

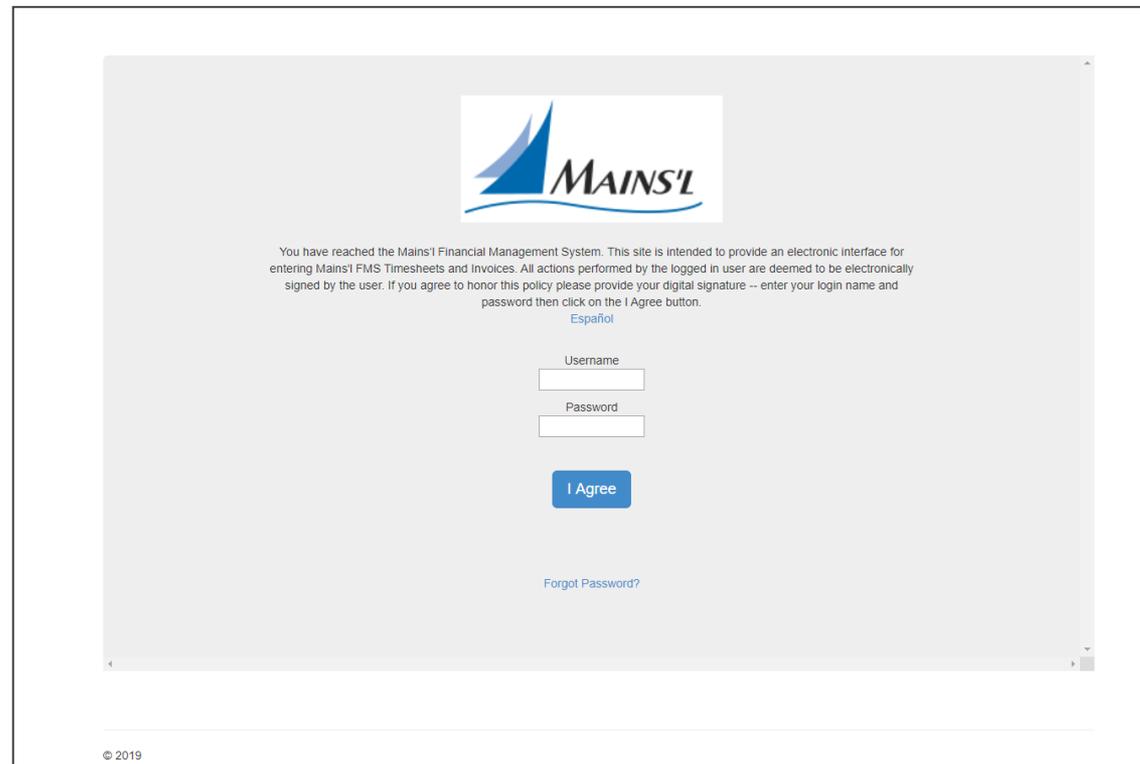


Welcome to the Vendor Representative Tutorial for a Web User

Website address is: <https://apd.mainsl.com>

To begin you will need to enter your user name and password and click on the I Agree button

Click Español for Spanish translation

A screenshot of the Mains'l login page. At the top center is the Mains'l logo. Below it is a paragraph of text: "You have reached the Mains'l Financial Management System. This site is intended to provide an electronic interface for entering Mains'l FMS Timesheets and Invoices. All actions performed by the logged in user are deemed to be electronically signed by the user. If you agree to honor this policy please provide your digital signature -- enter your login name and password then click on the I Agree button." Below this text is a blue link labeled "Español". Underneath are two input fields: "Username" and "Password". Below the password field is a blue button labeled "I Agree". At the bottom of the form area is a blue link labeled "Forgot Password?". At the very bottom of the page, there is a small copyright notice: "© 2019".

View Participants

Once you clock in you will see the list of participants assigned to you:

To select a specific person, click the magnifying glass next to their name

To return to this page at any time click on Menu button in the upper right corner.

