DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/Business Operations

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TRANSMITTAL DATE: 10/05/2015

TOPICS: Qualified Vendor & Directory Assistance (QVADS) is changing to the Qualified Vendor Portal (QVP) and Qualified Vendor Guide to Creating A FOCUS Account

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All Qualified Vendors

The Division of Developmental Disabilities (DDD) is pleased to announce that it is in the final stages of migrating data from the Qualified Vendor & Directory Assistance (QVADS) to a new application called the Qualified Vendor Portal (QVP). In QVP the applications most frequently utilized by Qualified Vendors will be available in one location. The Division will provide more information about this migration over the next few weeks.

In order to use the QVP the Qualified Vendor must have a Focus account and be able to log in with a user name and password. Attached is the *Qualified Vendor Guide to Creating A FOCUS Account* which provides instructions to:

1. Log into FOCUS (using existing username and password)
2. Create a new FOCUS log-in as an administrator
3. Add an additional member to an existing FOCUS account
4. Add additional applications to an existing FOCUS account

If you are currently able to log-in in Focus, no action is required at this time.

Questions related to this communication may be sent to Provider Relations at DDDProviderRelations@azdes.gov .

Thank you

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Qualified Vendor Guide to Creating A FOCUS Account

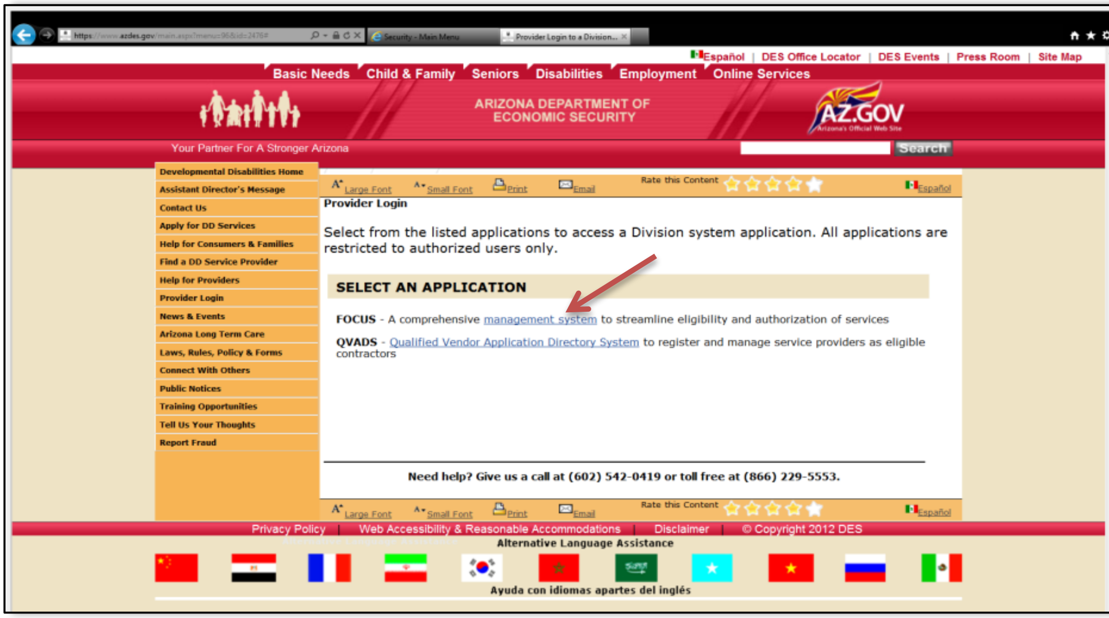
October 2015

This guide has been designed to provide instructions on how to:

I. Log into FOCUS (using existing username and password)

1. Access the Provider Login page: https://www.azdes.gov/landing.aspx?id=2476
2. Click the **management system** link.

Image 1



3. Enter the User Name and Password.
4. Click the **Gray button.**

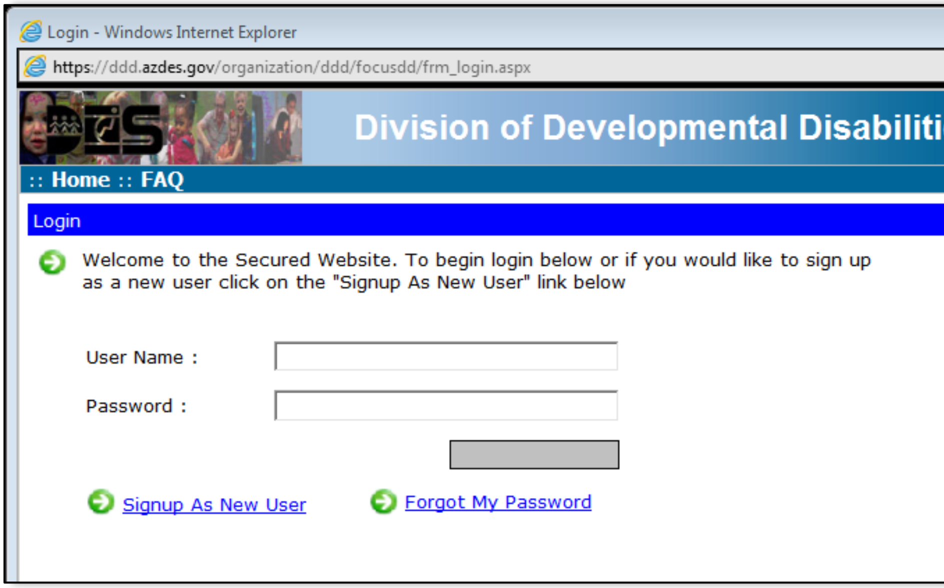
Image 2

II. Create a new FOCUS Login (Administrator Account)

1. Access the Provider Login page: https://www.azdes.gov/landing.aspx?id=2476

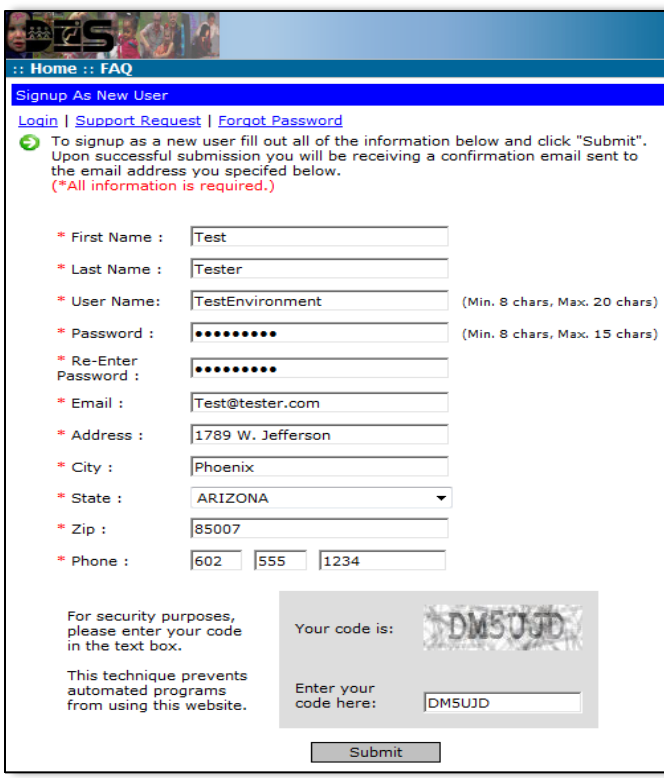
2. Click the **management system** link, as seen in *Image 1*.
3. On the next screen click **Signup As New User.**

Image 3



4. Complete all of required fields on the next screen, as shown in *Image 4*.
5. Click **Submit** located at the bottom of the screen.

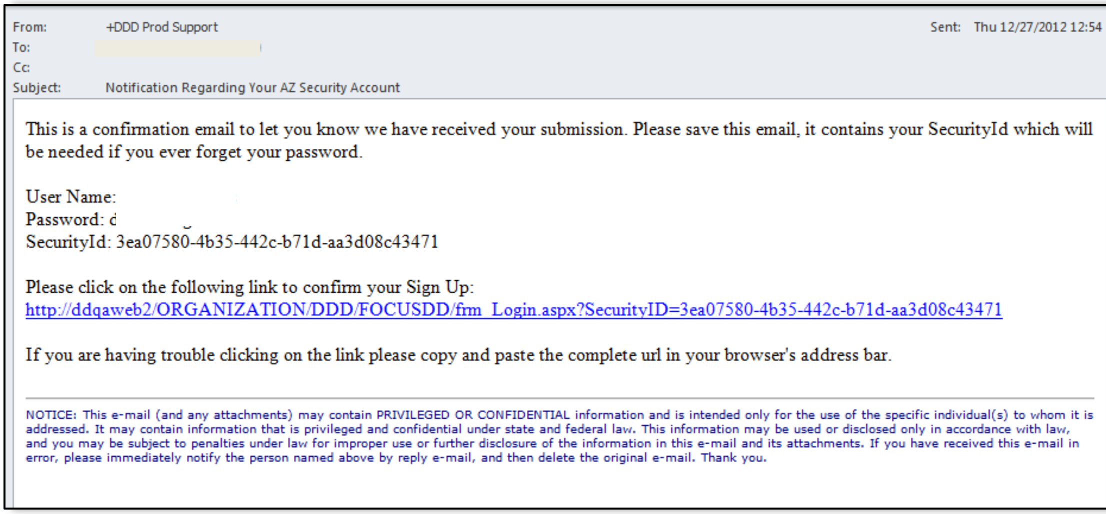
Image 4



6. Open the confirmation email that was sent to the e-mail address provided on the Signup screen shown on *Image 4*.

7. Upon receiving the confirmation email, click the link provided in it.
    a. If clicking the link does not work, copy and paste the address into the browser then press enter.

Image 5


From: +DDD Prod Support
Sent: Thu 12/27/2012 12:54
To:
Cc:
Subject: Notification Regarding Your AZ Security Account

This is a confirmation email to let you know we have received your submission. Please save this email, it contains your SecurityId which will be needed if you ever forget your password.

User Name:
Password: c
SecurityId: 3ea07580-4b35-442c-b71d-aa3d08c43471

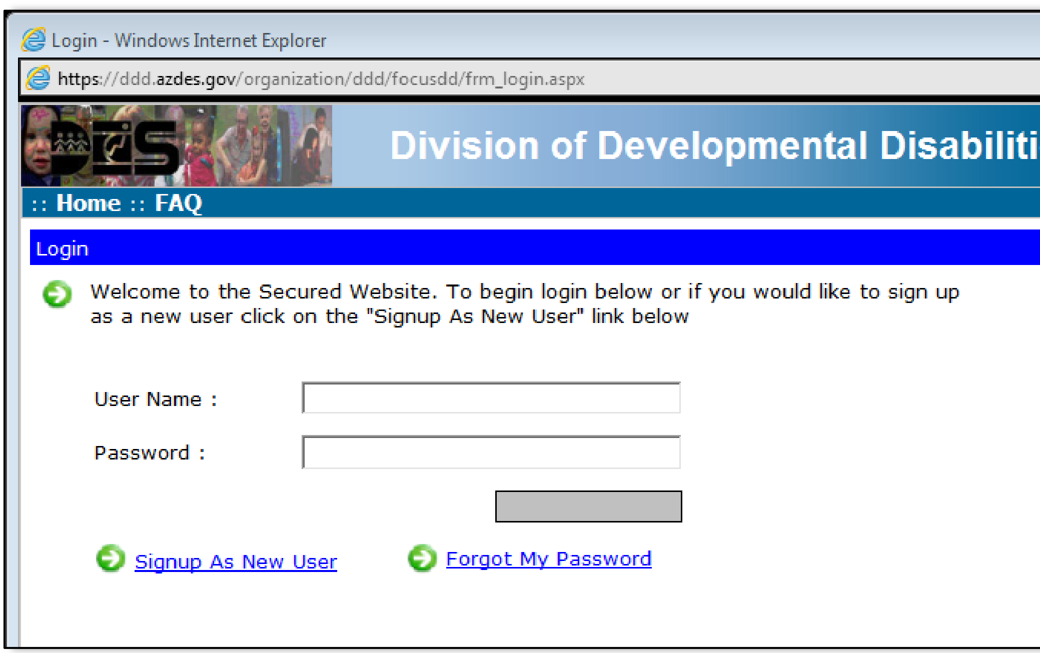
Please click on the following link to confirm your Sign Up:
http://ddqaweb2/ORGANIZATION/DDD/FOCUSDD/frm_Login.aspx?SecurityID=3ea07580-4b35-442c-b71d-aa3d08c43471

If you are having trouble clicking on the link please copy and paste the complete url in your browser's address bar.

