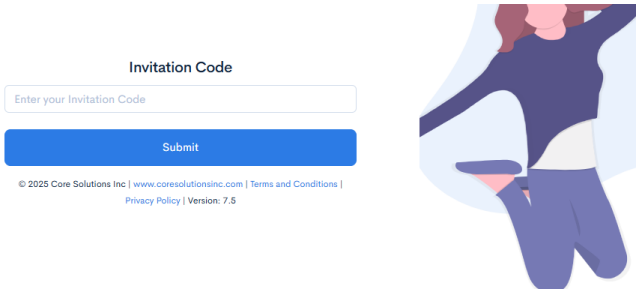
Person Centered Services: Desk Aid

Member Portal Login Instructions

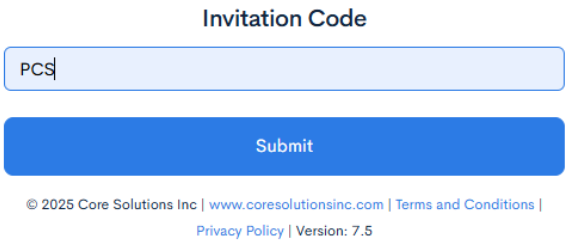
Follow these steps to access your Portal account after activation.

Reminders:
When accessing your account (member or their representative must have a valid email address)

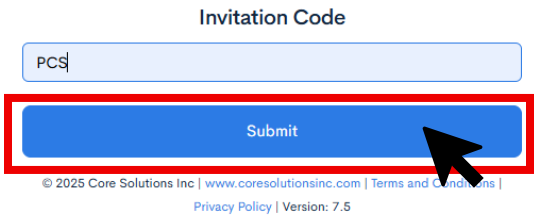
Step 1: Click here(you can use this link>>) Member Portal Login



Step 2: Enter Invitation Code



The invitation code is PCS:



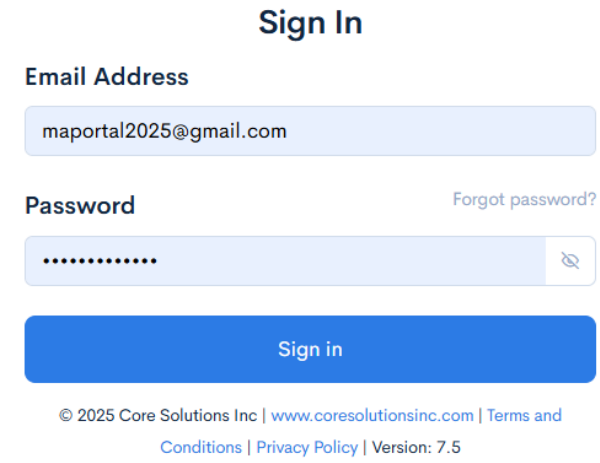
Step 3: Click Submit

PERSON CENTERED SERVICES

core EHR SOLUTIONS

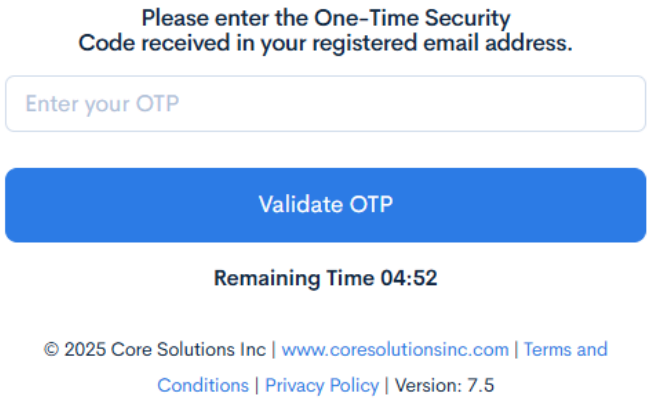
Step 4: Enter your email address and the password you entered when activating your account.

Remember not to share your password with anyone.



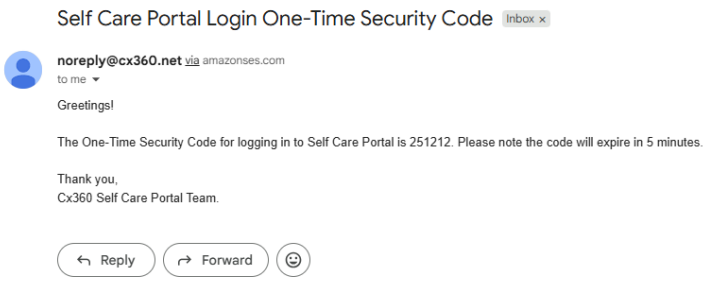
Step 5: Click Sign in

Step 6: Next you will receive a One-Time Security Code via email to log in to the Portal.



