

MES Module Access

This document includes important information on how to access and log into MES, reset your password, and access the Service Authorization (SA) *Atrezzo Next Generation* (ANG) tool. All MES users need to follow the login process to access the module(s) they are approved for.



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

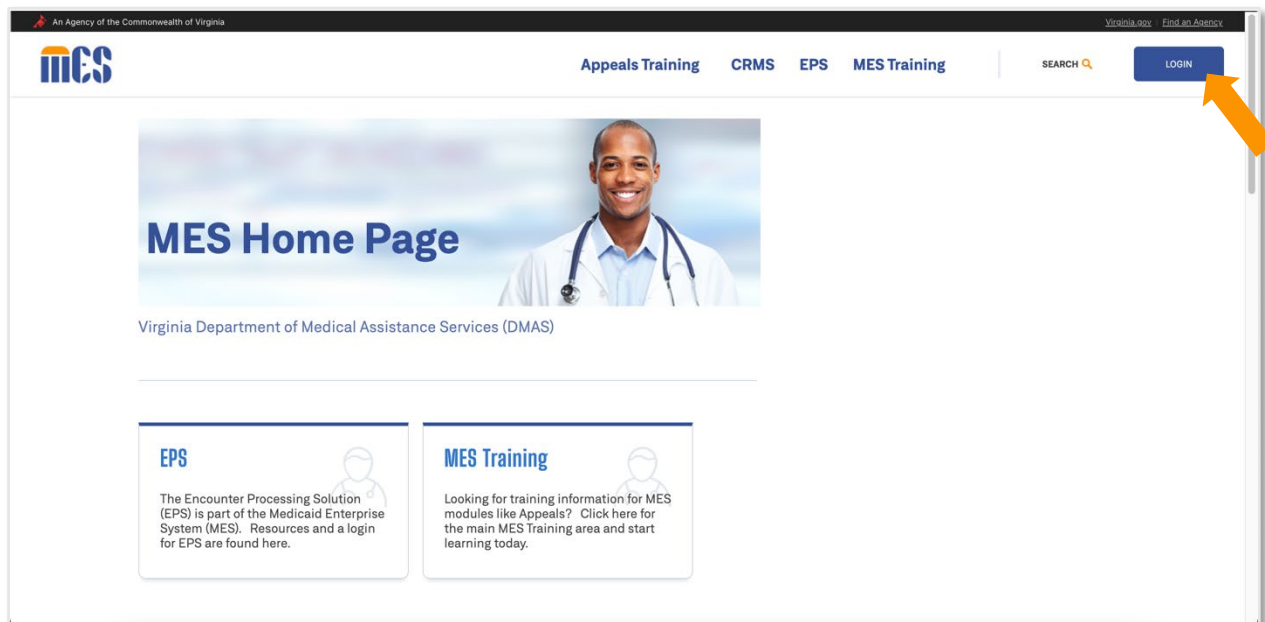


IMPORTANT: Before you can log into MES for the first time, you will need the credentials that were emailed to you after registration.

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

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

Figure 1: MES Public Portal



ATREZZO/SA ANG MES USERS: ACCESSING THE SYSTEM

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

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

Figure 4: MES Secure Login Page



ATREZZO/SA ANG MES USERS: ACCESSING THE SYSTEM

Forgot Password/Reset Password

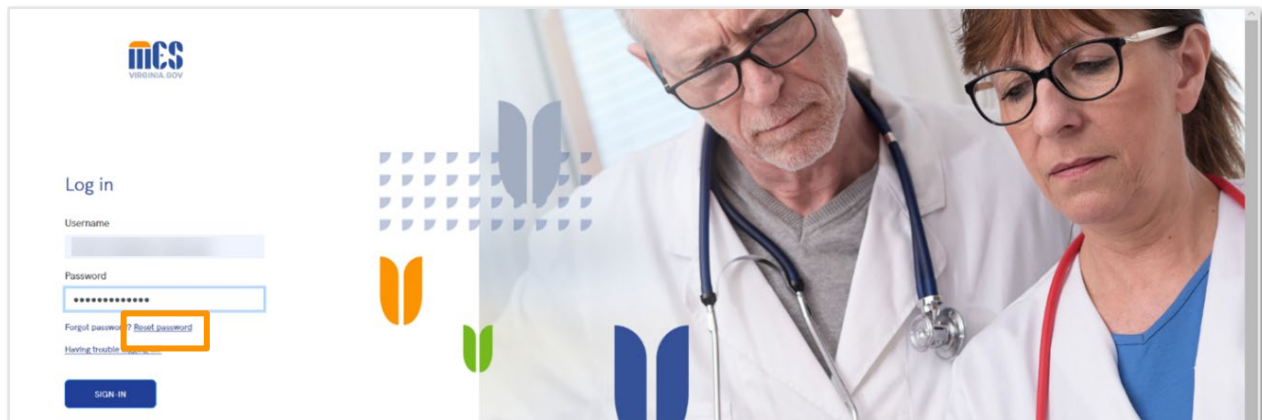


IMPORTANT: Your password will expire in accordance with the latest policy. MES will display a message to let you know you must reset your password.

