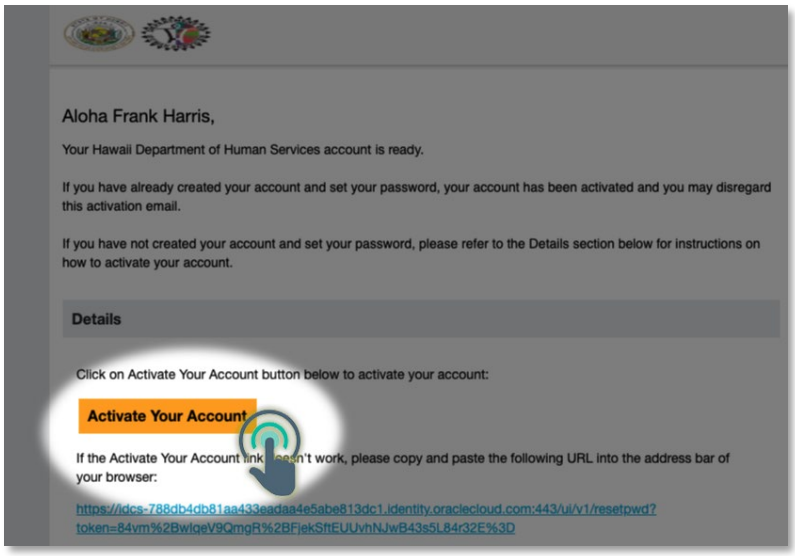
How to create a setup your IDCS account

The objective of this section is to provide clear instructions and guidance on the process of activating new sign-on accounts that will be used by EPSDT Users.

Step 1:

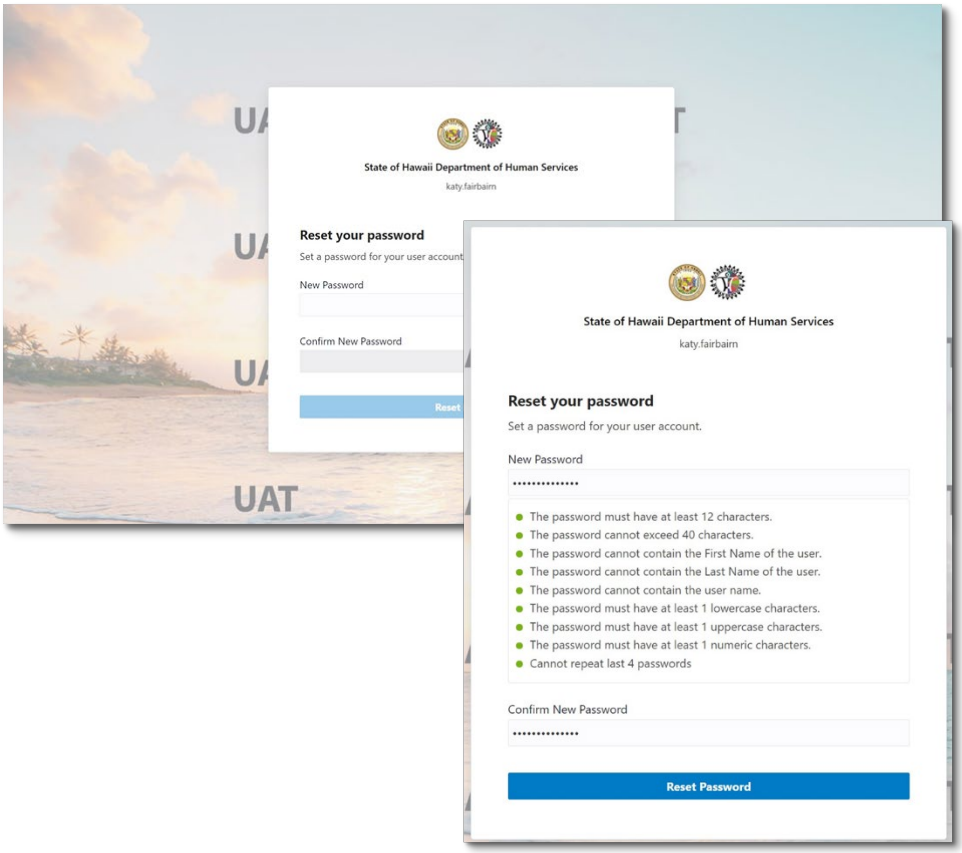
You will receive this email giving you instructions on how to activate your account. Click on the *Activate Your Account* button.



