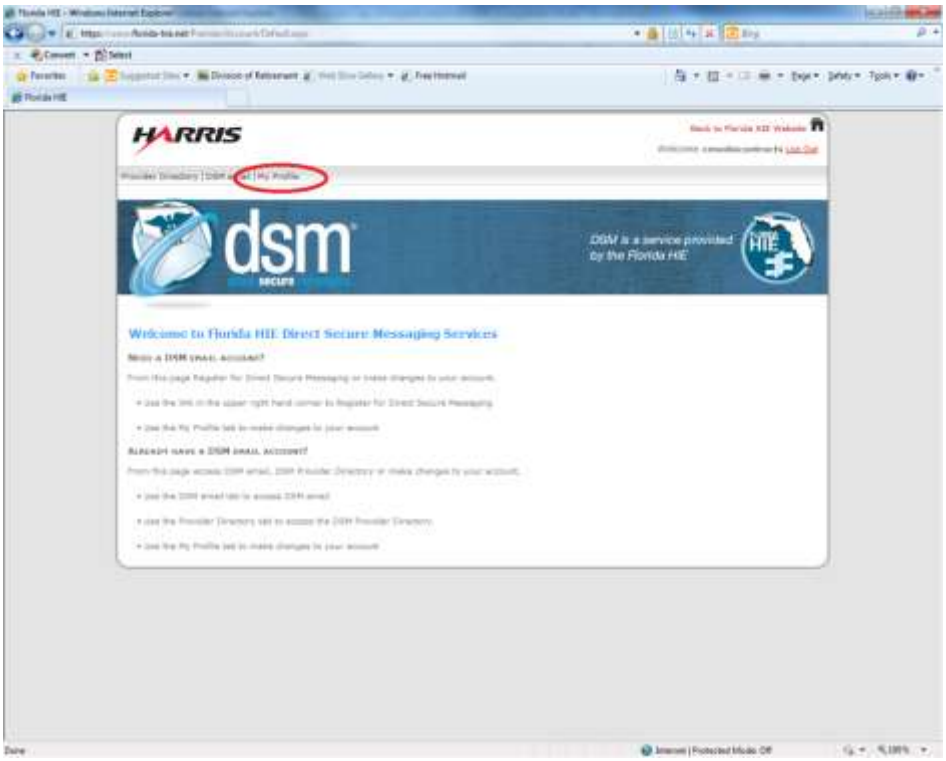
SOP's for updating and using DSM

Go to: https://www.florida-hie.net/

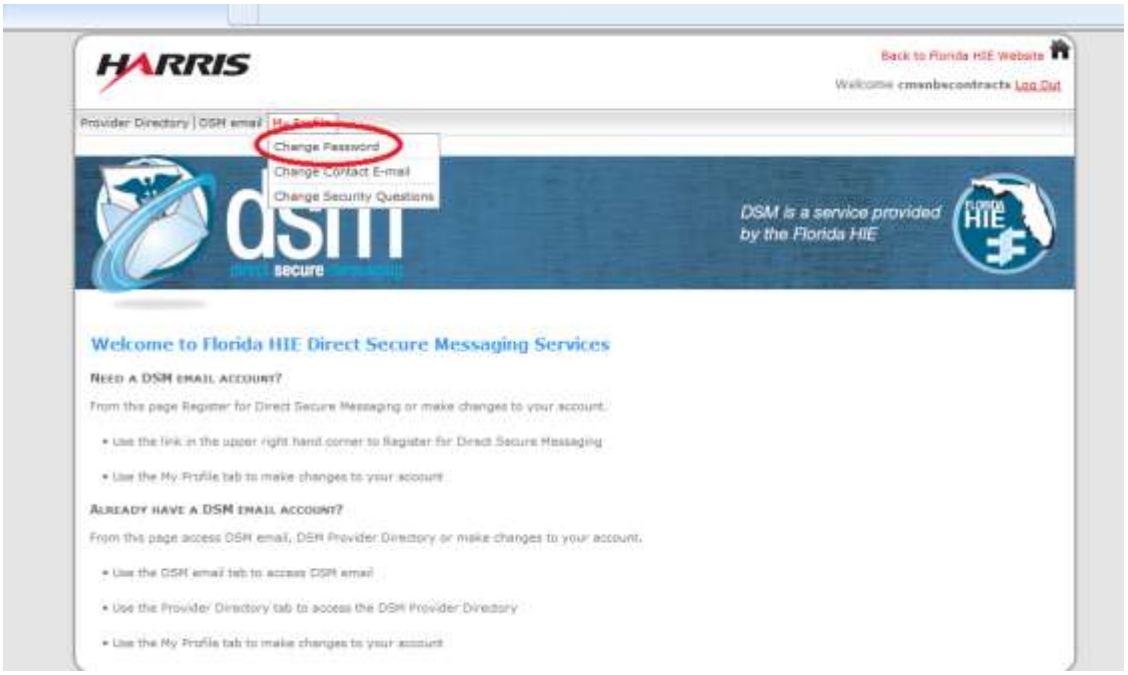
From the home page, click on the "Log in" button in the right hand corner

A new page will open up. Enter your Username and Password, and click "Log In"

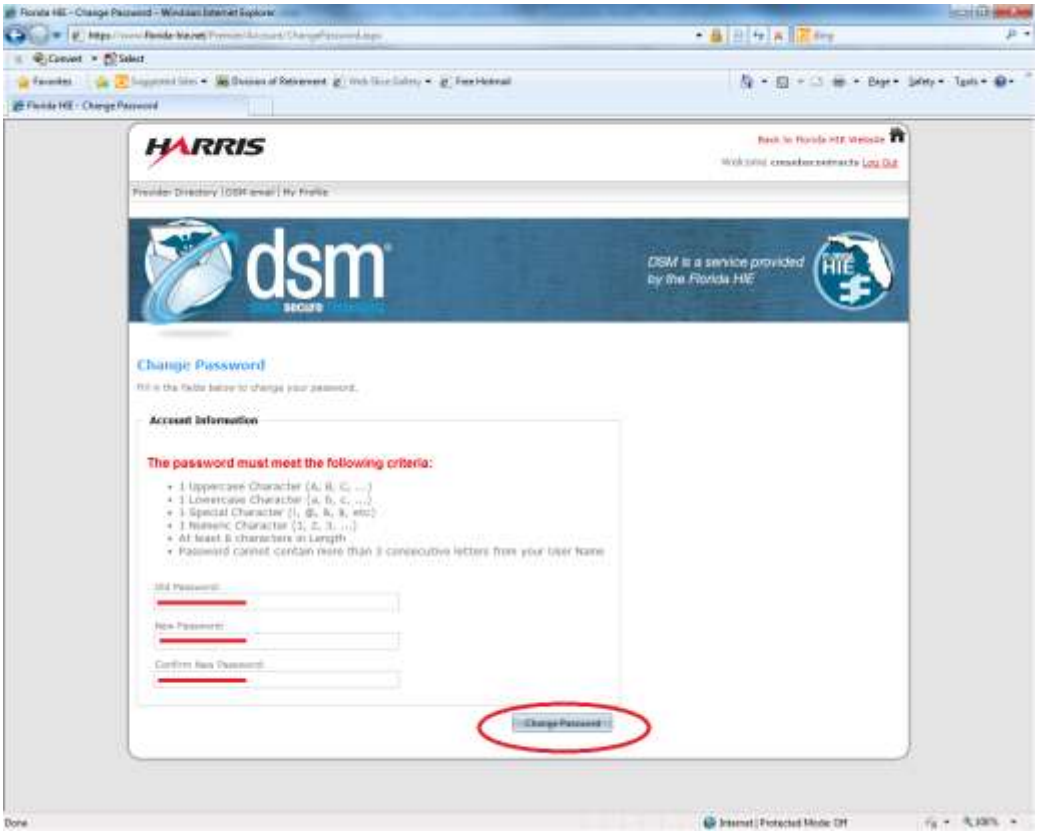
Once logged in to the Florida HIE website, drag your mouse over the profile tab