This will be sent to your email address. It will come from noreply@cx360.net

You may need to check your junk/spam mailbox. It will look like below.

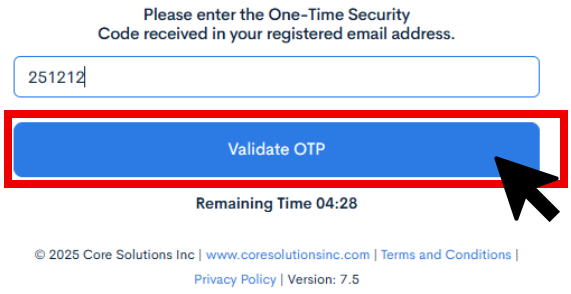


(Be sure to enter the code in YOUR email not the one from above)

Step 7: Enter your One-Time Security Code from your email

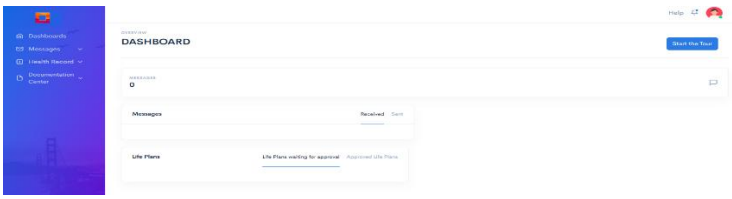
AND click validate OTP to Sign in. (Example below)

The code will expire in 5 minutes and you will need to request a new code.



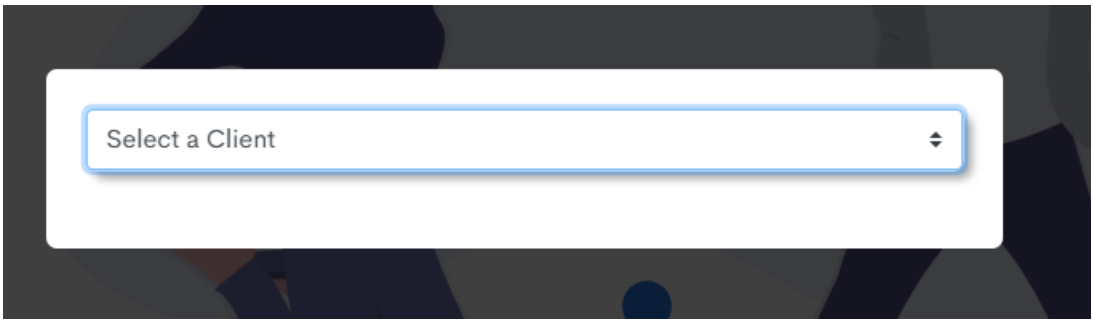
Congratulations you have now logged into your account!

Upon reaching your dashboard, you will have access to your profile, secure messages, document uploads, and the Life Plan.



Go to PersonCenteredServices.com for more information and support on how to access and use the portal. (See next page for more information if you have access to more than one member)

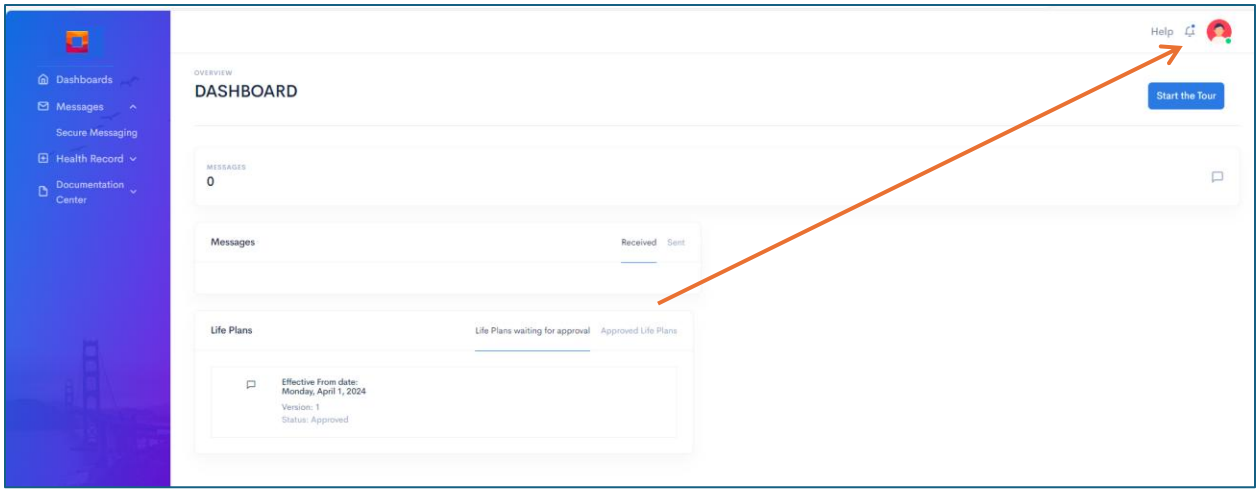
**If you have access to more than one Member you will be asked to choose which account you wish to enter before logging you in. A box telling you to “Select a Client “will appear.