Step 2:

Here is where you will setup your password. Passwords must be 12 characters in length. Make sure you remember your password.

Once you are done, click on the *Reset Password* bar in blue.



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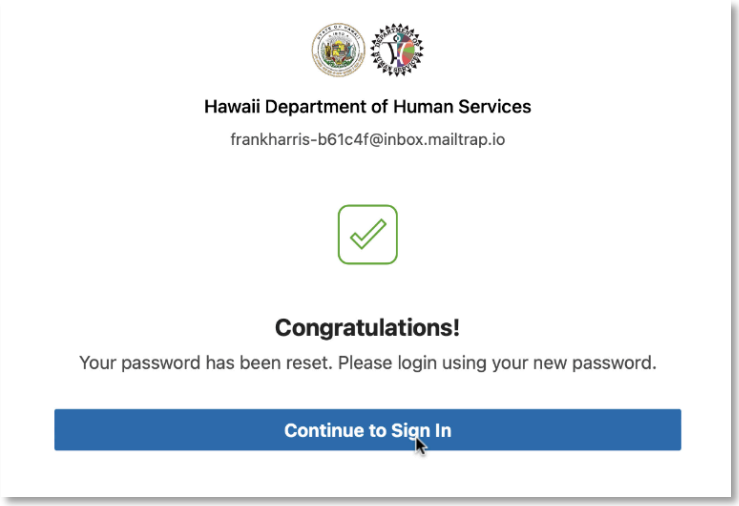
Step 3:

If password setup is successful, you will see this screen.

Select *Continue to Sign In*

Note: selecting *Continue to Sign In* will open a new tab navigating you to IDCS login screen shown in Step 4

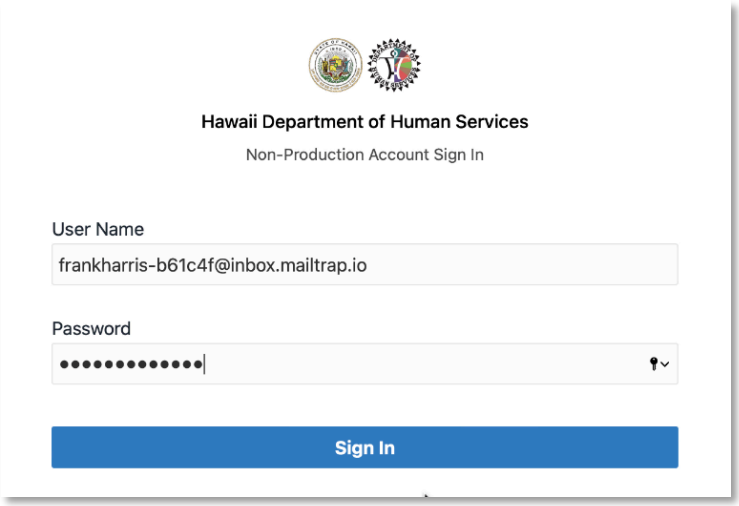
If you do not receive the Continue to Sign In button, please navigate to the link here and select *Login*



Step 4:

Sign in using your username and new password

Note: your username will be your email account



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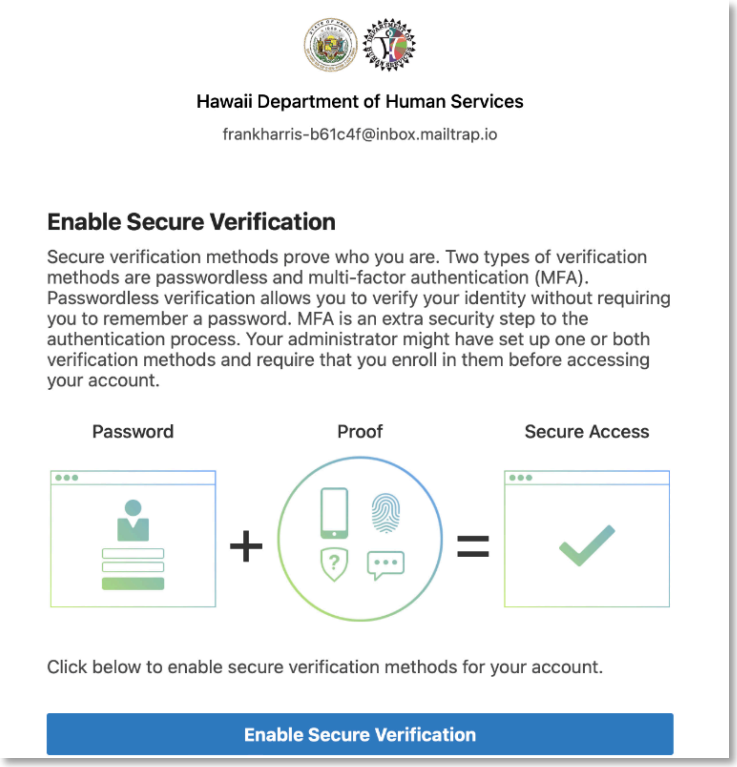
Step 5:

