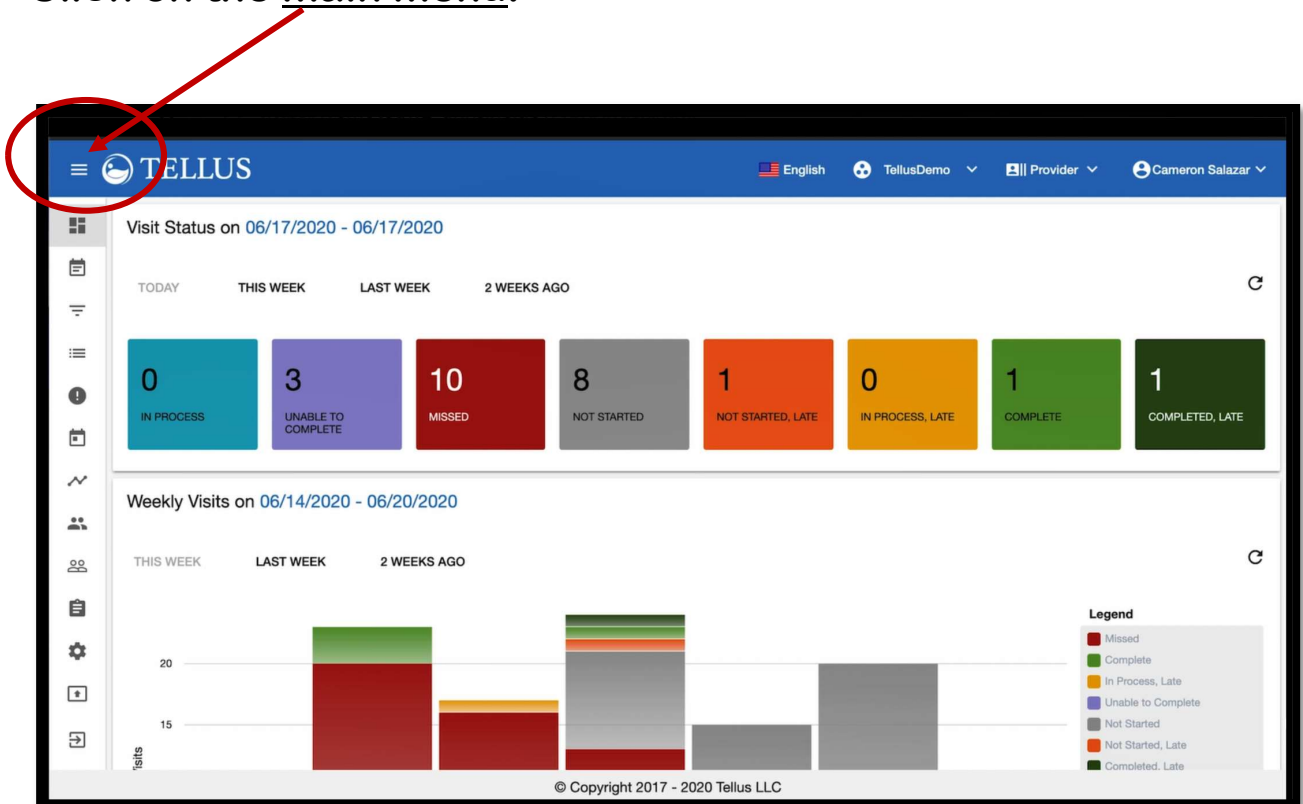# STEP BY STEP GUIDE TO
USER UPLOAD

Congratulations! You have received your Username and Password and now you are in the Tellus Admin Console!
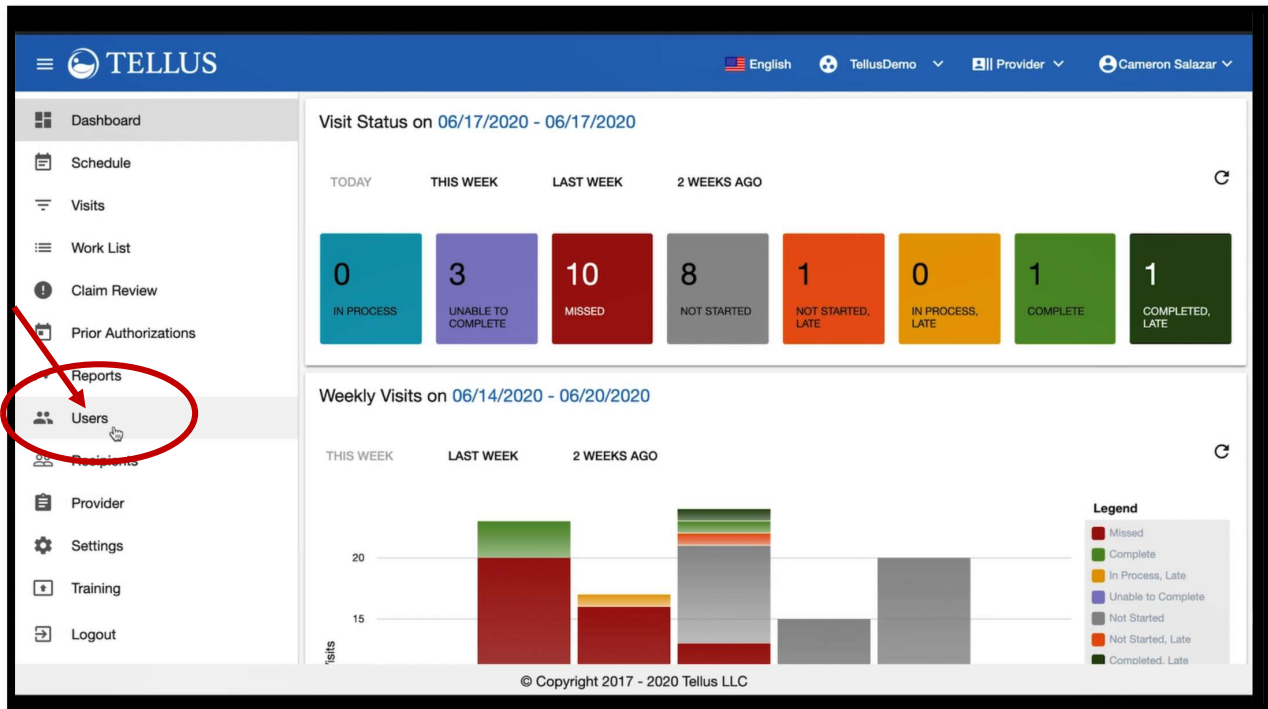
After you login to the Tellus Admin Console displayed below:

Locate the arrow that is pointed to the main menu.

Click on the <u>main menu</u>.
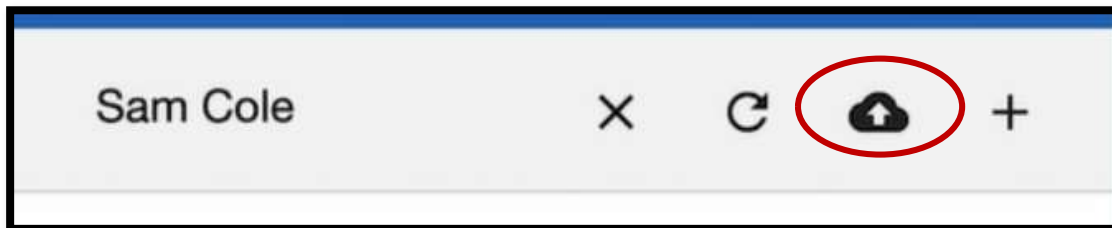
Locate the Users tab

It is highly recommended that you use the template upload!

==TEMPLATE UPLOAD==

You can upload using the template by clicking on the Cloud icon.

If you have many employees, simply click on the **Cloud** icon to batch invite your user. Click on the **Cloud** icon, and ==follow the template instruction.==

This is where you will see all your Users. If this is the first time you are using it, this page will be **EMPTY!**

MANUALLY UPLOADING A USER

If you wish to manually upload a user, here's the instruction below.

Locate the **+** icon to **manually** upload a user.

Click the main menu icon to shrink the side bar to see the data better.

