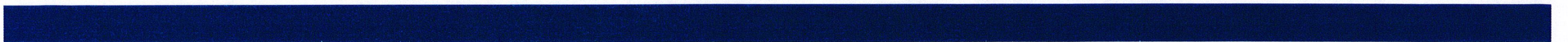




How to Select Your Territory

January 9, 2015



Step 1

- Go to our website www.symplr.com



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(866) 373-9725
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NURSE CREDENTIALING

We have the key to **nurse credentialing**

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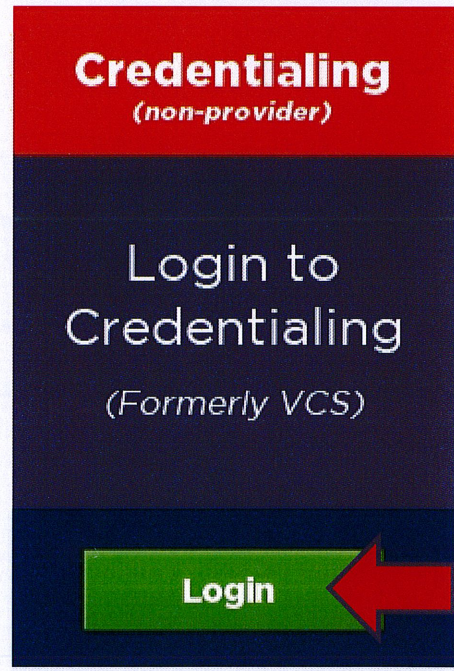


Step 2

- Select the “Login” button

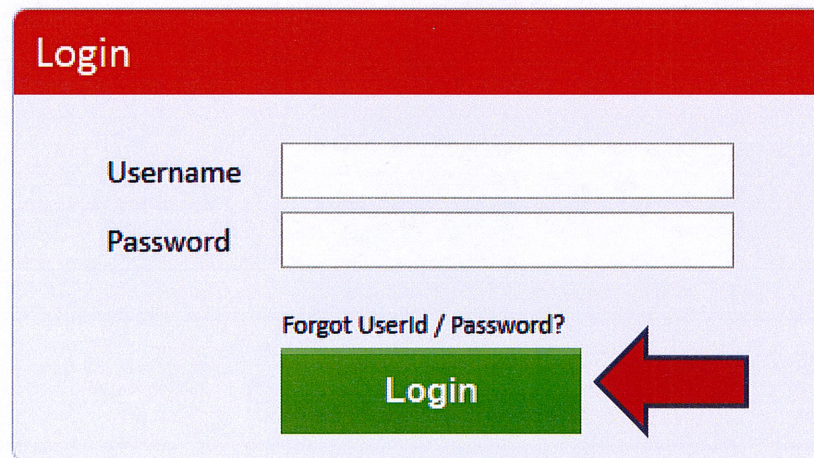


- Select the “Login” button under the credentialing



Step 3

- Enter your Username and Password
- Select “Login”



Login

Username

Password

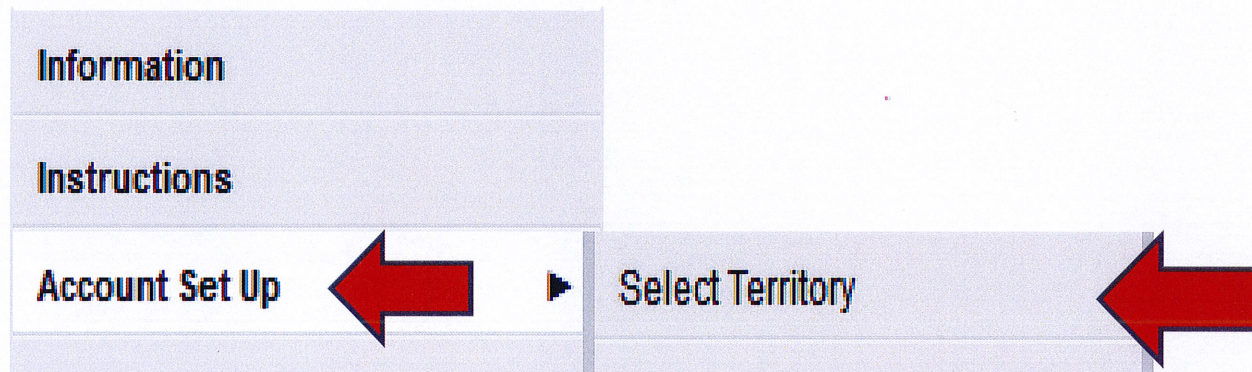
[Forgot Userid / Password?](#)

A red arrow points to the Login button.