Upon successful sign in, you will be prompted to enable MFA (Multi-Factor Authentication).

Select *Enable Secure Verification*



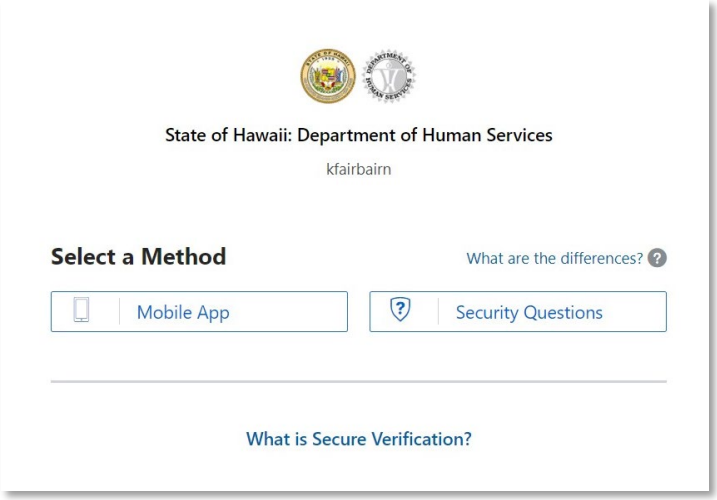
Step 6:

Select one of the two methods of verification:

- Mobile App
- Security Questions

If selecting Method 1: Continue to step 7

If selecting Method 2: Continue to step 8



Method 1 – Mobile App

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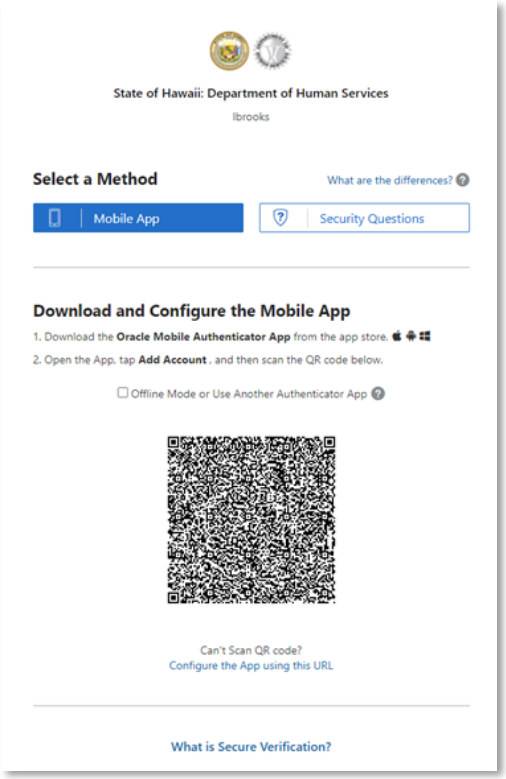
Step 7:

Method 1 - Mobile App

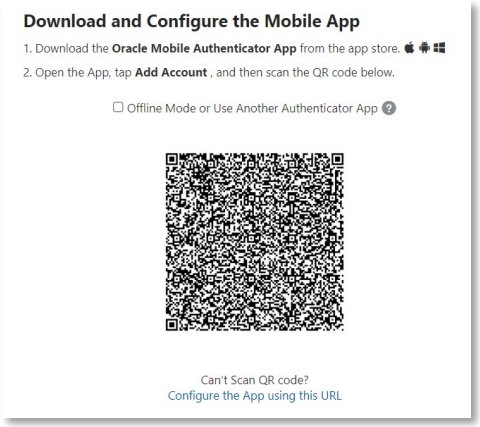
Select *Mobile App*

Follow the instructions to download the "Oracle Mobile Authenticator App" on your mobile device from the Apple, Google Play, or Microsoft app stores.



