
AUTOMATED SECURITY ACCESS PROCESSING (A.S.A.P)

REQUESTING ACCESS TO **ESSENCE**

(FOR PRIVATE PROVIDERS)

STEP A. Creating A.S.A.P User profile

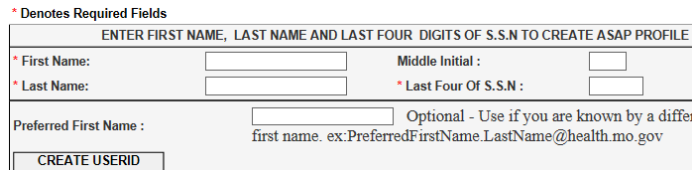
(This step is to be completed only once per user)

Please read...

- If you have an ASAP profile already and know your login credentials, please skip to Step B (submitting the request)
- If you are unsure you have an ASAP profile, here are a few steps to determine that.
 - If you already have DHSS health applications and/or DSS prod/mainframe access you mostly likely have an ASAP profile.
 - If you try to create an ASAP profile and you receive a red message indicating that first name and last name is already in use, please contact the ITSD Call Center at 800.347.0887 for assistance. This most likely means you have an ASAP profile and the call center can assist with profile updates, password resets, logging into ASAP, and/or submitting requests.

Creating A.S.A.P User profile

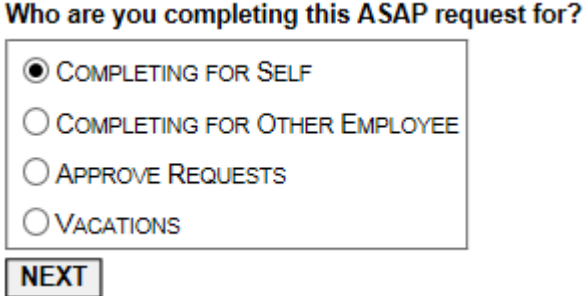
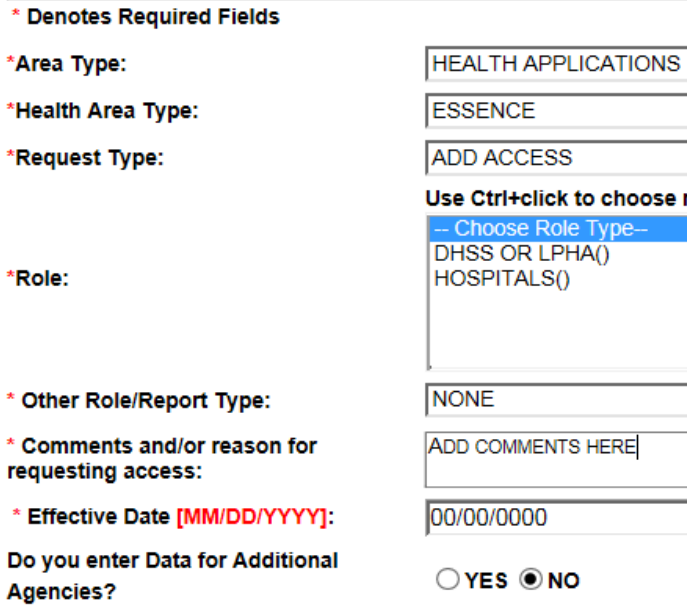
- Open Internet Browser and enter address
http://webapp02.dhss.mo.gov/asap_web/ASAPLogin.aspx
- Click “Yes” to any security messages

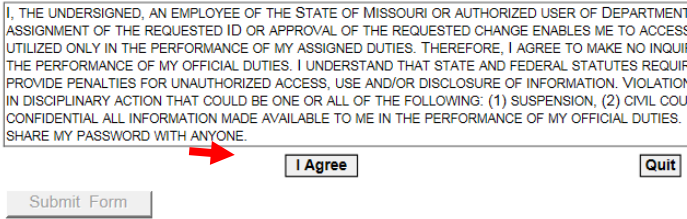
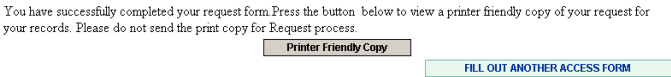
Steps	Screen Print
1. If you have not used ASAP before or do not have an ASAP profile, click the NEW USER option You will only need to go through the profile creations steps once.	
2. Enter your first name, last name, and last four digits of your SSN. Enter a Preferred First Name, if desired. Click the CREATE USERID button.	

Make note of your User ID. 3. Choose 'Others (Schools, Private Providers, etc..)' for the Agency 4. Choose 'DIVISION OF COMMUNITY AND PUBLIC HEALTH - DCPH' for Local Security Officer County. 5. Choose 'ESSENCE LSO (QIAN LIU)' for Local Security Officer.	Your ASAP User ID has successfully I User ID is: DOEJ  *USERID: *Agency: Others (Schools, Private Providers, etc..) *Local Security Officer County: DIVISION OF COMMUNITY AND PUBLIC HEALTH - DCPH *Local Security Officer: ESSENCE LSO (QIAN LIU)
3. Type your work street number (do not space or tab) and a drop-down list will appear. Click on your agency from the list. 4. Enter your email address, phone number, and fax number.	ADDRESS INFORMATION *Address Search (Type in your address starting with Street Number) *Email1 * Phone1 Ext Fax Number
5. Enter a password. Retype your password. Enter a challenge question. This should be a question only you know the answer too. Type the response or answer to the challenge question. Retype the response or answer to the challenge questions.	* Password [Password length between 6-8] * Retype Password *Challenge Question ex:What is your favorite color? * Challenge Response ex:Blue * Retype Response **If ASAP did not prompt you to create a password and challenge question/response... Your password was automatically set to first initial of first name, first initial of last name, and last four digits of your social security number. The challenge question was automatically set to What is the last four digits of your SSN?**
6. Click the CREATE PROFILE button.	CREATE PROFILE
7. You should see a message about the profile being successfully created.	

----- Please continue to Step B -----

STEP B. Request ESSENCE access

1. Type the User ID and Password you created in Step A. 2. Click the SIGN IN button. **If ASAP did not prompt you to create a password, your password was automatically set to first initial of first name, first initial of last name, and last four digits of your social security number.**	
3. Choose the 'Completing for Self' option. 4. Click the NEXT button.	
5. Choose 'HEALTH APPLICATIONS' for Area Type. 6. Choose 'ESSENCE' for Health Area Type. 7. Choose 'ADD ACCESS' for Request Type. 8. Choose the appropriate Role. <i>*Note: LPHA stands for local public health agencies (aka county health departments)</i> 9. Choose 'NONE' for Other Role/Report Type. 10. Enter comments. 11. Type in the Effective Date. 12. Select 'NO' for Do you enter Data for Additional Agencies?	

12. Click the 'I Agree' button. 13. Click the 'Submit Form' button. 	
A message should appear stating the request was successfully completed.	

If you experience any problems or have questions while using the ASAP system, please notify the ITSD Call Center using one of the following methods:

Phone: 573.751.6388 or 1.800.347.0887

E-mail: Support@health.mo.gov