Once you located the **+** icon, you are prompted by the system to enter an email or phone number of the user you want to invite. Tellus does that to ensure there is no duplication of data in their system. Enter the phone number or email then click **SEARCH.**
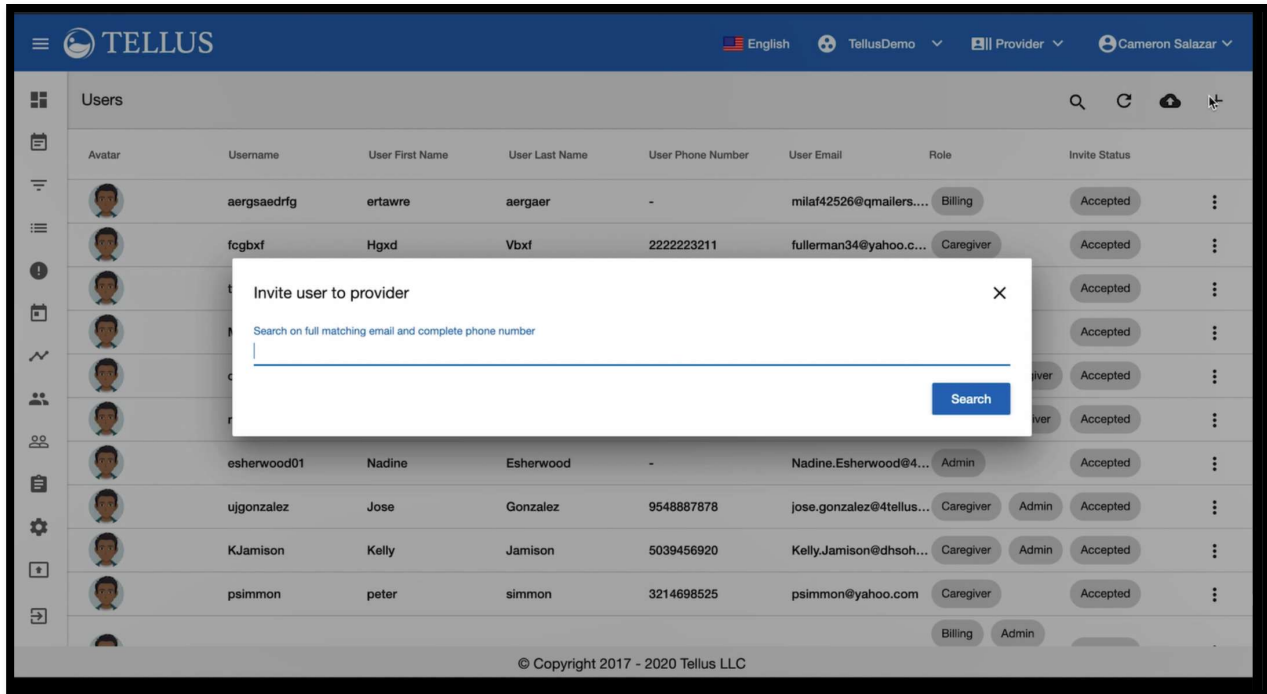
You will see a display on the Tellus screen with a message "No User can be found"
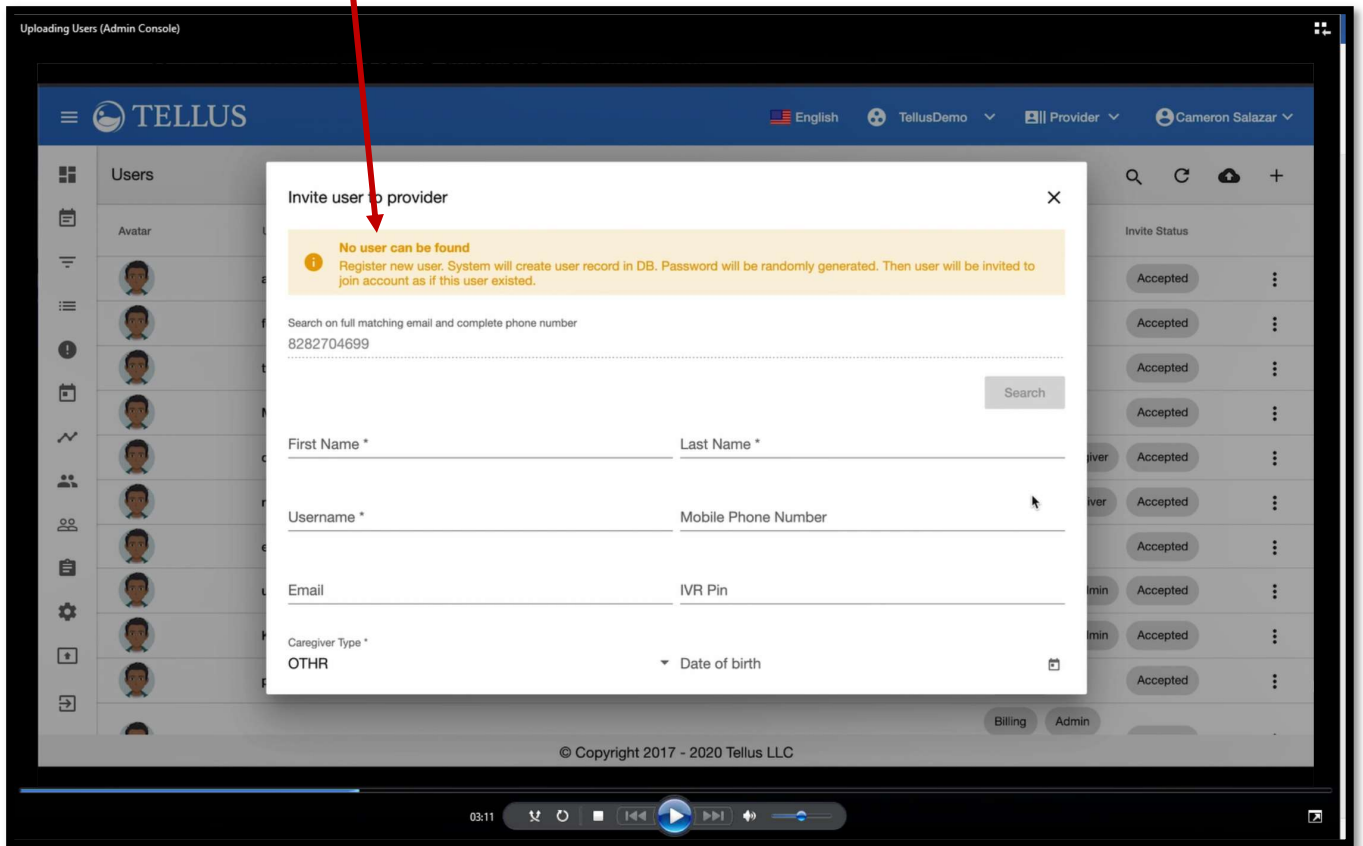
Make sure you enter all the necessary fields CAREFULLY. There are optional fields, and you can enter at your discretion. Under roles, you need to pick the most appropriate one for your user. This is ==IMPORTANT==, so please select the role most appropriate to your user in your organization.