Select “Change Password”

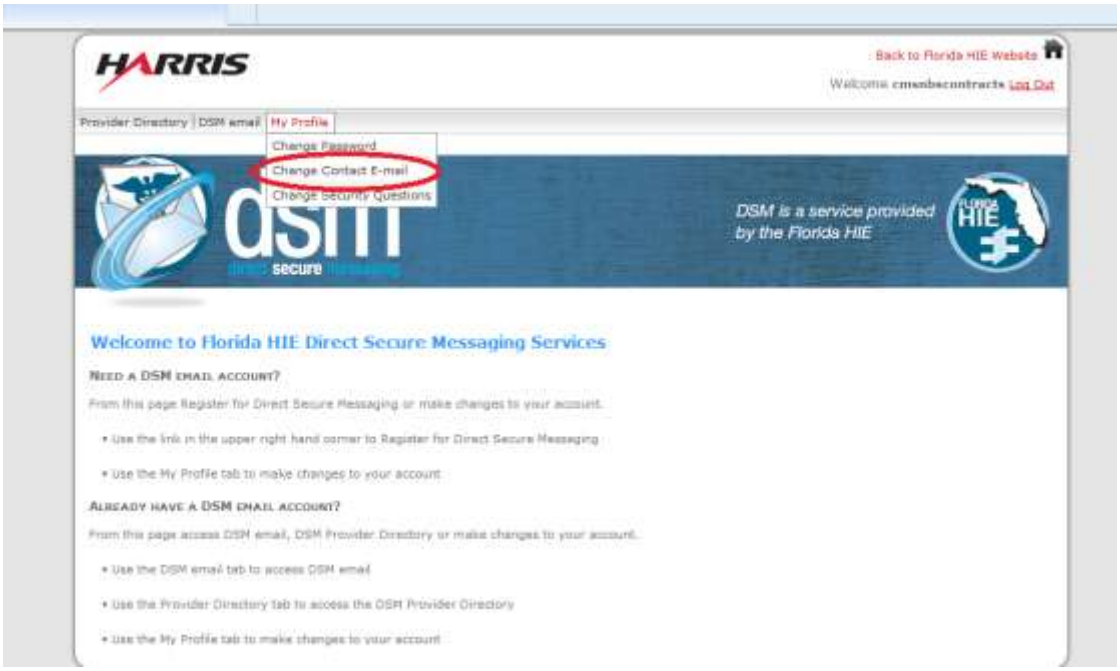


Enter your current password, followed by your new password, and confirm new password. Then select the “Change Password” button

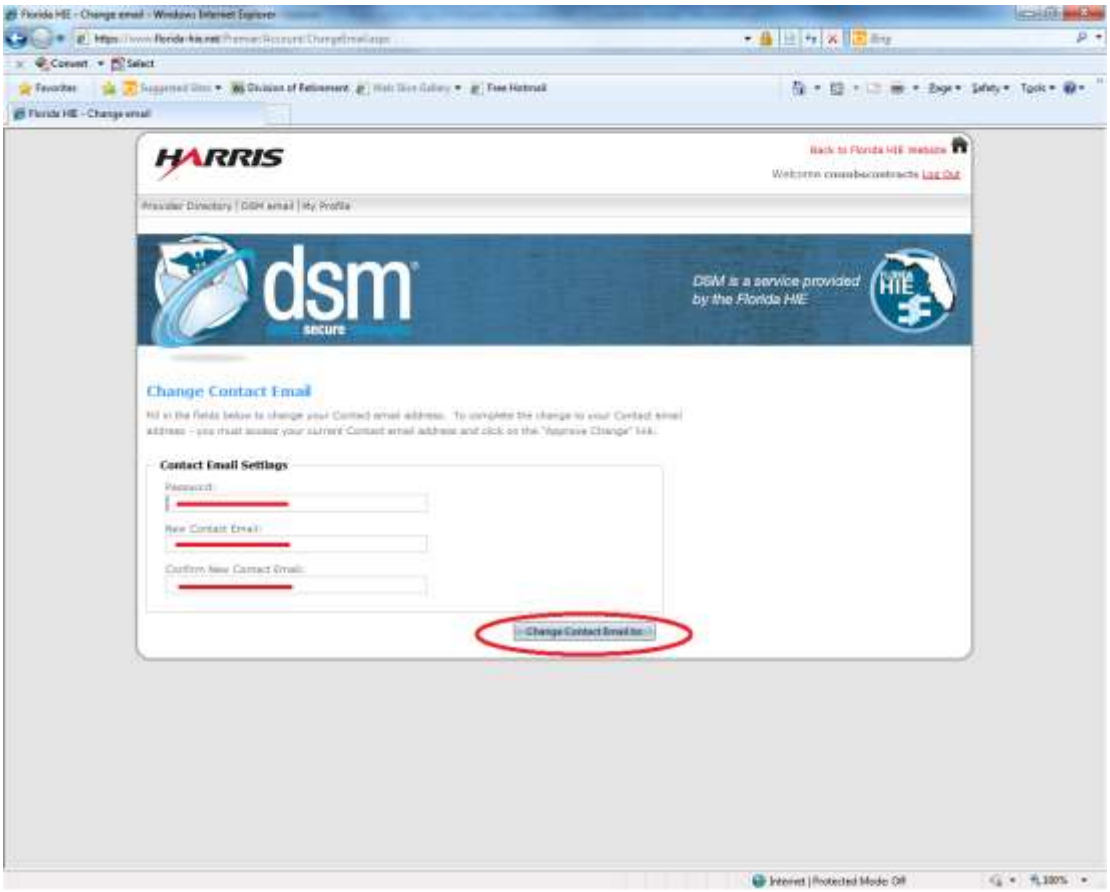


If you need to change your contact email (the email account outside of DSM where you will receive notifications)

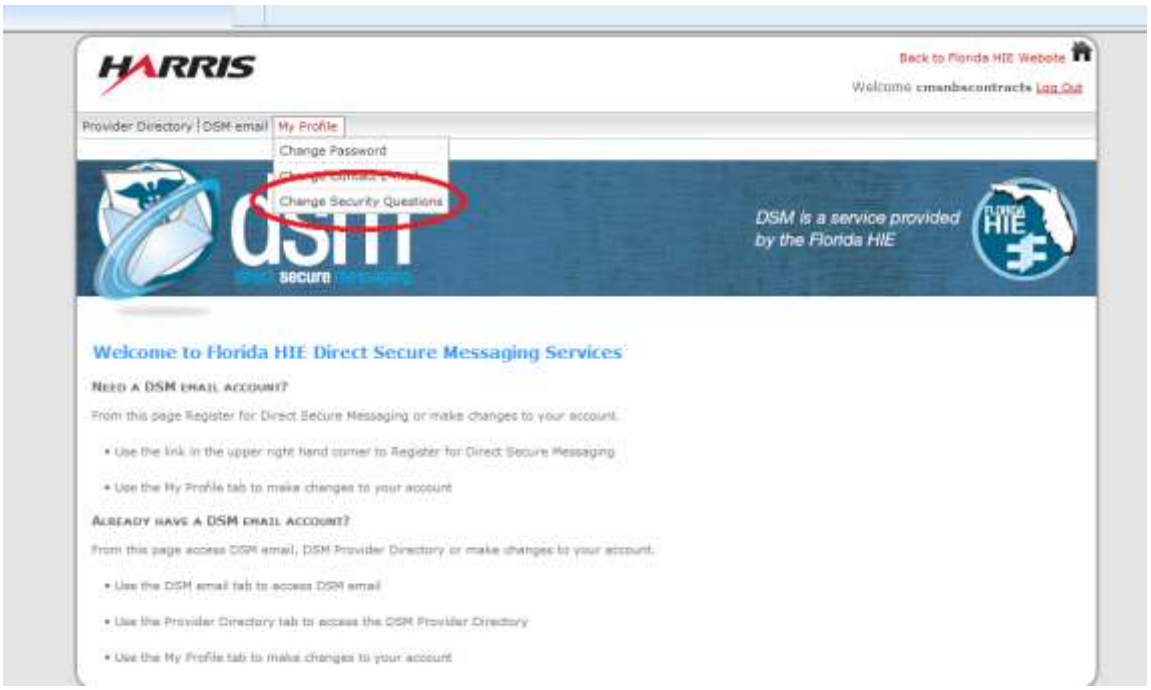
Select “My Profile”, “Change Contact Email”



