



HOW TO REGISTER

August 24, 2018



symplr
Mobile App



Online Training
Courses



Nationwide
Access



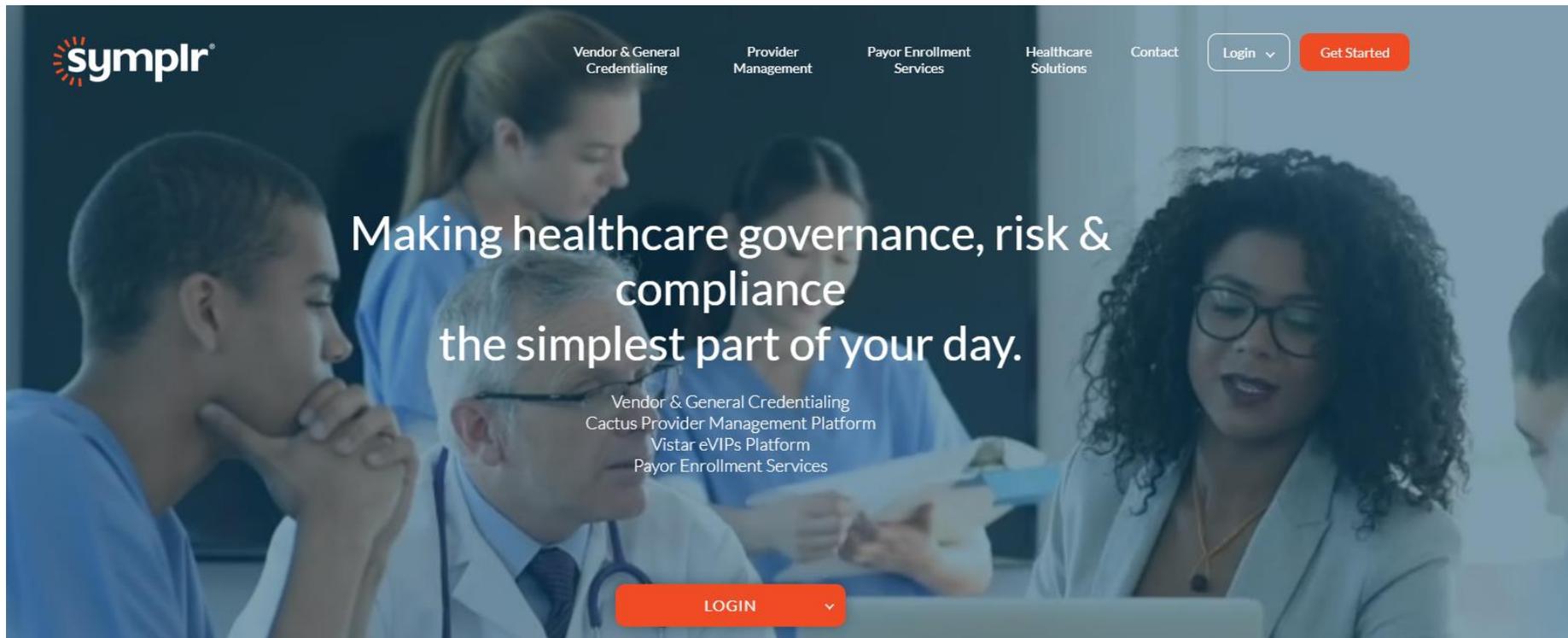
symplrPass
Stations



Outstanding
Support

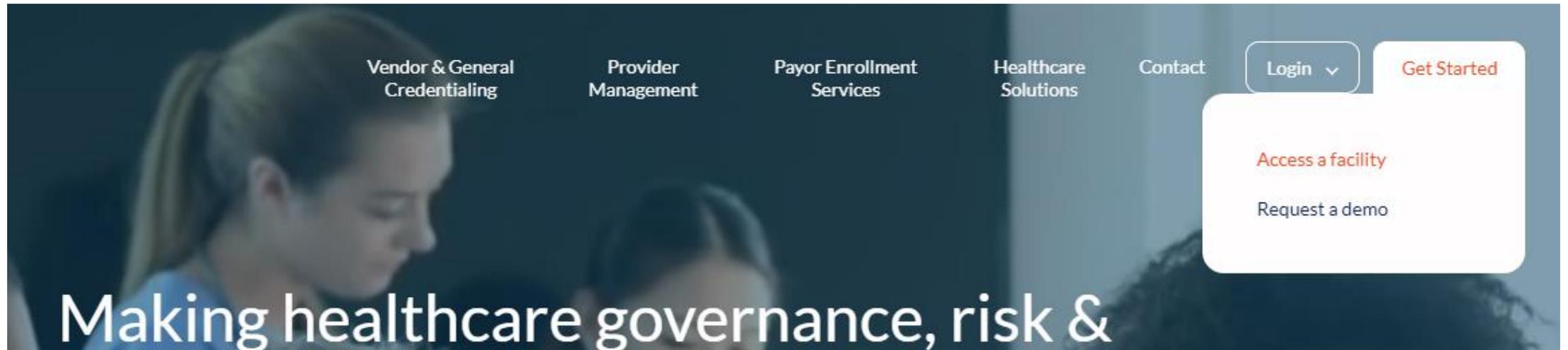
STEP 1

- Go to our website www.symplr.com



STEP 2

- Select **Get Started** then **Access a Facility**



STEP 3 – SELECT YOUR LEVEL OF ACCESS

- Select your Level of Access, then click **Join symplr Now**.
 - See next slide for more information on each Level of Access.

100,721
Number of Vendor check-ins within the past 30 days

Select Your Access Level

All Access
Provides access to all areas in a facility including procedure areas like the OR and cath lab.

Patient Care Access

Administrative Access

Provider Access

Join symplr Now

symplr Mobile App

Online Training Courses

Nationwide Access

symplrPass Stations

Outstanding Support

LEVELS OF ACCESS

ALL ACCESS (ALL)

This level provides you with access to any and all areas in a facility. You should choose this level if you need access to procedure areas (like the OR and Cath Lab) to support clinical staff. This is the highest level of credentialing and will require you to submit the most documents.

Examples: medical device reps, agency nurses, techs, company consultants

PATIENT CARE ACCESS (PTC)

This level enables you to enter patient care areas or areas where Protected Health Information (PHI) is available. You should choose this level if you do not need access to procedure areas, but do need access to patient care areas.

