

## MES Module Access

This document includes important information on how to access and log into MES, reset your password, and request access to additional functions.



**IMPORTANT:** As an external MES user, you must be registered to access the Virginia *MES Public Portal*. After you are registered, you will receive MES access credentials in two emails – one with your username and one with a temporary password.

## Logging Into MES for the First Time

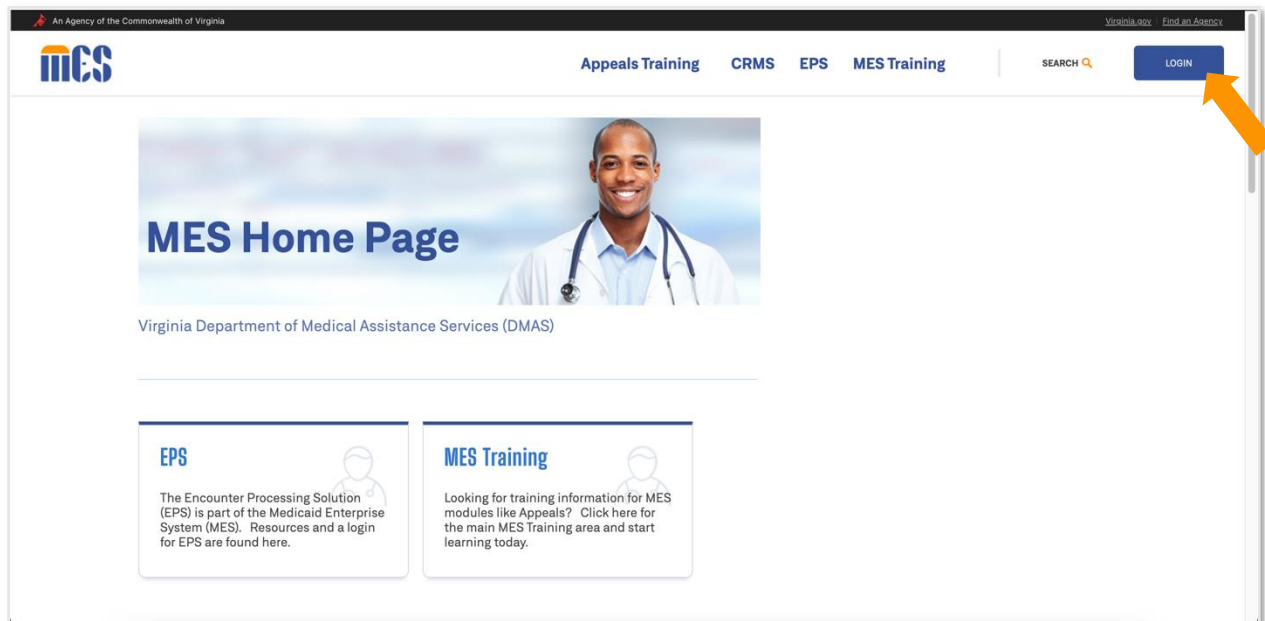


**IMPORTANT:** Before you can log into MES for the first time, you will need the credentials that were emailed to you after registration.

To access MES for the first time (Figure 1):

1. Navigate to the *MES Public Portal* at: <https://login.vamedicaid.dmas.virginia.gov/>.
2. Select the **LOGIN** button in the top right corner of the page.

*Figure 1: MES Public Portal*



## VENDOR MES USERS: ACCESSING THE SYSTEM

From the *MES Secure Log In* page (Figure 2):

1. Enter your username.
2. Enter your temporary password.
3. Select the **SIGN-IN** button.

Figure 2: MES Secure Login Page



Next, you will be prompted to change your password (Figure 3).

4. Enter your temporary password.
5. Enter a new password using the password requirements listed on the page.
6. Select the **Change Password** button to save your changes.

Figure 3: Change Password



**NOTE:** You will use these credentials to log into MES no matter which MES module you need to access.

### Logging Into MES

Use your MES credentials to log in and access your authorized functionality in MES.

To access MES (Figure 4):

1. Navigate to the *MES Public Portal* at: <https://login.vamedicaid.dmas.virginia.gov/>.
2. Select the **LOGIN** button in the top right corner of the page.
3. Enter your username.
4. Enter your password.
5. Select the **SIGN-IN** button.