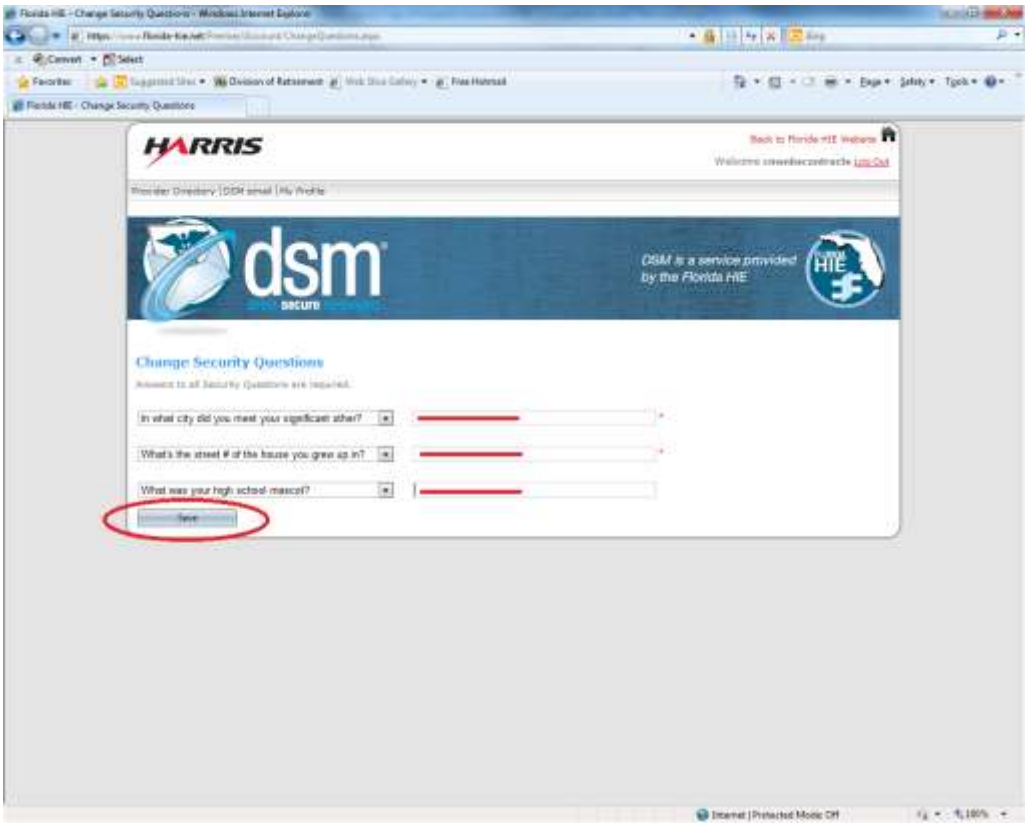
Fill in your current password, your new contact email, and confirm the email. Select “Change Contact Email to:”



To change the security questions and/or answers, go to “My Profile”, “Change Security Questions”

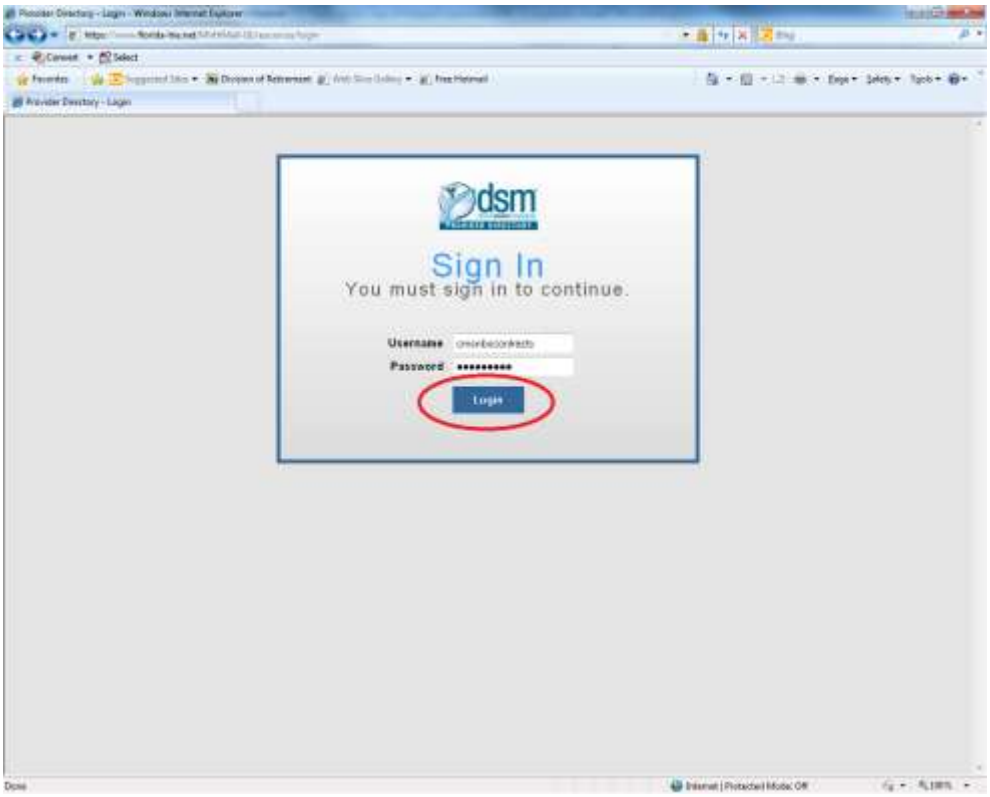


Scroll through each line to choose the question you want and then enter the answer in the box to the right. Once all three questions have been answered, select “Save”

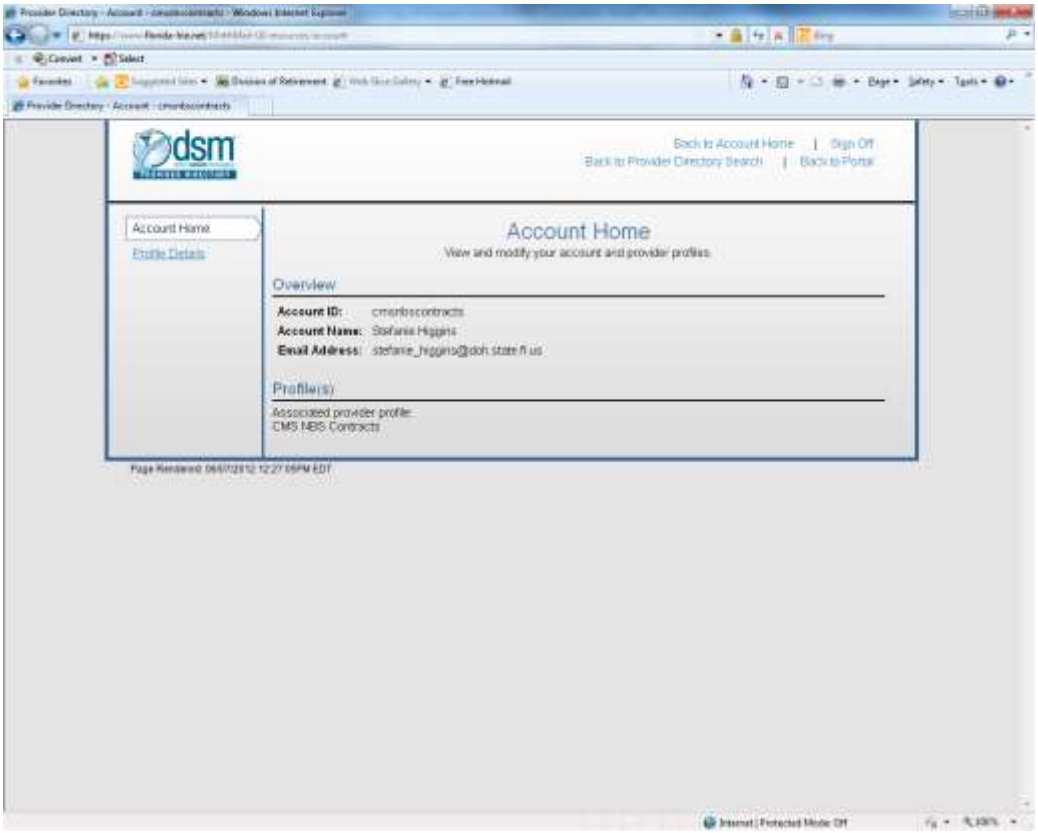


Select “Provider Directory”