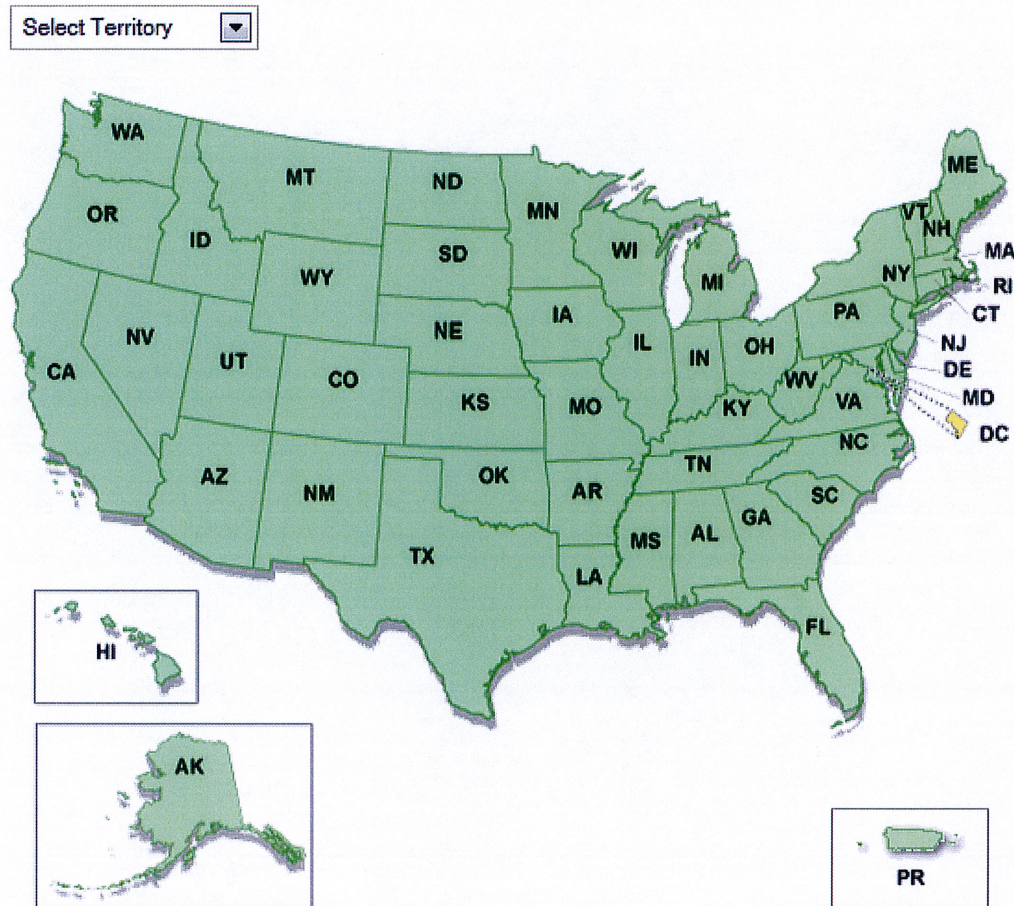
Step 4

- Select “Account Set Up”
- Then “Select Territory”



Step 5

- Select the State



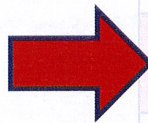
Step 6

- When you scroll down, under the map you will see the facilities listed in that state
- Select the facility by Name
- Follow these steps for all the facilities you are needing to select

Your Territory

State : Hawaii

	Healthcare Facility	City	State	Info
<input type="checkbox"/>	DEMO HOSPITAL (DO NOT SELECT)	111	Hawaii	INFO
<input checked="" type="checkbox"/>	DEMO HOSPITAL (NOT A REAL HOSPITAL)	Some City	Hawaii	INFO
<input type="checkbox"/>	TRIPLER ARMY MEDICAL CENTER: HONOLULU, HI	Honolulu	Hawaii	INFO

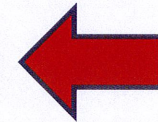


Step 7

- Once you have added your facilities you will select “Update Territory”

Check or uncheck states and hospitals and then click

UPDATE TERRITORY



Your Territory

State : Hawaii

	Healthcare Facility	City	State	Info
<input type="checkbox"/>	DEMO HOSPITAL (DO NOT SELECT)	111	Hawaii	INFO
<input checked="" type="checkbox"/>	DEMO HOSPITAL (NOT A REAL HOSPITAL)	Some City	Hawaii	INFO
<input type="checkbox"/>	TRIPLER ARMY MEDICAL CENTER: HONOLULU, HI	Honolulu	Hawaii	INFO



Selecting Territory Complete

- You will follow this process for every facility that needs to be added.
- During this process if you have any problems please contact us at:
 - Phone: 281-863-9500 or Toll Free 866-373-9725, option 1
 - Online Chat
 - Email: support@symplr.com

