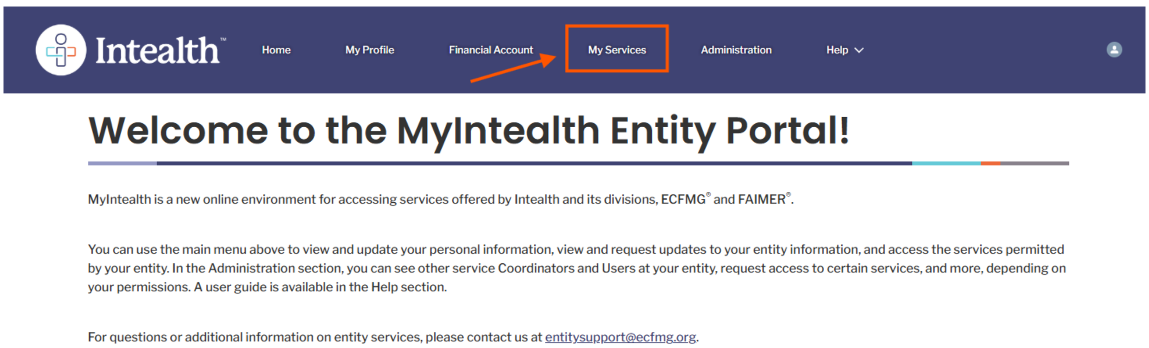
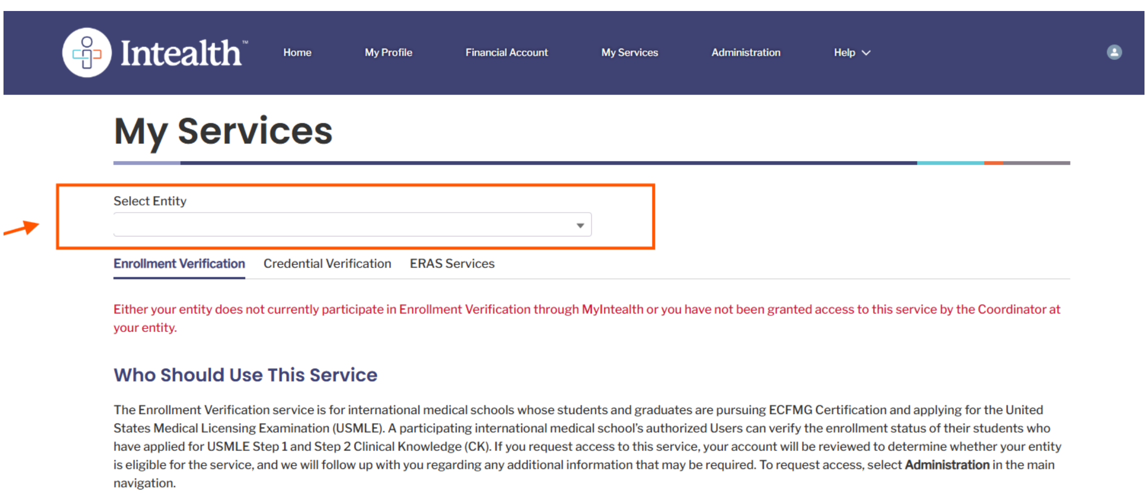
Entity Quick Guide: Using the Certification Verification Service (CVS)

Navigating to CVS

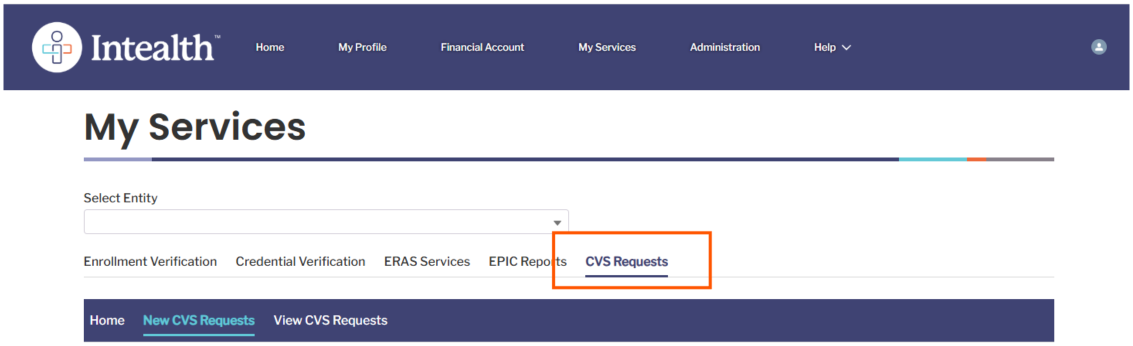
1. Once you log in to the MyIntealth Entity Portal, click **My Services** in the main menu.



