

## Collaboration Compass User Name and Password Instructions

Go to [www.collaborationcompass.com](http://www.collaborationcompass.com)

- Click on Register
- READ and ACCEPT the Terms and Conditions
- Enter the Submitter ID that was given in the email from enrollment.
- Enter a user name (be sure to follow the guidelines listed at the top of the screen)
- Enter Name and email information of person requesting login (this is the email address RelayHealth will return the log in to)
- Enter password (be sure to follow the guidelines listed at the top of the screen)
- Confirm password
- Enter hint question
- Enter hint question answer
- Enter phone number
- News Subscriptions (any items selected in this box will generate emails regarding that item to the email listed in the registration. For example, if you select Agreements- any news emailed out by RelayHealth regarding agreements will be sent to your email box. If you do not wish to receive New Subscription emails from RelayHealth **DO NOT** select any of the subscriptions.)
- Click Validate to verify that all information is correct and accepted by Relay Health.
- Once validation is complete click Submit to complete the User Name/Password registration.

RelayHealth will email the registration notification to the email address listed in the registration process. It can take up to 48 hours to receive this notification.