MAINS'l Welcome Test Menu Settings Log Out

View Participants

Search

Participant ID	Last Name	First Name	Open
aaa555	Test	Test	

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View Participant Information

From here you can add a visit to the system, review visits, add a provider and see the employees and representatives attached to this participant

MAINSI Welcome Test Participant: Test, Test Menu Settings Log Out

View Participant

[Add Visit](#) [Review Visits](#) [Add Provider](#)

Participant ID: aaa555
Name: Test, Test

Worker/s Currently Assigned

Worker ID	Last Name	First Name	Begin Date	End Date
33130	Worker	Test	01/01/2020	12/31/9999

Representative/s Currently Assigned
No Relationships Found

[Back](#)

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Add a Visit to the System

PLEASE NOTE: A visit entered into the system via the web will not be a verified visit

To add a visit to the system for an employee you will need to

- First, select the name of the employee from the available drop down menu
- Next, select what times zone* you would like to use,
- Then, select the Begin Date, please note the end date will default to the same as the start date
- Next, select the hour the visit began, entering the exact minutes and selecting AM or PM
- Then, select the hour the visit ended, entering the exact minutes and selecting AM or PM
- Next, select the service being provided from the available drop down menu
- Then, enter an notes into the note section
- Click Save

*if you do not select a time zone, the hours will be entered in UTC (Universal Time Coordinated) – once time zone is selected, you will not need to select it upon further entries

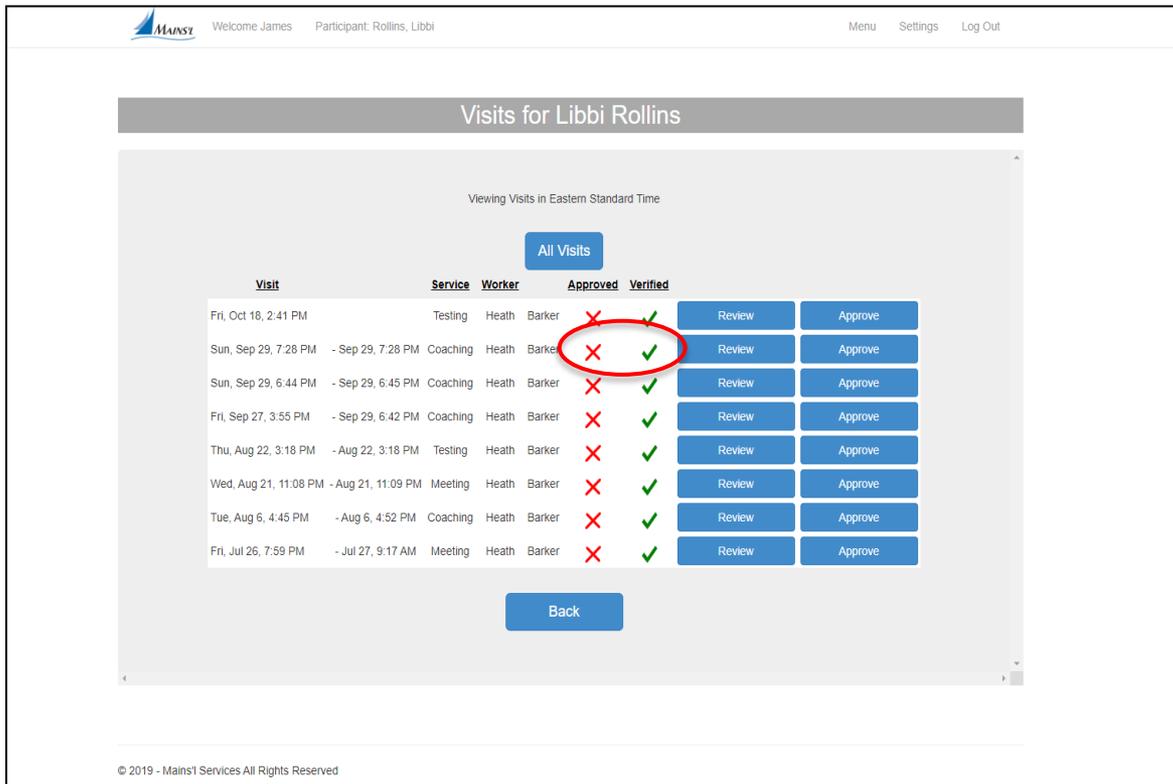
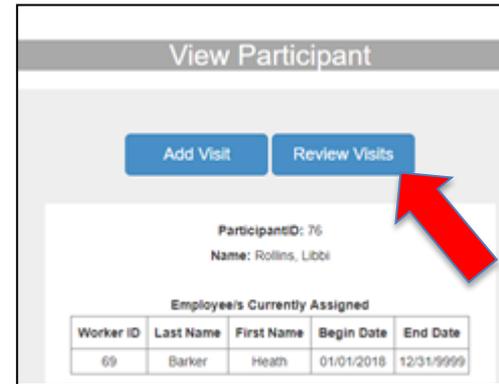
The screenshot shows a web form for adding a visit. At the top, a red oval highlights the text: "Enter hours in UTC or change your time zone". The form fields are as follows:

- Participant:** Text input with value "44556".
- Worker:** Dropdown menu with value "Test, Worker". A red arrow points to this field.
- Begin Date:** Date selector with value "7/8/2020".
- End Date:** Date selector with value "7/8/2020".
- Service:** Dropdown menu with value "Respite Care- Day" and sub-selector "RSPD-S". A red arrow points to this field.
- Hour (Begin):** Dropdown menu with value "1".
- Minute (Begin):** Text input with value "00".
- AM/PM (Begin):** Radio buttons for "AM" and "PM", with "PM" selected. A red arrow points to this section.
- Hour (End):** Dropdown menu with value "3".
- Minute (End):** Text input with value "00".
- AM/PM (End):** Radio buttons for "AM" and "PM", with "PM" selected.
- Notes:** Text area.
- Billable Units:** Text input with value "0".
- Calculate:** Button.
- Back:** Button.
- Save:** Button.

Reviewing Electronic Visits

From the Participants main menu click on Review Visits

From the Review Visits screen, you will see all visits that are not yet approved. Click All Visits button to see both approved and unapproved



From here you can:

- See what time zone you are VIEWING the timesheets in
- Review a visit
- Approve a visit

**Please note: To delete a time entry you must click on review then the delete button

Reviewing a Verified Visit

Verified visits will show with a  and unverified will show with  under the Verified column on the Review Screen

Visits for Libbi Rollins						
Viewing Visits in Eastern Standard Time						
All Visits						
Visit	Service	Worker	Approved	Verified		
Fri, Oct 18, 2:41 PM	Testing	Heath Barker			Review	Approve
Sun, Sep 29, 7:28 PM - Sep 29, 7:28 PM	Coaching	Heath Barker			Review	Approve
Sun, Sep 29, 6:44 PM - Sep 29, 6:45 PM	Coaching	Heath Barker			Review	Approve

When reviewing a verified visit you will see a notification of what time zone you are editing the visit in.

You will also see a warning message that you are making changes to a verified visit.

Changes made to a verified shift will make it unverified

Editing Visit in UTC
Change your Time Zone

This is a verified visit.
Making some changes will cause the visit to become unverified. [Learn More](#)

Participant		Worker	
<input type="text" value="Person Test"/>	<input type="text" value="Test, Worker"/>		
Begin Date	Hour	Minute	AM/PM
<input type="text" value="07/09/2020"/>	<input type="text" value="6"/>	<input type="text" value="10"/>	<input type="radio"/> AM <input type="radio"/> PM
End Date	Hour	Minute	AM/PM
<input type="text" value="07/09/2020"/>	<input type="text" value="6"/>	<input type="text" value="10"/>	<input type="radio"/> AM <input type="radio"/> PM
Service	Notes	Billable Units	
<input type="text" value="Personal Care Assistance"/>	<input type="text" value="PCA -R-Primary"/>	<input type="text" value=""/>	<input type="button" value="Calculate"/>
			N/A

[Back](#) [Save](#)
[Unverify](#) [Delete](#)

Make changes to notes and then click save

To make changes not allowed for verified shifts, click unverify first

Reviewing Electronic Visits

In order to see all visits, both unapproved and approved, click on the All Visits button

Visits for Libbi Rollins

Viewing Visits in Eastern Standard Time

All Visits

Visit	Service	Worker	Approved	Verified	Review	Approve
Fri, Oct 18, 2:41 PM	Testing	Heath Barker	✗	✓	Review	Approve
Sun, Sep 29, 7:28 PM - Sep 29, 7:28 PM	Coaching	Heath Barker	✗	✓	Review	Approve
Sun, Sep 29, 6:44 PM - Sep 29, 6:45 PM	Coaching	Heath Barker	✗	✓	Review	Approve

Clicking here will bring you to a screen where you can review and unapprove approved visits as long as they have not been exported. Exported visits will not be shown on this review.