NOTICE: This e-mail (and any attachments) may contain PRIVILEGED OR CONFIDENTIAL information and is intended only for the use of the specific individual(s) to whom it is addressed. It may contain information that is privileged and confidential under state and federal law. This information may be used or disclosed only in accordance with law, and you may be subject to penalties under law for improper use or further disclosure of the information in this e-mail and its attachments. If you have received this e-mail in error, please immediately notify the person named above by reply e-mail, and then delete the original e-mail. Thank you.

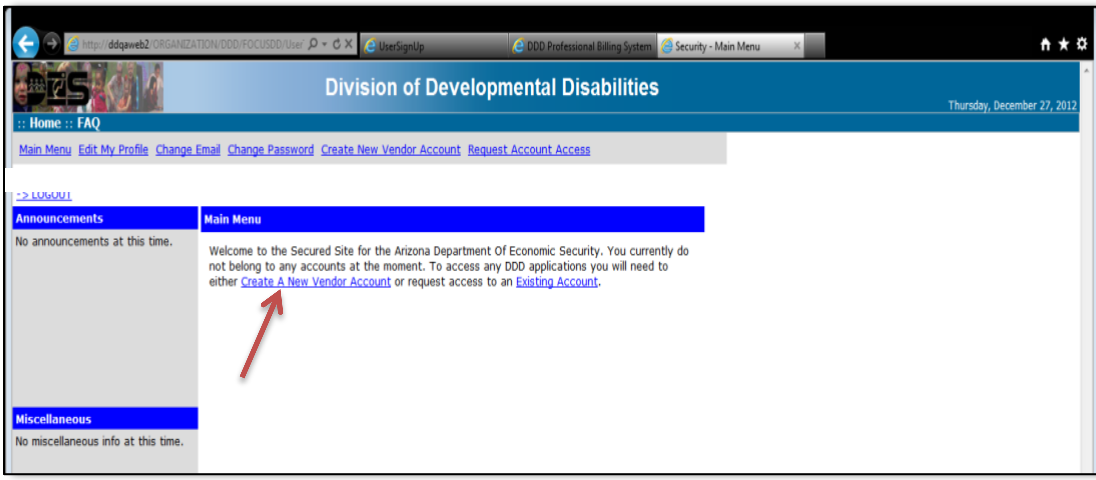
8. Enter the User Name and Password created in step 4, and then click on **Gray Button.**

Image 6



9. Click **Create A New Vendor Account**.

Image 7



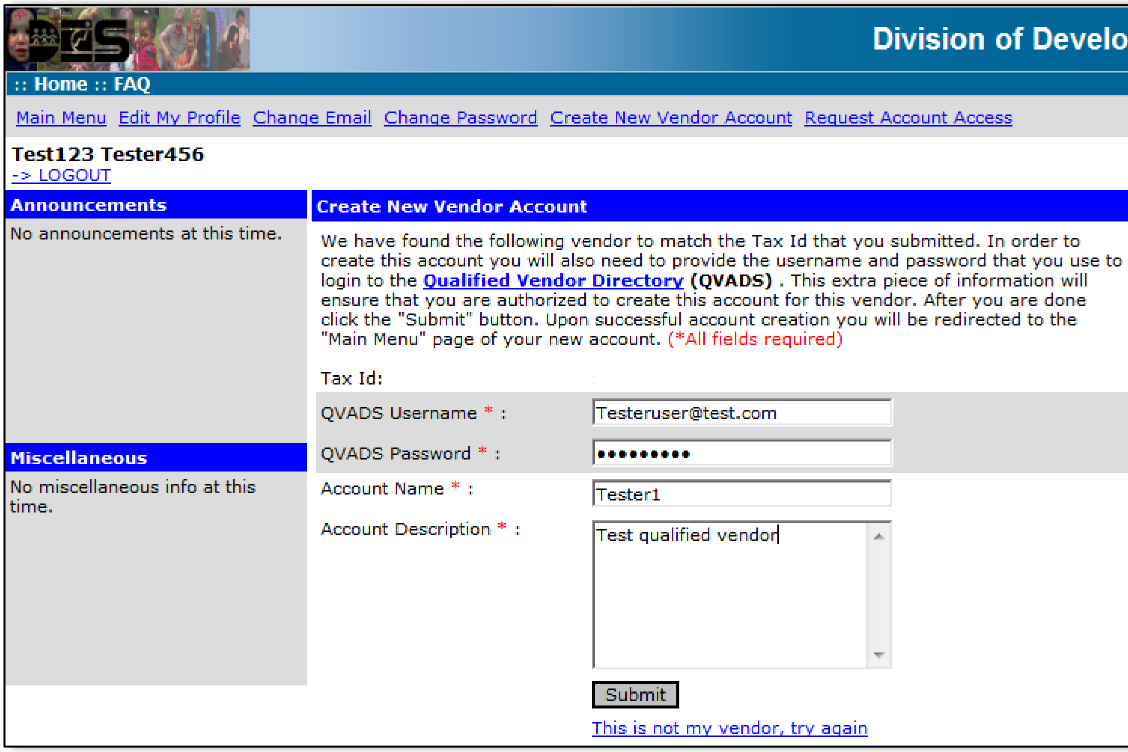
10. On the following screen enter a 9-digit Tax ID of the vendor.
11. Click **Submit**.

Image 8

12. Click **Create Account**.
13. Enter in the QVADS login information into the appropriate fields along with an account name and account description, as indicated in *Image 9.*
14. Click **Submit**.