Roles consist of:

Admin / Billing / Caregiver / Monitor
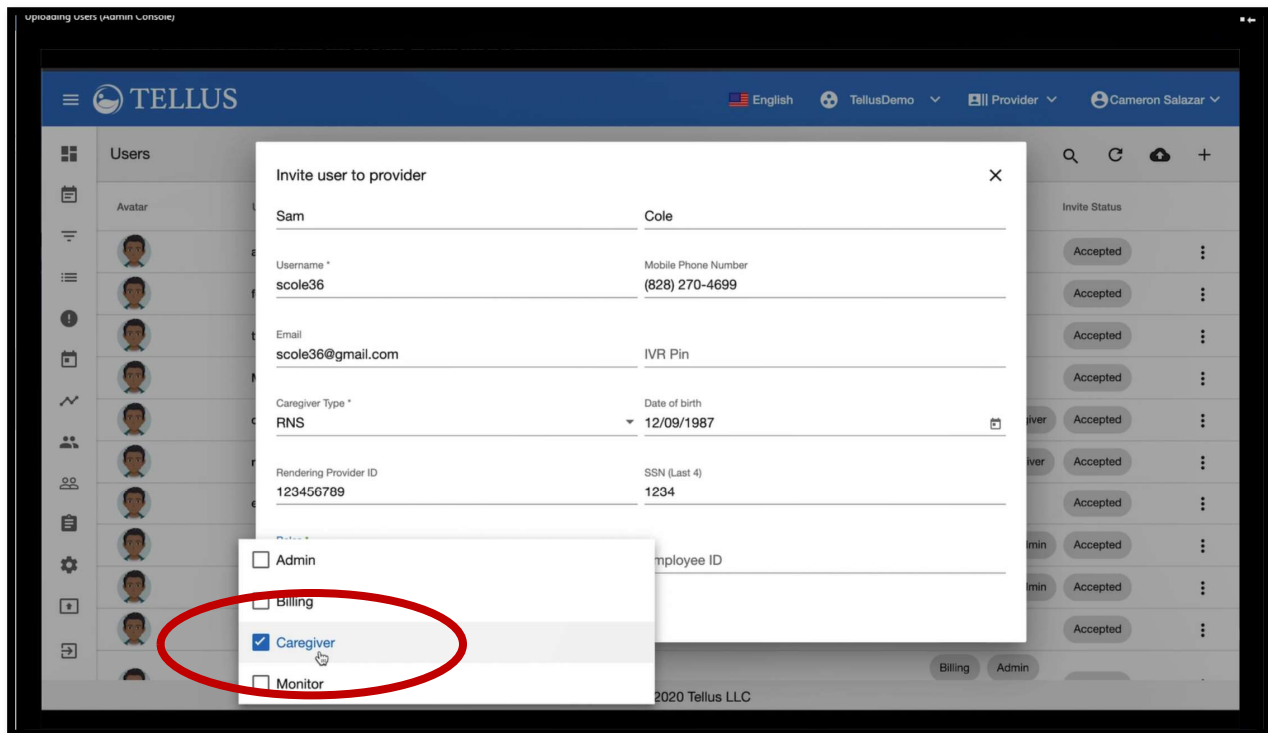
Enter the **Start Date** of the User, but, you do **NOT** need to enter an **End date**. Once you completed all this information, **check, double check and triple check!** If everything looks good, you click **Invite New User.**