2. On **My Services**, select the entity that has access to CVS from the drop-down menu if your account is associated with more than one entity.

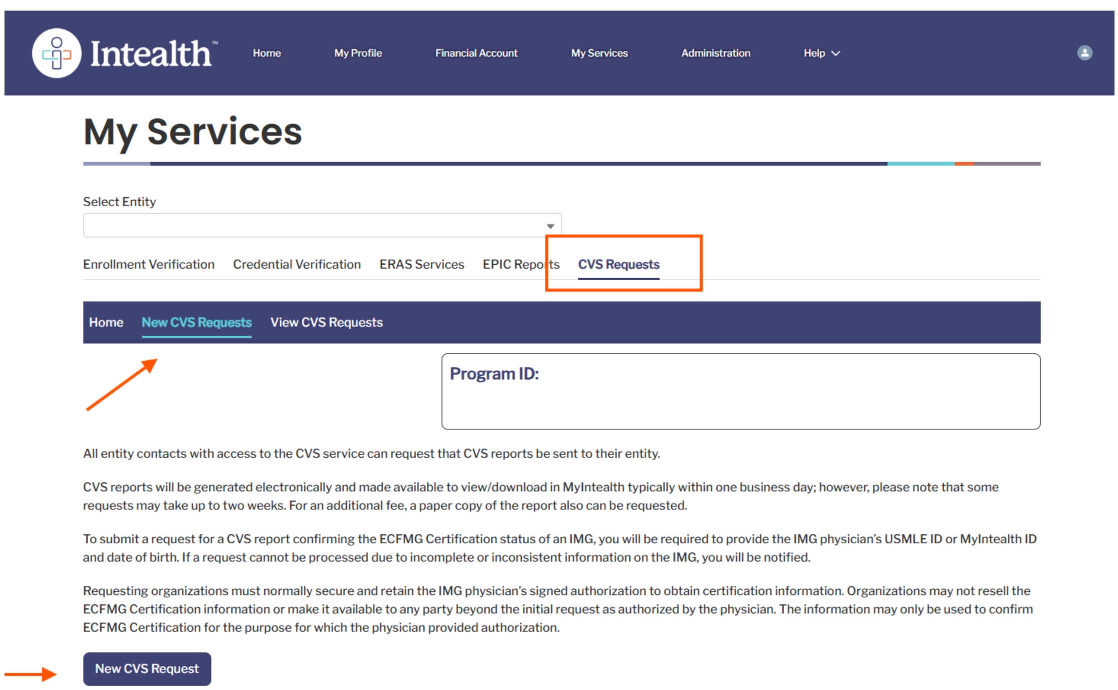


3. Once you select the entity that has access to CVS, click the **CVS Requests** tab.



Please note: The MyIntealth Entity Portal provides access to several services for different types of entities, including international medical schools. On My Services, you will see tabs for these services, such as Enrollment Verification and Credential Verification, even though your entity may not be eligible to use them. Please refer to the summary on screen for a description of the service.

