

# Treo Solutions 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.

**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). In the space provided, please add any additional groups to be assigned to your email. Please ensure that your group ID(s) are accurate.

**Section VI: The dashboard(s) you want to see:** Please choose the Select Health HEDIS Dashboard or write in the name of the 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: 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 email or fax this form to the person below:**

Please email this completed form to \_\_\_\_\_ at \_\_\_\_\_

Name

Email

or fax it to \_\_\_\_\_ .

Fax number

Please use the subject line "Dashboard."



**Step 3: Look for the Treo Solutions request confirmation with sign-up information in your email.**

You will receive a service notification email from Treo Solutions entitled “Your Treo Services 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 8 or above to access Treo Solutions.**

Please note that as of December 31, 2014, 3M HIS Treo Division no longer supports Internet Explorer version 7 or earlier. Please contact Treo Support at [treoacctmgmt@mmm.com](mailto:treoacctmgmt@mmm.com) or **1-800-455-7338** 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://www.treoservices.net/portal/login.aspx> to sign in on the login page.

