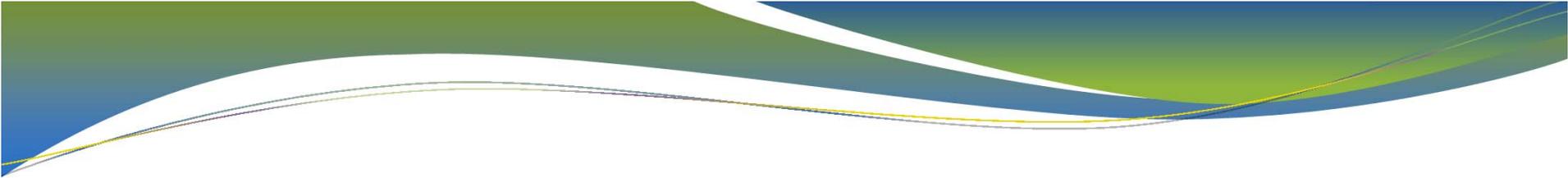


# Electronic Reporting Order of Commitment

Web training event  
November 2012

Department of Health & Human Services

**DHHS**  
N E B R A S K A



# Electronic Reporting Commitments

- The Web Address To Enter The System Is:

<https://Ecmp.Nebraska.Gov/Publicportal/Login.aspx>

# Electronic Reporting Commitments

- Getting To The System The First Time



The screenshot shows a web browser window with the URL <https://ecmcat.nebraska.gov/PublicPortal/>. The page header includes the text "Official Nebraska Government Website" and "NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL" next to the state seal. The main content area is divided into two sections: "LOGIN" and "NEW USERS".

**LOGIN**

Username:

Password:

[Reset Password](#) (Non-State Employees)  
[Update User Account Information](#) (Non-State Employees)

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANY USE OF THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....

**NEW USERS**

If you are a first time user and have not yet registered for an account, click the link below to view the instructions and to [Register Here](#) (Non-State Employees).

**NEW USERS**

If you are a first time user and have not yet registered for an account, click the link below and follow the instructions [Register Here](#) (Non-State Employees).

# Electronic Reporting Commitments

- Clerks Will Need To Enter Their Names And Emails.
- They Will Need To Create Logons And Passwords.



Official Nebraska Government Website

## NEBRASKA ENTERPRISE SELF REGISTRATION

### NEW ACCOUNT REGISTRATION

**\* Required**

User Information [Field Requirements](#)