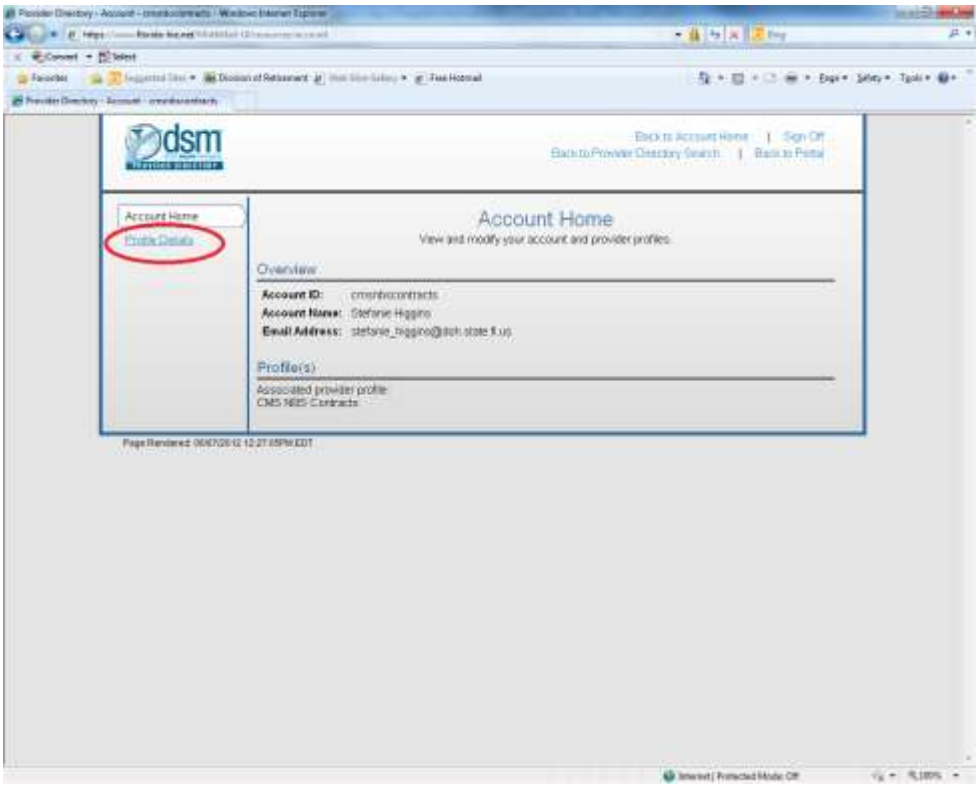
You will be prompted to sign in. You will use the same username and password you used to log in to Florida-HIE



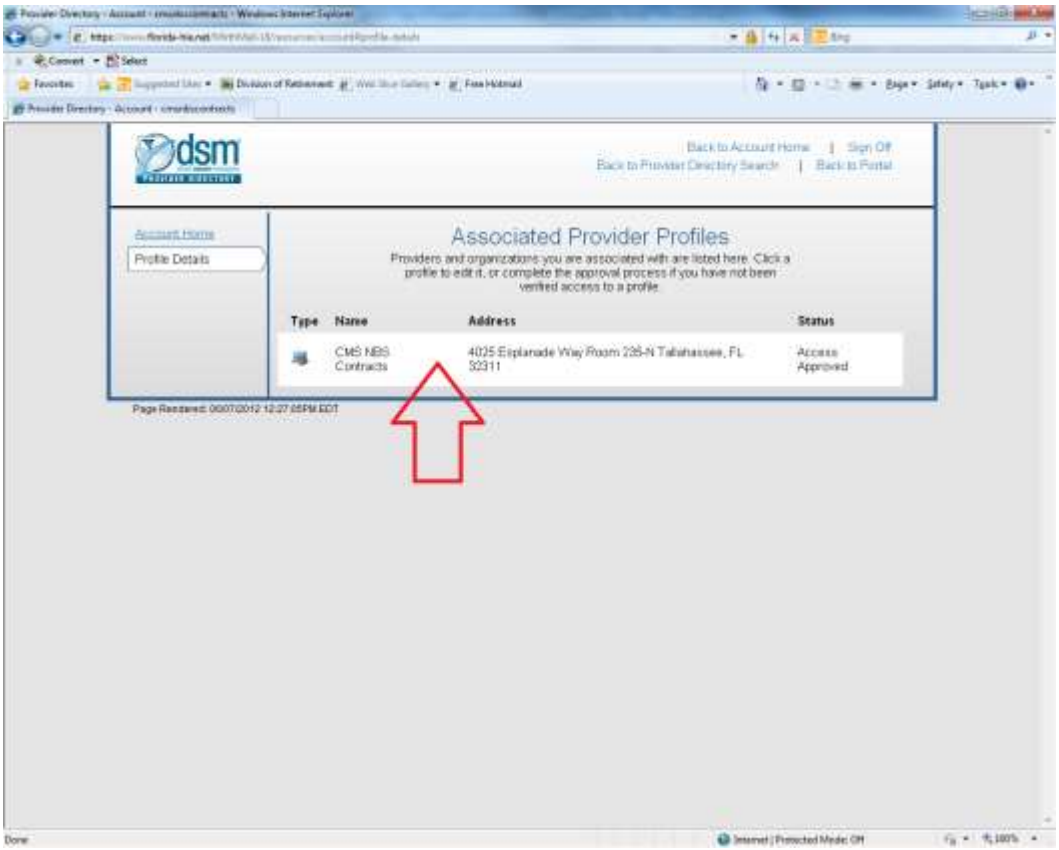
Once logged in, you will be taken to the Provider Directory Account Home



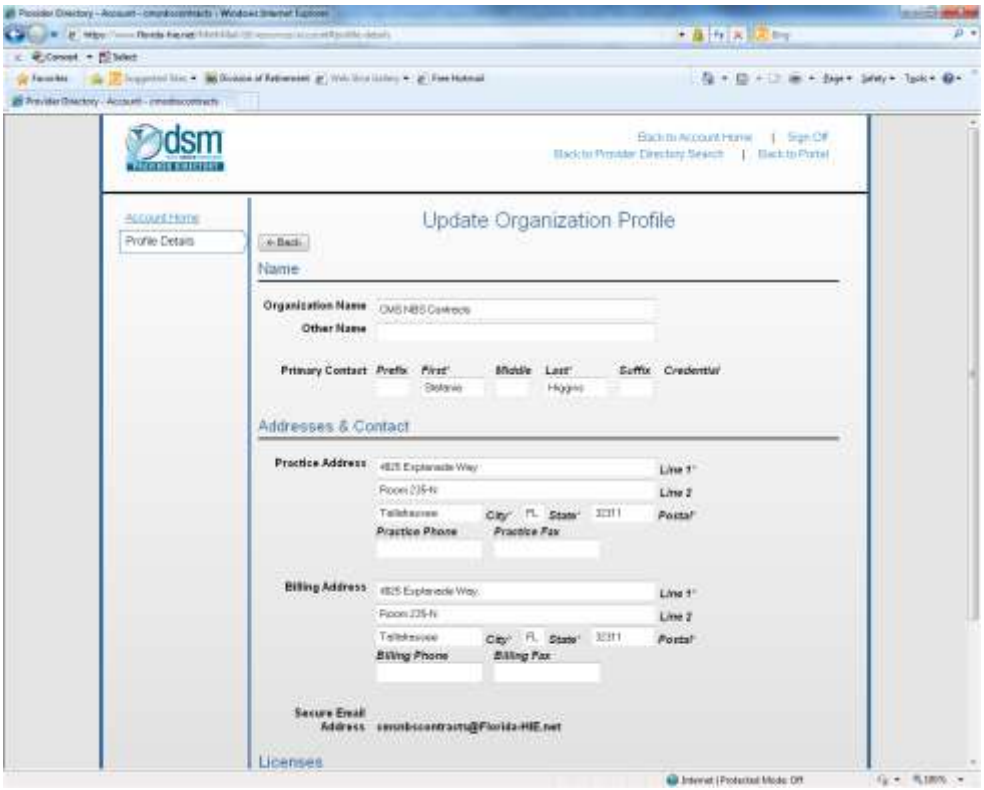
Click on “Profile Details”