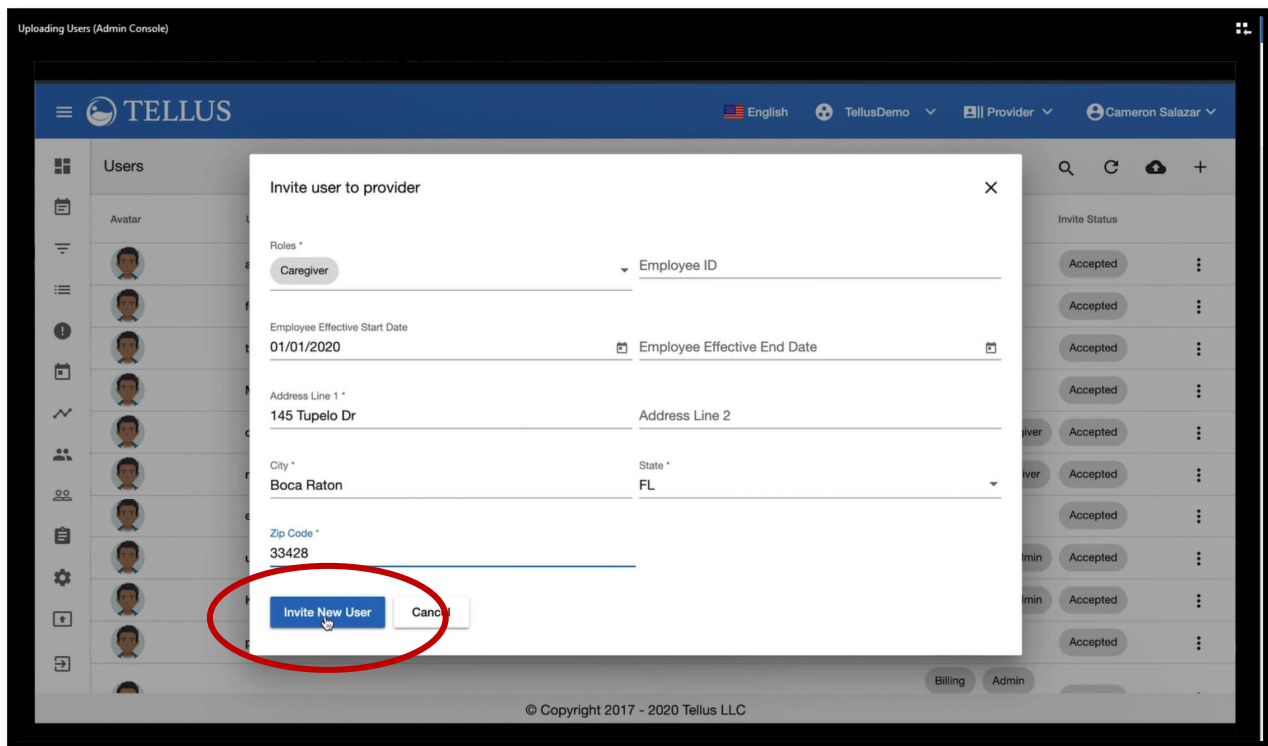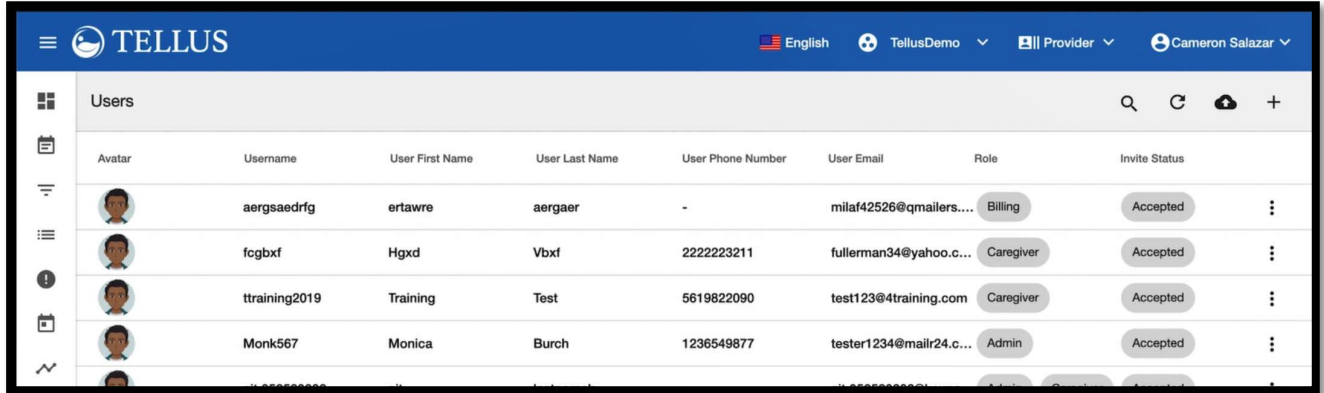
Tellus will inform you that you have successfully entered your data. The screen will display a '<mark>Success</mark>' message at the lower right hand corner. That means you have successfully entered in your first user!!
