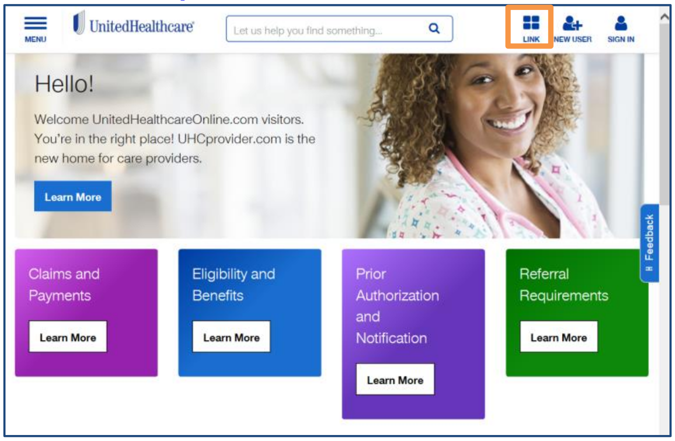
Link

Link Security
Roles
QUICK REFERENCE

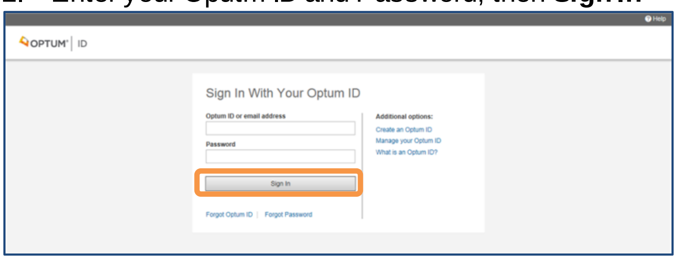
The Roles function allows administrators to give users access to only those website transactions/applications needed for their job. Select from pre-defined roles or create customized roles which can be set up once, then applied to many users.

Get Started

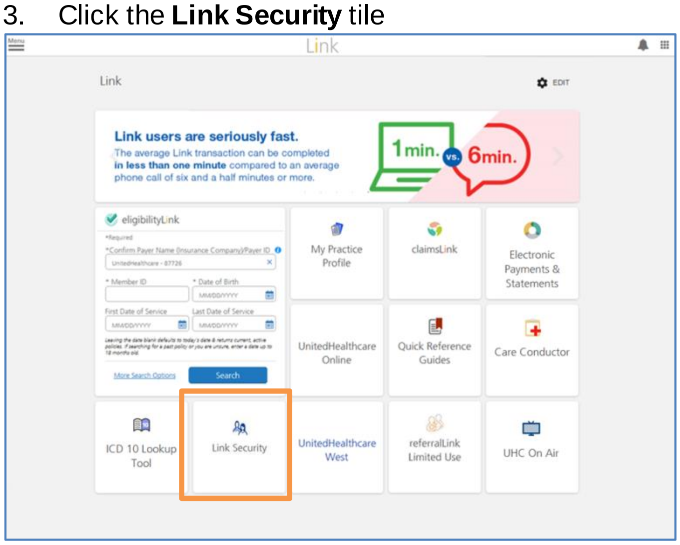
1. From UHCprovider.com, click **Link**



2. Enter your Oputm ID and Password, then **Sign In**



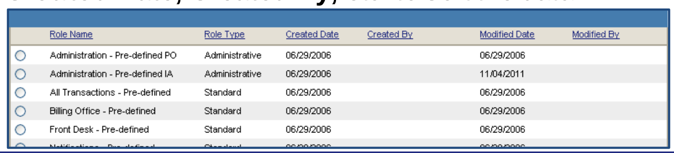
3. Click the **Link Security** tile



NOTE: This app is only available to Password Owners and ID Administrators.

Sorting Columns

Click the Column Headers **Role Name, Role Type, Created Date, Created By,** etc. to sort the data.



	Role Name	Role Type	Created Date	Created By	Modified Date	Modified By
○	Administration - Pre-defined PO	Administrative	06/29/2006		06/29/2006	
○	Administration - Pre-defined IA	Administrative	06/29/2006		11/04/2011	
○	All Transactions - Pre-defined	Standard	06/29/2006		06/29/2006	
○	Billing Office - Pre-defined	Standard	06/29/2006		06/29/2006	
○	Front Desk - Pre-defined	Standard	06/29/2006		06/29/2006	

Add Role

1. Select the **Add Role** button to create a role.
2. Select a **Role Name**.
3. Select **Role Type** and **Administrative Rights**, if applicable. Administrative roles can be given permissions to manage users, roles and access profiles. (**Note**: Only Password Owners can create and approve ID Administrators)
4. Select **Viewing Rights**.
5. Select **Submission/Updating Rights**.
6. Click the **Save Role** button to complete the role creation, or the **Cancel** button to start over.

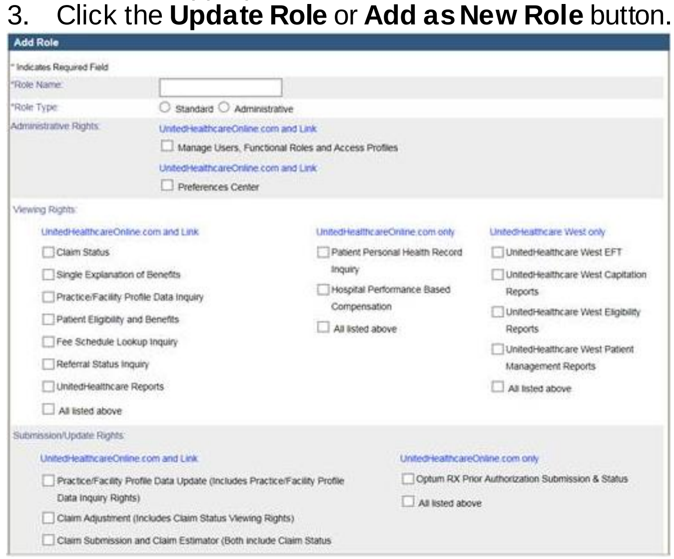
NOTE: Multiple users can be assigned the same role - select a name that is reflective of the transactions used.

View Role

1. Select the radio button for the role you want to view.
2. Click the **View Role** button.

Edit Role

1. Select the radio button next to the role you want to edit and click **Edit Role**.
2. Make the appropriate modifications
3. Click the **Update Role** or **Add as New Role** button.



Additional **Help Resources** are available at the **Link Resource Library** and **UHC on Air**