# User Administration Console (UAC) Quick Start Guide

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## 1.0 How to Begin the Registration Process

1. From the Medi-Cal Rx Provider Portal, click the **Register** icon in the upper right corner of the screen or go directly to the UAC by entering https://uac.magellanrx.com in the address bar of your web browser. The **UAC Home** screen appears. Click the **Register** option.
2. Complete the required fields on the **New User Information** form. The required fields are marked with a red asterisk (*). One of the required fields is *Organization ID*. Prescribers will enter an individual National Provider Identifier (NPI). Pharmacy providers will enter an individual or group NPI.
3. After the required fields are entered, click the **Validate Org** button.
4. Continue entering and validating as many Organization IDs as necessary; then click the **Submit** button.
5. A letter with a Personal Identification Number (PIN) will be sent to the address on file for each Organization's NPI you requested.

Notes

- Once you receive your PIN letter, you must utilize the same NPI affiliated with the PIN to complete your registration. If you need to have the PIN letter sent to a different address, select that option in the Alt Address column.
- You will need to submit the Alt Address request for each organization.
- Instructions are available by selecting the hyperlink in the column or by watching this YouTube tutorial.

6. When the PIN letter(s) is received, return to the UAC and click the **Complete Registration** option.
7. Complete the required fields on the **New User Information** form. The required fields are marked with a red asterisk (*).
8. Click the **Validate Org** button.
9. Continue entering and validating as many Organization IDs and PIN numbers as necessary; then click the **Submit** button. An email containing an activation link will be sent to the email address that was entered during the registration process.
10. After clicking the activation link from your email, a **Confirmation** screen will appear in your browser window, indicating that you have successfully registered.

- If you did not receive an activation email, check your Junk/Spam folder.
- To resend a confirmation email, return to Complete Registration, click the Resend Confirmation Email button, and enter the email address you used for registration.
- Your registration is not complete until you click the Activation link from this email.

11. The **Confirmation** screen contains a link that directs you to the UAC. Now that you have completed your registration, you are now a Delegated Administrator (Del Admin) and can create and manage Standard User accounts within your organization.

- Delegated Administrator: A single point of contact that manages employee access to the Medi-Cal Rx Secured Provider Portal and applications within the portal based on user needs.
- Standard User: Staff that can act on behalf of the Del Admin in the Medi-Cal Rx Secured Provider Portal after privileges/roles have been granted in the UAC.

# 2.0 Assigning Your User Privileges/Roles

Application access is granted by selecting the NPI the user will work on behalf of and assigning the applicable privileges/roles. You will also need to assign your own privileges/roles to access the secured applications. If you do not complete this step, you will not be able to access applications with your user ID.

To assign **your own** user privileges, use the following steps:

1. Log in to the [UAC](UAC).
2. The first time you log in to the UAC, you will be asked to set up Multifactor Authentication (MFA) with one of the following options: SMS Authenticator, Email Authenticator, Okta℠ Verify, Google® Authenticator, and Voice Call Authentication.


- **Each time you log in to the Medi-Cal Rx Secured Provider Portal and/or applications, you will be asked to enter the MFA information to confirm your identity.**

3. After logging in, click your **User email hyperlink** in the upper left corner.
4. Click the **Orgs and Roles** tab in the left column.
5. Select an **Organization NPI** from the organizations list.
6. Click the **Role Assignments Applications** drop-down menu to see the available roles.
7. Select the desired **Application** from the drop-down menu. The window will refresh with the role options for that application.
8. Check the **box** next to the desired role.
9. Click the **Save** button to save your changes.
10. Repeat steps 4-9 for each application and NPI.

You will now be able to access the application(s).

# 3.0 Adding Additional NPIs to Your Account

To add additional NPIs to your existing account, please use the following steps:

1. Log in to the UAC.
2. After logging in, click the **Organization Management** tab.
3. Click the **Add Org ID** button.
4. Complete the required fields on the form. Required fields are marked with a red asterisk(*).
5. After the required fields are entered, click the **Validate Org** button.
6. Continue entering and validating as many Organization IDs as necessary; then click the **Submit** button.
7. A letter with a PIN number will be sent to the address on file for each of the organization NPIs you requested.


- **Once you received your PIN letter, you must utilize the same NPI affiliated with the PIN to complete your registration.**
- **If you need to have the PIN letter sent to a different address, select the option in the Alt Address column. You will need to submit the Alt Address request for each organization.**
- **Instructions are available by selecting the hyperlink in the column or by watching this YouTube tutorial.**

8. When the PIN letter(s) is received, return to the UAC and log in as Del Admin.
9. Click the **Organization Management** tab and select the **Register w/PIN** button.
10. Complete the required fields on the form, which are marked with a red asterisk (*).
11. Click the **Validate Org** button. Continue entering and validating as many Organization NPIs as necessary; then click the **Submit** button.

The additional Organization NPIs will be added to your lists and become available for assignment.

- **You will need to assign yourself privileges/roles for all added Organization NPIs before you will be able to access those within the applications.**

## 4.0 Adding Standard Users to Your Del Admin Account

To add Standard Users to your Del Admin account, please use the following steps:

1. Log in to the UAC.
2. After logging in, click the **Add New User** button in the upper right corner of the screen.
3. Complete the required fields and select the **Submit** button. You will automatically advance to the **Orgs and Roles** screen.
4. Select an **NPI** from the **Organization Management** list.
5. Click the **Role Assignments Applications** drop-down menu to see the available roles.
6. Select the desired **Application** from the drop-down menu. The window will refresh with the role options for that application.
7. Check the **box** next to the desired role.
8. Click the **Save** button to save your changes.
9. Repeat steps 4-8 for each application and NPI you wish to assign to the user. The user will now be able to access the assigned application(s).

- **When adding a new user, you can select the Notify User checkbox, and the UAC will send an email to the user with login details.**

# 5.0 Adding a Standard User to Multiple Del Admin Accounts

If you need to add a Standard User that is already associated with a separate Del Admin account (either within or outside of your organization), please use the following steps:

1. Log in to the UAC.
2. After logging in, click the **Add New User** button in the upper right corner of the screen.
3. Complete the required fields; then click the **Submit** button. You must use the same email address that the Standard User is already registered with.
4. A pop-up warning will appear: "This user ID is already in the UAC database. Would you like to add permissions for the Organization IDs for which you have administrative control?" Click the **Yes** button to continue.
5. You will automatically be redirected to the **Orgs and Roles** section to assign roles/privileges.
6. Select an NPI from the **Organization Management** list.
7. Click the **Role Assignments Applications** drop-down menu to see the available roles.
8. Select the desired **Application** from the drop-down menu.
9. The window will refresh with the role options for that application.
10. Check the **box** next to the desired role.
11. Click the **Save** button to save your changes.