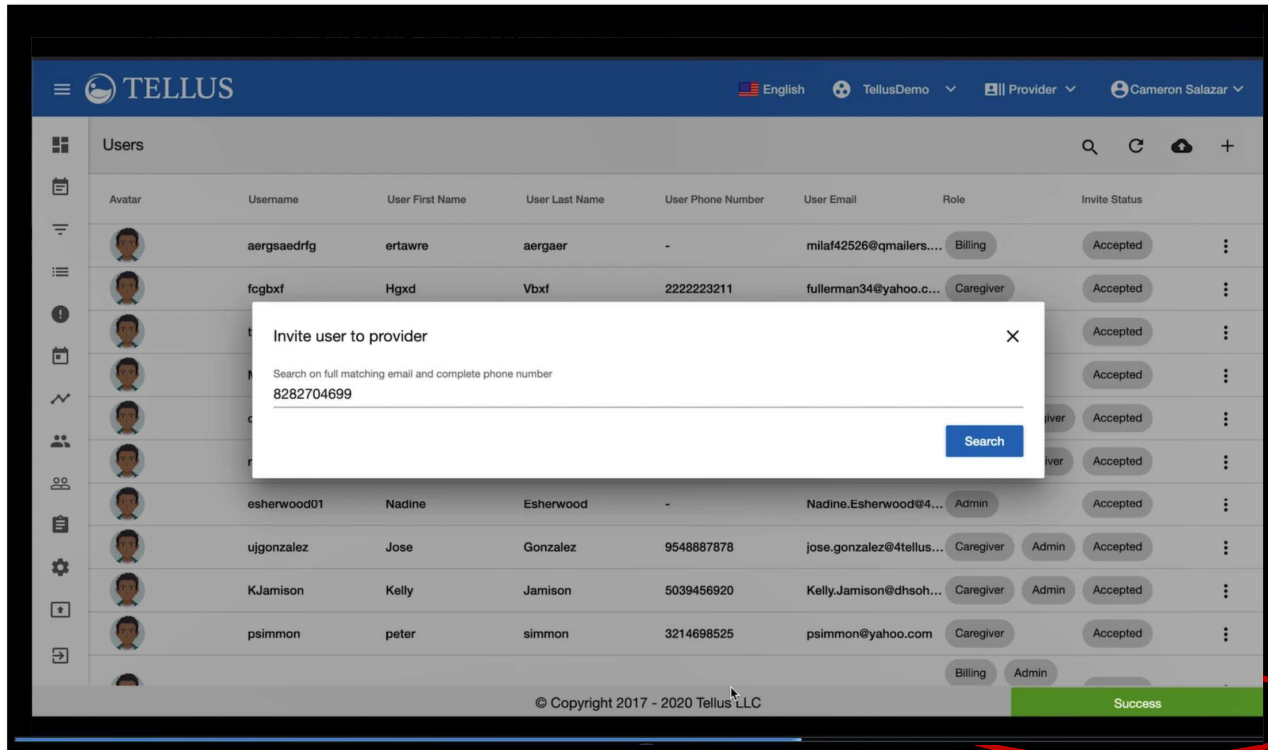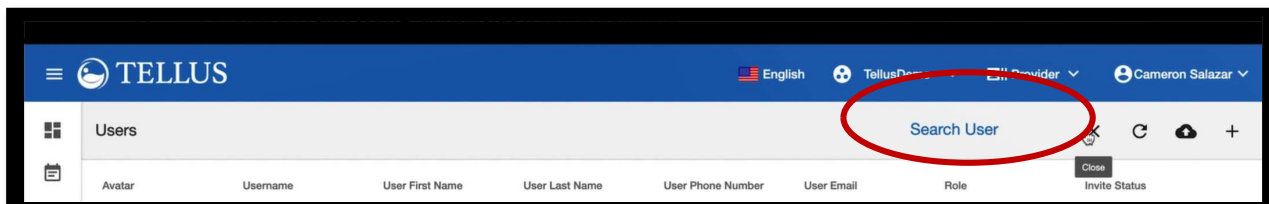
Now that you have entered the user (screen will now look something like this as you populate more users), you need to know how to search for the user you entered.
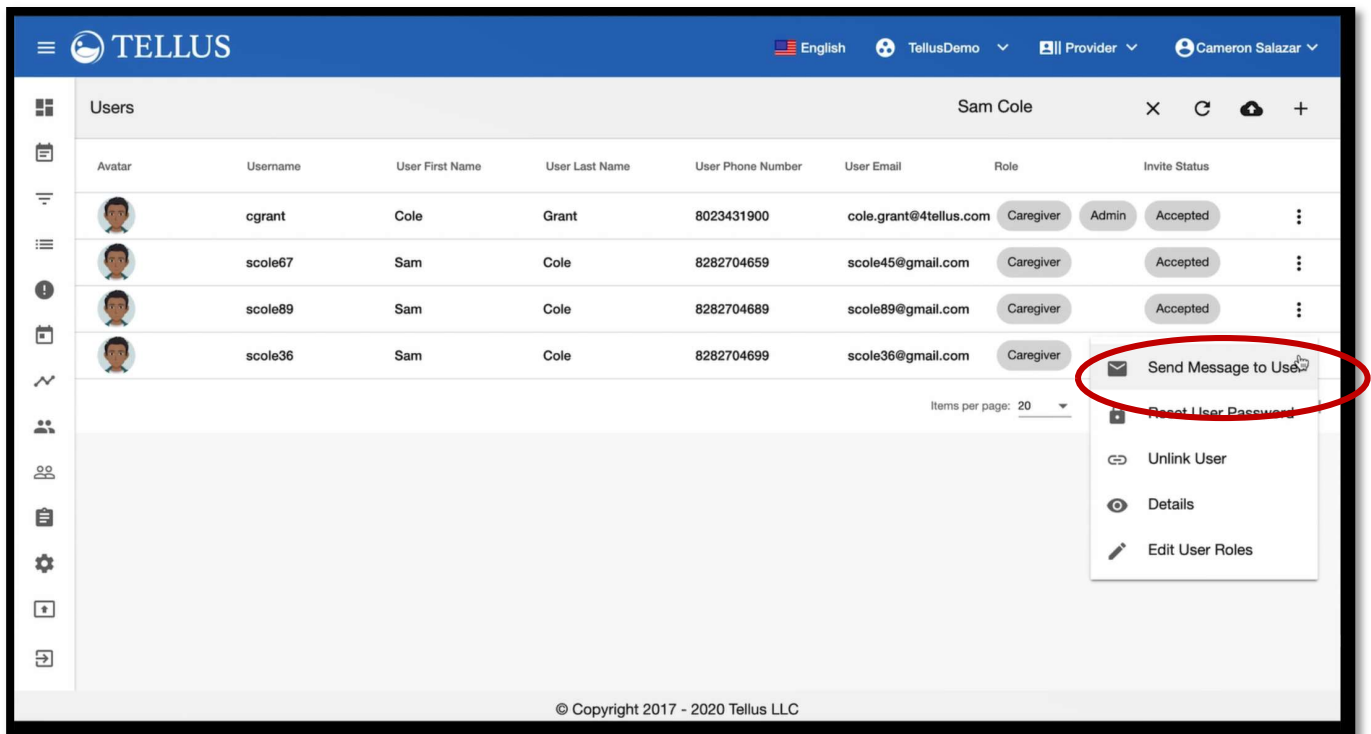