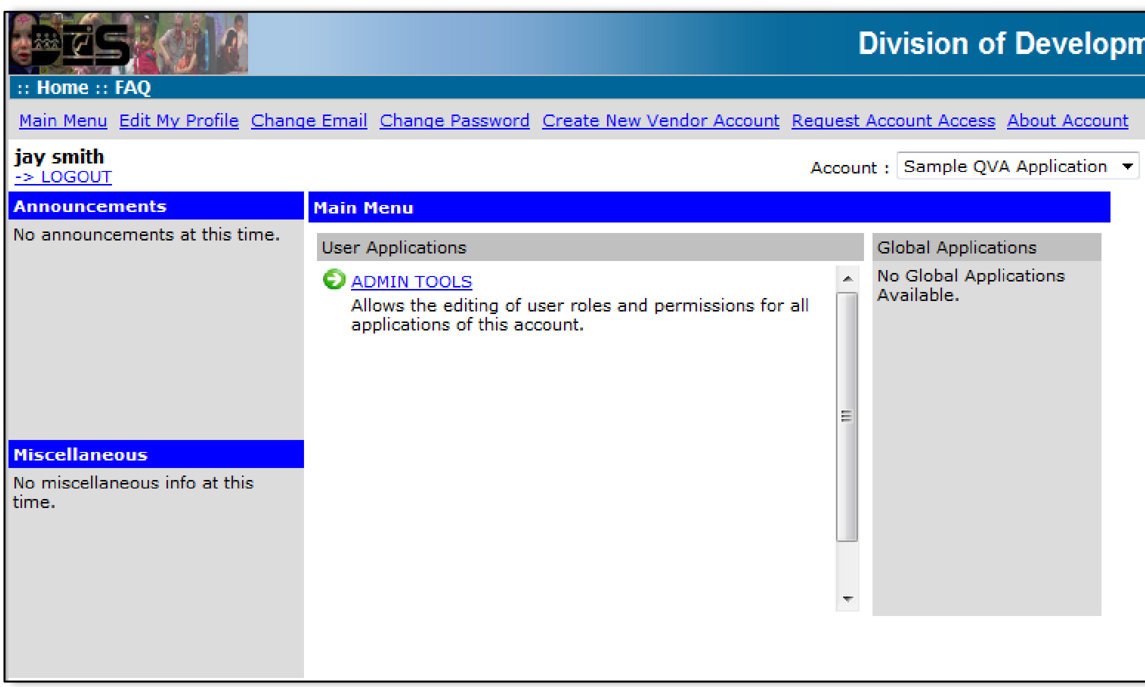
15. On the confirmation screen, click **Confirm**.

Image 9



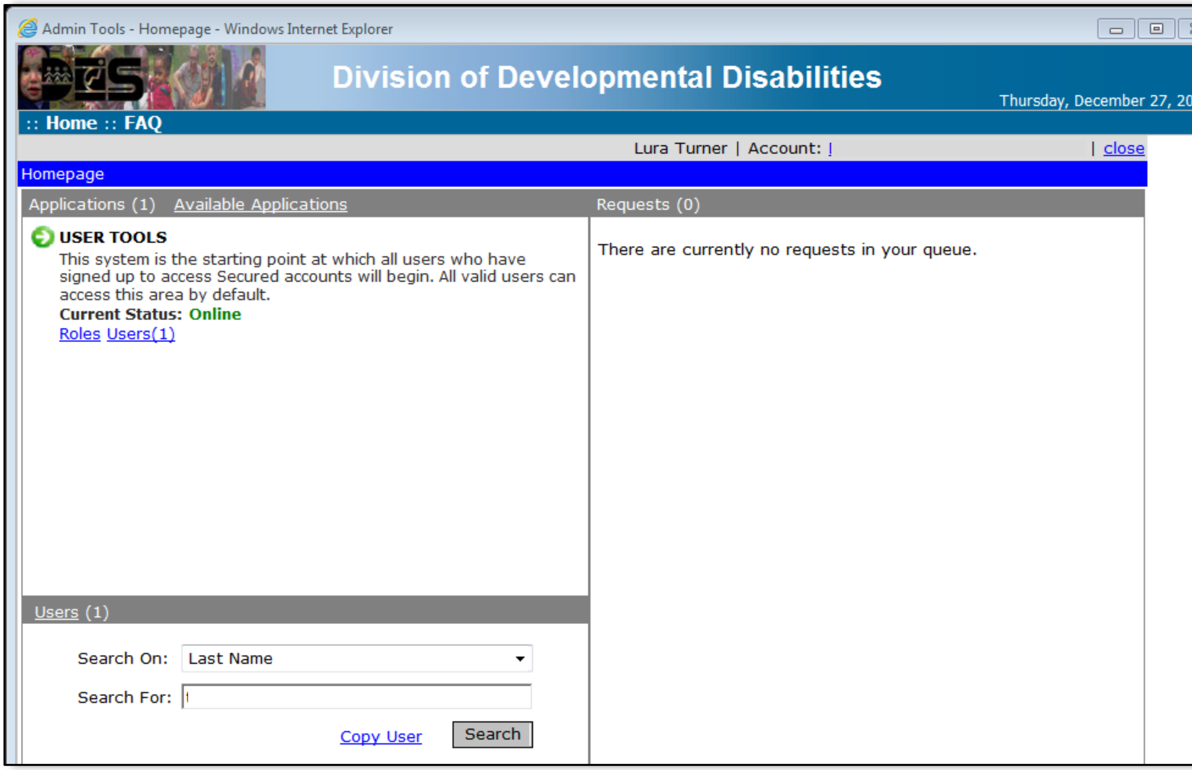
16. On the Main Menu, click **ADMIN TOOLS.**

