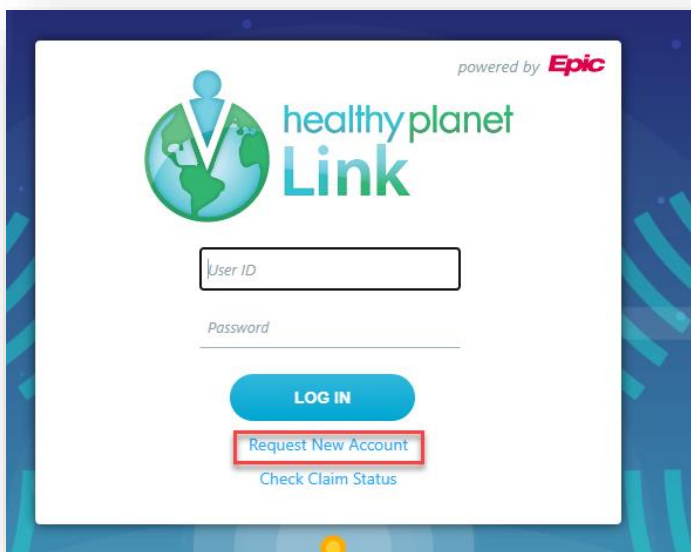


Sharp Link: New Site Request

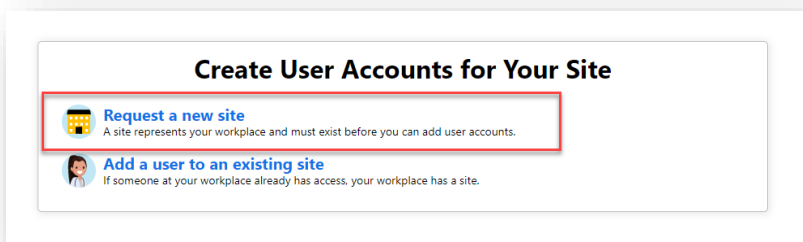
If you are new to Sharp Link and would like your site to be able to use Sharp Link, follow the steps below to request a new Site be added to Sharp Link. NOTE: You will be asked to add a user to your site.

Try It Out

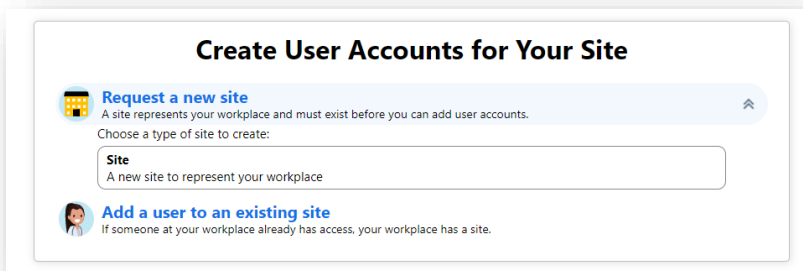
1. Launch link.sharp.com (This site will be available March 1st)
2. On the login screen, click Request New Account.





