3M™ Health Information Systems (HIS) Dashboards
Step-by-Step User Guide to Accessing Your Dashboards

Step 1: Fill out the attached form completely to receive your sign-on credentials.

Section I: Date of request: Enter today's date so we can ensure you receive your credentials in a timely manner.

Section II: Tell us which kind of user you are. Are you a **new user** or an **existing user** who needs to update your information? Please check the box that applies. Check "Existing user requesting deletion" if you no longer require dashboards, and the Select Health approver will advise the partner account administrator to discontinue your access. (Note: If leaving/terminating employment, please notify Select Health, or have your employer notify us to terminate your account.)

Section III: Your information: Fill in this information completely. As the requester or user, you will be the person given access to the dashboards, and **you are required** to include your signature with the information you provide in this section.

Your email address will be your user ID. To help ensure that we are continuing to protect our members' information, Select Health is unable to approve access requests for users with publicly available email addresses (e.g., Gmail, Yahoo, Comcast, etc.). Email addresses must be controlled by the group, practice, or hospital provider.

Section IV: Approver information: A credentialed network provider from your office or facility will need to approve the users in your office or facility by providing his or her signature in this section. This information is required to ensure that protected health information (PHI) is protected. **Your form will be returned to you if this section is left empty**.

Section V: Provide your group/hospital group ID: This information is required to ensure that no PHI-related information is disclosed to unauthorized user(s). **For TAX ID level access, please use ONLY the section for TAX ID information. For GROUP level access only, please provide information in the chart: Group name, group ID, TAX ID** to be assigned to your email. (Please ensure that your GROUP ID and/or TAX ID(s) are accurate. **Your form will be returned to you if this information is incorrect. Note: Your Account Executive can assist you with this information.**

Section VI: The dashboard(s) you want to see: Please choose the Select Health dashboard you would like to see. If you have questions regarding which dashboards are available for your plan, contact your account executive.

Section VII: Under which role are you requesting access? Integrated delivery system (IDS) or physician group? Please check the box that applies.

Section VIII: For Single sign-on so that you may access your dashboards from NaviNet, please provide your NaviNet User ID.

Section IX: Select Health user access approver: This will be completed by the Select Health associate who is responsible for approving your user request.

Step 2: Send us your completed form.

After you complete this form, sign, scan and return via email to the person below:

_____ at _____
　　　　　　Name　　　　　　　　　　　　　　　　　Email

Please use the subject line "3M Dashboard."

Select Health
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Step 3: Look for the 3M HIS request confirmation with sign-up information in your email.

You will receive a service notification email from **noreply@3Mhis.com** entitled "PM Portal Registration Confirmation" and a separate email with your temporary password.

You will then need to create a new password.

Step 4: Complete the sign-up process to access your dashboards.

You must have Internet Explorer 11 or above or the two most recent major releases of Chrome or Firefox to access 3M HIS.

Please contact 3M HIS Support at **3MAcctMgmt@mmm.com** or call **1-800-435-7776**, and select option **7** to discuss upgrading Internet Explorer or for other browser options.

When you've created a new password, click on the link in the email or go to the secure provider portal at **https://pmportal.3mhis.com** to sign in on the login page.

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