

The Quality Award Portal: User Roles & Descriptions

This guide aims to help you and your center identify and approve the best staff member for each user to use the new [Quality Award Portal](#). If you have any questions, please contact the Quality Award team at qualityaward@ahca.org.

Questions	User Roles & Descriptions			
What are my user options?	Corporate Account Administrator(s)ⁱ	Primary Center Contactⁱⁱ	Center Contact(s)ⁱⁱ	Center Associates(s)
Who is assigned typically to these user roles?	Corporate directors, regional staff, etc.	Executive directors and administrators	Leadership team at a center	Consultants and other corporate staff
Can I grant staff access to use the application portal? If so, what permissions do these roles have?	Yes; can grant access to Primary Center Contact(s), Center Contact(s) and Center Associate(s)	Yes; can grant access to Center Contact(s) and Center Associate(s) only	No	No
How many staff can be assigned for each role?	More than one	Only one per center	More than one per center	More than one per center
Can I read our application(s) and/ or add a comment?	Yes	Yes	Yes	Yes
Can I edit the application?	No	Yes	Yes	No
Can I submit our application(s)?	No	Yes	Yes	No
Can I submit our application payment?	Yes	Yes	Yes	No
Can I view our application history?	Yes	Yes	Yes	Yes

ⁱ The AHCA/NCAL Administrators will approve all requests for Corporate Account Administrators.

ⁱⁱ A user can only be the Primary Center Contact or Center Contact for one center. If they request to be a Primary Center Contact or a Center Contact for another center their request will come to the AHCA/NCAL Administrator for approval.