3. Click “Request a new site”.

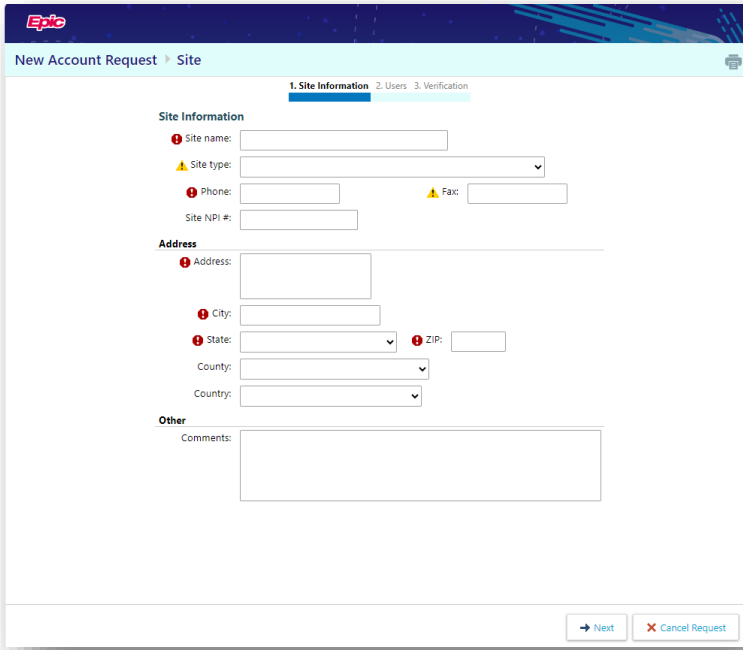


4. At the “Choose a type of site to create:” prompt, click Site.



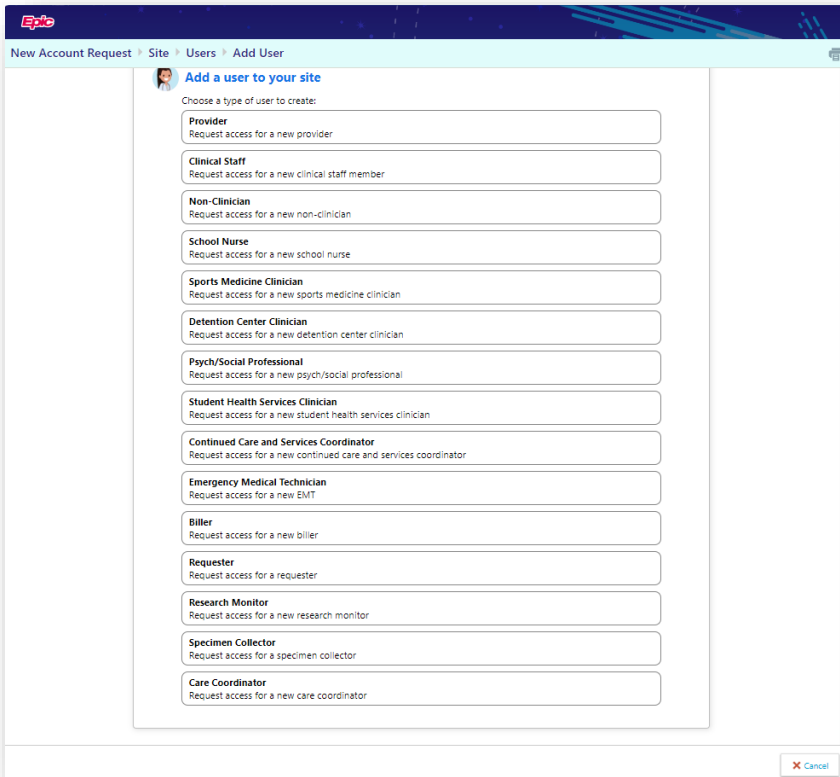
Continued on next page.

5. Complete the Site Information form ***  = required fields  = requested but not required fields.





The screenshot shows the 'New Account Request' form in the 'Site' tab. The form is divided into three sections: 'Site Information', 'Address', and 'Other'. The 'Site Information' section includes fields for Site name (required), Site type (requested), Phone (required), Fax (requested), and Site NPI #. The 'Address' section includes fields for Address (required), City, State (required), ZIP (required), County, and Country. The 'Other' section includes a 'Comments' text area. At the bottom right, there are 'Next' and 'Cancel Request' buttons.

6. Choose a user type.



The screenshot shows the 'Add User' form. It features a list of user types with a brief description for each. The user types are: Provider, Clinical Staff, Non-Clinician, School Nurse, Sports Medicine Clinician, Detention Center Clinician, Psych/Social Professional, Student Health Services Clinician, Continued Care and Services Coordinator, Emergency Medical Technician, Biller, Requester, Research Monitor, Specimen Collector, and Care Coordinator. A 'Cancel' button is located at the bottom right.

7. Complete the User Information form, then click Accept ***  = required fields  = requested but not required fields.

Continued on next page.

New Account Request > Site > Users > Add User > Provider

User Information

First name:

Middle name:

Last name:

Work email:

Basic Information

This provider doesn't need to log into this application. Add the provider to this site, but don't create a login account.

