's portal.

The Quality Award Portal: Getting Access to a Center/Corporation

The screenshot shows the Quality Award Portal interface. At the top, there is a blue navigation bar with the AHCA and NCAL logos on the left and a 'User Dashboard' link on the right. Below the navigation bar, the main content area features a 'Welcome Test Test' heading and three numbered instructions for getting started. A dropdown menu is open on the right side, showing 'Access to a Center/Corporation' and 'Apply To Be An Examiner' options. The 'Access to a Center/Corporation' option is highlighted with a red box, and a callout box points to it with the text 'click here to access your center'. Below the instructions, there is a section for 'MY CENTER/CORPORATION' and 'MY EXAMINER APPLICATIONS (0)'. A table displays a single application with columns for Requestor, Organization, Date Request Submitted, Status, Role, and Awaiting Approval From.

Welcome Test Test

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MY CENTER/CORPORATION MY EXAMINER APPLICATIONS (0)

Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From	
Open	Test Test	Apple Home - Test Center	09/04/2020	Approved	Center Contact	Corporate Account Administrator;Primary Center Contact