Image 10



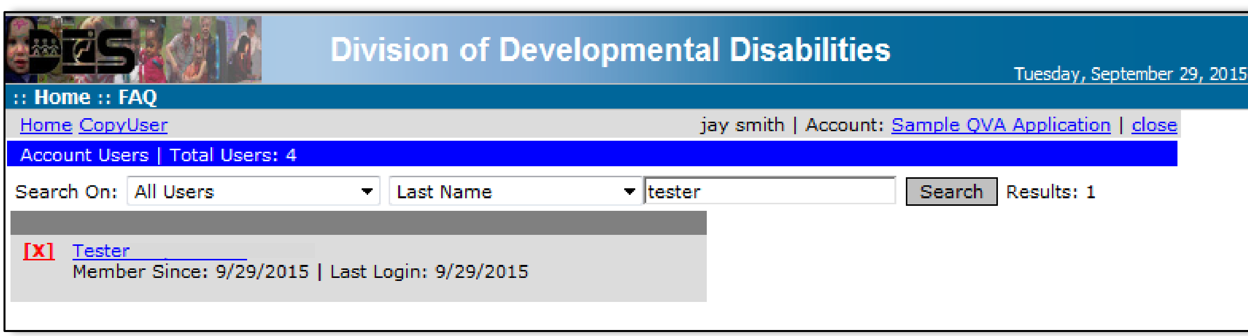
17. Enter the last name of the user created in the **Search For** field and click **Search**, as indicated in *Image 11*. The last name used in our example is “Tester”.

Image 11



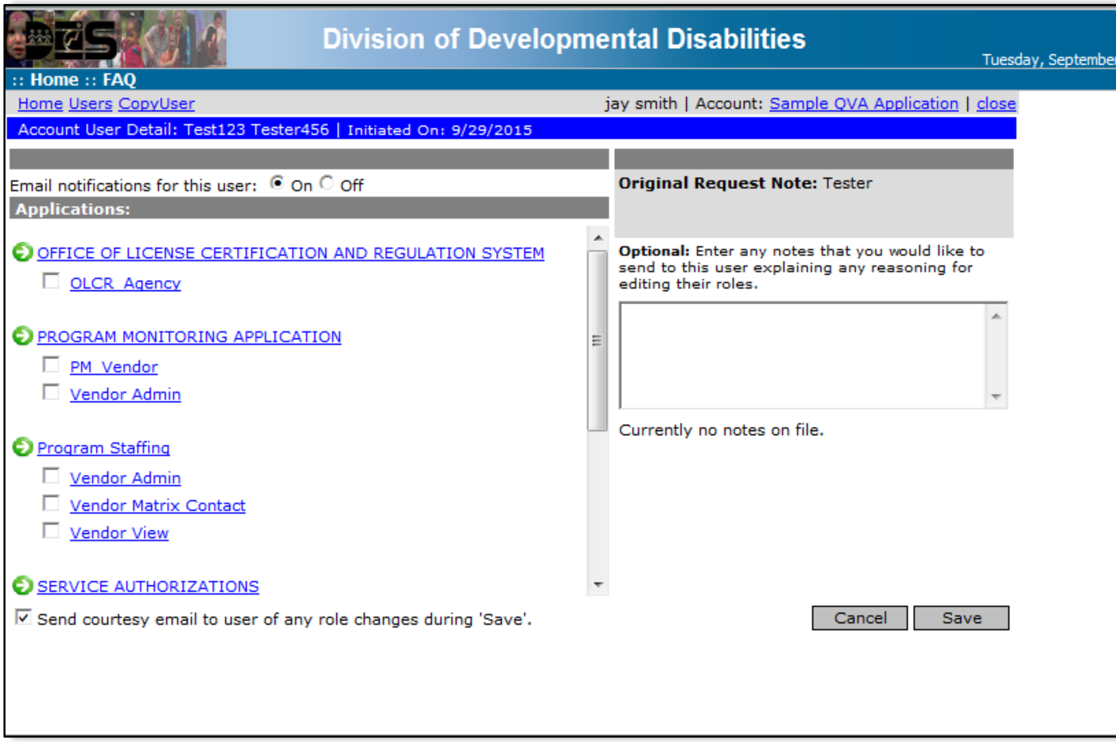
18. Click the name of the user.

Image 12



19. Select the appropriate roles for the user to have.
20. Click **Save.**

Image 13



The administrator now has the ability to add and remove user roles as well as add and remove applications.

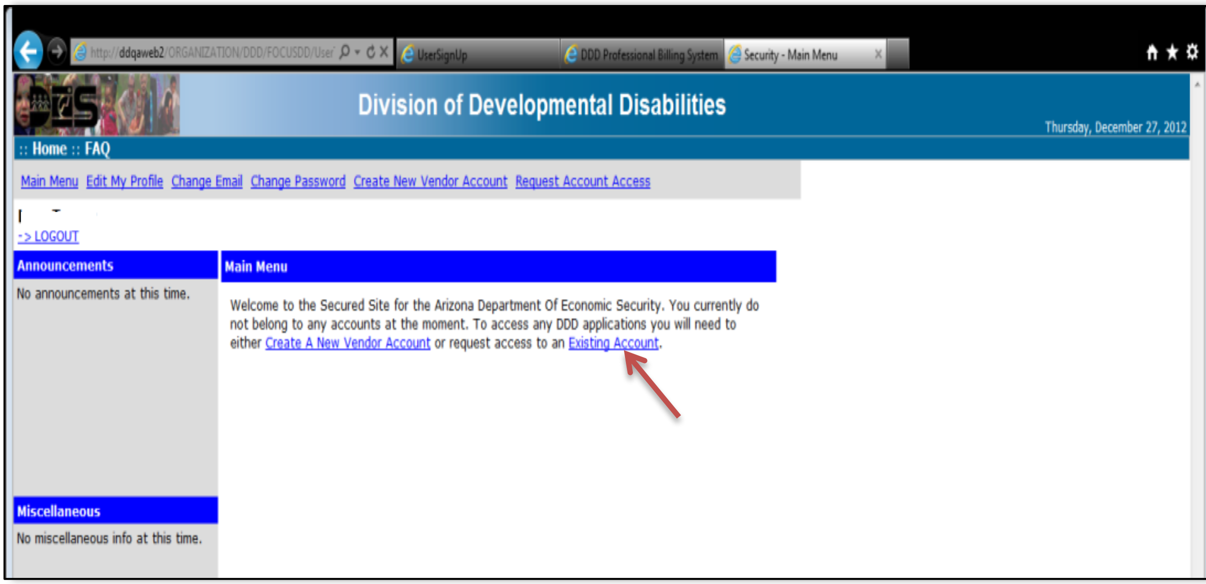
III. Add an additional member to an existing FOCUS account

An account is required prior to requesting access to an existing FOCUS account. Follow steps 1-8 in How to create a new FOCUS account as administrator located above. After successfully creating the account please follow the steps below.

