Confirmation Reports Portal User Guide

For use with the Confirmation Reports Portal
# Table of Contents

Super User Setup ................................................................................................................ 3  
General User Setup ............................................................................................................ 5  
Viewing Reports ................................................................................................................... 7  
Searching Reports .............................................................................................................. 8  
Resetting Password ........................................................................................................... 9  
Contact Information .......................................................................................................... 12
SUPER USER SETUP:
The link will take you to this page:

If the provider has already registered, they can just login. If they need to register, they should click on the “Registration” button in the bottom right hand of the login box.
This is the Registration screen:
Enter street address (billing address), tax ID & NPI for your provider. Enter e-mail address, user ID & password for yourself (Password must be 8 characters, Combination of Uppercase, Lowercase and Numbers - No Special Characters), the super user:
Upon successful registration of the super user, you will automatically be redirected back to the login screen:

Enter the user id and password you have just setup for yourself, the super user. This is the screen you will see logging in (both for super users and general users):

**GENERAL USER SETUP:**
Bring your mouse up to “Account Management”, a drop down will appear saying “Users,” click on users:

Upon clicking “Users,” you will see this screen where a list of your users already exists:

Click “Add User…”

Fill out the information for the each general user you are setting up and click submit:
VIEWING REPORTS:

The link will take you to the login page:

Enter your user ID and login. For super users, it’s whatever you assigned to yourself. For general users, you should have been assigned a login and password by Your super user. *(Password must be 8 characters, Combination of Uppercase, Lowercase and Numbers - No Special Characters)*

Upon login, you will see this screen:
Click on Confirmation Reports:

You will see all your confirmation reports on the front page.

If you need to see reports from earlier, please use the search function at the top of the page:
RESETTING PASSWORD:

Click on Retrieve Lost Password

Enter username and email address.
Click on Request Password
Password was sent via email. Please check junk mail if email is not in your Inbox.

Email you should receive from SDS support

A password is required for your account to be enabled. Next time you log in, you will be prompted to change your password.

Password: M32TXMH

Please contact Smart Data Solutions at sdsupport@smartdata.com if you have any issues with your login.

SDS Support Team
Enter your username and password that you received from the email. Click Login.

Enter the password you received in the email and create a new password please make sure you DO NOT use any special/symbol characters. Click Change Password.
Enter username and your NEWLY created password
Click Log in

CONTACT INFORMATION:
If you have any questions, please contact your provider services representative.