To reset a forgotten password:

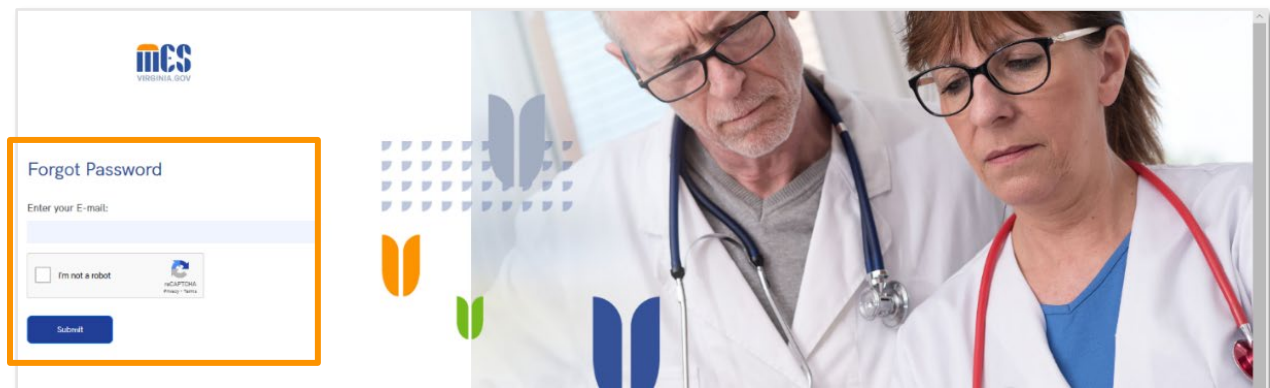
1. Click the *Reset Password* link on the *MES Secure Log In* page (Figure 5).

Figure 5: Reset Password Link



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

Figure 6: Forgot Password



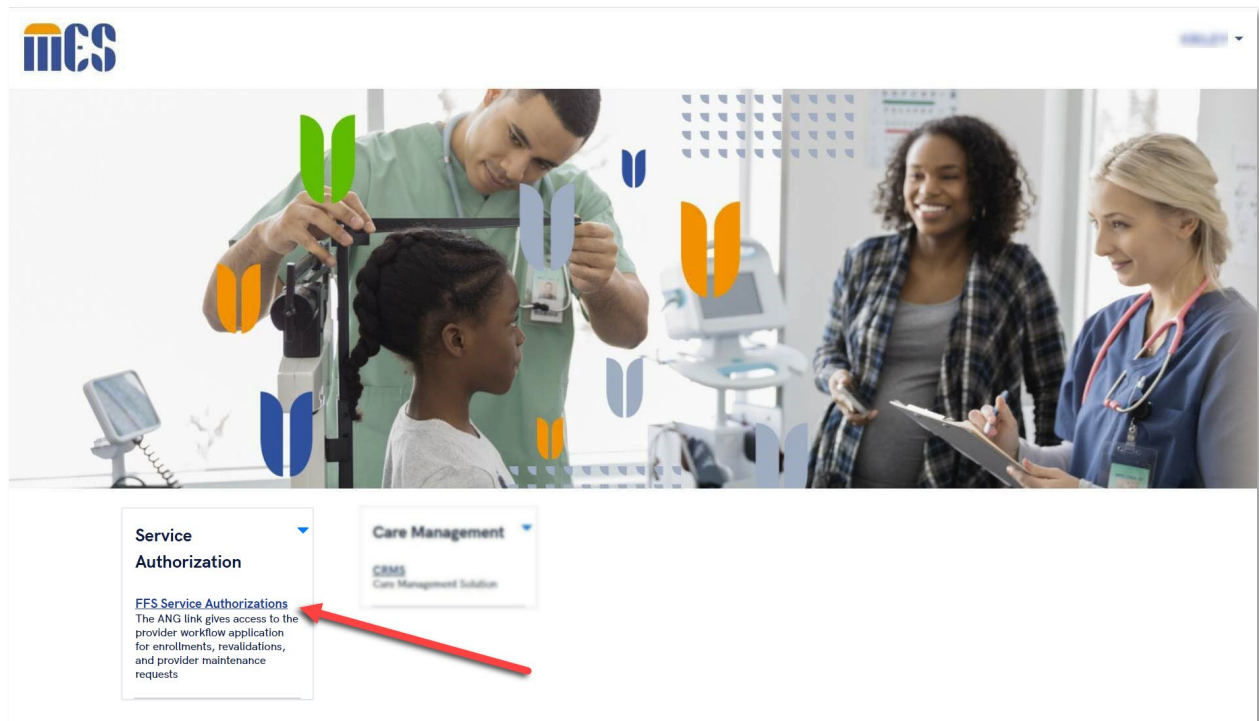
Accessing MES Modules

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

To access the Service Authorization MES module (Figure 7):

1. Locate the Service Authorization module tile
2. Select the dropdown triangle to display the link
3. Select the *FFS Service Authorization* link to open the module in a new browser tab or window
4. Start using the ANG tool

Figure 7: MES Landing Page/SA 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.