A. Request Access to Existing Account

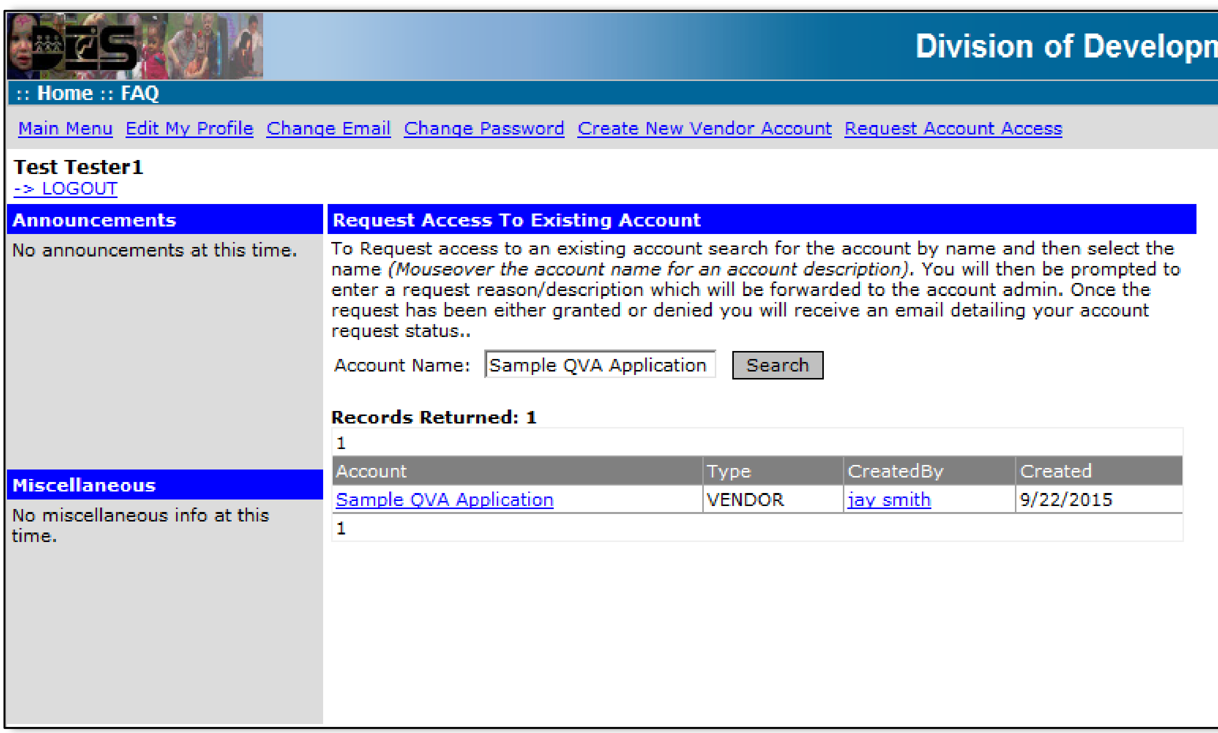
1. Log in using the user name and password created.
2. To request access to an existing account, click **Existing Account** located on the main menu.