Examples: pharma reps & managers, service techs, general medical sales, lab, and distributor reps, consultants, interpreters and non-contracted reps (IT, legal, financial)

ADMINISTRATIVE ACCESS (ADM)

This level enables you to access all general or administrative areas of a facility. You should choose this level if you do not need access to procedure or patient care areas but do need access to all other areas in a facility.

Examples: admin, delivery, and GPO reps

PROVIDER ACCESS (PRO)

This level enables you to access only Physician offices - you will not be able to go anywhere else in a facility. This level is typically chosen by pharmacy reps who do not access patient care areas.

Examples: pharma reps

STEP 4 – SELECT YOUR PLAN

- Read over the descriptions, and hover over each question mark for more information.
- Select the plan that works best for you, then click **Continue to Account Information**.

Choose Your Plan

Plan Account Payment

STANDARD \$249/year	RECOMMENDED PRIME \$399/year	ADVANTAGE \$299/year
<input type="checkbox"/> Standard Processing ?	<input checked="" type="checkbox"/> Priority Processing ?	<input type="checkbox"/> Express Processing ?
<input type="checkbox"/> Standard Services ?	<input checked="" type="checkbox"/> Prime Concierge Services ?	<input type="checkbox"/> Advantage Services ?
<input type="checkbox"/> Basic Credentialing Benefits ?	<input checked="" type="checkbox"/> Advanced Credentialing Benefits ?	<input type="checkbox"/> Advanced Credentialing Benefits ?
	<input checked="" type="checkbox"/> Required Online Training Access (\$334 value) ?	