Click on the **SEARCH** icon.
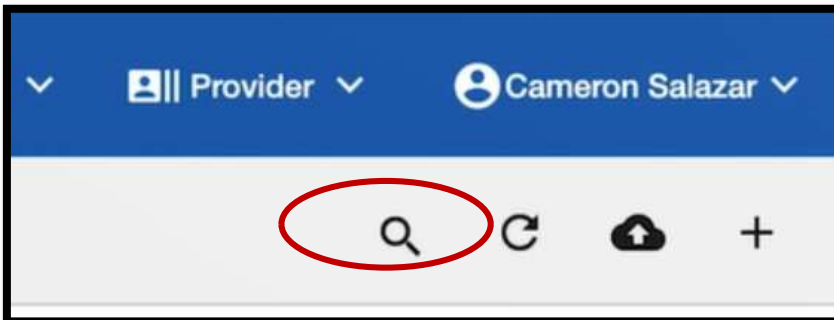
Where Search User is displayed, you type in the name of the User you are trying to search.

Some ==_unique features_== in Tellus==: on the right of each individual user there are three dots that look like this:

If you want to communicate with a user, (let's say your caregiver/provider is providing services to a Medicaid participant and you wish to communicate with your employee, a caregiver/provider), you can send a message to the user. This feature is ==HIPAA compliant== ==_(very secure)_!==
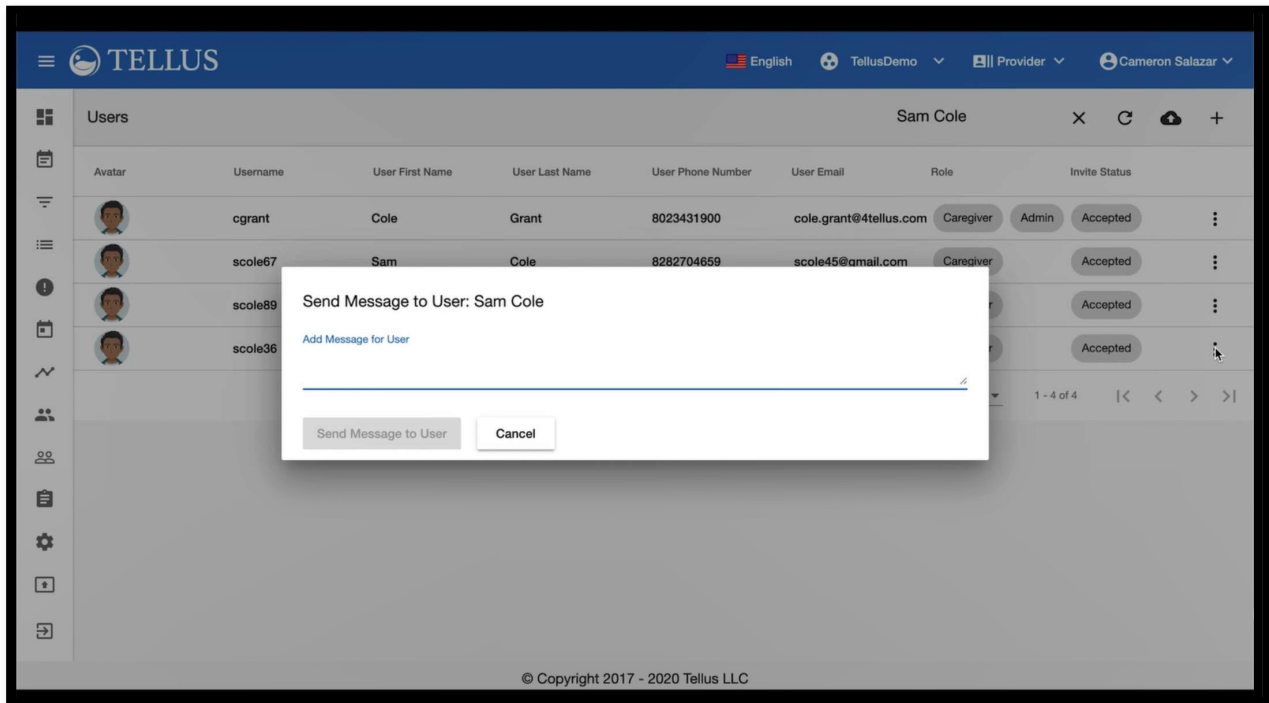
Send message function looks like this:

You can also use this function to reset User password, if your employee forgot his/her password.

Reset password for your employee

If your employee left your agency, you can unlink the user