Add a Provider

To add a new provider for this participant, click on Add Provider from the View Participant page

The screenshot displays the 'View Participant' interface. At the top, there is a navigation bar with the MAINS1 logo, 'Welcome Test', 'Participant: Test, Test', and links for 'Menu', 'Settings', and 'Log Out'. Below this is a grey header with the title 'View Participant'. The main content area features three blue buttons: 'Add Visit', 'Review Visits', and 'Add Provider'. A large red arrow points to the 'Add Provider' button. Below the buttons is a white box containing participant information: 'Participant ID: aaa555' and 'Name: Test, Test'. Underneath is a section titled 'Worker/s Currently Assigned' with a table. The table has five columns: 'Worker ID', 'Last Name', 'First Name', 'Begin Date', and 'End Date'. It contains one row with the following data: Worker ID 33130, Last Name Worker, First Name Test, Begin Date 01/01/2020, and End Date 12/31/9999. Below the table is a section titled 'Representative/s Currently Assigned' with the text 'No Relationships Found'. At the bottom of the white box is a blue 'Back' button. The footer of the page reads '© 2021 - Mains1 Services All Rights Reserved'.

Worker ID	Last Name	First Name	Begin Date	End Date
33130	Worker	Test	01/01/2020	12/31/9999

Adding Provider

- Enter in the local ID and demographic information for the employee as well as the employees start date with this participant
- Once you have entered in all information, click on Display Login Info to view the log in information for this employee
- You will need to provide the listed log in information to the employee
- Click Save

Welcome Test Participant: Test, Test Menu Settings Log Out

Add Provider

Provider Demographics Page

LocalID	Last Name	First Name	Email
024953	Provider	Test	tprovider@test.com
Address	City	State	Zip
123 Main St	My City	FLORIDA	22222
Relationship StartDate			
02/21/2021			

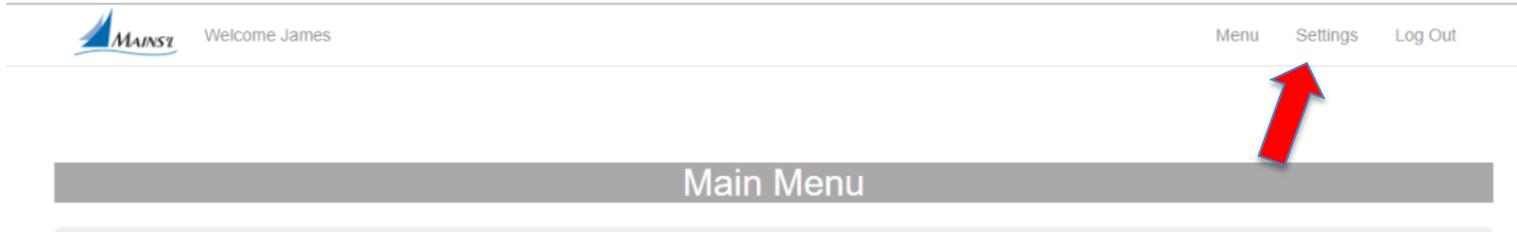
Web Username: TProvider024953 | Web Password: 15rtQw#45k8
IVR (phone) Username: 024953 | IVR (phone) Password: 1234

Display Login Info Save Cancel

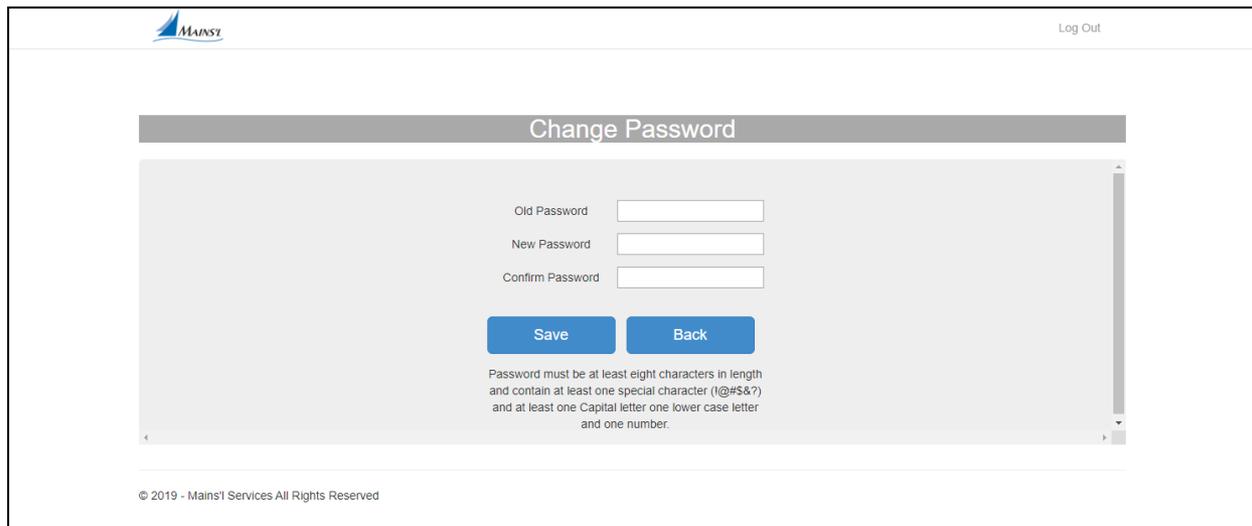
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Changing Your Password

