



CLAIM SYSTEM LOGIN & USER MANAGEMENT MANUAL

MINNESOTA SEXUAL ASSAULT EXAM PAYMENT PROGRAM
DEPARTMENT OF PUBLIC SAFETY, OFFICE OF JUSTICE PROGRAMS



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MSAEPP CLAIM SYSTEM INITIAL LOGIN & USER MANAGEMENT MANUAL

INITIAL LOGIN

1) On the [MSAEPP Provider Portal](#): Create an account by clicking the **New Users-Register Here** button.

Welcome to the MSAEPP Claim System
This is the system for online submission of claims to the MSAEPP by medical service providers.
For more information, here is a link for a description of the MSAEPP program:
<https://dps.mn.gov/divisions/ojp/Pages/sexual-assault-exam-payment-program.aspx>
If you have any questions, contact us at OJP_SA_Exams.DPS@state.mn.us.

Login:
Email Address
Password
Log in
[Forgot your password?](#)

New Users
Creating an account is fast and simple and allows you to apply for and manage licenses with various State of Minnesota agencies.
Register Here

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2) Create an account using the parameters below including a password. When finished, click the **Create Account** button.

Password Rules

- Must be at least 8 characters long; and
- Must contain numbers; and
- Must contain upper and lower case letters; and
- Must contain at least one special character - the following are valid: ! # \$ % - _ = + < >

Create your account

First Name
Sheyla

Last Name
Scholl

Phone
6512483815

Email
sheylascholl@gmail.com

Password (see rules above, in red)
.....

Confirm Password
.....

I'm not a robot

Create Account

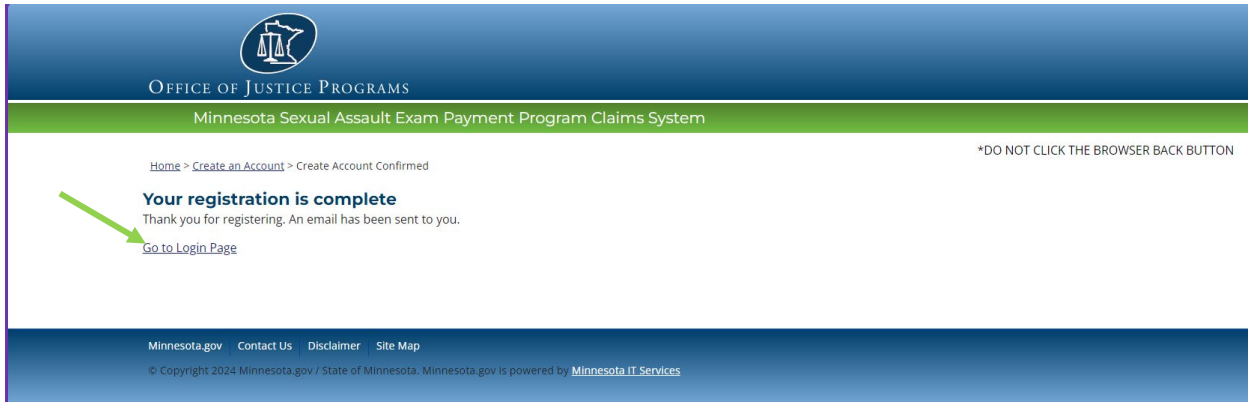
Tennessee Warning
We are required to give you this warning under section 13.04, subdivision 2 of the Minnesota Government Data Practices Act ("Act"). The State of Minnesota through its e-licensing portal collects information (data), to make determinations regarding the eligibility for licensure and to investigate individuals applying for licensure in the State of Minnesota. The information collected for licensure purposes may be classified as "private," other than names and designated addresses submitted by applicants for licenses. The information collected such as the identity of complainants who have made reports concerning licensees or applicants which appear in inactive complaint data, the nature or content of unsubstantiated complaints, the identity of patients whose medical records are received by any health licensing agency for purposes of review or in anticipation of a contested matter, and inactive investigative data relating to violations of statutes or rules, and the record of any disciplinary proceeding, except ...