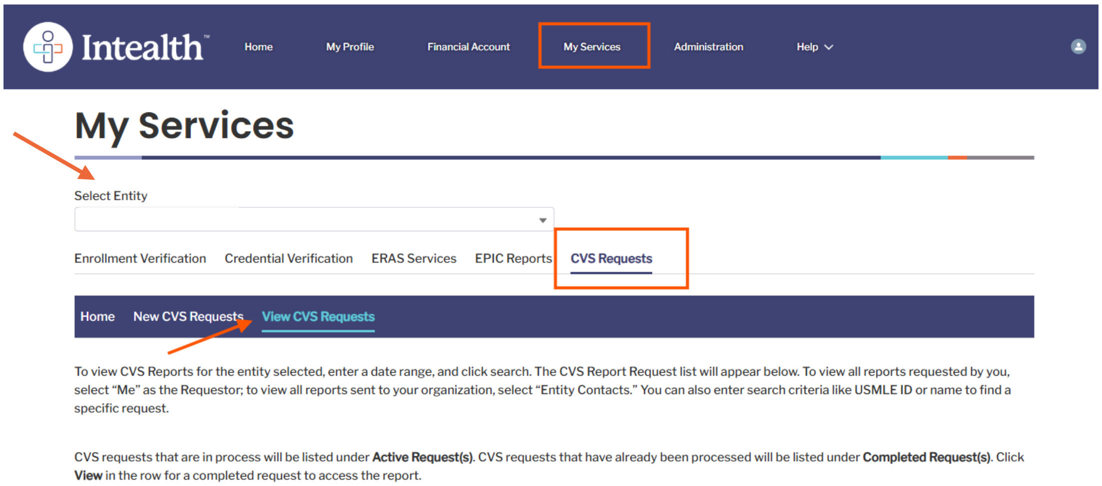
4. To begin a new request for a CVS report, click the **New CVS Requests** sub-tab, and then click the **New CVS Request** button.



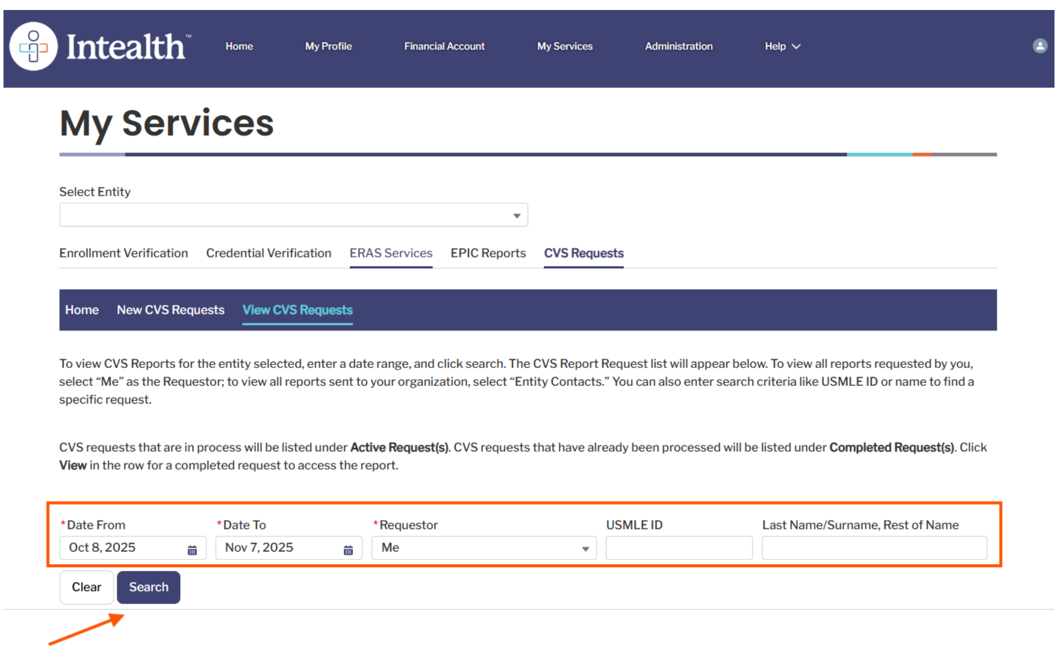
Complete instructions for submitting a CVS request can be found in the [MyIntealth Entity User Guide].