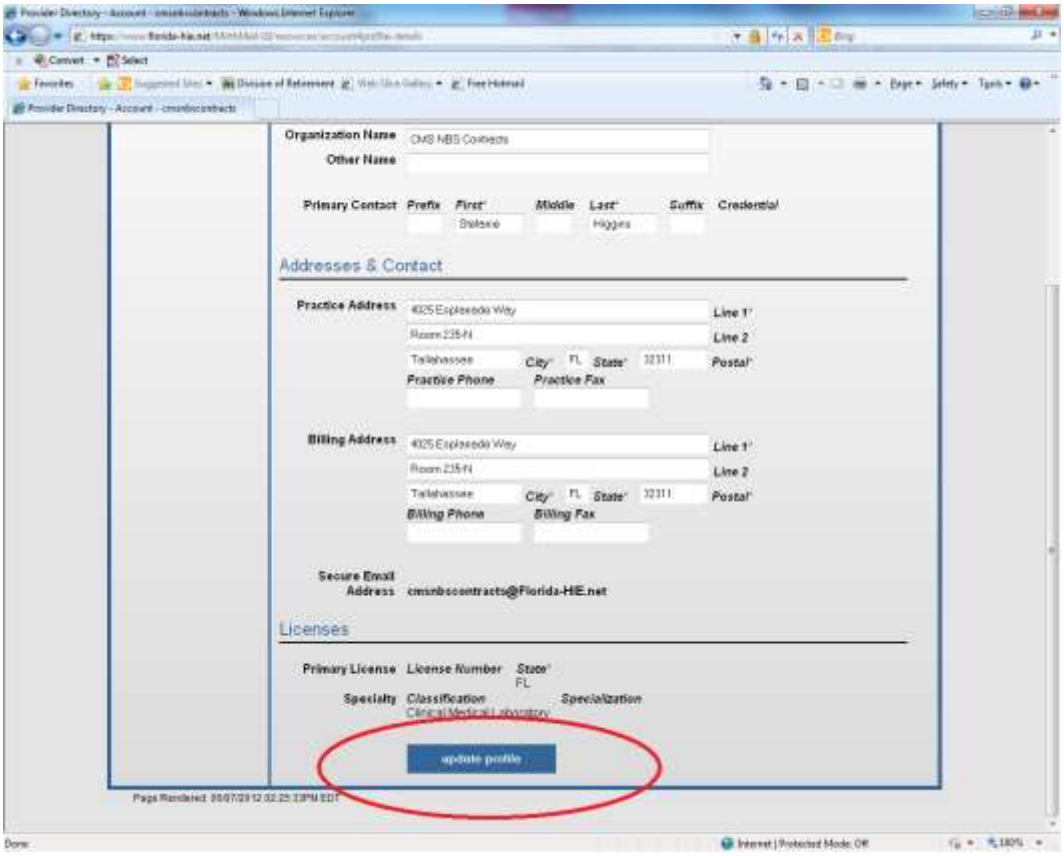
Click inside the information box with your contact information



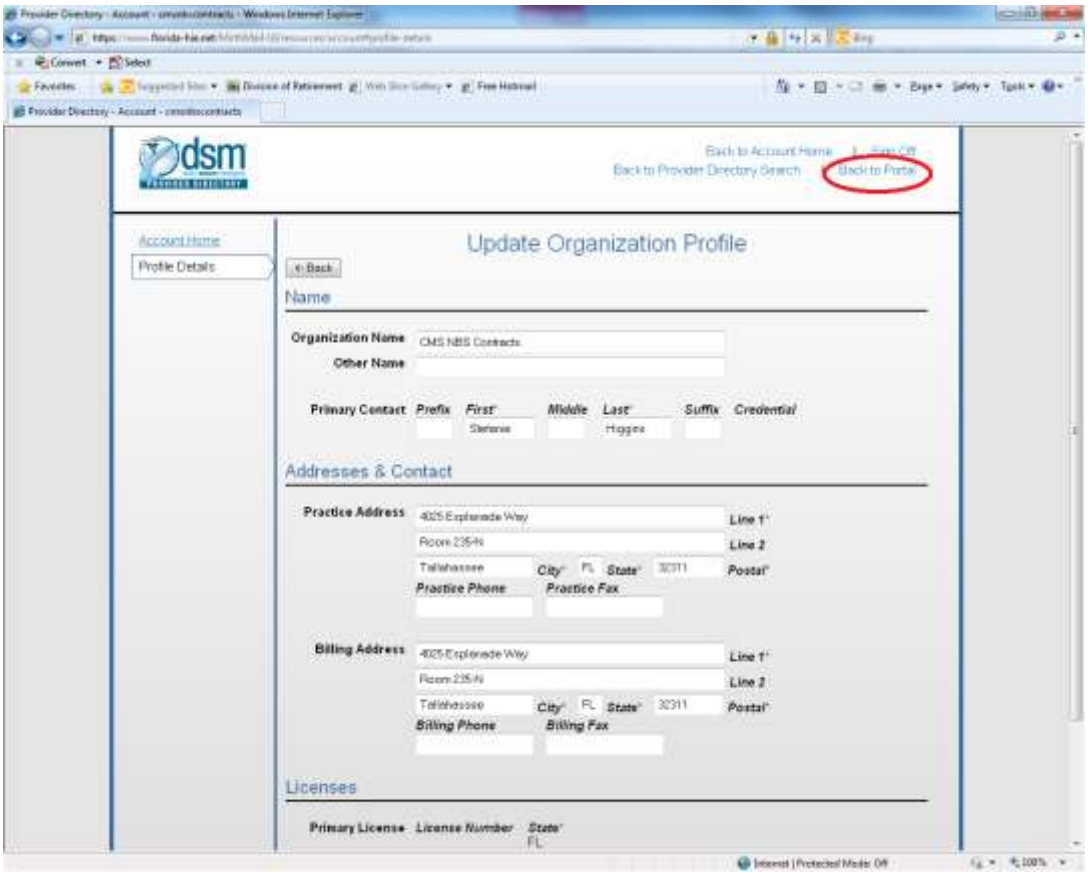
Update any information that may need to be changed, added or updated



When all information is updated, select “Update Profile”