Home > Create an Account
*DO NOT CLICK THE BROWSER BACK BUTTON

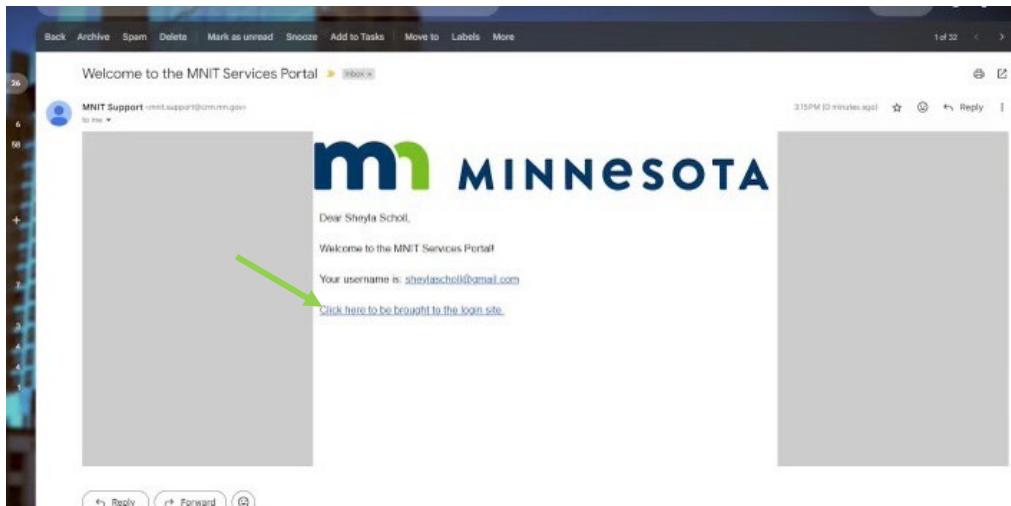
Type here to search
2:40 PM 3/18/2024

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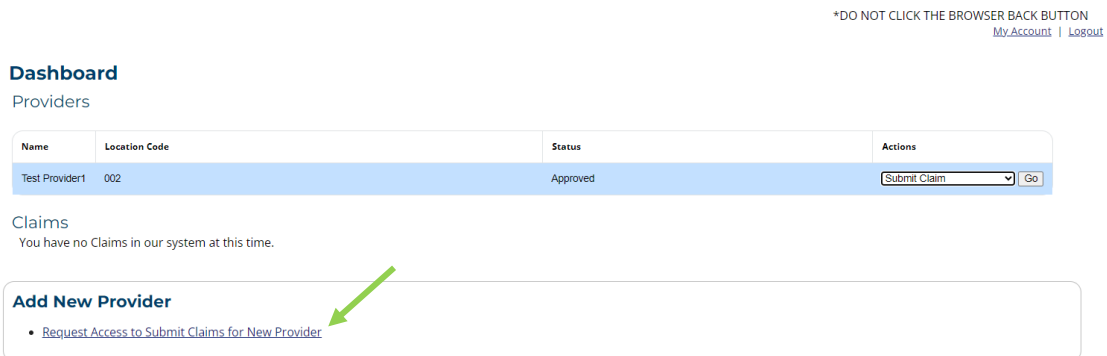
After going through the login process, you will arrive to the completion page. To sign in, click the **Go to Login Page** link.



3) Go to your email inbox. To verify your enrollment, click the link provided.



4) After your registration is complete, contact MSAEPP staff at OJP.SA.Exams.DPS@state.mn.us to get the SWIFT supplier ID and Access Code for the provider profile(s) for which you would like to submit claims. To add the provider profile to your Dashboard, click the **Request Access** link below.



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5) Enter the Supplier ID and Access code on the next page. Click the **Verify Information** button. You will be brought back to the Dashboard.

Return To Dashboard

Please enter your SWIFT ID and Access Code below. If you do not have an Access Code, please contact the Office of Justice Programs

SWIFT ID
0000123456

Access Code
123456

[Verify Information](#)

*DO NOT CLICK THE BROWSER BACK BUTTON
*Content with a Red Asterisk is required

6) After you have been added the provider profiles, you should see them listed on the Dashboard. From here, you can submit a claim and manage your secondary authorized users who can also submit claims for the provider.

Dashboard

Providers

Name	Location Code	Status	Actions
Test Provider1	002	Approved	Select an option... GO

Claims

You have no Claims in our system at this time.

Add New Provider

- Request Access to Submit Claims for New Provider

*DO NOT CLICK THE BROWSER BACK BUTTON
My Account | Logout

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ADDING A SECONDARY USER

1) To add or delete secondary users, chose the **Manage Secondary Users** from the dropdown menu and click **Go**.

The screenshot shows the dashboard header with the Office of Justice Programs logo and the text "Minnesota Sexual Assault Exam Payment Program Claims System". A navigation bar contains the text "*DO NOT CLICK THE BROWSER BACK BUTTON" and links for "My Account" and "Logout". Below the header, the "Dashboard" section includes a "Providers" table with two rows: "Test Provider" (Location Code: 001, Status: Approved) and "Test Provider1" (Location Code: 002, Status: Approved). An "Actions" dropdown menu is open for the first row, showing options: "- Select an option -", "- Select an option -", "Submit Claim", and "Manage Secondary Users". A green arrow points to the "Manage Secondary Users" option.

