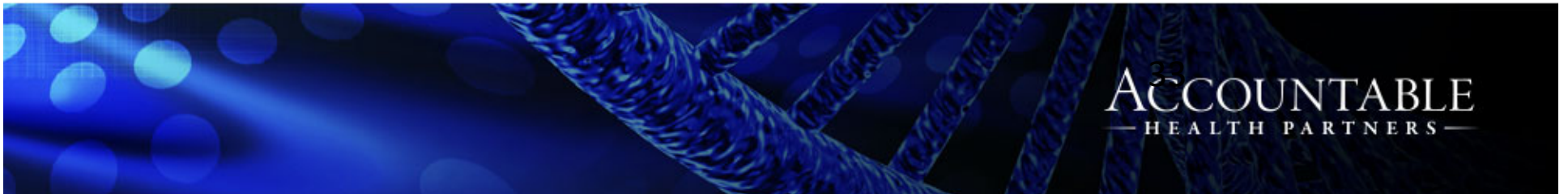


# PER Guest Account Process



ACCOUNTABLE  
— HEALTH PARTNERS —

Your provider relations representative will provide a user spreadsheet to your practice. Please return the completed sheet



Sharee will also send the guest account FAQ and initial communication to the email on the user spreadsheet for each person requesting access to the PER



If you have not done so, Sharee will send a reminder at the 24 hour mark



Setup your Duo account, login to PER, and attend a PER training session.



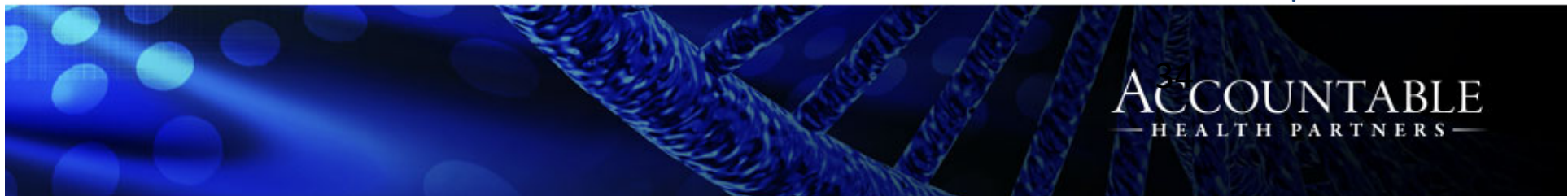
Sharee, the guest account sponsor, will send the guest account request to ISD



ISD will send you an email to complete your identity verification. You have 48 hours to complete your identity verification



Sharee will be notified when the account setup is complete. She'll send you a link with instructions on how to access your account and setup Duo



# Highlights of the Guest Account Process

- ***Check your spam/junk folder*** if you received an initial email from Sharee, but did not receive an email from ISD. The email for identity verification will come from [IdM-NoReply@ur.rochester.edu](mailto:IdM-NoReply@ur.rochester.edu)
- Even if you have an active URMIC email/Active Directory login, you still have to go through this process. When complete, you'll have the same login, but now you'll have access to the PER
- Adding PER access does not change any accesses you have to eRecord/ePartner or other URMIC apps
- If you already have Duo, there's no need to download it again