Searching for CVS Reports

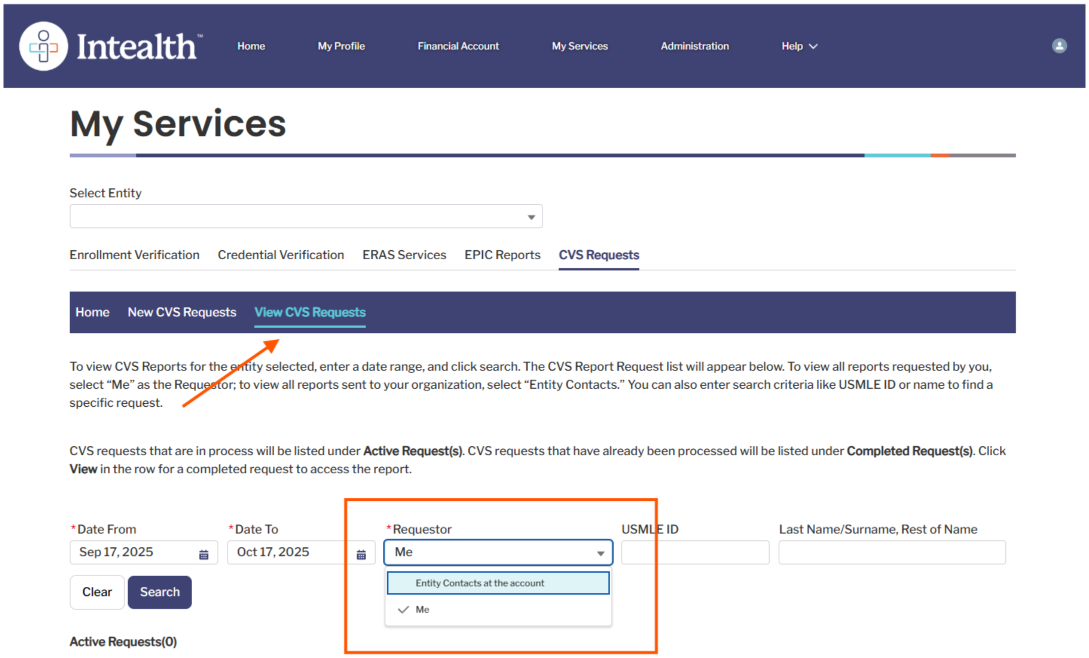
1. To search for CVS reports that have been issued to you or your organization, click **My Services** in the main menu, select the entity that has access to CVS from the drop-down menu if your account is associated with more than one entity, click the **CVS Requests** tab, and then click the **View CVS Requests** sub-tab.



2. Enter the desired search criteria, and then click the **Search** button to view reports.

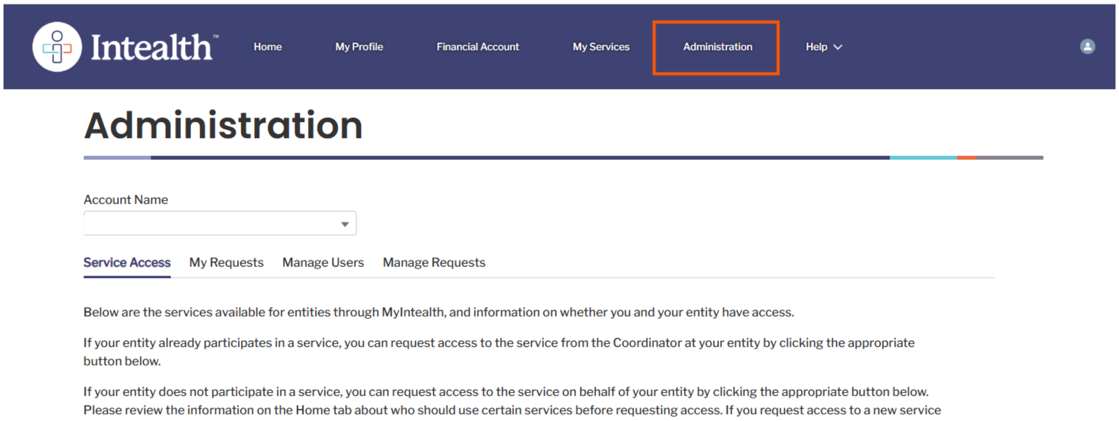


3. The system defaults to show reports issued to you. To search and view reports issued to other contacts at your organization, select “Entity Contacts at the account” from the drop-down menu under Requestor.