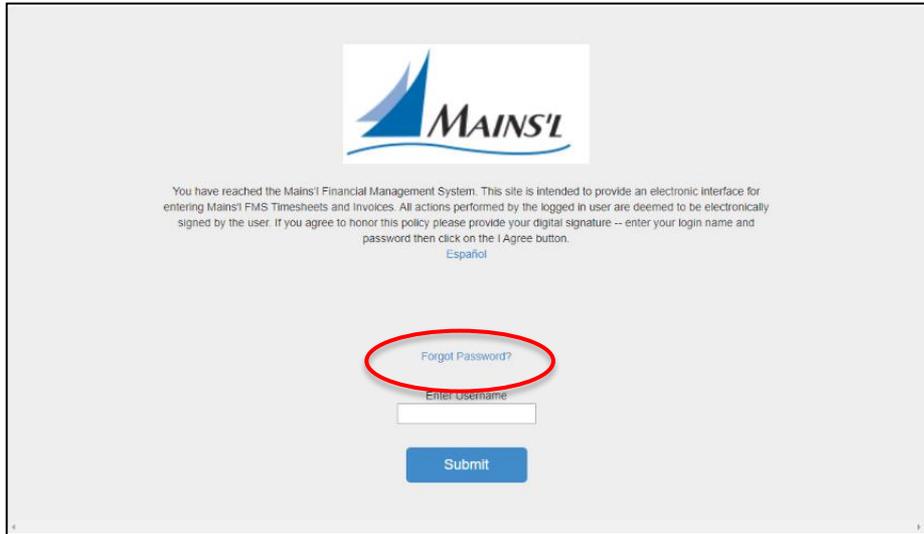
In order to change your password click on “Settings” in the upper right corner and select Change Password



Next, enter your old password and then your new password. You will then need to confirm your new password. Be certain to follow the listed requirements for a secure password

A screenshot of the "Change Password" form. The form is titled "Change Password" and contains three input fields: "Old Password", "New Password", and "Confirm Password". Below the fields are two buttons: "Save" and "Back". A password requirement notice is displayed below the buttons: "Password must be at least eight characters in length and contain at least one special character (!@#\$%&?) and at least one Capital letter one lower case letter and one number." The footer of the page reads "© 2019 - Mains1 Services All Rights Reserved".

Re-Setting a Forgotten Password





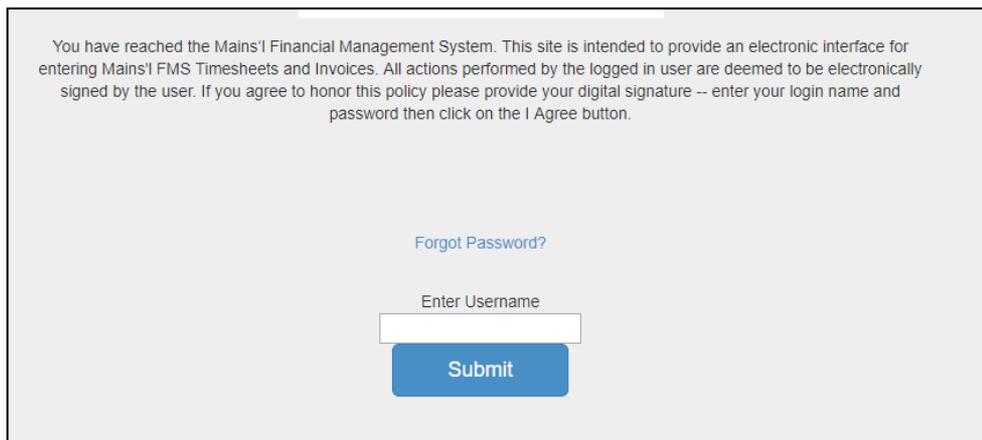
You have reached the Mains'l Financial Management System. This site is intended to provide an electronic interface for entering Mains'l FMS Timesheets and Invoices. All actions performed by the logged in user are deemed to be electronically signed by the user. If you agree to honor this policy please provide your digital signature -- enter your login name and password then click on the I Agree button.