Work phone: User Fax:

User Address: [Copy site address](#)

Address:

City:

State: Zip:

Country:

Credentials

Non-U.S. credentials

NPI #: License #:

License state: Clinician title:

Specialty:

Associated Providers: List the providers this user works with

Provider name: [Add](#)

Other

Comments:

Site Administrator

A site administrator is the person responsible for maintaining a site's records. These responsibilities include verifying that user accounts are current, deactivating the accounts of users who are no longer active at the site, and submitting requests to activate new user accounts. Every site must have at least one administrator.

Make this user a site administrator

[Accept](#) [Cancel](#)

8. Add any additional users or edit/delete the user you just added. NOTE: You will be required to have one user designated as the administrator for your site. Click Verification.

New Account Request > Site > Users

1. Site Information 2. Users 3. Verification

Users

[Add](#) [Edit](#) [Delete](#)

Name	User Type	NPI	Email	Site Administrator
TEST, JOHN	Provider	1316097751	ARVINQUIROS@SHARP.COM	No

[Site Information](#) [Verification](#) [Cancel Request](#)

9. Complete Verification form, then click Submit Request.

Continued on next page.

Epic

New Account Request > Site > Users > Verification

1. Site Information 2. Users 3. Verification

Verification

Terms and Conditions:

SHARP LINK ACCESS AGREEMENT

THIS SHARP LINK ACCESS AGREEMENT ("Agreement") IS ENTERED INTO BY AND BETWEEN THE INDIVIDUAL OR ORGANIZATION IDENTIFIED IN [ORDERING DOC/SIGN UP DOCUMENT] ("Covered Partner") AND SHARP HEALTHCARE ("Sharp"), AND IS MADE EFFECTIVE AS OF THE DATE ON WHICH COVERED PARTNER HAS ACCEPTED THE TERMS

I agree to the Terms and Conditions above.

Verification:

I'm not a robot

Requested by:

Primary contact: TEST_JOHN - JOHN.TEST@SHARP.COM

The primary contact will be used for communication about this request. A verification email will be sent to this address when your request is submitted.

← Previous Submit Request Cancel Request

10. A Confirmation screen will display with next steps. Review confirmation and click OK.

SHARP **Epic**

New Account Request > Confirmation

Verify Your Email Address

Click the link sent to [REDACTED] with the subject **Verify Email Address**.

Having trouble?

- If you cannot find the email, try checking your spam folder or incoming email filters.
- Contact the help desk by calling 858-627-5000.

Reference #: 65203

Thank You for Submitting Your Account Request!

Please print this page as your account request confirmation. It can take up to five business days for our administrators to review your information. We may contact you if we have additional questions. In the event you still haven't heard from us, please do call us on one of the numbers listed below and have your Reference # ready.

What To Do Next?

Site Administrator Submission:

- Once the user for whom you requested access is provisioned, you will receive a pop-up upon your next login to the portal.
- Follow the prompts on screen and set an initial password for the newly provisioned user.
- Securely share the initial password and username with the user whose password you have just set and direct them to login to Sharp Link.
- Upon logging into the portal leveraging the credentials you provided, the new user will be prompted to set their permanent password.
- Congratulations! A new team member is now setup with access to Sharp Link.

User Self-Submission:

- Navigate to the inbox of the email you provided in your account request and locate the recent email with a subject of "Verify Email Address."
 - Note: The email will be from the sender "donotreply@alerts.sharp.com." If you are unable to locate the email, please check your spam folder prior to contacting the Technical Assistance Center (contact information below).
- Use the link contained within the email to verify your email address.
- Once your request is processed, you will receive another email at the address you verified in Step 2 containing instructions on how to finalize the setup of your account.
- Upon completing all the steps above, you are now setup with access to Sharp Link!

Additional Information

If you have questions, you may contact Technical Assistance Center at 858-627-5000.

Sincerely,

OK

Healthy Planet® Link, EpicCare® Link, and Tapestry® Link licensed from Epic Systems Corporation. © 1979-2023 Epic Systems Corporation. **PROOF OF CONCEPT ENV**

Continued on next page.

You Can Also...

- Inquire with your designated Site Administrator about requesting a new site to be added.