Image 14



3. On the next screen, type in the Account Name that is requesting access.
4. Click **Search**.

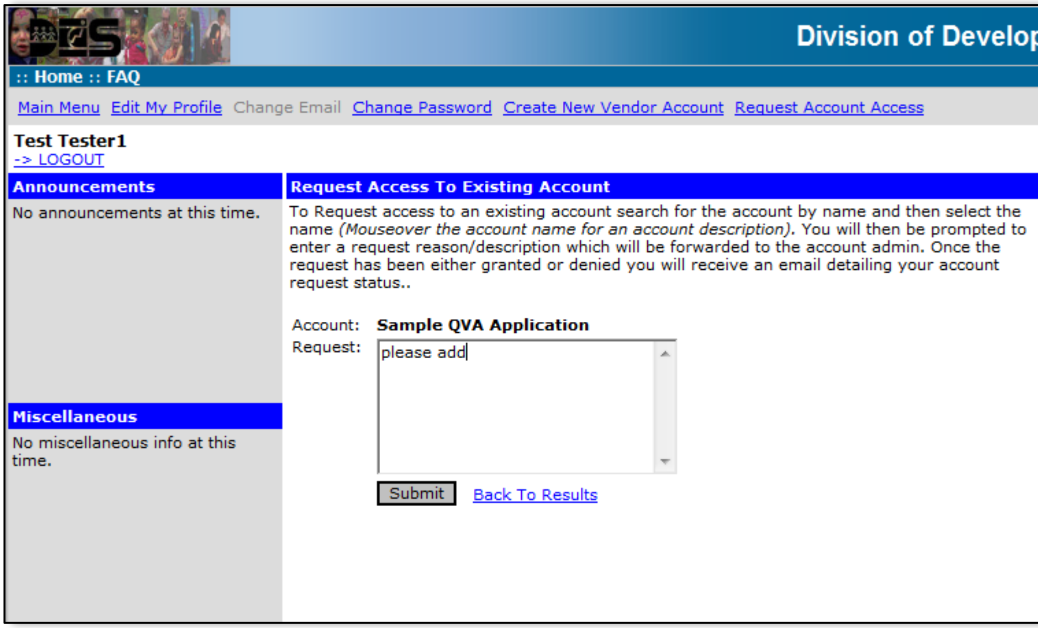
Image 15



5. Select the name of the Account that is requesting access.

6. In the **Request** field, enter information pertaining to the request.
7. When finished, click **Submit**.

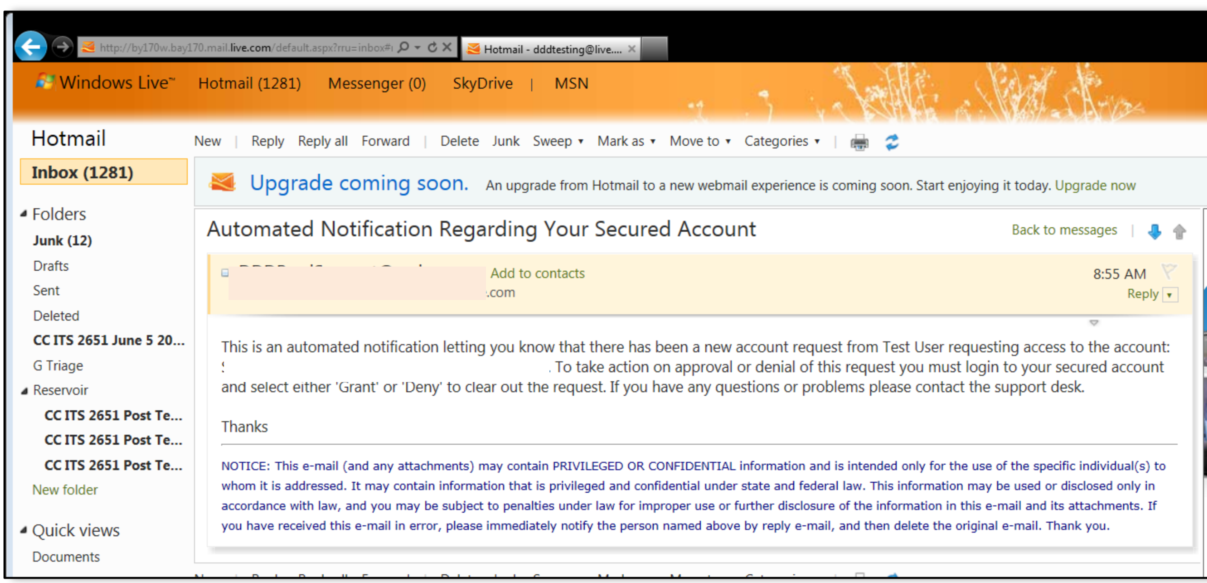
Image 16



B. Approving New Users to Existing Accounts

After the user submits their request, the administrator will receive an email similar to the one shown in *Image 17*.

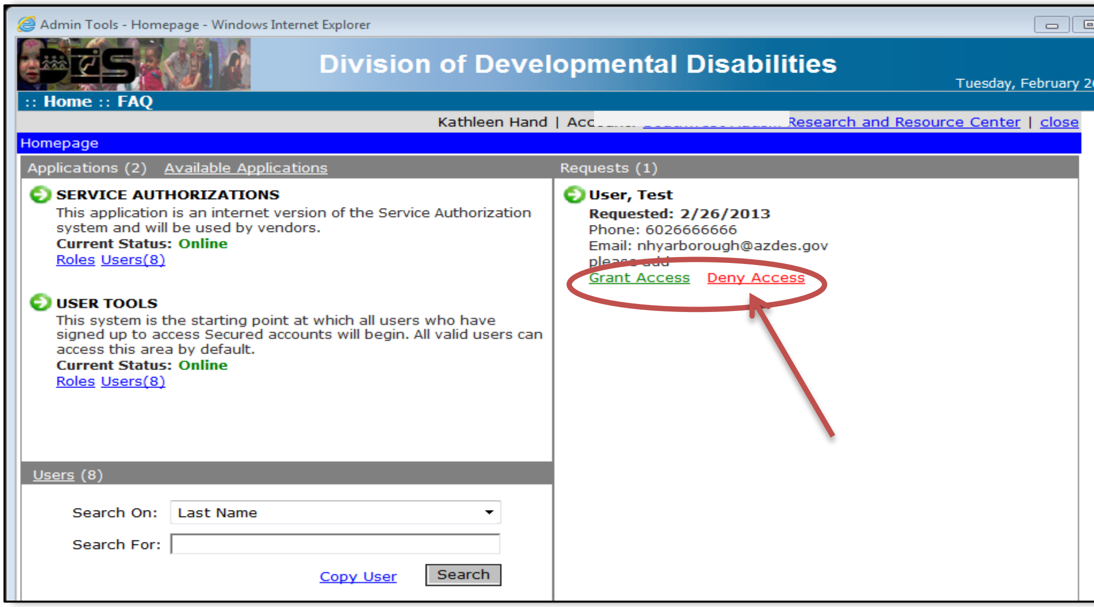
Image 17



1. Log into the Administrator account using the username and password that created in How to create a new FOCUS account as administrator .

2. While on the main menu, click **ADMIN TOOLS**.
3. On the next screen, a user's access can be granted or denied by either clicking on **Grant Access** or **Deny Access.**

