How to See Your Status for Facilities

January 9, 2015
Step 1

- Go to our website www.symplr.com
Step 2

- Select the “Login” button

- Select the “Login” button under the credentialing
Step 3

- Enter your Username and Password
- Select “Login”
Step 4

- Select “Account Set Up”
- Select “Mock Sign In”
Step 5

- Look over your mock sign in screen to see what your status is.
- Green Light - Everything in your account is good.
- Yellow Light - Something is about to expire.
- Red Light - Not Compliant
Step 6

- If you are Yellow or Red Lighted just select "Mock Sign In"
- You will be told why you are Yellow or Red Lighted

Mock Sign In

Welcome to the Mock Sign In area! You selected these hospitals below as part of your territory. Want to see what the hospital will see if you were to sign in now? Click on “MOCK SIGN IN” beside each hospital to see if you would be cleared for your appointment or case.

<table>
<thead>
<tr>
<th>Supplier Credentials</th>
<th>View</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDA Registration</td>
<td>View</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>AATB Accreditation</td>
<td>View</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>The Methodist Hospital System Insurance</td>
<td>View</td>
<td>Jan 14, 2015</td>
</tr>
<tr>
<td>Requirements</td>
<td>View</td>
<td>Expires Soon!</td>
</tr>
<tr>
<td>Govt Watch List</td>
<td>View</td>
<td>Jan 13, 2016</td>
</tr>
</tbody>
</table>
To Update Any Documents

- Go to “Account Set Up”
- Select “Credentials and Policies”
- During this process if you have any problems please contact us at:
  - Phone: 281-863-9500 or Toll Free 866-373-9725, option 1
  - Online Chat
  - Email: support@symplr.com