Step 1

- Go to our website www.symplrl.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”
- Then “Select Territory”
Step 5

• Select the State
Step 6

- When you scroll down, under the map you will see the facilities listed in that state
- Select the facility by Name
- Follow these steps for all the facilities you are needing to select

### Your Territory

<table>
<thead>
<tr>
<th>Healthcare Facility</th>
<th>City</th>
<th>State</th>
<th>Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMO HOSPITAL (DO NOT SELECT)</td>
<td>111</td>
<td>Hawaii</td>
<td>INFO</td>
</tr>
<tr>
<td>DEMO HOSPITAL (NOT A REAL HOSPITAL)</td>
<td>Some City</td>
<td>Hawaii</td>
<td>INFO</td>
</tr>
<tr>
<td>TRIPLER ARMY MEDICAL CENTER: HONOLULU, HI</td>
<td>Honolulu</td>
<td>Hawaii</td>
<td>INFO</td>
</tr>
</tbody>
</table>
Step 7

- Once you have added your facilities you will select “Update Territory”

Check or uncheck states and hospitals and then click [UPDATE TERRITORY]

Your Territory

- State: Hawaii

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Selecting Territory Complete

- You will follow this process for every facility that needs to be added.
- 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@sympllr.com