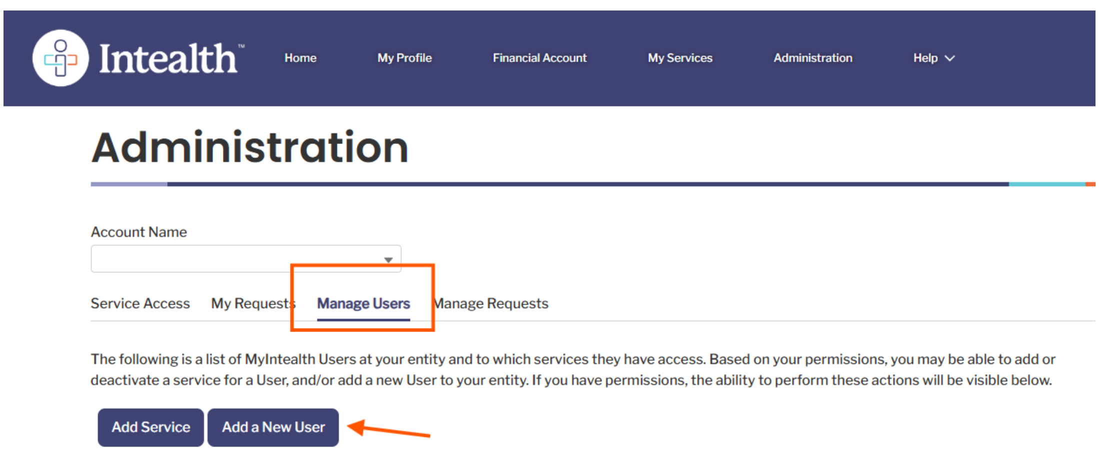


Adding New Authorized Users to Your Entity Account

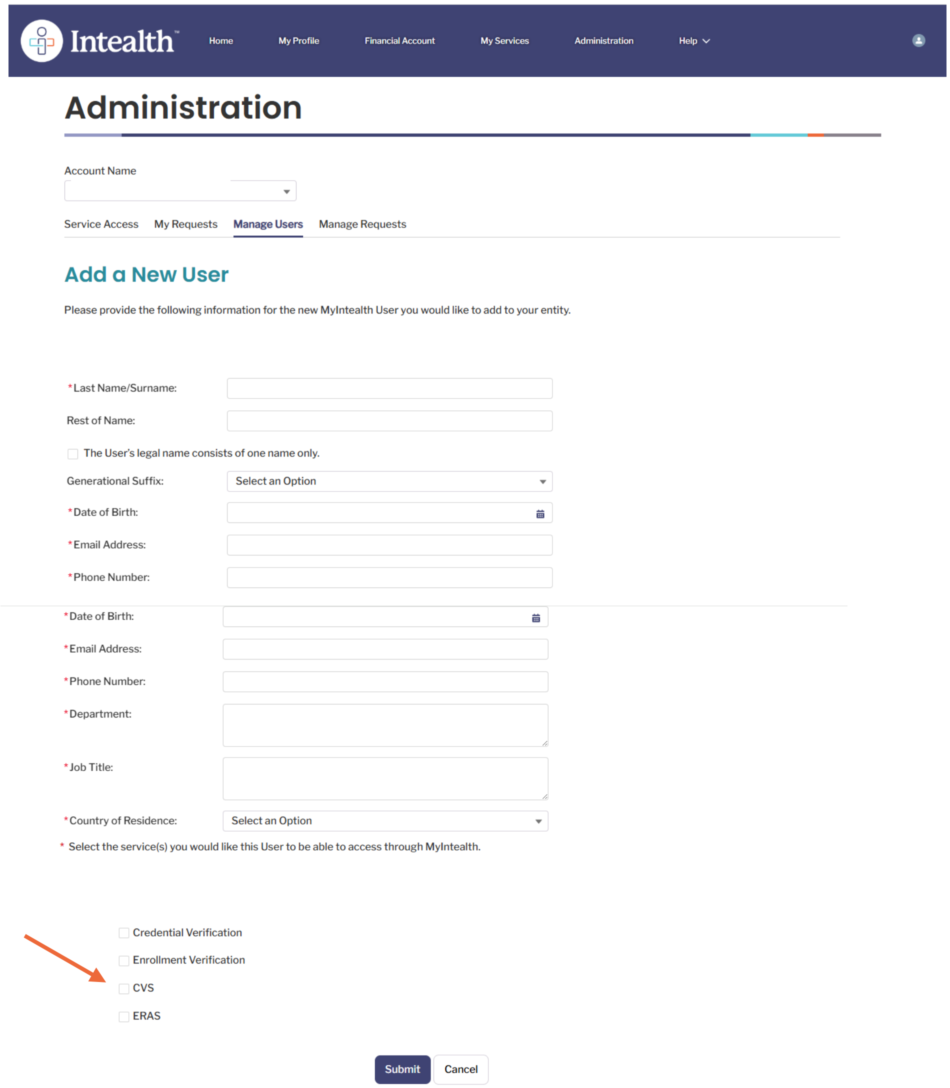
1. If you are the MyIntealth Coordinator for the CVS service for your entity, you can request to add new Authorized Users with access to CVS to your entity account. To add a new user, select **Administration** from the main menu.