2) Click **Add New User** in the dropdown menu.

The screenshot shows the "Manage Secondary Users" page. It includes a "Return To Dashboard" link and the text "--There are currently no secondary users--". Below this is a dropdown menu with the text "* Add New User or Remove Existing User". The dropdown is open, showing options: "--None--", "Add New User", and "--Return to Dashboard--". A green arrow points to the "Add New User" option.

3) Enter the email address of the secondary user in the second line. Click **Next**.

The screenshot shows the "Manage Secondary Users" page with the "Add New User" dropdown selected. Below the dropdown is a text input field with the email address "pheyascholl@gmail.com" entered. A "Next" button is located at the bottom right of the form, with a green arrow pointing to it.

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4) Click the **Add User** button to allow the system to grant access to your secondary user to submit claims. Click the **Return to Dashboard** button to go back.

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Minnesota Sexual Assault Exam Payment Program Claims System

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*Content with a Red Asterisk is required

[Return To Dashboard](#)
Grant access to following person to submit claims?
S Ss - sscholl893@gmail.com

Cancel Add User

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REMOVE A SECONDARY USER

1. From the Dashboard, choose **Manage Secondary Users** from the Provider dropdown menu.



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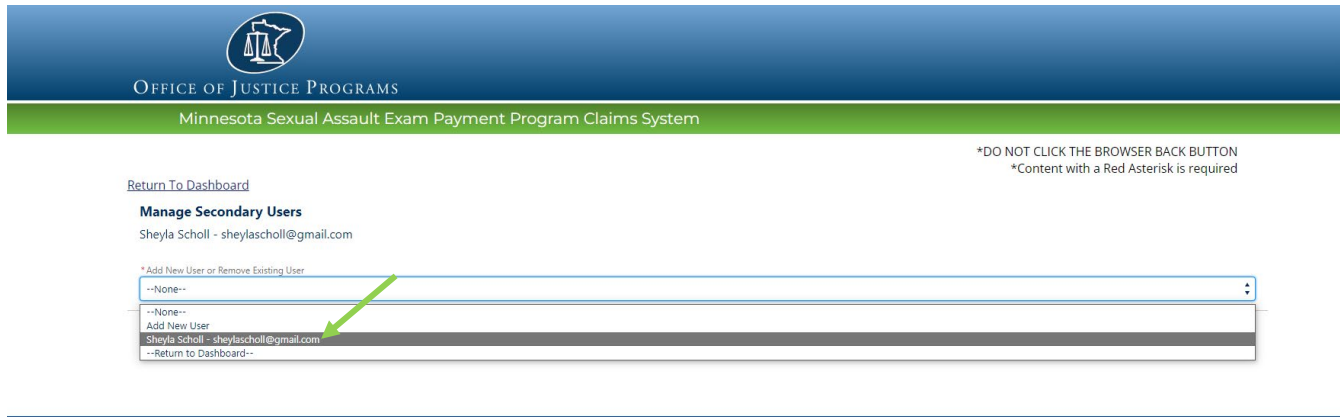
*DO NOT CLICK THE BROWSER BACK BUTTON
[My Account](#) | [Logout](#)

Dashboard
Providers

Name	Location Code	Status	Actions
Test Provider	001	Approved	- Select an option - Go
Test Provider1	002	Approved	- Select an option - Submit Claim Manage Secondary Users Go

Claims

2. Click the email of the secondary user you wish to delete.



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[Return To Dashboard](#)