First Name \*

Last Name \*

Email Address \*

Confirm Email \*

---

Login Information

Username \*

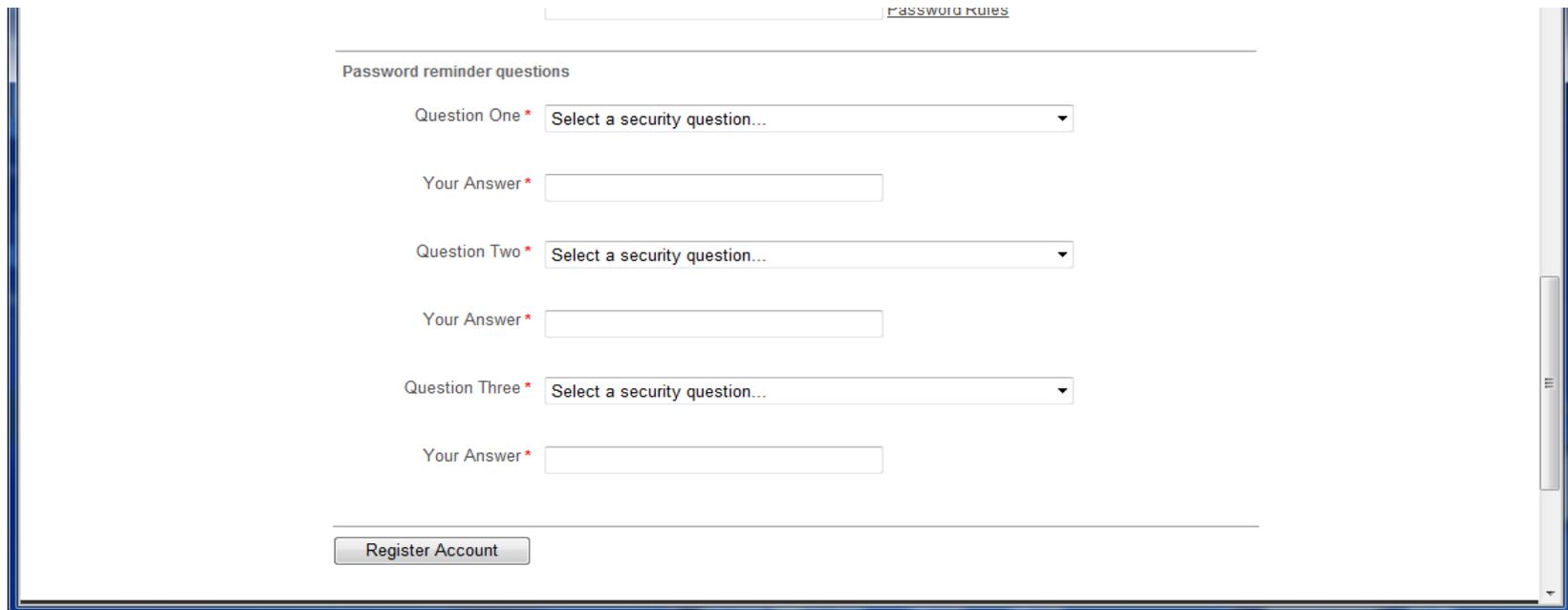
Password \*

Confirm Password \*  [Password Rules](#)

[Discover some fun questions](#)

# Electronic Reporting Commitments

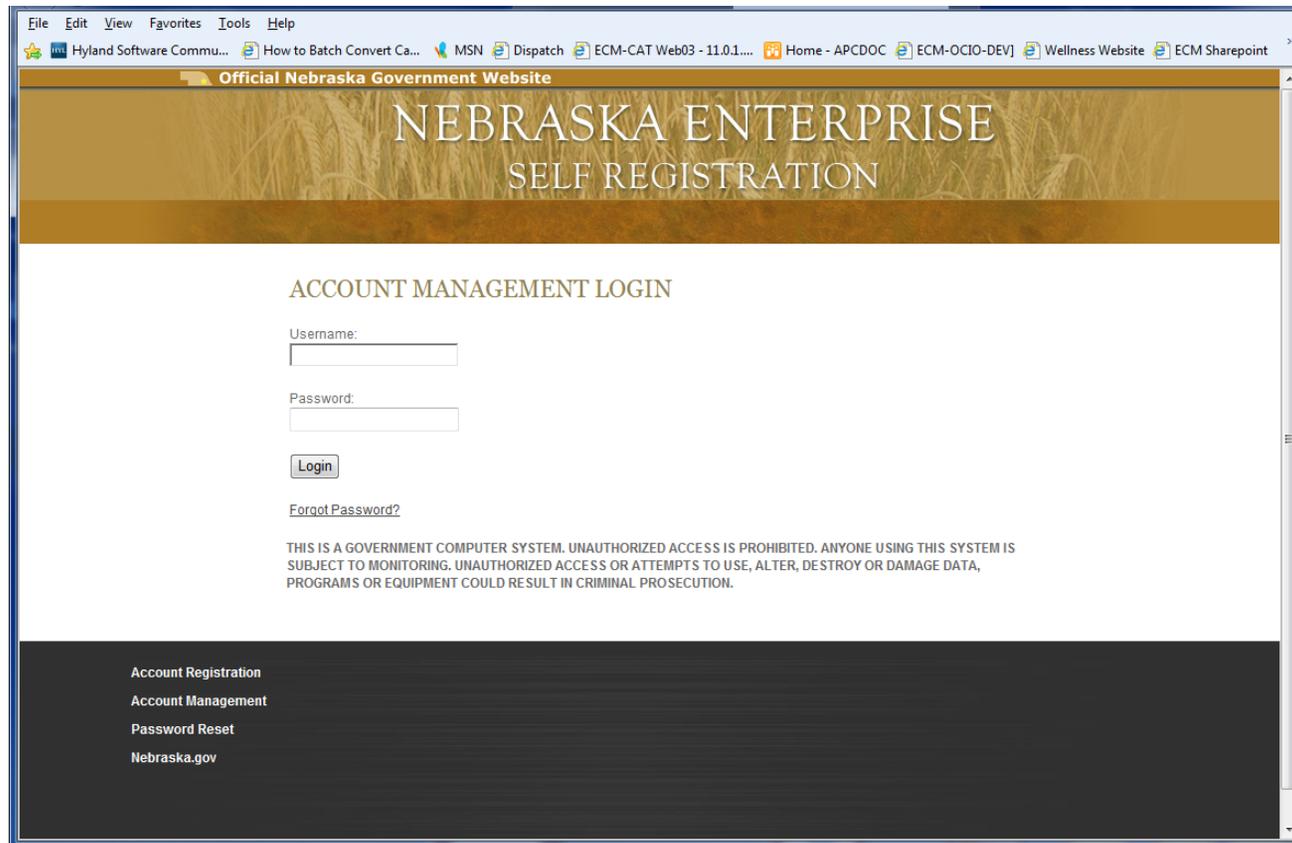
- When creating the new account, Clerks will select security questions and answers.
  - These are used if a password is forgotten.