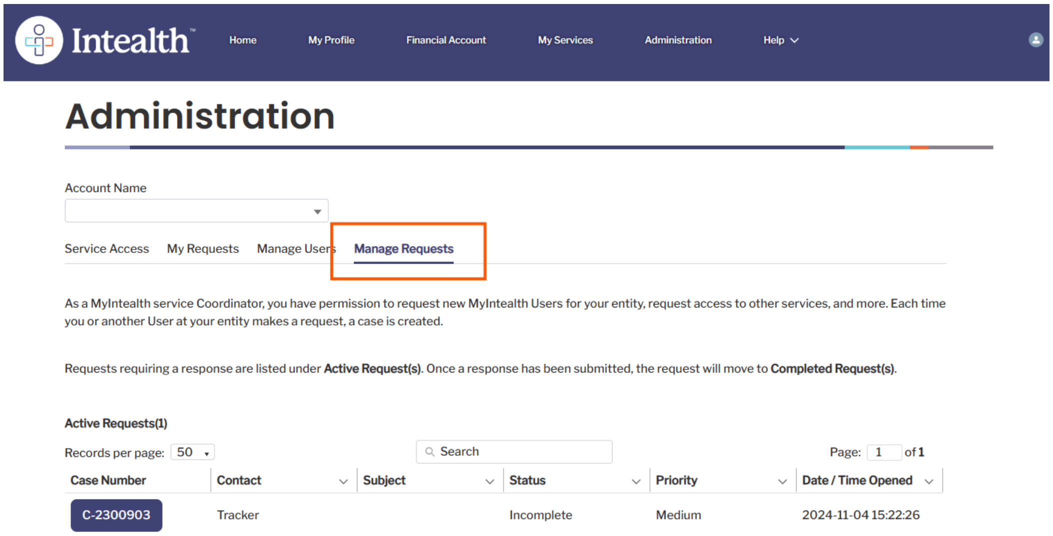
2. On the **Administration** screen, select **Manage Users,** and then click the **Add a New User** button. *Note: If you do not see the Add a New User button, you need to contact the MyIntealth Coordinator for the CVS service at your entity and have them add the new user.*



3. Enter the required information for the new user, select CVS as the service you want the user to access, and click **Submit**. *Note: Once your request is submitted, it will be reviewed and processed by Intealth staff.*