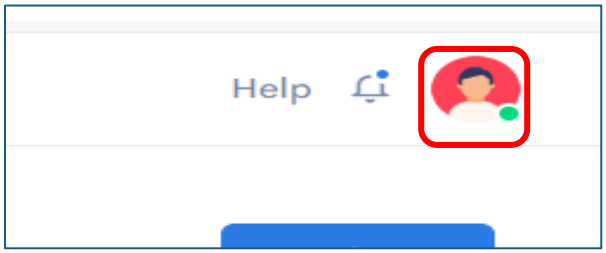


Choose the person you wish to access first, and you will be logged into their portal record. If you need to switch between accounts, see how to switch clients’ desk aid for more information or review below.

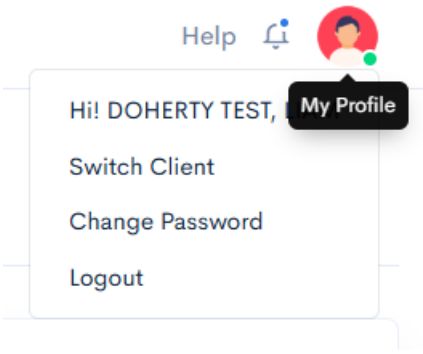
After you are logged in, you can easily switch between members, when you are ready or need to.

First go to the top right corner of the screen and click on the profile icon.



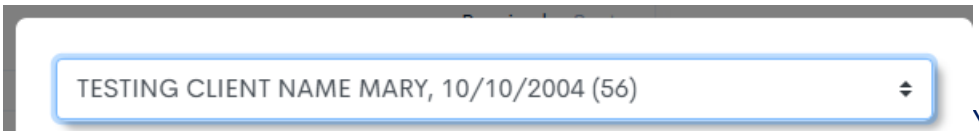


A menu will appear



Select Change Member

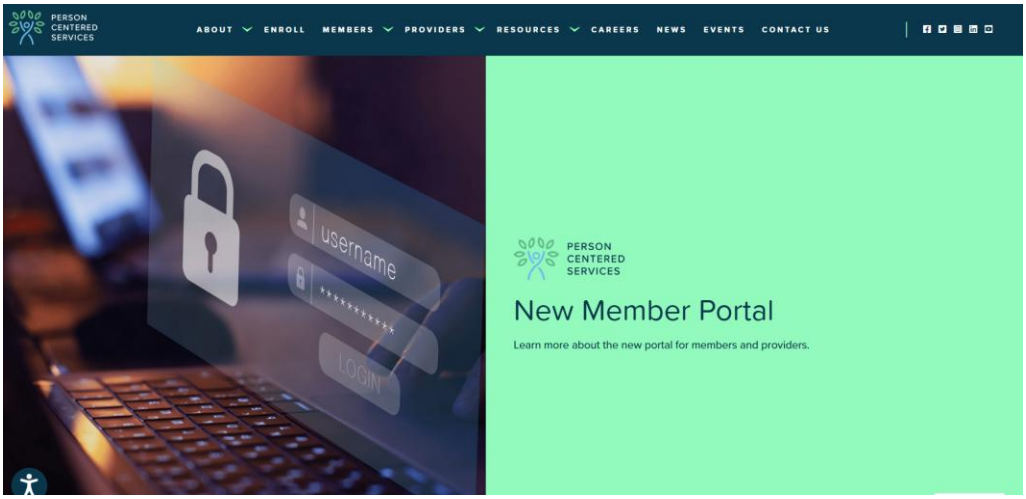
Choose the member's name you wish to access.



You will automatically be switched into the new member's record.

Other Ways to login to the Portal:

Step 1: Go to PersonCenteredServices.com (<<You can use this link, or from the website home page click members and choose New Member Portal)



Step 2: Scroll down until you see "Login for members" and click on the button to take you to Step: 2 above (Click HERE to go to Step 2)

Have an account? Use the button below to log into the Member Portal:

LOGIN FOR MEMBERS