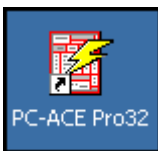


EDI Support Services

PC-ACE Pro32 Security

After PC-ACE Pro32 has been downloaded and installed, follow these steps to log into the software and set up security.

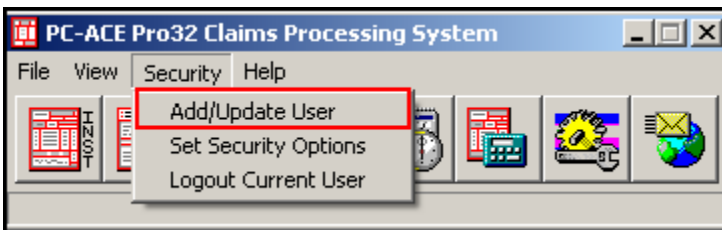
1. Select the PC-ACE Pro32 icon from the desktop.



In this document:

- Learn how to set up security for PC-ACE Pro32

2. Select Security and Add/Update User.



3. Enter the default User ID and Password and click on OK.

A 'Sign On' dialog box with a blue title bar. It contains two text input fields: 'User ID:' and 'Password:'. Both fields are highlighted with a red box. Below the fields are 'OK' and 'Cancel' buttons, with the 'OK' button also highlighted by a red box.

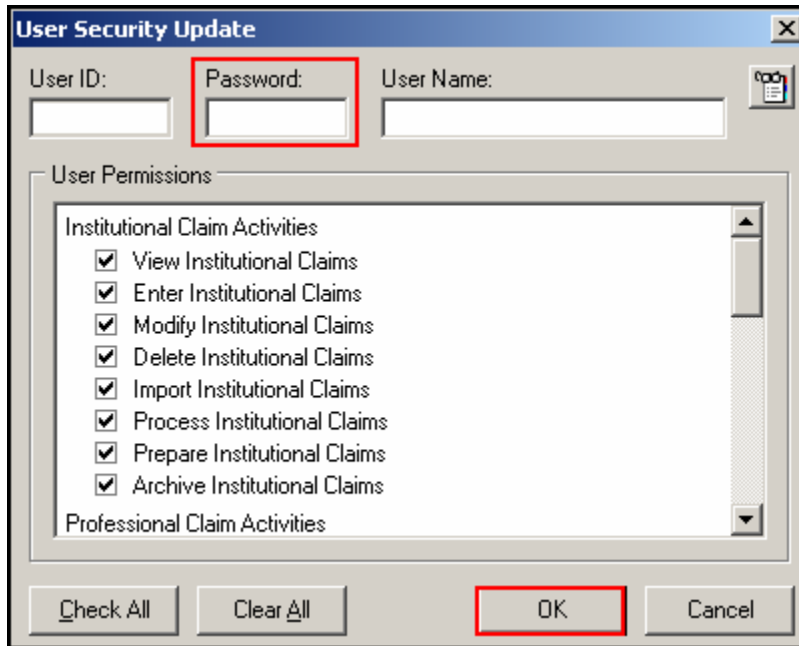
Note: EDI Support Services (EDISS) provides the User ID and Password to the Trading Partner if EDISS has a PC-ACE Pro32 Software License Agreement (SLA) on file. The User Id and Password are sent to the Trading Partner on the Steps to Begin Using PC-ACE Pro32 fax. If you did submit an SLA to EDISS and have not received this fax, call EDISS to request the information.

4. After initial login using the default User ID and Password, EDISS recommends changing the Password for the default User ID to a unique password to ensure controlled user access. To update the Password complete the following steps.
 - A. Select View/Update on the security list.

PC-ACE Pro32 Security

View/Update

B. Update the Password field with a unique password and click on OK.



The image shows a dialog box titled "User Security Update". It has three input fields: "User ID:", "Password:", and "User Name:". The "Password:" field is highlighted with a red rectangle. Below the input fields is a section titled "User Permissions" containing a list of activities with checkboxes. The "Institutional Claim Activities" section is expanded, showing the following checked items: View Institutional Claims, Enter Institutional Claims, Modify Institutional Claims, Delete Institutional Claims, Import Institutional Claims, Process Institutional Claims, Prepare Institutional Claims, and Archive Institutional Claims. The "Professional Claim Activities" section is collapsed. At the bottom of the dialog box are four buttons: "Check All", "Clear All", "OK", and "Cancel". The "OK" button is highlighted with a red rectangle.

Note: Record the User ID and Password for future reference.

Note: Setting up User IDs and Passwords for multiple users is not featured in this document; refer to the Security & User Maintenance Help feature of the software for information on this topic.