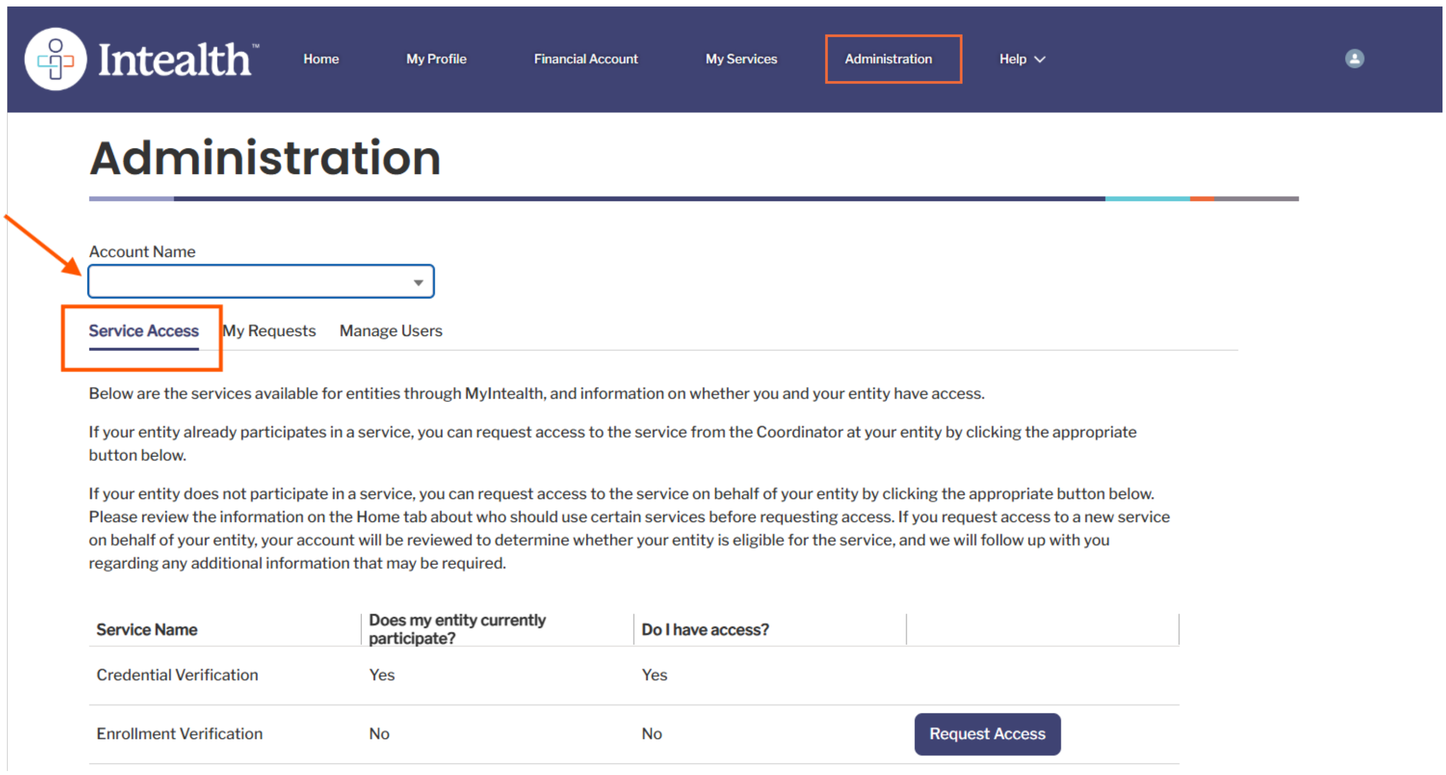


4. To monitor the status of your requests, click the **Manage Requests** tab.



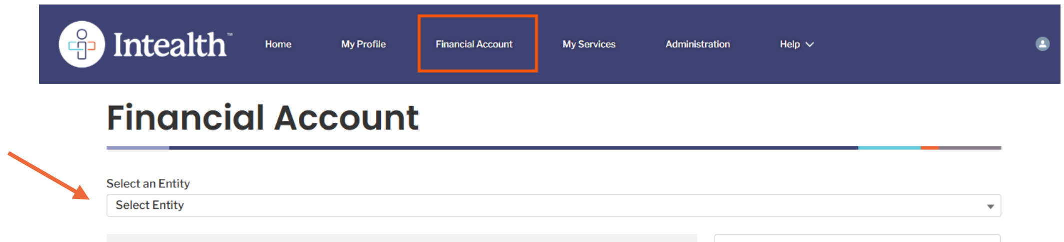
Viewing and Requesting Service Access

1. On the **Administration** screen, click the **Service Access** tab to view the services to which your entity has access and to request access to new services. Select your entity name from the Account Name drop-down to see your information. *Note: If you request access to a new service on behalf of your entity, your account will be reviewed to determine whether your entity is eligible for the service, and we will follow up with you regarding any additional information that may be required.*