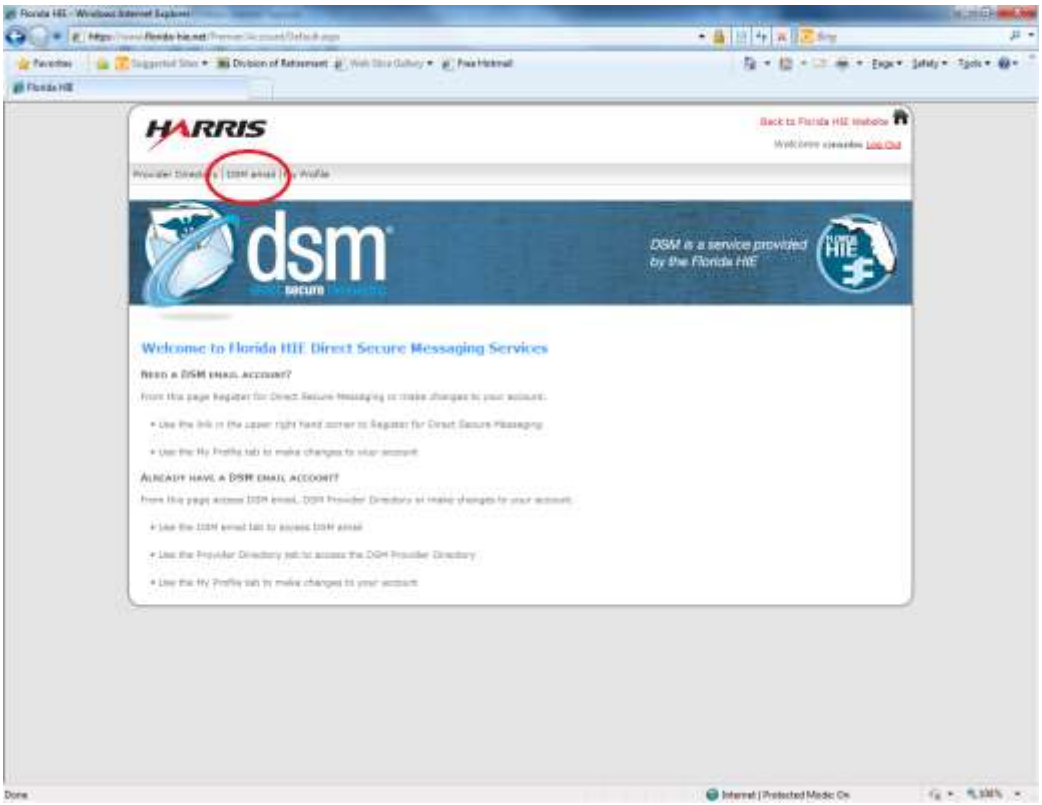


At the top right hand side of the page, click on “Back to Portal” to exit the Provider Directory

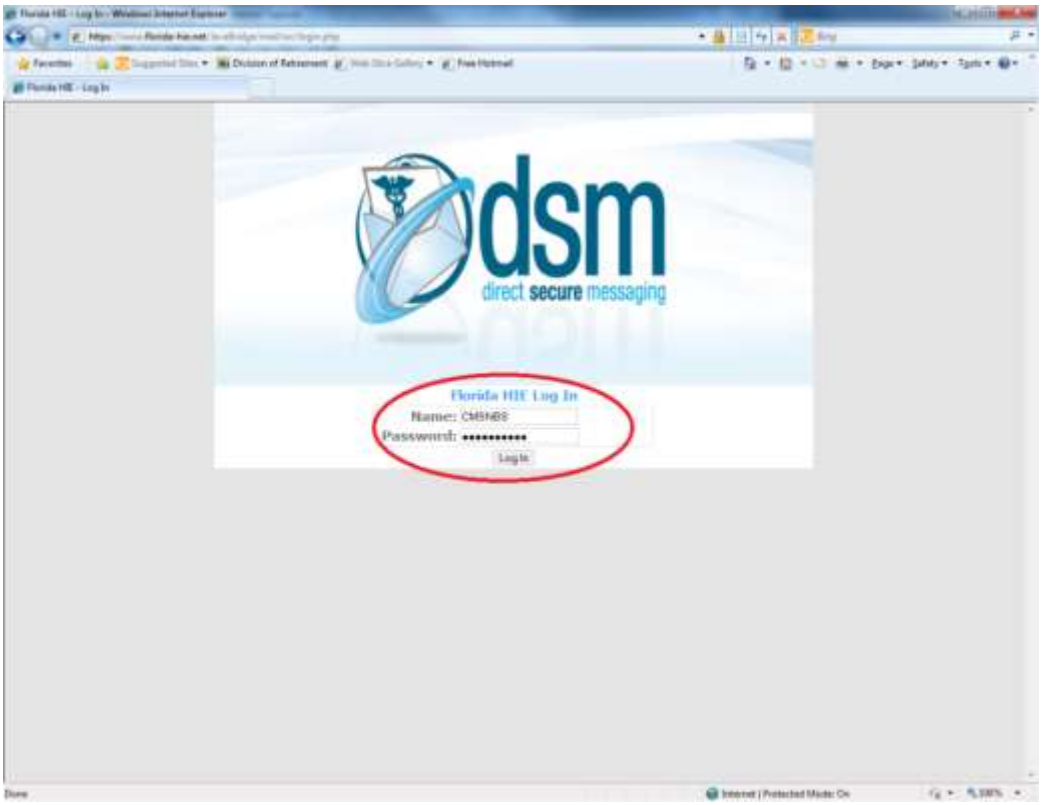


You will be directed back to the main page. Click on the “Log in” button

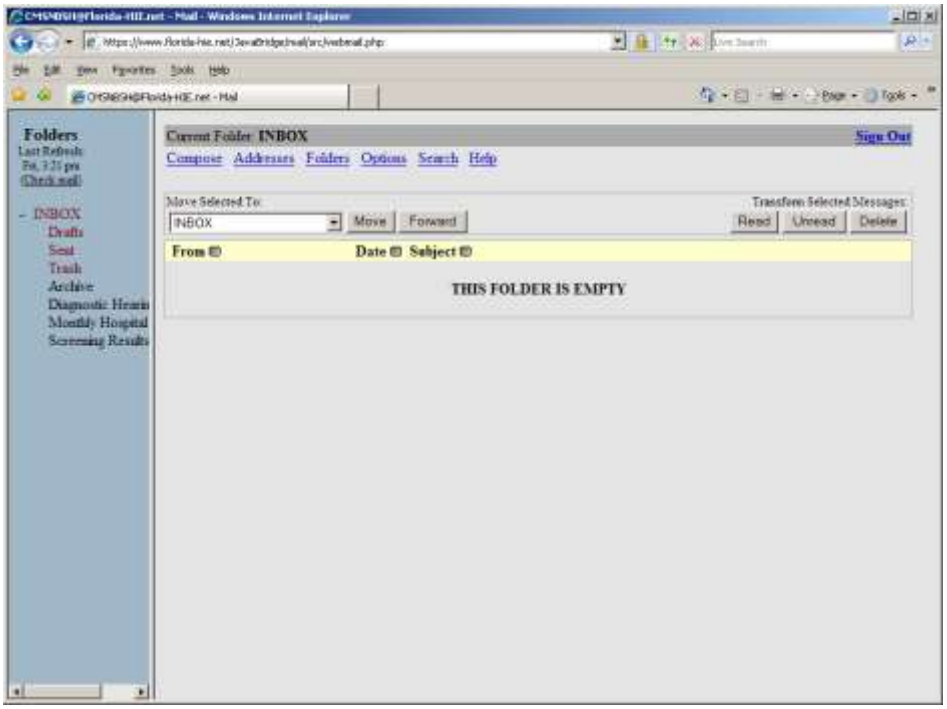
Click on “DSM Email”



