All agency Super Users have the ability to grant roles through the E-GIFT application. Log into your account at the following URL:

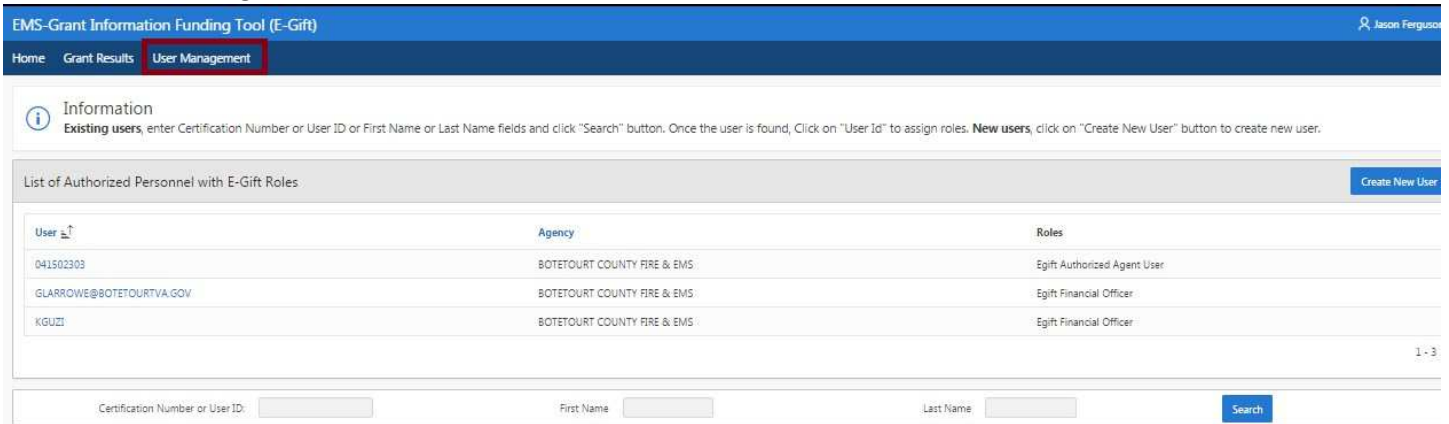https://vdhems.vdh.virginia.gov/emsapps/f?p=147

Enter your User Name and Password in the appropriate spaces and click on the **Sign In** Button. Your user name could be your certification number, your first initial and last name, or an email address.

If you have forgotten your password you can have it reset by following the link and the directions on the screen.
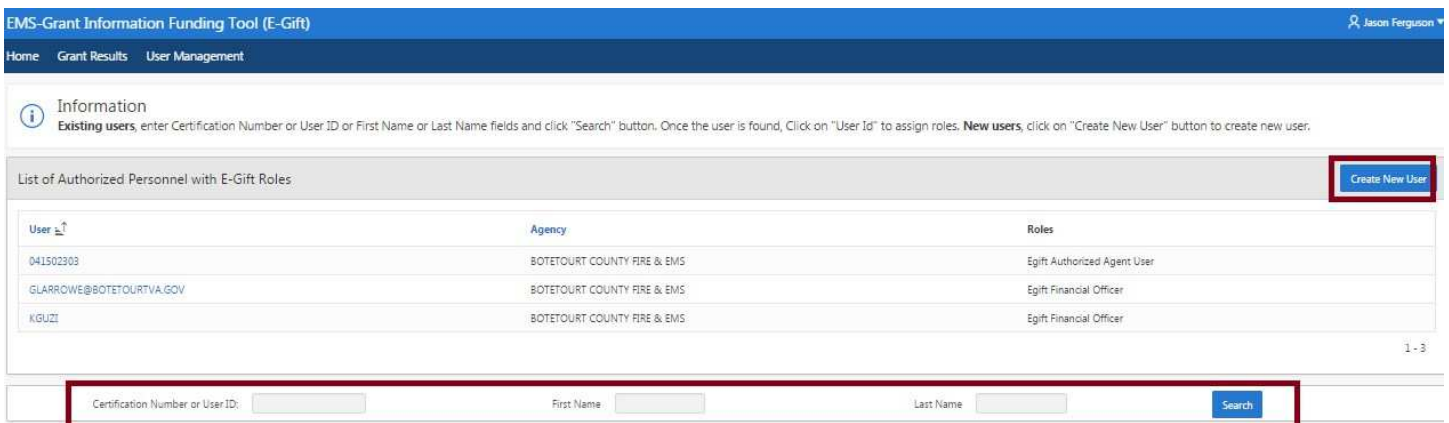
Once you have successfully logged in to E-Gift your home screen will display. The user name will appear in the right hand corner. There are three tabs displayed, HOME, GRANT RESULTS and USER MANAGEMENT. The USER MANAGEMENT tab is the tab to select to grant roles to users.

The USER MANAGEMENT tab will allow the agency superuser to change/edit/create new roles for the applying agency. The superuser can assign a role to the user by entering the certification number or user ID or entering the First/Last Name of the provider to search. If the user is not a provider the superuser can CREATE NEW USER by selecting the

 icon.

If the user is a provider, once you've located them you select USER and assign their E-GIFT role (Authorized Agent, Financial Officer).

- Assign that user a temporary password
- Select the Agency from the drop-down list
- Assign Role – Authorized Agent and/or Financial Officer

Select SUBMIT **Submit**

You will notify the user of their temporary password, they will need to login to E-GIFT with their username (certification number/user name) and temporary password, the system will force them to change their password.

To create a new user (someone that's never been in the E-GIFT system) you will need to select the CREATE NEW USER

- It is important to make sure you do not create duplicate files of one user – MAKE SURE THE USER IS NOT IN THE SYSTEM PRIOR TO CREATING A NEW USER….you can do this by searching at the bottom of the screen by name/certification number.

You will then need to complete the information for the user:

- Name
- Date of Birth (to prevent duplicates)
- Phone Number
- Email address ○ make sure the email address is correct, this will be the users username
- Temporary password ○ User will use this to sign into E-GIFT
- Select agency name from drop down list
- Assign user role – Authorized Agent and/or Financial Officer

Select SUBMIT

The user will then login to E-GIFT using their email address and temporary password, the user will be forced to change their password once they log into E-GIFT for the first time.