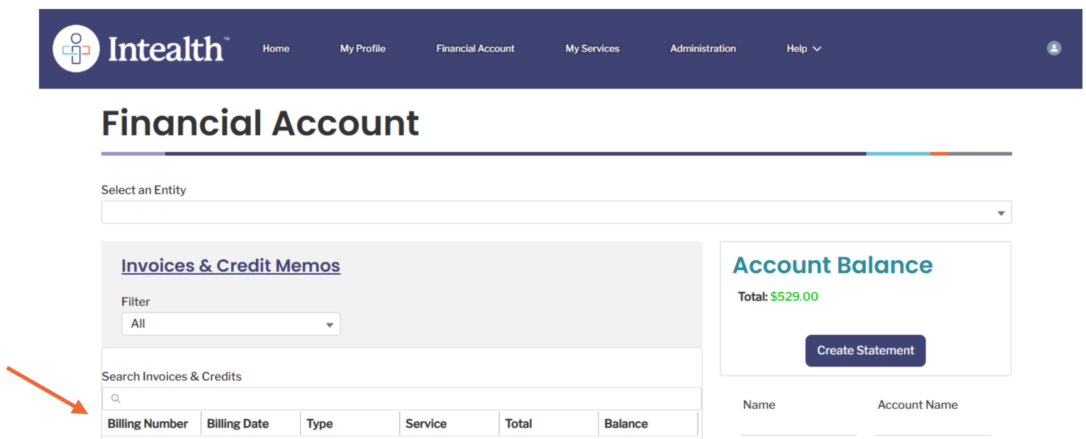


Accessing Your Financial Activity in the Entity's Financial Account

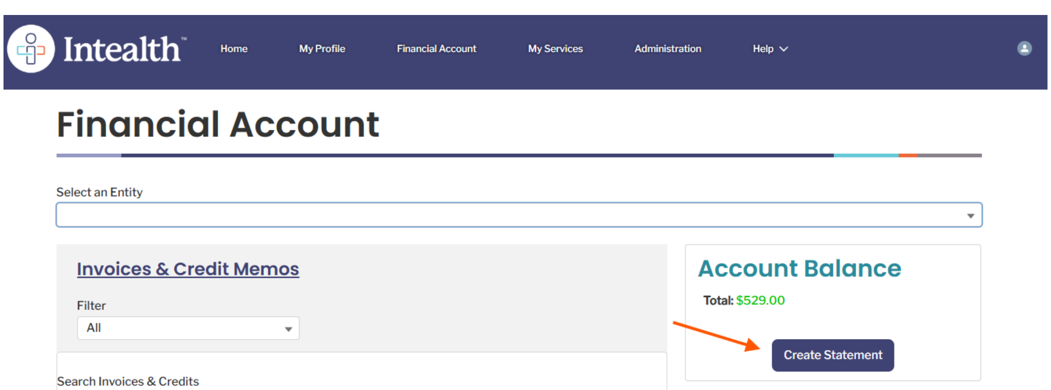
1. If you are the MyIntealth Coordinator for the CVS service, you can view your financial activity for the entity on the **Financial Account** screen. Select the entity name from the drop-down menu to view your activity. *Note: If you are not the MyIntealth Coordinator for the CVS service for an entity, you will not see any information on the Financial Account screen.*



2. Once the entity is selected, your financial activity for that entity will be visible. Click the Billing Number to see additional details.



3. To create a downloadable PDF statement of your financial activity, click the **Create Statement** button under the Account Balance section of the **Financial Account** screen.



4. On the Account Information screen, enter a date range for the statement period of your financial activity that you would like to view, and then click the **Download Statement** button.