< Back to Level Selection

Continue to Account Information >

STEP 6 - ENTER YOUR ACCOUNT INFORMATION

Plan Account Payment

Login Information

Email

Will be used as your symplr username.

Password

Passwords must contain at least 6 characters and include one uppercase and one lowercase letter.

Account Information

Legal First Name Legal Middle Name (Optional) Legal Last Name

Mailing Address Phone

Country State

County City Zip

Company [Don't see your company?](#)

What facility referred you?

Confused about which facility to choose? Don't worry! You will have access to all hospitals within our network. We just need to know what hospital initially referred you to symplr. Have questions? Call us at 1.866.373.9725

[Back to Plan Selection](#) [Continue to Billing Information](#)

- Fill in all Login & Account Information, then click **Continue to Billing Information**.

ENTERING YOUR COMPANY NAME

- Enter your company name from the drop down menu. If it does not appear, click on **Don't see your company?** to add it to our system

Company

SELECT YOUR COMPANY

[Don't see your company?](#)

- If you are adding your company, please fill in all required information.

Add my company to the symplr community

Company Address

City

Country

United States ▼

State

--State Name-- ▼

Zip Code

[I would like to search for my company again](#)

WHAT FACILITY REFERRED YOU?

- Enter the hospital that asked you to register, then select them from the drop down menu.
- If you were not asked to register by a specific facility, enter any hospital you know you will be accessing.
 - Only one facility can be entered during registration. You will be able to select more in the My Territory section of your account after registration is complete.

What facility referred you?

Search for a facility you want to access first

Confused about which facility to choose? Don't worry! You will have access to all hospitals within our network. We just need to know what hospital initially referred you to sympir. Have questions? Call us at 1.866.373.9725

STEP 7 – BILLING INFORMATION

- Enter your credit card information in the **Billing Information** section.
 - If you need to change the billing address, uncheck the *Same as mailing address* box.
- Review your selections in the **Review Account** section to make sure everything looks right.
 - You may choose to purchase the *Get Connected – Prospects Database* by checking the box.
- Read the symplr Terms & Conditions, Consent Authorization, and Privacy Policy by clicking on the underlined links
- By clicking **Create My Account**, you are agreeing to all terms and conditions.

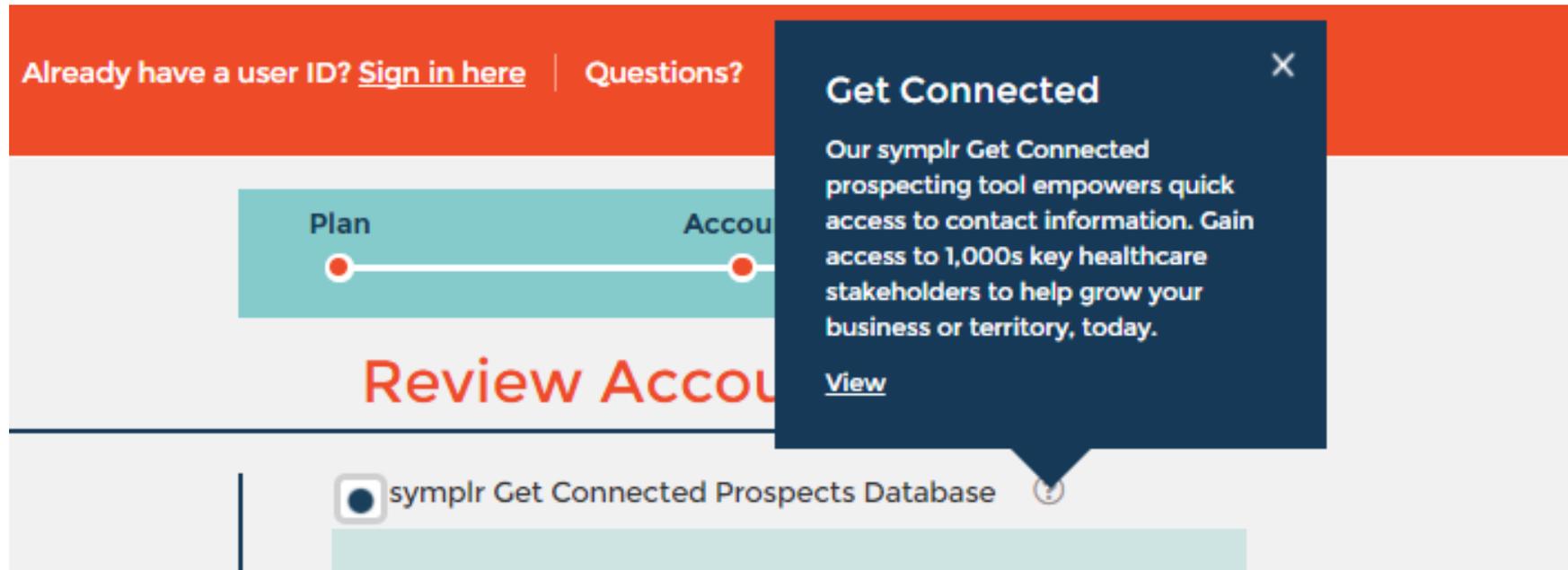
The screenshot shows a two-step process for account creation. At the top, a progress bar indicates the current step is 'Account', with 'Plan' and 'Payment' as previous and next steps. The 'Billing Information' section on the left includes a checked checkbox for 'Same as mailing address', a text input for 'Cardholder's Name', and a credit card form with fields for 'Card Number', 'Month' (set to Jan), 'Year' (set to 2018), and 'CVV'. Below these are logos for VISA, Mastercard, Discover, and American Express. The 'Review Account' section on the right features an unchecked checkbox for 'symplr Get Connected Prospects Database' and a summary table:

1-year Prime Membership	\$399.00
Total Tax	\$32.92
<hr/>	
	\$431.92

At the bottom, a disclaimer states: 'By clicking Create My Account, you authorize symplr to charge your annual subscription fee plus applicable taxes until canceled and agree to the symplr [terms and conditions](#), [authorization](#), and [privacy policy](#).' Navigation buttons include '< Back to Account Information' and a green 'Create My Account >' button.

GET CONNECTED – PROSPECTS DATABASE

- Hover over the Question Mark, then click **View** to view a short video about our **Prospects Database**.



REGISTRATION COMPLETE!

- Congratulations, you are now registered with symplr!
- Log into your new account to complete the credentialing process.



✉ support@symplr.com
☎ (866)373-9725
💬 [Chat Now](#)



Welcome to symplr Credentialing

*Are you a vendor rep and need a login?
Looking for the Exclusion Screening (GWL) login?*

Login

Username

Password

[Forgot Userid / Password?](#)

[Login](#)

To ensure email delivery, please [whitelist](#) symplr.com. If you do not receive your email, please be sure to check both your inbox, SPAM and junk folders for a message from noreply@symplr.com.



THANK YOU

- Call: 281-863-9500, Option 1
 - Toll Free at 866-373-9725, Option 1
- Online Live Chat A black rectangular button with the text "LIVE CHAT" in white, uppercase letters, and a small blue and green speech bubble icon to the right.
- Email: support@symplr.com



symplr Access Levels

The levels are affordably priced and easy to understand. Simply select the level that fits the type of facility access you need.

ALL ACCESS

If you provide support to clinical staff within a facility and need access to patient care and procedure areas like the OR and Cath Lab, then choose this level.

PATIENT CARE ACCESS

If you engage with facility staff in patient care areas or have access to Protected Health Information (PHI) then choose this level. This level **does not** provide access to procedure areas such as the OR or Cath Lab.

ADMINISTRATIVE ACCESS

If you need access to back office or administration areas but not patient care or procedure areas and you won't be accessing PHI, then choose this access level.

PROVIDER ACCESS

If you only need access to physician offices and **don't need to access** any other areas of a facility, then choose this level.

Not sure where you fit?
Call us and we'll walk you through it.

“Community is not usually the word that comes to mind when you think credentialing, but [symplr] is different. My vendor manager is part of the team!”