Figure 4: MES Secure Login Page



## Forgot Password/Reset Password

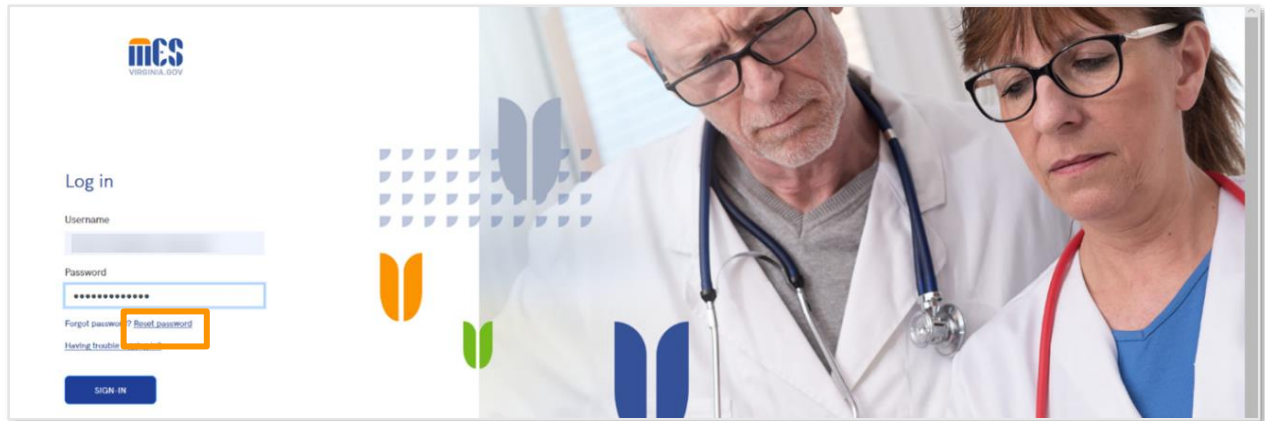


**IMPORTANT:** Your password will expire in accordance with the latest policy. MES will display a message to let you know you must reset your password.

To reset a forgotten password:

1. Select the *Reset Password* link on the *MES Secure Log In* page (Figure 5).

*Figure 5: Reset Password Link*



2. Follow the **Forgot Password** instructions (Figure 6).

*Figure 6: Forgot Password*



### Accessing MES Modules

Once you are signed into MES, the *MES Landing Page* displays a tile for each module your role permissions allow you to access.

To access the functions within a MES module (Figure 7):

1. Locate the module tile.
2. Select the dropdown arrow.
3. Select the link to open the module in a new browser tab or window.

Figure 7: MES Landing Page/Module Tile



### Receiving Additional MES Module Access and Updating Your Profile

On occasion, you may need to request access to additional MES module functions, or you may want to update information on your MES profile, such as changing your phone number.

When these types of changes are needed, discuss them with your Manager or Supervisor so they can submit the requested changes on your behalf.



## MES Module Functions

Access to MES module functions is based on your user account permissions (Figure 8).

Figure 8: MES Landing Page/Module Tile Options

The screenshot displays the MES Landing Page interface. At the top left is the 'mes' logo. Below the logo is a large banner image showing a healthcare professional examining a child's eye while two other people look on. The main content area features six module tiles, each with a title, a dropdown arrow, and a brief description of the associated solution. The tiles are: Provider Management (PRSS), Encounter Management (Encounter Processing Solution (EPS) DEV), Care Management (CRMS), Appeals (Appeals Information Management System (AIMS)), eDoc (eDoc Mgmt - Administrator), and Pharmacy (PBMS). The footer contains a 'Help' icon and text, and a copyright notice for DMAS.

Module Name	Dropdown Arrow	Associated Solution	Description
Provider Management	▼	PRSS	The PRSS application gives access to provider enrollment data and screening results as well as provider inquiry and maintenance
Encounter Management	▼	Encounter Processing Solution (EPS) DEV	Encounter Processing Solution (EPS)
Care Management	▼	CRMS	Care Management Solution
Appeals	▼	Appeals Information Management System (AIMS)	Online Portal to submit and track appeals and appeal documents
eDoc	▼	eDoc Mgmt - Administrator	Electronic Document (eDoc) Mgmt - Administrator View
Pharmacy	▼	PBMS	Pharmacy Benefit Management Solution (PBMS)

Help

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## VENDOR MES USERS: ACCESSING THE SYSTEM

The following table (Table 1) identifies the MES tiles, links, and general function descriptions for external MES users. You will only see the tiles/links associated with your account permissions.

*Table 1: MES Module Functions*

MES Tile	Link Name	Module Function Description
<b>Provider Management</b>	PRSS	<ul style="list-style-type: none"> <li>• Access provider enrollment workflows</li> <li>• Access provider revalidation workflows</li> <li>• Access provider data management workflows</li> <li>• Access provider screening events</li> </ul>
<b>Encounter Management</b>	Encounter Processing Solution (EPS) DEV	<ul style="list-style-type: none"> <li>• Manage encounter data submitted by business partners, including Managed Care Organizations (MCOs)</li> </ul>
<b>Care Management</b>	CRMS	<ul style="list-style-type: none"> <li>• Access eMLS for Long Term Care screening workflows</li> <li>• Access LOCERI for Level of Care Review Instrument assessment workflows</li> <li>• Access PACE for Program of All-Inclusive Care for Elderly assessment workflows</li> </ul>
<b>Appeals</b>	Appeals Information Management System (AIMS)	<ul style="list-style-type: none"> <li>• Submit appeals</li> <li>• Track appeals</li> <li>• Manage appeal documents</li> </ul>
<b>eDoc</b>	eDoc Mgmt - Administrator	<ul style="list-style-type: none"> <li>• Access administrative processes for electronic document management</li> </ul>
<b>Pharmacy</b>	PBMS	<ul style="list-style-type: none"> <li>• Manage pharmacy benefits across the provider and member communities</li> </ul>