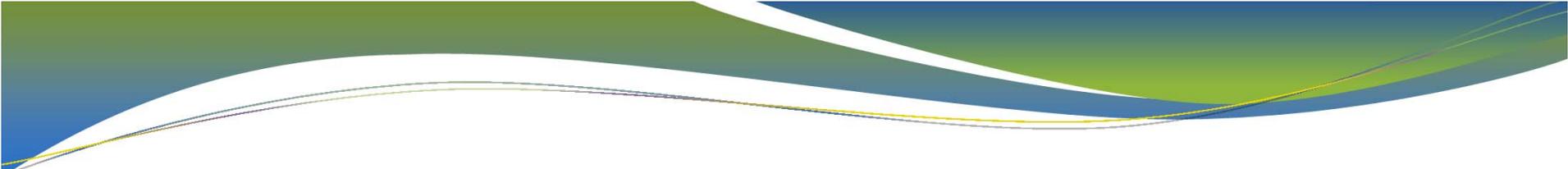
The screenshot shows a web form titled "Password reminder questions" within a browser window. At the top right of the form area, there is a link labeled "Password Rules". The form contains three sets of questions, each consisting of a dropdown menu for the question and a text input field for the answer. The questions are labeled "Question One", "Question Two", and "Question Three". Each question dropdown menu currently displays "Select a security question...". Below the third question set, there is a "Register Account" button. The browser window has a blue border and a vertical scrollbar on the right side.

# Electronic Reporting Commitments

- Clerks Will Need To Register And Create A Logon And Password In Order To Use This System.

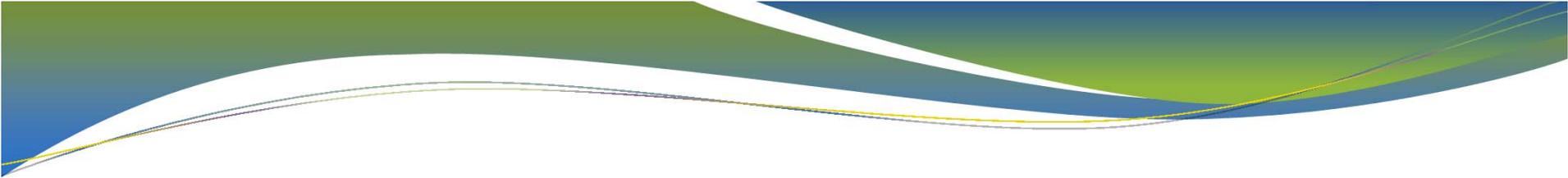


The screenshot shows a web browser window displaying the "Official Nebraska Government Website" for "NEBRASKA ENTERPRISE SELF REGISTRATION". The page features a header with a wheat field background and the title "NEBRASKA ENTERPRISE SELF REGISTRATION". Below the header, the section is titled "ACCOUNT MANAGEMENT LOGIN". It contains a form with two input fields: "Username:" and "Password:". Below the password field is a "Login" button and a link for "Forgot Password?". At the bottom of the page, there is a disclaimer: "THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION." A footer menu includes links for "Account Registration", "Account Management", "Password Reset", and "Nebraska.gov".