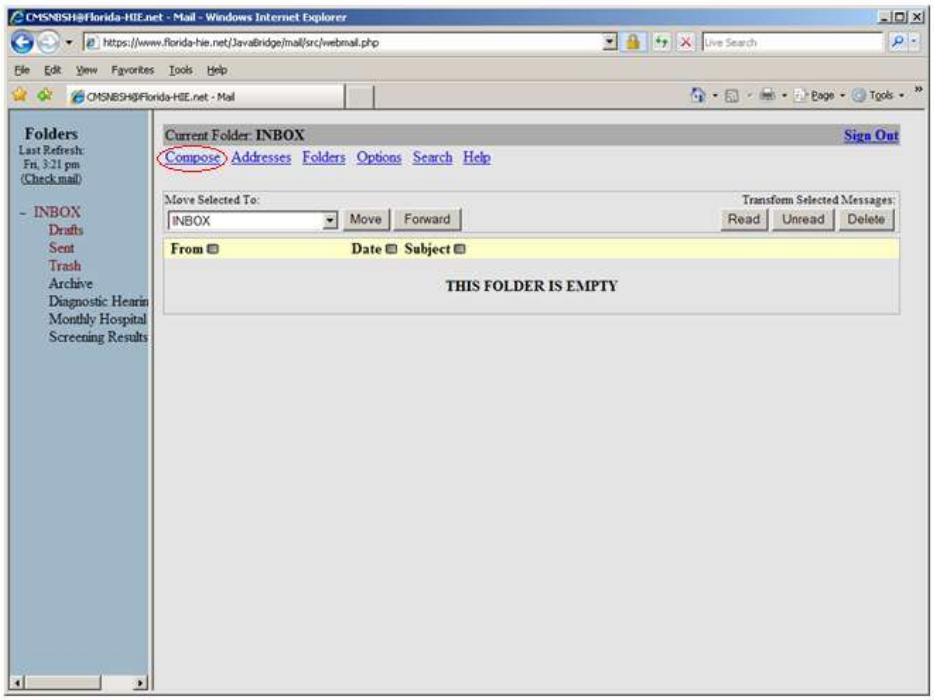
You will need to log in to the DSM email site. This will be the same username and password used to log into the Florida-HIE website



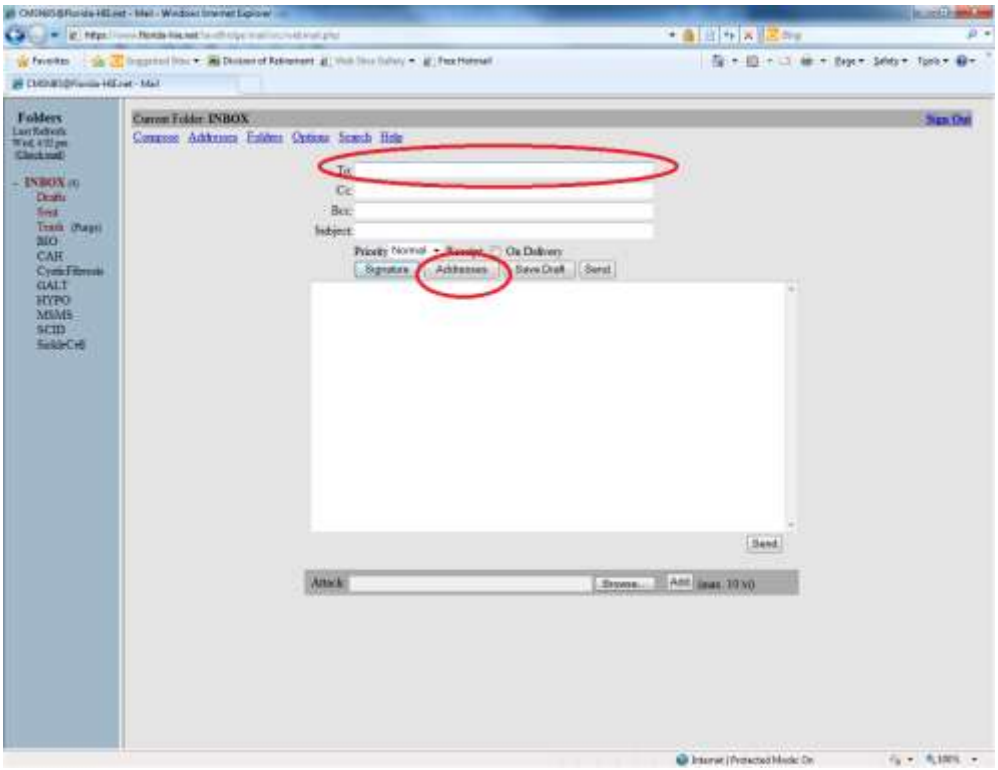
Once logged in, you will be taken to your email inbox:



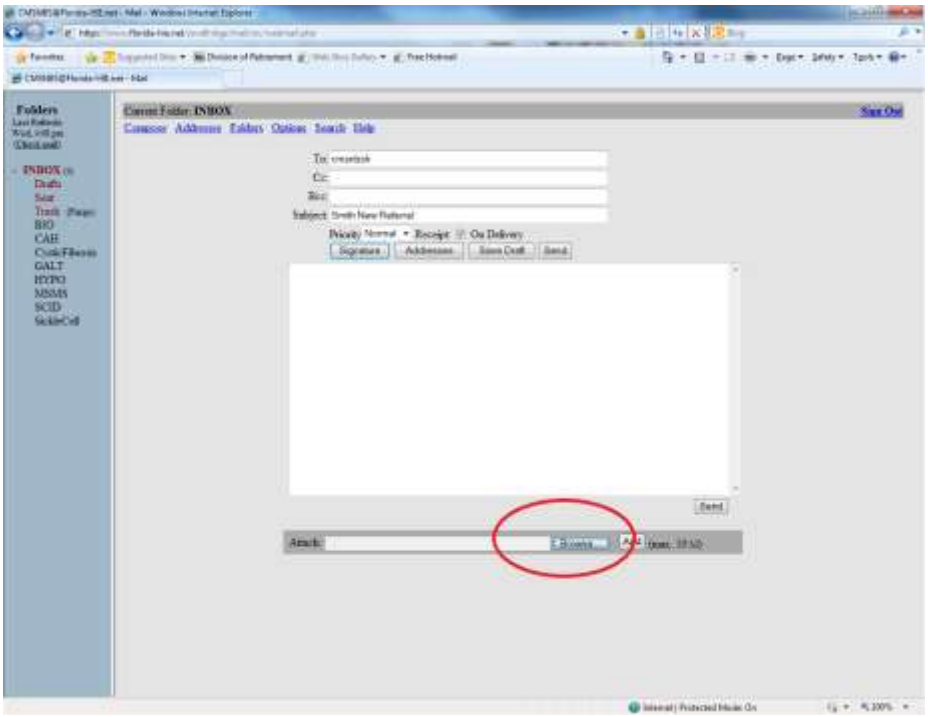
Select “Compose”



You will now be able to compose your message. Select the “Addresses” button to choose recipients, or if you know the email address, type it into the “To” column

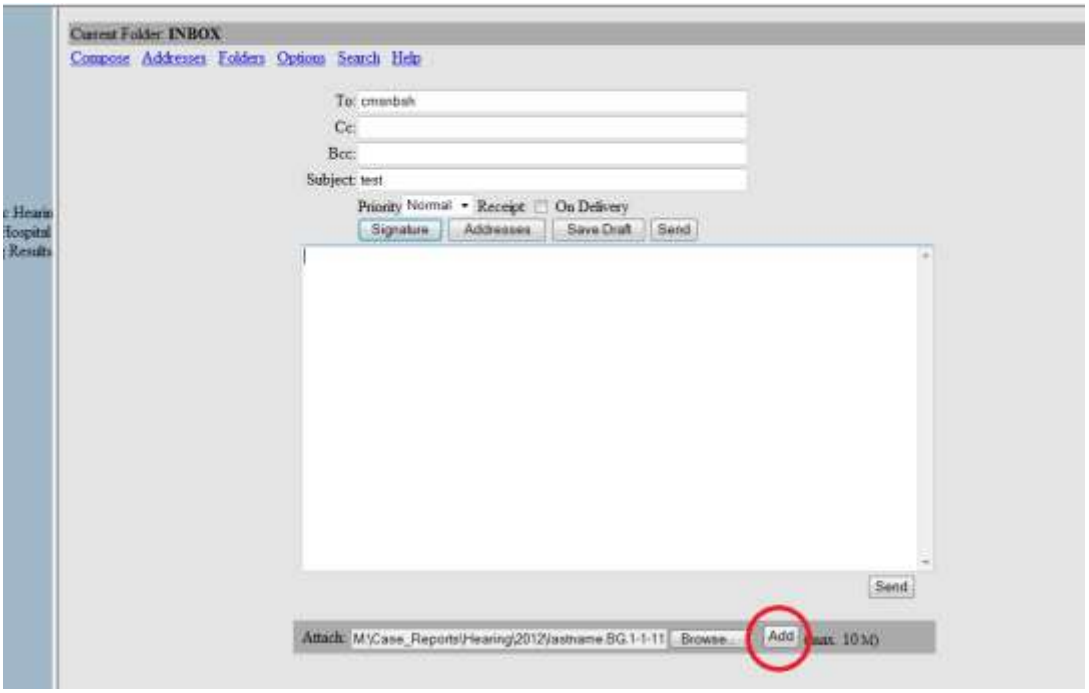


To attach files, scroll to the bottom of the page and select “Browse”

