Agency for Health Care Administration

AHCA Incident Reporting System (AIRS)

Portal Registration 2017

AHCA User Registration Guide:

Access to AIRS Online through the AHCA Single Sign on Web Portal

Contents

Portal Registration Overview

The AHCA Incident Reporting System (AIRS) online website is maintained by the Agency for Health Care Administration (AHCA) and available through the AHCA web portal (Portal). If you are not enrolled on the Portal, you will need to create a Portal account before requesting access to AIRS Online and submitting a user agreement. The user agreement for new accounts must be received and approved by Agency staff before accessing the site.

The link to the Portal is: https://apps.ahca.myflorida.com/SingleSignOnPortal. Once access is granted users may submit adverse incident reports via the AIRS system.

Provider New User Registration

Select **New User Registration** from the Portal Login page (https://apps.ahca.myflorida.com/SingleSignOnPortal). ********If you have an existing account please skip to page 6 to request access as an Agency for Health Care Administration provider.********

AHCA Portal - Login

This Portal Login page will allow an authorized user access to external systems maintained by the Agency for Health Care Administration (AHCA) for the purpose of viewing and maintaining information.

AHCA Portal Login

User ID:

Password:

[Log In]

Forgot Your Password ?

Reset Password Instructions

New User Registration

After reading the authorization statement, check the confirmation box and select **continue**.

AHCA Portal - Authorization

Welcome to the Agency for Health Care Administration's Portal. To continue with your request please read the **Authorization** statement below. Mark the check box to agree and select "Continue".

Authorization: I understand by accessing this site I am consenting and agreeing to follow the Agency for Health Care Administration's policies regarding acceptable use, protection of information resources and confidential health care information. I understand by submitting information I affirm the information is true, correct, and can be relied upon pursuant to Florida Statute.

☐ I understand and agree with the Authorization statement.

[Continue]

Enter all required information as indicated by the red asterisk (*) and select '**Register'** to continue.

IMPORTANT – Please note the following items:
- Each user must create their individual account. There is NO LIMIT on the number of users per hospital.
  - User names and passwords **CANNOT** be shared with other users.
- Important notifications communication about your submission will be sent to the email address on file with the Portal. **Please ensure you enter a valid email address**.

AHCA Portal - Account Registration

User Information

* First Name:		* Last Name:	
Position Title:		* Telephone Number:	(__)___-___
* Email Address:			
* Verify Email Address:			
Employer's Company Name:			

Address Information

* Address Line1:		Address Line2:			
* City:		* State:	-- Select A State--	* Zip:	

Security Information

You must register a User Name and create a Password. You will need to use these each time you access the Portal. As the account owner, you are responsible for all information accessed.

* User Name:		
* Password:		(The password must be at least 7 characters and must contain at least one special character e.g., @,#)
* Enter Password Again:		
* Security Question:	-- Select a question --	
* Security Answer:		

Verification: For protection against spam, please type the letters, numbers and punctuation as seen in the box below. Please be sure to use proper case and spacing.

e/\burq   years

Type the text
Privacy & Terms   reCAPTCHA™

Register   Return to Login

Once your user account is successfully created, select '**Return to Login'** to request access to the AIRS Online submission website.

AHCA Portal - Account Registration

✓ User Account created successfully.

Return to Login

Enter the User ID and Password created in the previous steps. Select '**Log In'**.

From the drop down list select '**<u>AHCA Incident Reporting System</u>**'. Select '**<u>Request Program Access'</u>** to continue.

Add Provider

Select the appropriate Facility Type from the dropdown list in the section titled Provider/Facility Type.
Next **start typing the Facility Name** as it appears on your license in the section titled
Provider/Facility Name.
Select your facility from the list when it appears. **Select 'Add Provider/Facility'.**
> *Note the license number is displayed at the end of the name for identification.*

Review the requested Provider information to ensure you have selected the correct facility. If correct,
select "**Submit Request and Generate User Agreement**". If not, click 'Delete' and enter the
appropriate "Provider Name".

Print User Registration Agreement

The User Registration Agreement will display in a viewing window. To open a printable copy of the agreement, please select the link in the upper right corner. Please print and sign the user registration agreement. Once you have printed the user registration agreement, select 'Return to Portal Landing' in the upper left corner.

You must mail, email, or fax the agreement to the Agency for approval. Your request for access to AIRS Online website will be in **Pending status until staff receives and processes your user registration agreement**.

IMPORTANT – Please note that an <u>email</u> will be sent to the address on file once your request for access has been approved.

Add Additional Facilities

To add an additional facility after your initial registration please log in at https://apps.ahca.myflorida.com/SingleSignOnPortal.

Select the AIRS link.

This will bring you to the AIRS Program – Tasks – **Access page**.

Select **Add Additional Facilities** and follow the '*Add Provider'* instructions in this document.

Reprint User Registration Agreement

To reprint your user registration agreement after your initial registration please log in at https://apps.ahca.myflorida.com/SingleSignOnPortal.

Select the AIRS link.

This will bring you to the AIRS Program – Tasks – **Access page**.

Check the boxes for the agreements you wish to reprint and then select '**Reprint Registration Agreement'** and follow the 'Print User Registration Agreement' instructions in this document.

Manage Your Account

From the Portal Landing you may complete the following:

- Edit your user information (i.e. email address, phone number)
  - **It is very important that you maintain an up to date email address so that you will be able to reset your password if necessary and receive important notifications about background screening changes**

- Change your password, and

- Update your security question and password
  - Successfully answering your security question will be necessary if you ever need to reset your password