# Electronic Reporting Commitments

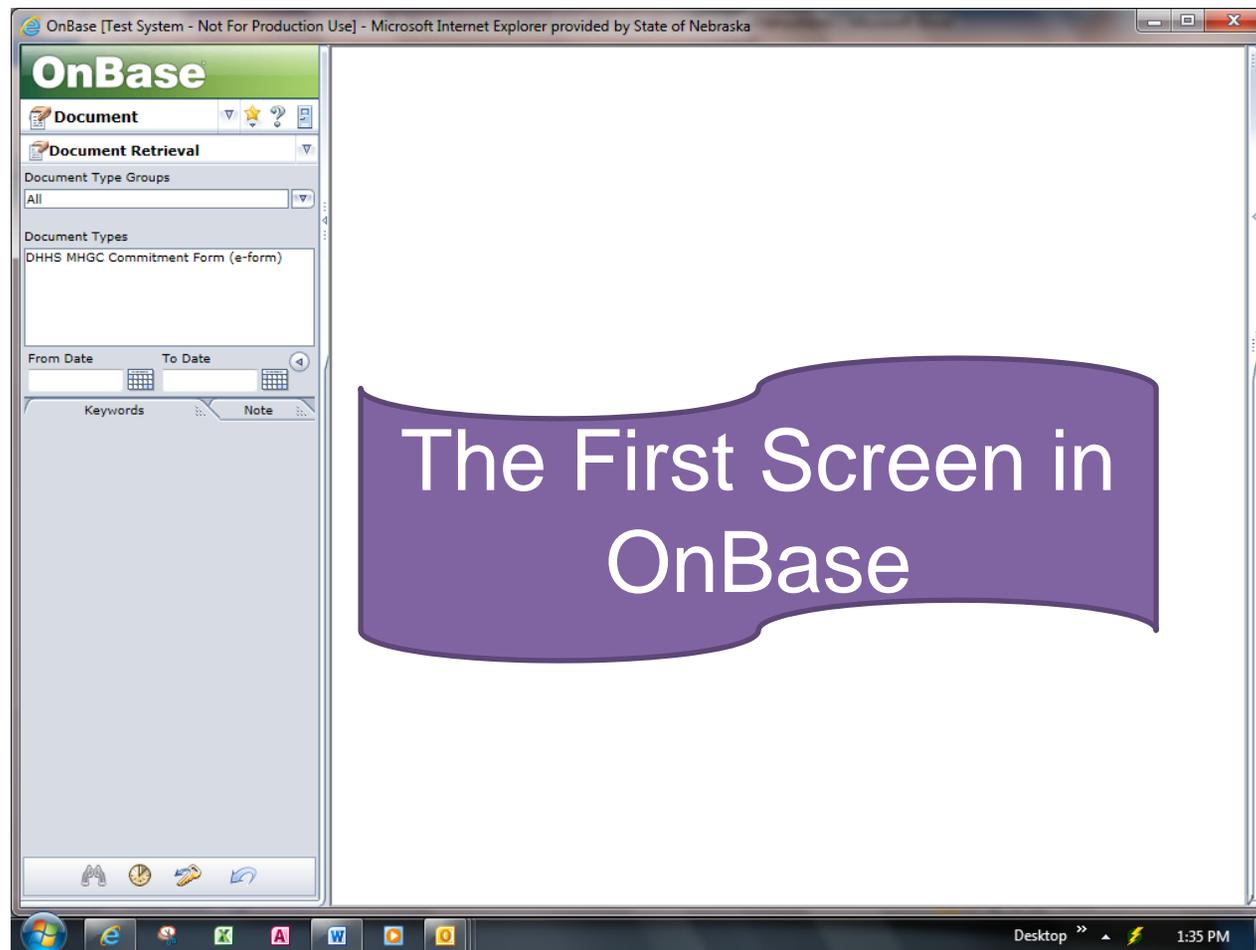
- Once Clerk has established Logon:
  - Test To Make Sure You Get A Log In.
  - Send E-mail To:
    - [Dhhs.Dbhdatateam@nebraska.Gov](mailto:Dhhs.Dbhdatateam@nebraska.Gov)
    - Include Your Name, and your enterprise user name.
    - The Board You Work For.
    - If That Board Has An Alternative Person Who May Need Access To The Data (Another Clerk In Another County).