[Español](#)

[Forgot Password?](#)

Enter username

If you have forgotten your password, click on “Forgot Password” and enter your user name



You have reached the Mains'l Financial Management System. This site is intended to provide an electronic interface for entering Mains'l FMS Timesheets and Invoices. All actions performed by the logged in user are deemed to be electronically signed by the user. If you agree to honor this policy please provide your digital signature -- enter your login name and password then click on the I Agree button.

[Forgot Password?](#)

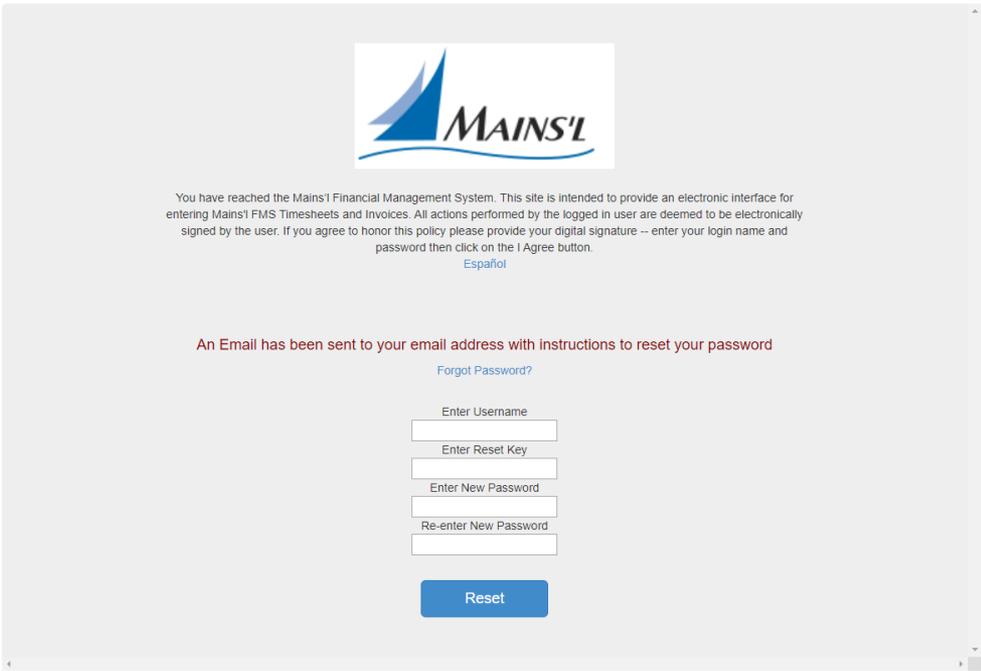
Enter Username

Enter your username and click submit

Entering Reset Key and Setting a New Password

After you have clicked submit, a Reset key will be sent to your email.

Enter your username, reset key, choose a new password, re-enter the new password and click Reset



The screenshot shows the Mains1 Financial Management System interface. At the top center is the Mains1 logo, which consists of a blue stylized sail icon to the left of the word "Mains1" in a serif font. Below the logo is a paragraph of text: "You have reached the Mains1 Financial Management System. This site is intended to provide an electronic interface for entering Mains1 FMS Timesheets and Invoices. All actions performed by the logged in user are deemed to be electronically signed by the user. If you agree to honor this policy please provide your digital signature -- enter your login name and password then click on the I Agree button." Below this text is a blue link labeled "Español".

Below the "Español" link is a red message: "An Email has been sent to your email address with instructions to reset your password". Underneath this message is a blue link labeled "Forgot Password?".

Below the "Forgot Password?" link are four input fields, each with a label above it: "Enter Username", "Enter Reset Key", "Enter New Password", and "Re-enter New Password". Below these four input fields is a blue button labeled "Reset".

Logging Out of the App

You can log out of the website from any page by clicking the LOGOUT button in the upper right corner

