

Maximus provides this user guide as an overview of system operations. Maximus will always support the current and most recent versions of Google Chrome or Microsoft Edge. Maximus recommends Adobe Reader 10 or later.

Ensure that your firewall does not block our URL.

**To maintain proprietary content protection, this user guide does not capture all system fields.**  
All information appearing in this guide does not represent true and actual individuals.

### Add User

Only Access Coordinators can add users to the system. Contact your primary Access Coordinator to gain system access.

**STEP 1:**

Click the settings icon



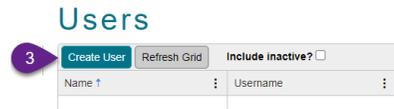
**STEP 2:**

Click **Manage Users** to open the User List page.

The User List shows every user affiliated with your facility/agency. Confirm the person's name is not in the user list.

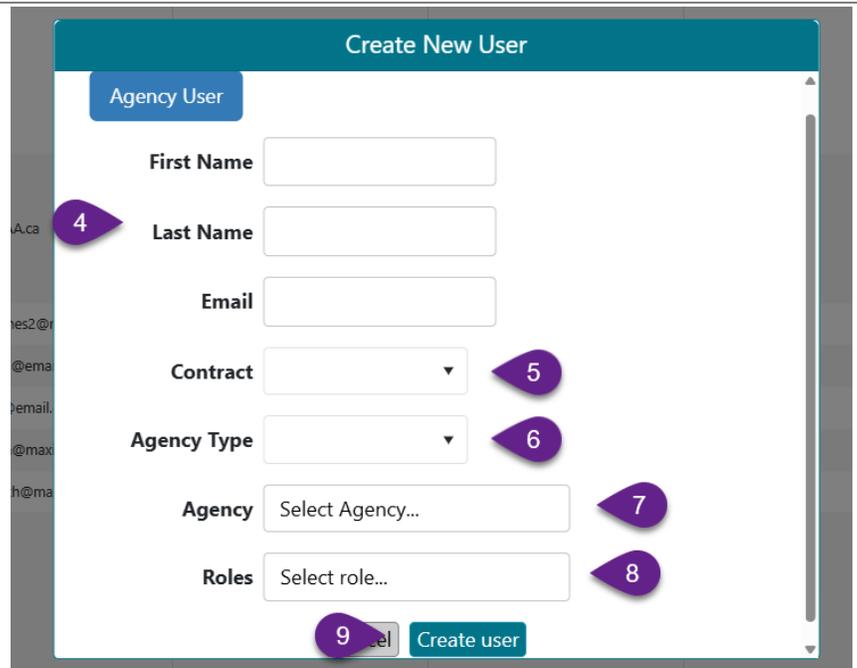
**STEP 3:**

Click **Create User** to open the user application form.



**STEP 4:**

Enter the **person's information**. Ensure the email address is an agency sponsored email unique to the person.



**STEP 5:**

Select your **Contract** from the dropdown menu

**STEP 6:**

Select your **Agency Type**:

- **Area Agency on Aging (AAA/ADRC/ICM, CMA)** = organizations that contract with states to provide health services to beneficiaries
- **Managed Care Plan (MCE/MCO)** = organizations that contract with states to provide health services to beneficiaries

**STEP 7:**

Select your **Agency name** from the provided options.

**STEP 8:**

Select the new user's role:

- Coordinator (non-clinical user)
- Reviewer (clinical user)

**STEP 9:**

Click **Create user** to generate the user profile. This will send a link to the email you entered in the profile to validate the account and prompt the new user to create a password.

*If the emailed link expires before password creation, the system user can go to [assessmentpro.com](https://assessmentpro.com) and click the forgot password link to generate a new email.*