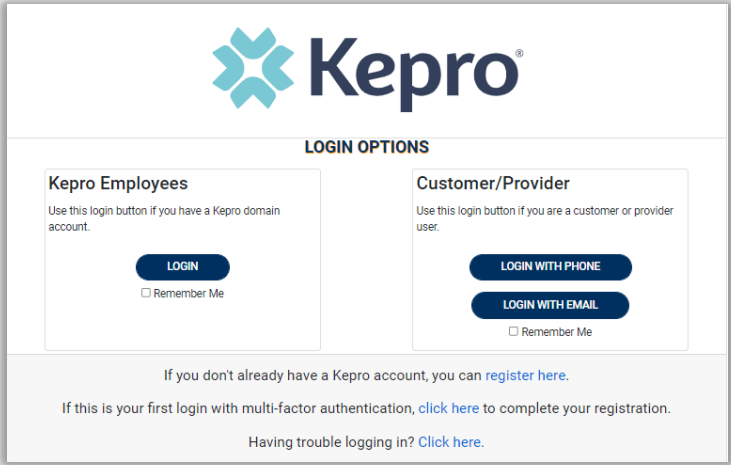
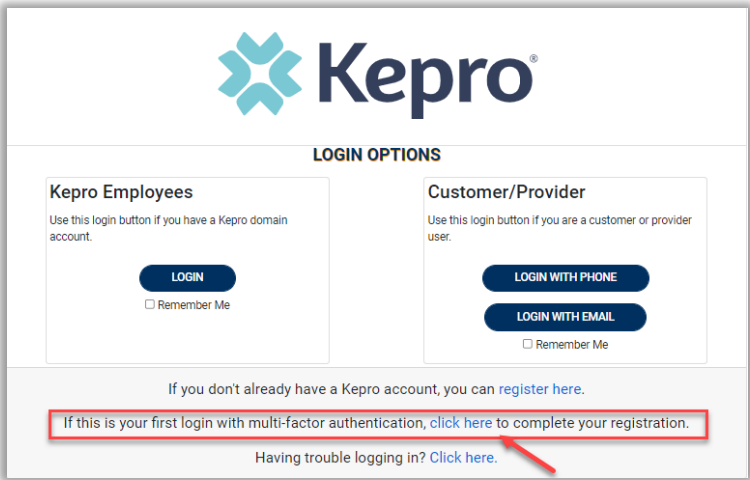
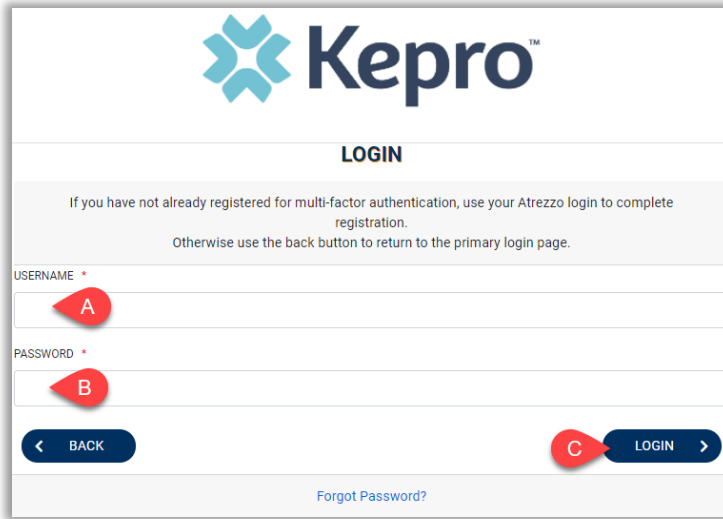


Job Aid Title: Atrezzo MFA Process for Existing Users	Job Aid Number: ANGJA.025
Date Published: 03/25/2022	Approved by: Daniyel Bezaury
References: Atrezzo User Manual, Atrezzo Multi-Factor Authentication User Manual	
Purpose: the purpose of this job aid is to provide step-by-step instruction on how to complete multi-factor registration for existing users of Atrezzo.	

Procedure:

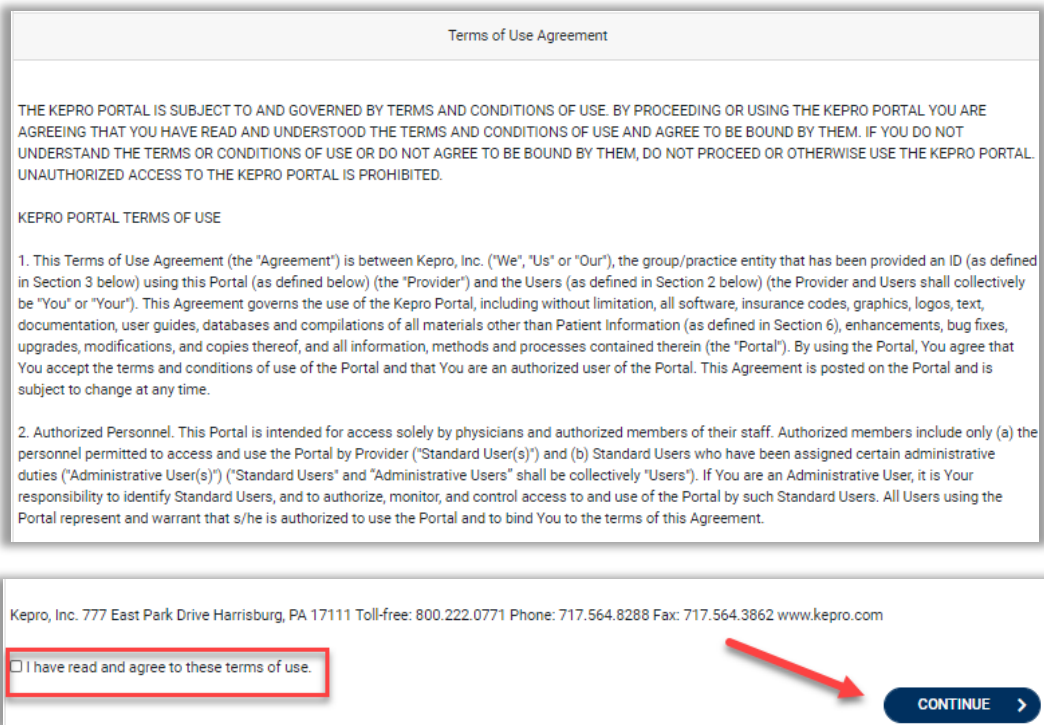
First ANG Login	
<p>Enter ANG URL into web browser</p> <p>NOTE: Must use Google Chrome or Microsoft Edge (Chrome is preferred).</p>	
<p>The first login will require MFA Verification. Click the link in the center of the page for if this is your first login with multi-factor authentication, click here to complete your registration.</p>	

Enter Atrezzo username and password, click **LOGIN**.



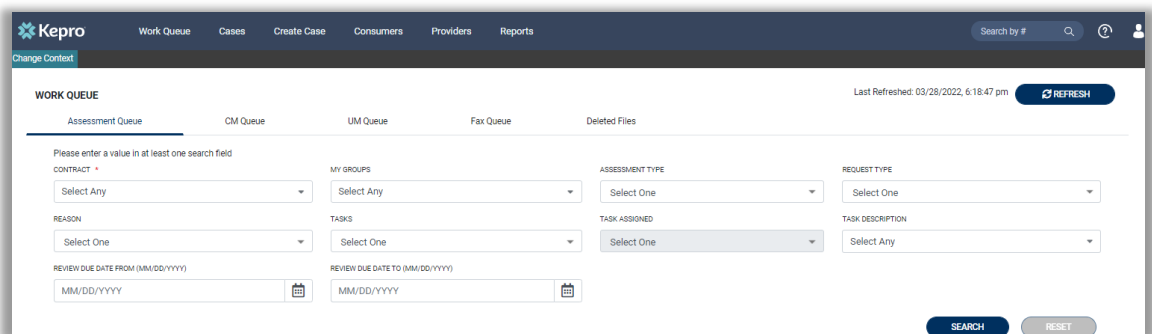
The image shows the Kepro LOGIN page. At the top is the Kepro logo. Below it is the heading "LOGIN". A message states: "If you have not already registered for multi-factor authentication, use your Atrezzo login to complete registration. Otherwise use the back button to return to the primary login page." There are two input fields: "USERNAME" with a red callout 'A' pointing to the field, and "PASSWORD" with a red callout 'B' pointing to the field. Below the fields are two buttons: "BACK" with a left arrow and "LOGIN" with a right arrow, with a red callout 'C' pointing to the "LOGIN" button. At the bottom, there is a link for "Forgot Password?".

The **Terms of Use** will display, check the box at the bottom to agree to Terms of Use, then click **Continue**



The image shows the "Terms of Use Agreement" page. The title is "Terms of Use Agreement". The main text reads: "THE KEPRO PORTAL IS SUBJECT TO AND GOVERNED BY TERMS AND CONDITIONS OF USE. BY PROCEEDING OR USING THE KEPRO PORTAL YOU ARE AGREEING THAT YOU HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF USE AND AGREE TO BE BOUND BY THEM. IF YOU DO NOT UNDERSTAND THE TERMS OR CONDITIONS OF USE OR DO NOT AGREE TO BE BOUND BY THEM, DO NOT PROCEED OR OTHERWISE USE THE KEPRO PORTAL. UNAUTHORIZED ACCESS TO THE KEPRO PORTAL IS PROHIBITED." Below this is the heading "KEPRO PORTAL TERMS OF USE" followed by two numbered sections of text. At the bottom, there is contact information for Kepro, Inc. and a checkbox labeled "I have read and agree to these terms of use." with a red box around it. A red arrow points from the checkbox to a "CONTINUE" button on the right.