—Michael M., Welmed Inc.



**BE
INFORMED**



**STAY
COMPLIANT**

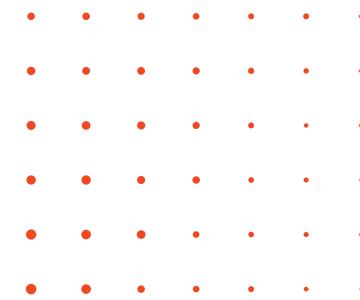


**MANAGE YOUR
ACCOUNT**

HAVE QUESTIONS? NEED HELP?

You should call us more, we want to hear from you!

(866) 373-9725
support @ symplr.com
chat at symplr.com

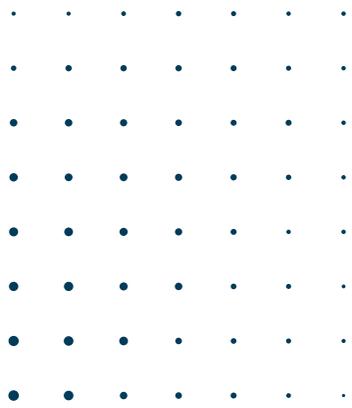


VENDOR REPRESENTATIVE GUIDE



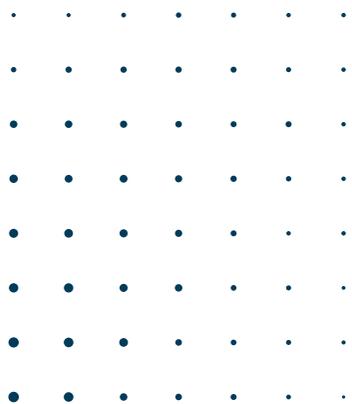
Use this guide to learn more about registration and account benefits with symplr.





SAFETY. COMPLIANCE. SECURITY.

These are just a few of the reasons why **this facility has partnered with symplr** to provide vendor credentialing.



Credentials managed by symplr



BACKGROUND CHECK

Your account includes an annual background check - at no additional cost.

EXCLUSION SCREENING

Monthly checks against all available Federal and State exclusion lists.

IMMUNIZATIONS

Including Tuberculosis, Influenza, Hepatitis B, and more - with automated expiration alerts.

HOSPITAL POLICIES

Review and e-sign any required hospital policies and documents.

FREE COMPANY CREDENTIALING

Your account includes compliance credentialing for your company at no extra cost.

Get started with symplr by creating your account

3 Easy Steps

1. REGISTER

Visit symplr.com

2. CHOOSE

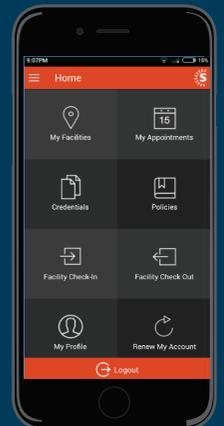
Select a level of access and subscription plan

3. SUBMIT

Provide your contact details and payment information.

Get the Free Mobile App!

Full account functionality with convenient on-the-go access from your mobile device.



Get in, get verified, and go!

What is symplrPass?