Image 18



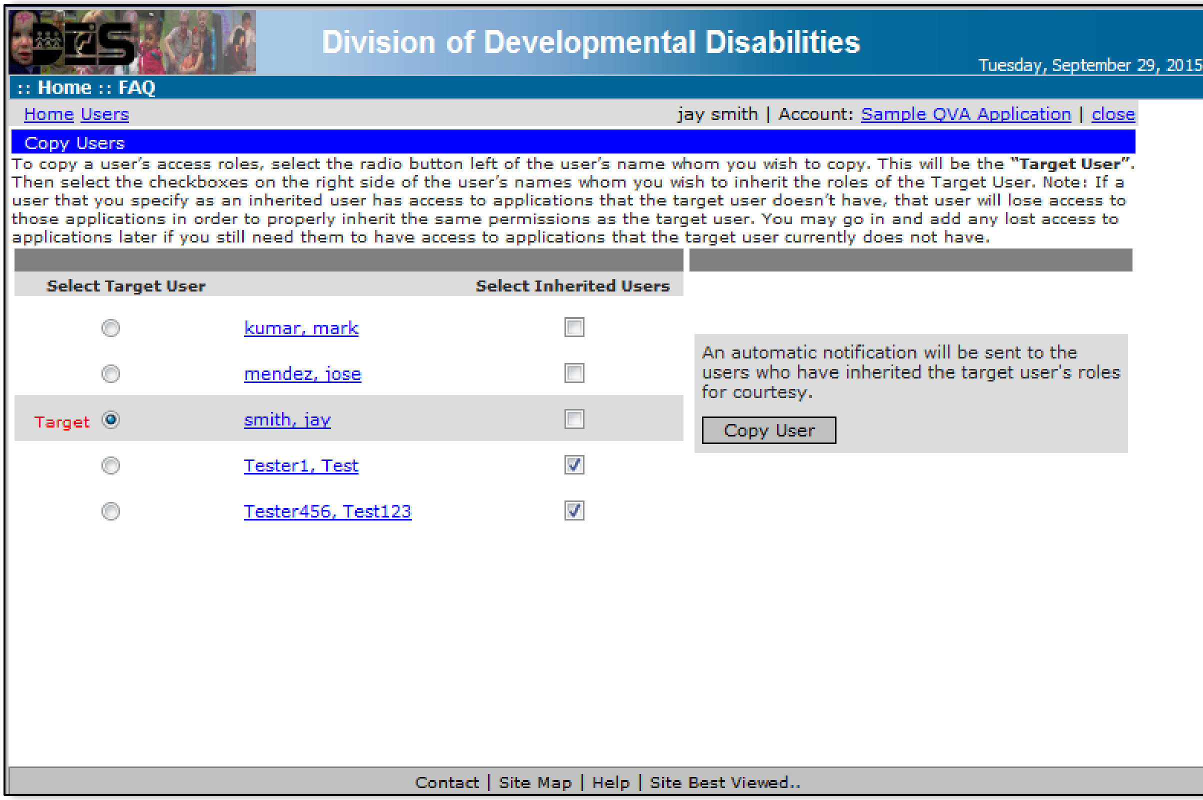
IV. How to change and modify user permissions

A. Copy Users Role

1. Log into the Administrator account using the username and password that created in [How to create a new FOCUS account as administrator].
2. Click **ADMIN TOOLS**.
3. Click **Copy User**.
4. Select the radio button to the left of the Target User whose role is to be copied.

5. Select the checkboxes next to the names that will inherit the roles of the Target User.
6. Click **Copy User** to complete the process.

Image 19



B. Add Roles to Users

1. Log into the Administrator account using the username and password created in How to create a new FOCUS account as administrator.
2. Click **ADMIN TOOLS**.
3. In the **Search For** field shown on *Image 18*, type in the last name of the user whose role will be modified.
4. On the next screen click the user name.
5. Select the roles and applications for the user to have.
    a. *Optional*: Add notes to send to the user explaining why their role has been edited.

6. Click **Save.**

Image 20

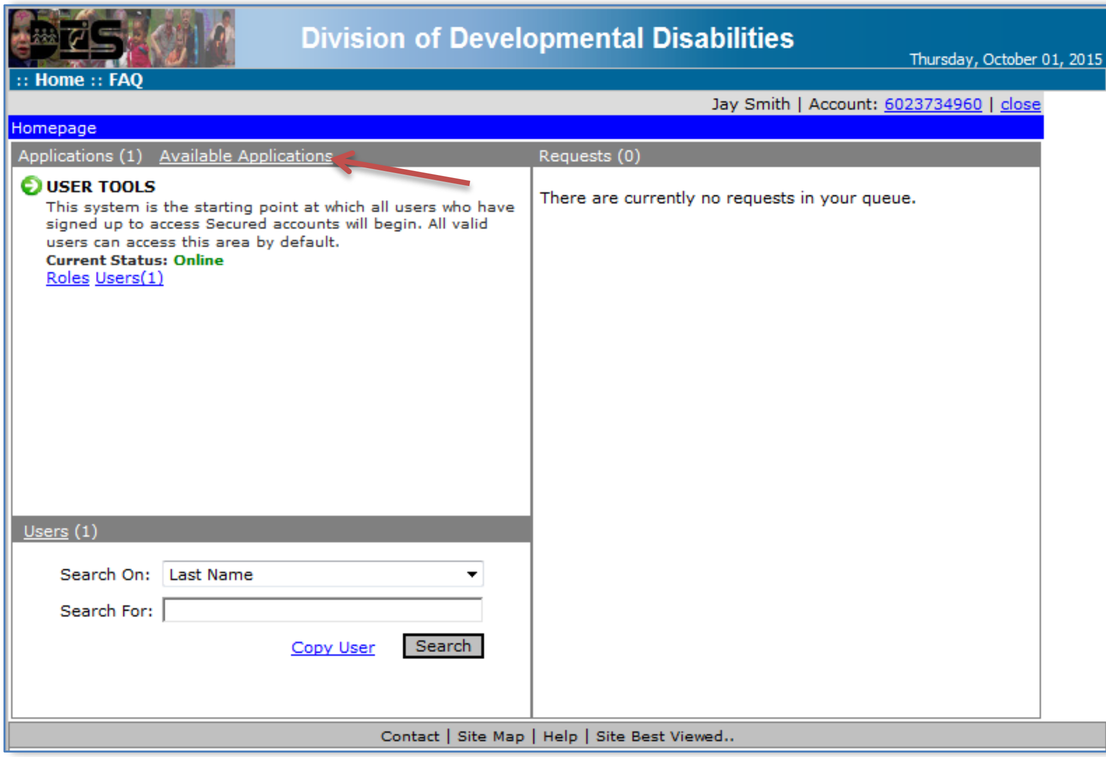
The user now has access to the assigned applications.

V. Add additional applications to an existing FOCUS account

1. Log into the Administrator account using the username and password created in [How to create a new FOCUS account as administrator](#).
2. Click **ADMIN TOOLS.**

3. Click **Available Applications.** (There are a total of six applications available to vendors.)

Image 21



4. Select which application to add by clicking on the link **Add To Account.**
5. Click **OK** on the pop up box to confirm adding the application.

Image 22

7. On the next screen, select the users that will be given access to the application, then click **Save**.

Image 23

The account and users now have access to the applications added.

*If you need further technical assistance following any of the instructions provided in this reference guide, please call the **DDD FOCUS Security Help Desk at (602) 771-1487***

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