The page will refresh, and Home Screen Work Queue will display.

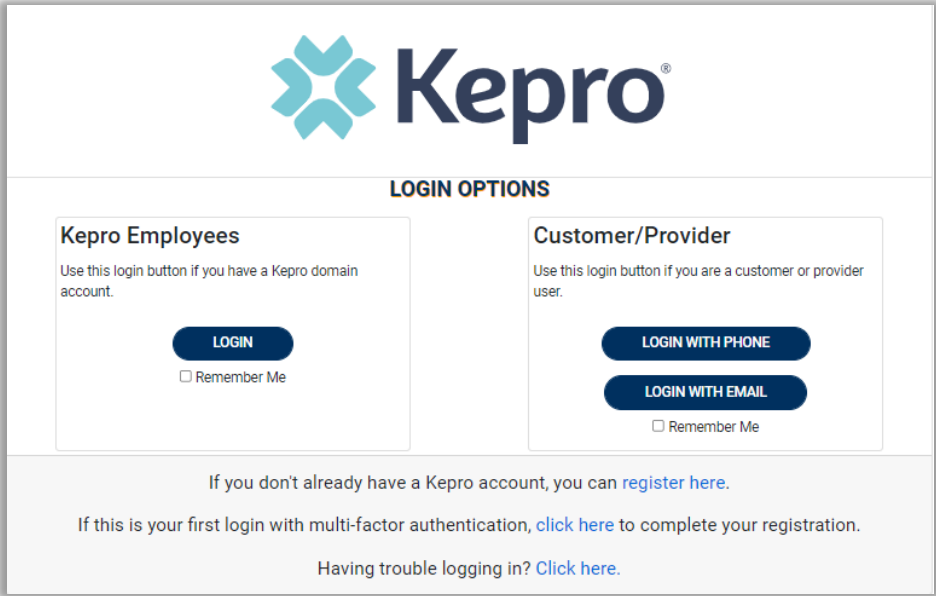


The image shows the Kepro Work Queue screen. The top navigation bar includes "Kepro", "Work Queue", "Cases", "Create Case", "Consumers", "Providers", and "Reports". There is a search bar and a "REFRESH" button. The main content area is titled "WORK QUEUE" and has tabs for "Assessment Queue", "CM Queue", "UM Queue", "Fax Queue", and "Deleted Files". Below the tabs, there are several filter sections: "CONTRACT" with a dropdown, "MY GROUPS" with a dropdown, "ASSESSMENT TYPE" with a dropdown, and "REQUEST TYPE" with a dropdown. There are also "REASON" and "TASKS" dropdowns, and "REVIEW DUE DATE FROM" and "REVIEW DUE DATE TO" date pickers. At the bottom right, there are "SEARCH" and "RESET" buttons.

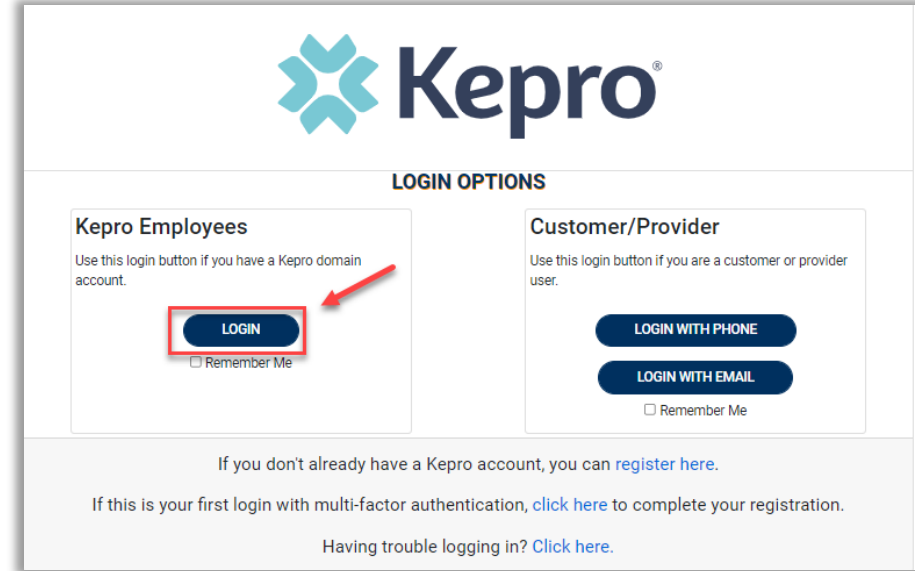
Subsequent ANG Login

Enter **ANG URL** into web browser

NOTE: Must use Google Chrome or Microsoft Edge (Chrome is preferred).



Click **LOGIN**



The page will refresh, and the Home Screen Work Queue will display.