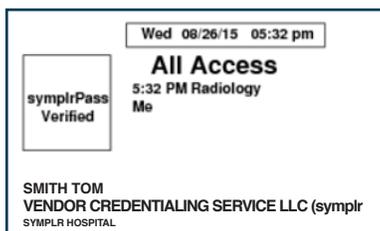
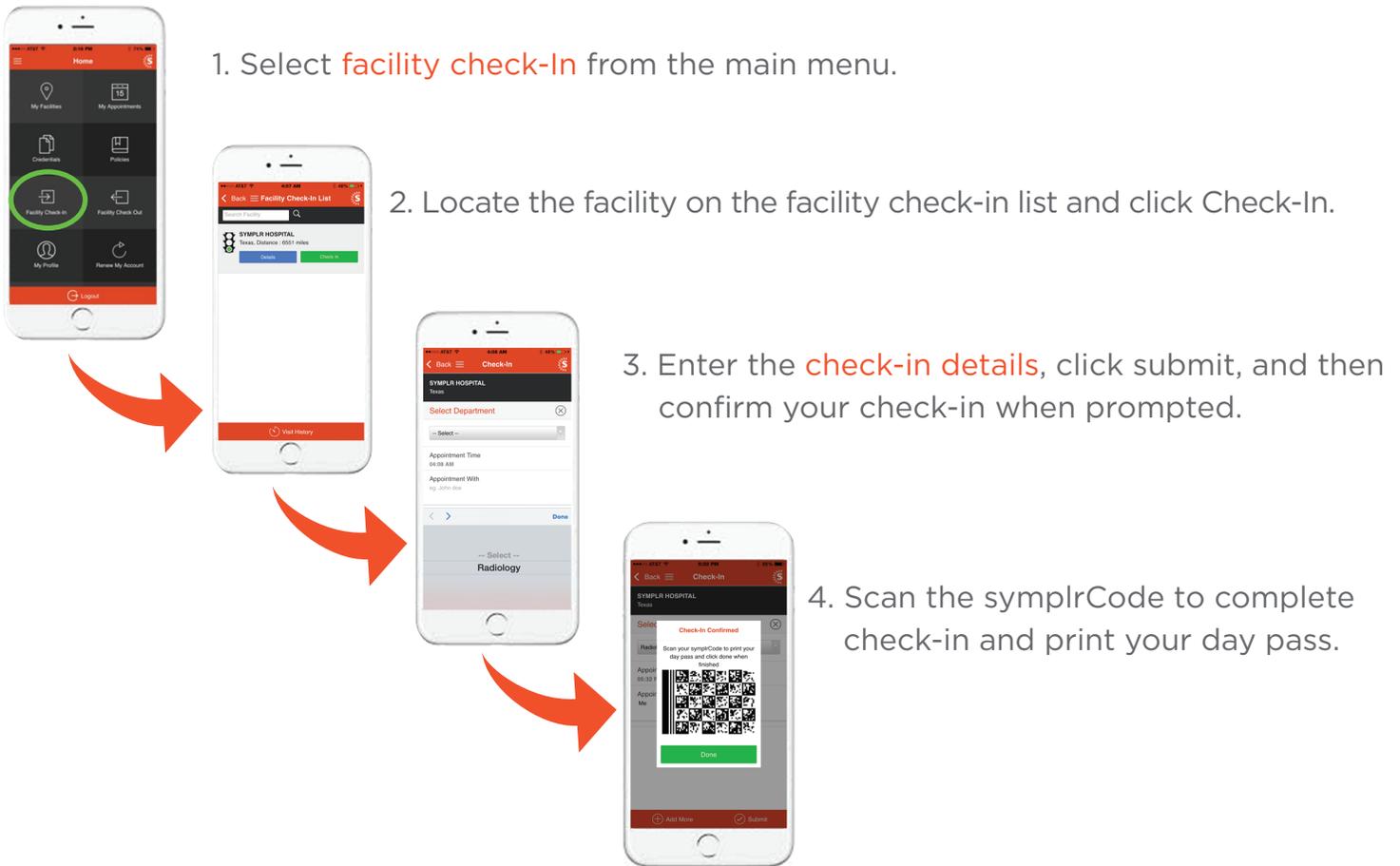
A new easy way to check-in using scan-and-go technology with a smartphone application to simplify and reduce the time it takes to get checked in.

Who can check-in with symplrPass?

Anyone credentialed for access to this facility that has the symplr mobile app can check-in with symplrPass.

How do you check-in?

Start by opening the symplr mobile app...



Wear your day pass for the duration of your visit.



Before you go

Remember to check out when you're ready to leave.

Not ready to use symplrPass? No problem!