Step 7.1

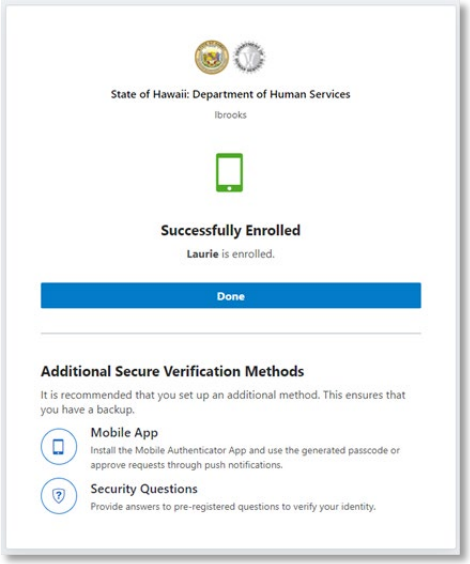
Once you have downloaded the app, follow the instructions to tap "Add Account" and then scan the QR code provided using the camera on your mobile device.



How to create a setup your IDCS account

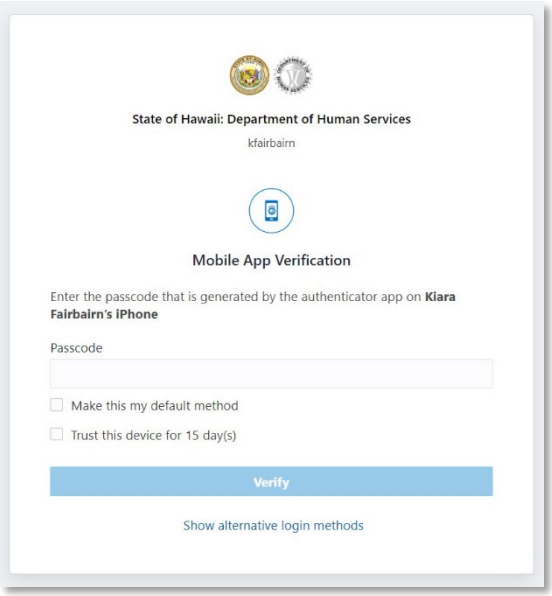
Step 7.2:

You will receive the following confirmation when you have successfully enrolled.



Step 7.3:

When you attempt to log in to Partner Portal you will see this screen.

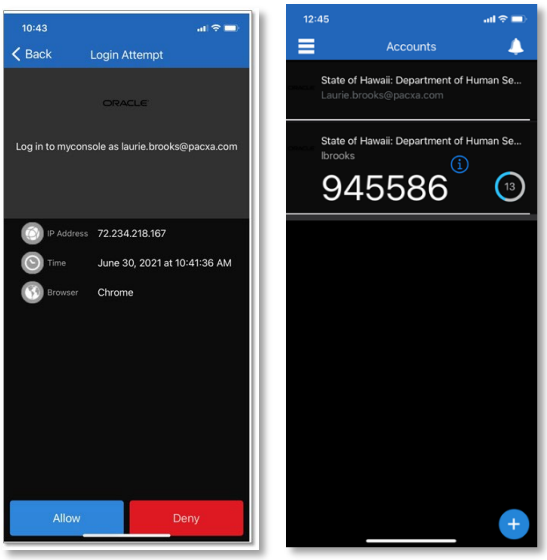


How to create a setup your IDCS account

Step 7.4:

In the Oracle Authentication Mobile App on your mobile device: if prompted, select *Allow*