Click on Details to see your User profile! Once you click on that, you can edit your User profile (see below steps to edit User information!)

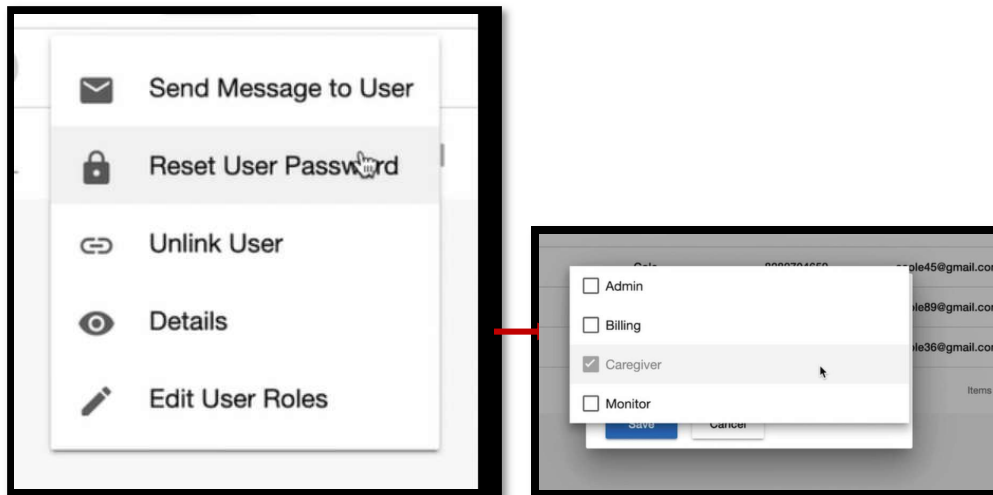This is to edit the User role (See below for example!)
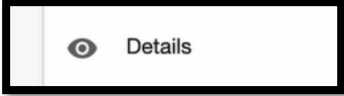
Details

Click on Details to see your User profile.

On your user profile, where the 'pencil' icon is, click on it to edit your User information.

Sam Cole ✏️

Caregiver

Mobile Phone Number:	8282704699	**Address Line 1:**	145 Tupelo Dr
Email:	scole36@gmail.com	**Address Line 2:**	-
Username:	scole36	**City:**	Boca Raton
IVR Pin:	0848514	**State:**	FL
Date of birth:	12/9/1987	**Zip Code:**	33428
Employee ID:	-	**Caregiver Type:**	Registered Nurse
Employee Start Date:	12/31/2019	**Rendering Provider ID:**	123456789
Employee End Date:	-		
SSN (Last 4):	1234		

Edit User Roles allow you to change your User role from Caregiver to Admin or Billing or Monitor.

THANK YOU!