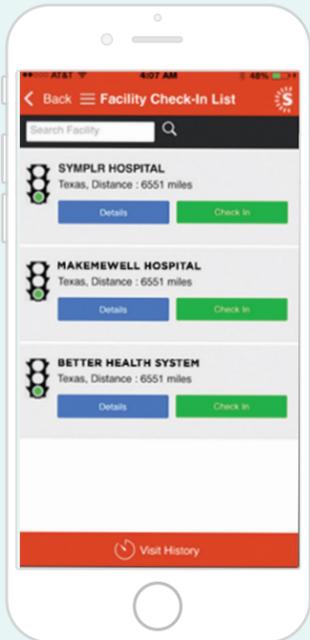
Follow standard facility check-in procedures or contact the administrator for assistance.

symplrPass

Get in, get verified, and go.

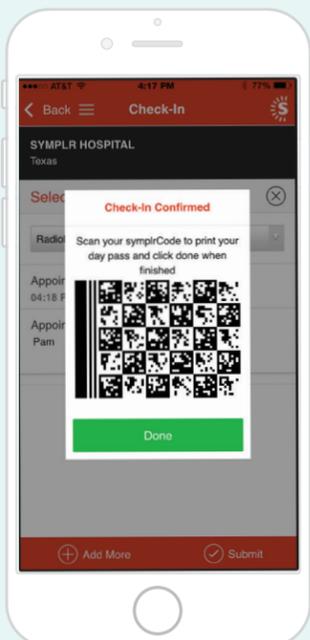
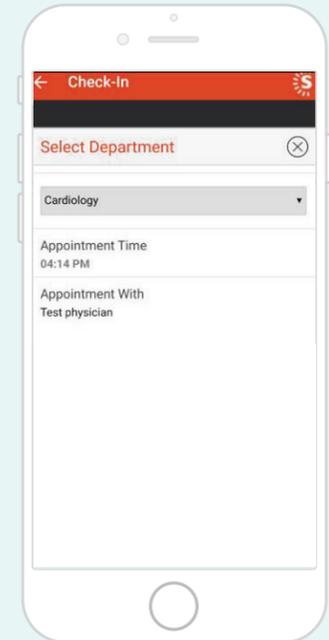
Login to your symplr mobile app to add your facilities, update your credentials and/or sign policies prior to coming on site, and manage appointments.

Don't have our mobile app?
Get it now, available for your
Apple or Android device.



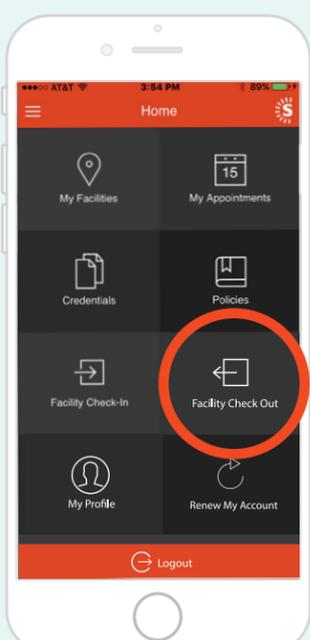
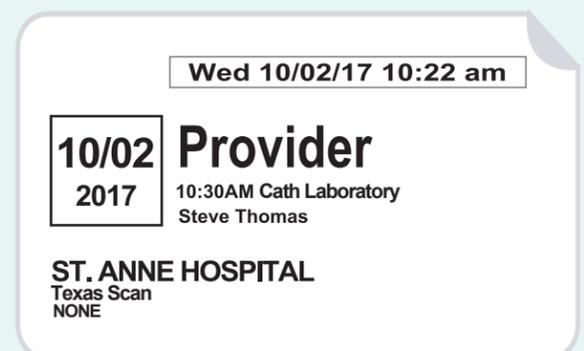
1 Click Facility Check-In and select the green 'check in' for the facility you wish to check into.

2 Complete Check-in by selecting the department, time, and entering appointment details. Click Submit.



3 Scan the symplrCode to complete check-in and print your day pass.

4 Wear your day pass at all times and don't forget to check out before you leave!



5 Click Facility Check-out via the app



Have questions? Contact Us:
866-373-9725, Option 1
support@symplr.com