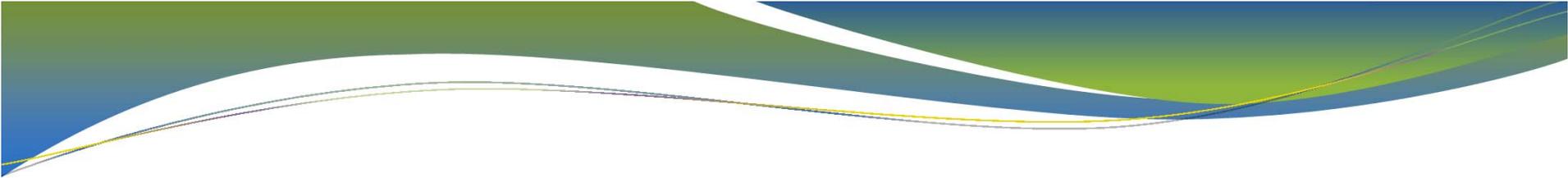


# Electronic Reporting Commitments

- DHHS Will Take Your Information and Permit The User ID To Enter The Electronic Reporting Commitment Application.
- Once The DHHS Staff Have The User Id Set Up A Return E-mail Will Be Sent Letting The User Know The System Is Ready For Their Use.
- Allow One Or Two Days For Set Up.

# Electronic Reporting Commitments





# Electronic Reporting Commitments

- Web Address To Remember::
- Log Into

<https://ecmp.nebraska.gov/PublicPortal/Login.aspx>

E-Mail

[Dhhs.Dbhdatateam@nebraska.Gov](mailto:Dhhs.Dbhdatateam@nebraska.Gov)

Manual And Slides Are At:

[http://dhhs.ne.gov/behavioral\\_health/Pages/beh\\_commit\\_commit.aspx](http://dhhs.ne.gov/behavioral_health/Pages/beh_commit_commit.aspx)

# Electronic Reporting Commitments

Questions or Comments?

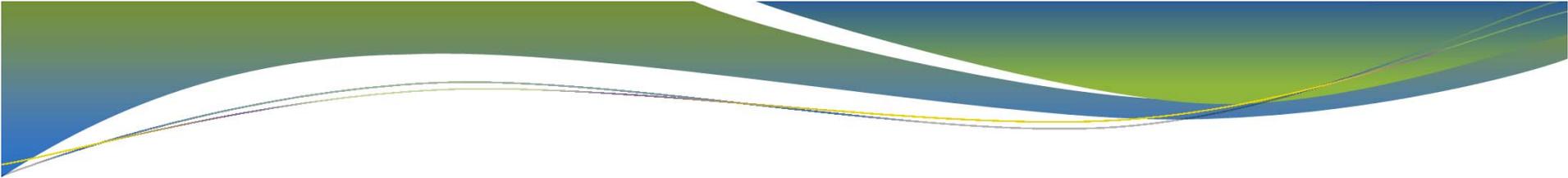
Robert.Bussard@nebraska.gov / (402)-471-7821

Cody.R.Meyer@nebraska.gov / (402)-471-7766

DHHS Help Desk: (800) 722-1715

Any Question! Any Suggestions!





Electronic Reporting Commitments

**THANK YOU**

**For the Services You Conduct to  
Provide Hope to Those in Need**