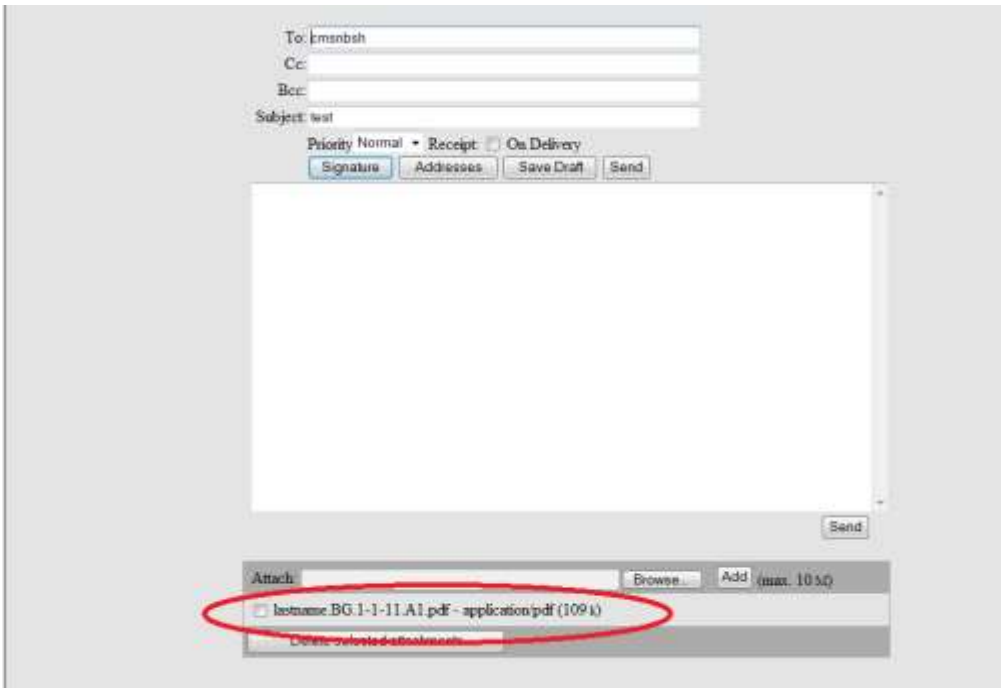


Select a file, one at a time and hit “Open”

Click on the “Add” button

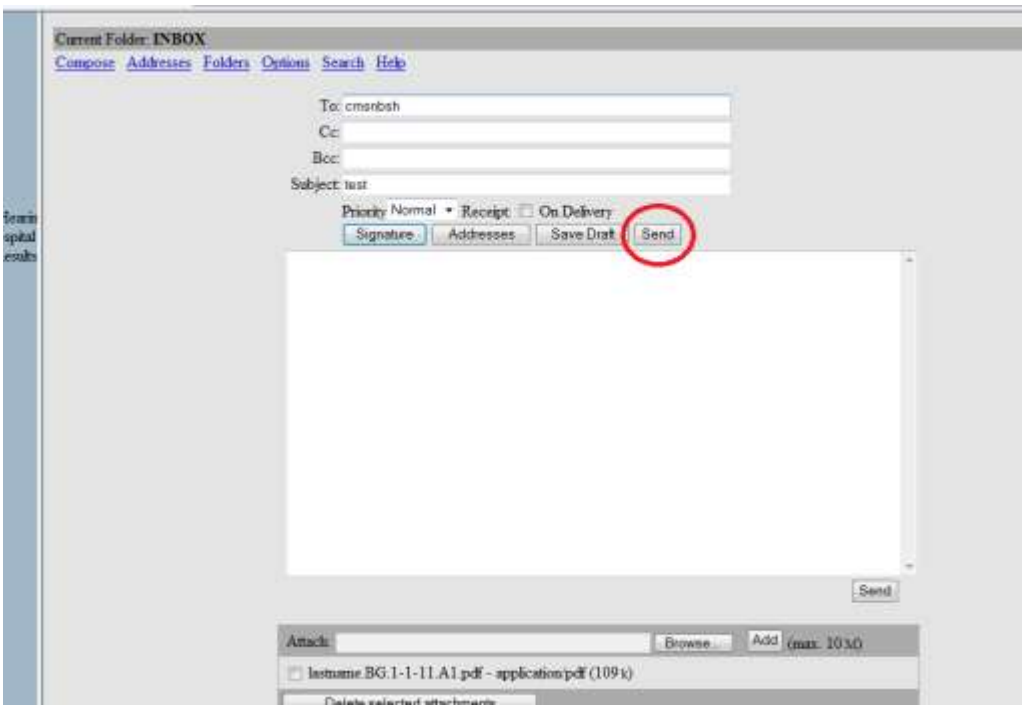


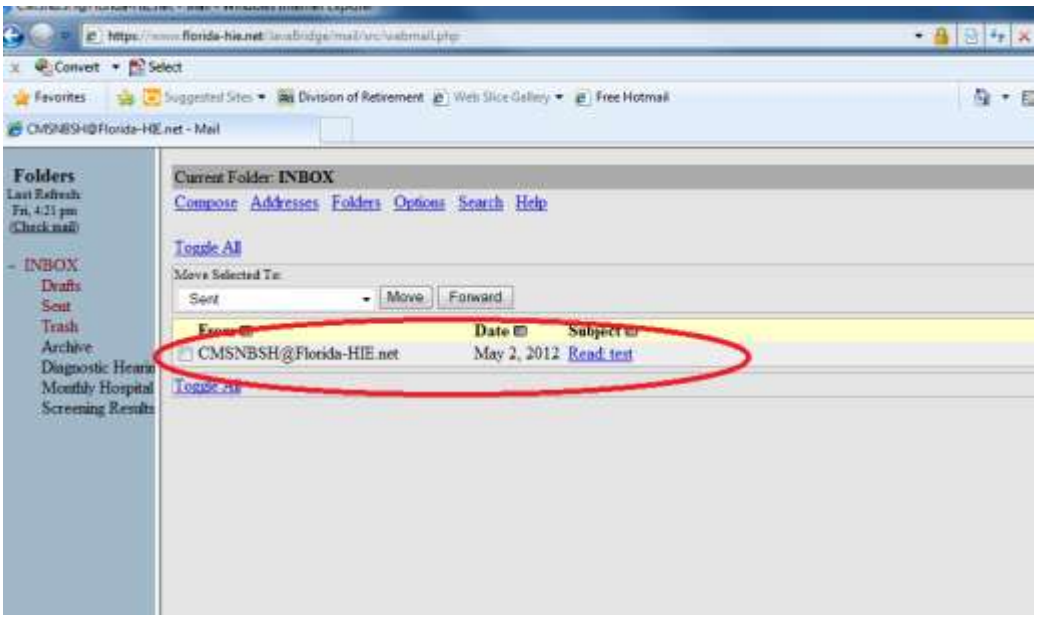
The attachment will now be listed below the “Attach” box.



You can repeat these steps to add more files

When you have added all necessary files and written any notes or special instructions in the body of the email, hit the “Send” button



You will automatically be taken back to the Inbox.

Once the email has been received, you will receive an email in the inbox stating that the email was received.