Manage Secondary Users
Sheyla Scholl - sheylascholl@gmail.com

*Add New User or Remove Existing User

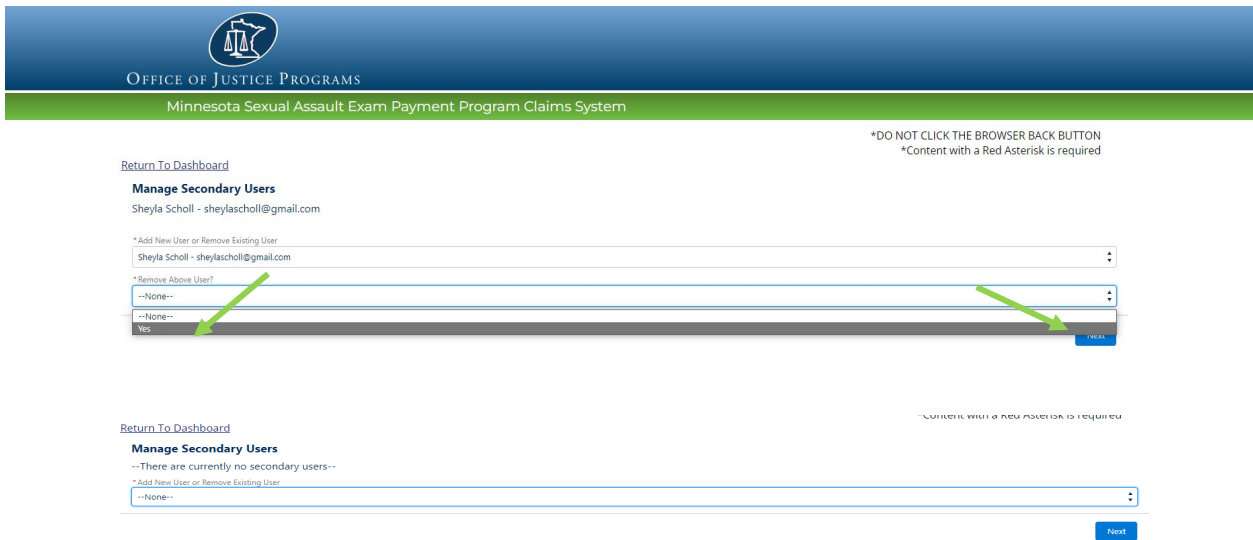
--None--

Add New User

Sheyla Scholl - sheylascholl@gmail.com

--Return to Dashboard--

3. This will prompt a second drop down menu to confirm whether you want to remove the user. Click **Yes** from the menu. Click **Next**. You have successfully removed the secondary user if the address and person you clicked is no longer listed in the first dropdown menu.



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[Return To Dashboard](#)

Manage Secondary Users
Sheyla Scholl - sheylascholl@gmail.com

*Add New User or Remove Existing User

Sheyla Scholl - sheylascholl@gmail.com

*Remove Above User?

--None--

Yes

[Next](#)

[Return To Dashboard](#)

Manage Secondary Users
--There are currently no secondary users--

*Add New User or Remove Existing User

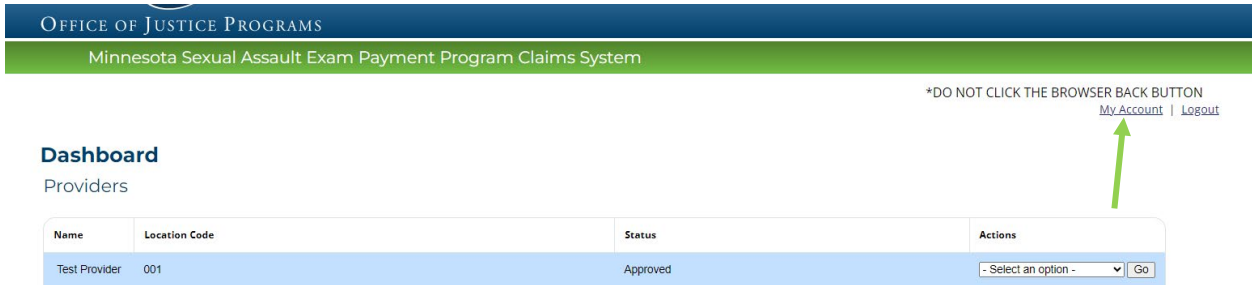
--None--

[Next](#)

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UPDATE ACCOUNT INFORMATION

- 1) In the upper right-hand corner, click on **My Account**.



- 2) To change your password, click the **Change Password** link.

My Account

Sheyla Smith
sheylascholl@gmail.com [Edit](#)

[Change Password](#)

- 3) Insert your old and new desired passwords in the prompt. After that's complete, click **Change Password** button.

ment Program Claims System

Change Password

Old Password

New Password

Confirm New Password

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- 1) To change the email and display name, click the **Edit** link to the right-hand side of your name and email address.

My Account

Sheyla Smith
sheylascholl@gmail.com

[Change Password](#)

 [Edit](#)



- 2) Enter the new information in the fields that need to be updated. When complete, click **Update** to save.

My Account

First Name

Last Name


Email

Update

[Cancel](#)



- 3) Your updated information will be reflected on the My Account page.




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*DO NOT CLICK THE BROWSER BACK BUTTON
[Switch Agency](#) | [Dashboard](#) | [Logout](#)

My Account

Sheyla **Smith**
sheylascholl@gmail.com

[Change Password](#)

 [Edit](#)

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IMPORTANT CONTACT INFORMATION

If you have any questions, please contact our office at:

**MINNESOTA SEXUAL ASSAULT EXAM PAYMENT PROGRAM
DEPARTMENT OF PUBLIC SAFETY – OFFICE OF JUSTICE PROGRAMS**



PHONE: 651-201-7279

FAX: 651-797-1140

EMAIL: OJP.SA.Exams.DPS@state.mn.us

WEBSITE: [Minnesota Sexual Assault Exam Payment Program](#)