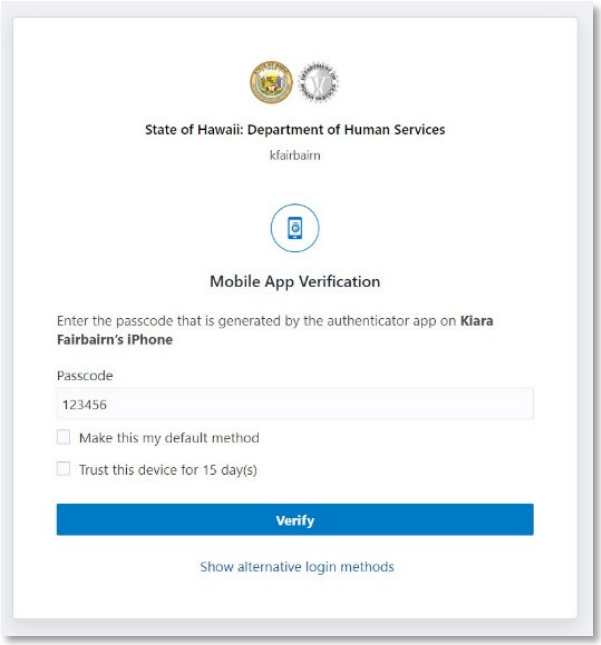
Note: Your new account will appear in the App.



Step 7.5

Input the Passcode given from the Oracle Authentication Mobile App

Select *Verify*



Method 2 – Security Questions

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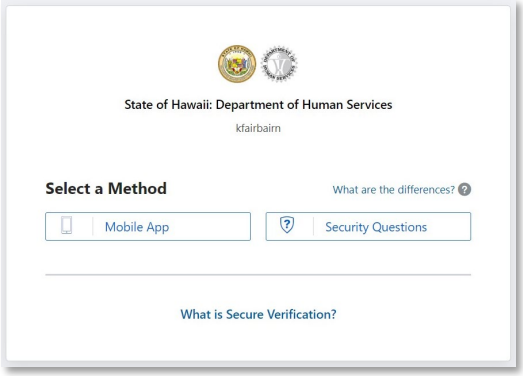
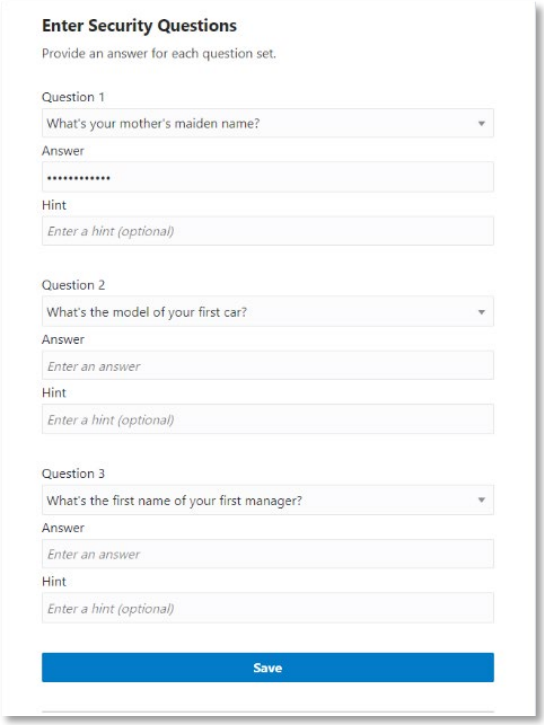
Step 8: Method 2 - Security Questions Select *Security Questions*	
Step 8.1: Select 3 security questions and provide an answer for each question set. Select *Save*	

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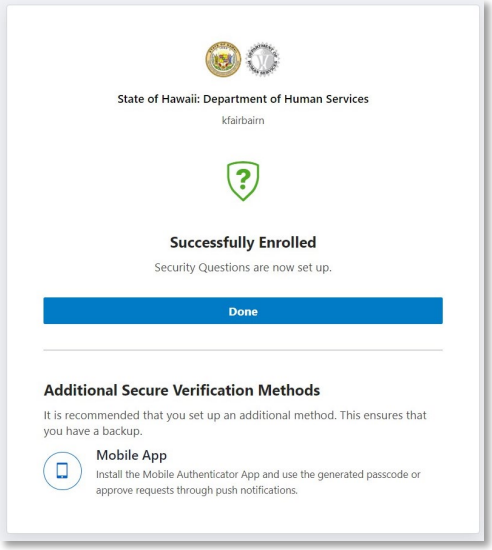
Step 8.2: After you select “Done” you will have access to the Partner Portal	
Step 8: For further instructions on how to complete EPSDT Onboarding, please see section 2 of the “How to setup your Provider, BM, Staff account” Quick Guide.	