

Request Login Process

In order for a facility manager or other representative of an Organization to gain access to the FloridaHMIS.org website, they will need a unique login profile. The Master Account and Password of an Organization are used to create a new Login Profile or add an Organization to their existing profile. The Master Account and Password are **NOT** used as login information (username and password).

The Master Account and Password will normally be delivered in a letter addressed to the Organization. In the event that the Organization employs a consultant to handle Tier II Reporting, it will be the Organization's responsibility to forward the necessary information to that representative.

The Master Account and Password are a way of associating a Login Profile with an Organization. A single Login Profile can be associated to multiple Organizations.

Once a representative of an Organization has used the Master Account and Password to create a new login, that representative will have full access to **all** facilities owned by that Organization. The Organization can distribute the master account and password to any individual they wish to give access to facilities owned by that Organization. The Organization should establish proper procedures for handling which representatives control or maintain which facilities within the system.

To create a new login profile Click Request Login.

Enter the Master Account and Master Password for the Organization. If there are problems with the Master Account, please contact HMIS Staff for assistance. Once the Master Account and Password are properly entered, the user must create a unique Login Profile.

This is a personal profile. If more members of the Organization need access to the system, then they should follow these same steps to create a new Login Profile. When all required fields are completed Click Submit. The user will be directed back to the Login screen and must enter the user name and password of the Login Profile that was just created to sign in.

Add Organization to Existing Login Profile

To add an Organization to an existing Login Profile the facility manager or other representative of an Organization must login to the FloridaHMIS.org website.

Click on List My Login Profile.

Click the Associate Profile using Organization Master Account Icon .

The facility manager or representative of an Organization must enter the Master Account and Password information and click Submit to add an Organization to their existing Login Profile.