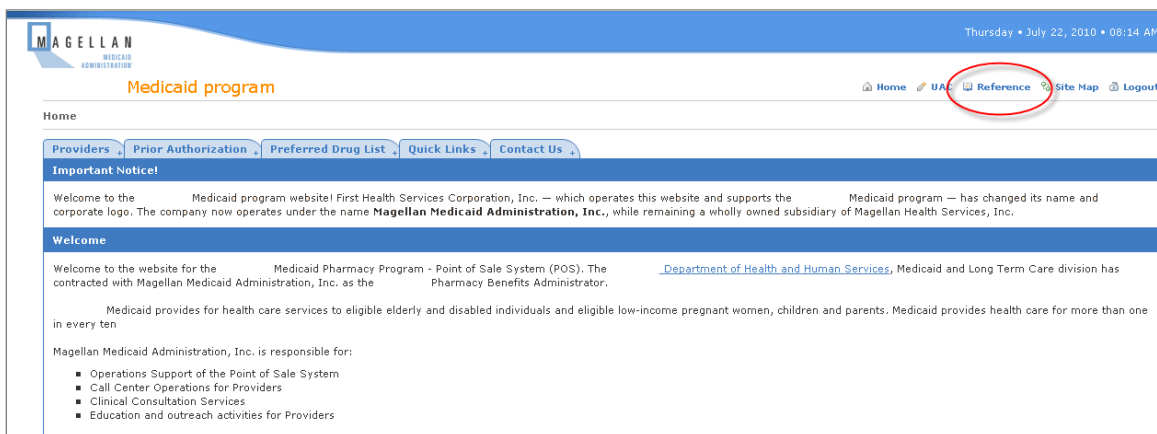


How to Access Magellan Medicaid Administration User Guides from State Websites

August 17, 2012

The user guides for Magellan Medicaid Administration's web applications are now password protected. In order to access these user guides you will now be required to have a user name, password, and the proper role assigned to you through Magellan Medicaid Administration's User Administration Console (UAC). This job aid will show you how to access these secured user guides. If you are unsure of your user name, password, and/or role assigned to you, please contact your Delegated Administrator, Local Administrator, or Manager.

1. Open your Internet browser.
2. In the **Address Bar**, access the state/program-specific website. For example, <http://client.fhsc.com> or <http://client.magellanmedicaid.com>.
3. Click the **Reference** hyperlink in the upper right-hand corner.



4. Decide which **Collection** you would like to access. Your options include
 - ❖ User Administration Console;
 - ❖ Pharmacy Web Claims Submission;
 - ❖ Pharmacy Web PA;
 - ❖ Web RA;
 - ❖ Password Management Utilities; and
 - ❖ Single Sign On.
5. Once you have decided which **Collection** you would like to access, click the appropriate hyperlink.

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Friday • July 23, 2010 • 01:57 PM

Reference Collections [Reference Collection Home](#)

Welcome to the Magellan Medicaid Administration Reference Collections page.

Reference Collections

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Click the button to the left to download a free copy of Adobe® Reader.

You will need Adobe® Flash Player to view any Flash content.
Click the button to the left to download a free copy of Adobe® Flash Player.

USER ADMINISTRATION CONSOLE (UAC)

[Product Sheet, User Guides, Quick Starts, Feature Highlights, Tutorials](#)

A collection of resources designed to help you with all aspects of user registration and administration through the User Administration Console (UAC) application. Whether you need a general overview of the product, a one-page "get up and going" quick start, or an in-depth User Guide or tutorial — everything you need to know about the application is right here.

[UAC Reference Collection](#) ←

PHARMACY WEB CLAIMS SUBMISSION

[User Guide](#)

A collection of resources designed to help you with online point-of-sale claims processing. This collection currently includes a comprehensive user guide.

[Pharmacy Web Claims Submission Reference Collection](#) ←

PHARMACY WEB PA

[Product Sheet, User Guides, Quick Start, Tutorials](#)

A collection of resources designed to help you with the submission and review of online prior authorization requests. This collection also includes a product overview, a quick start guide, a comprehensive user guide, and tutorials.

[Pharmacy Web PA Reference Collection](#) ←

WEB RA

[User Guide](#)

A collection of resources designed to help you with the review and maintenance of online remittance advices. This collection currently includes a comprehensive user guide.

[Web RA Reference Collection](#) ←

PASSWORD MANAGEMENT UTILITIES (PWM)

[Tutorial](#)

A tutorial that explains the features of PWM. You must have Adobe's Flash player installed to view the tutorials.

[PWM Tutorial](#) ←

SINGLE SIGN-ON (SSO)

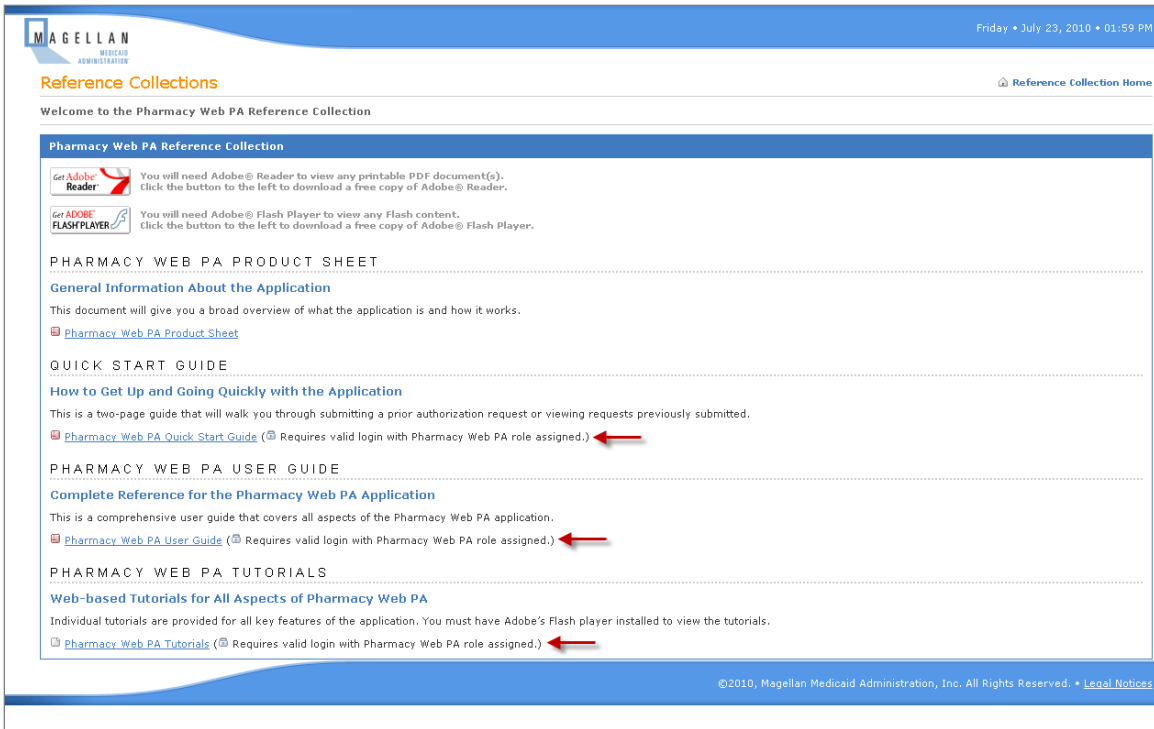
[Tutorial](#)

A tutorial that explains how to take advantage of SSO in various browsers. You must have Adobe's Flash player installed to view the tutorials.

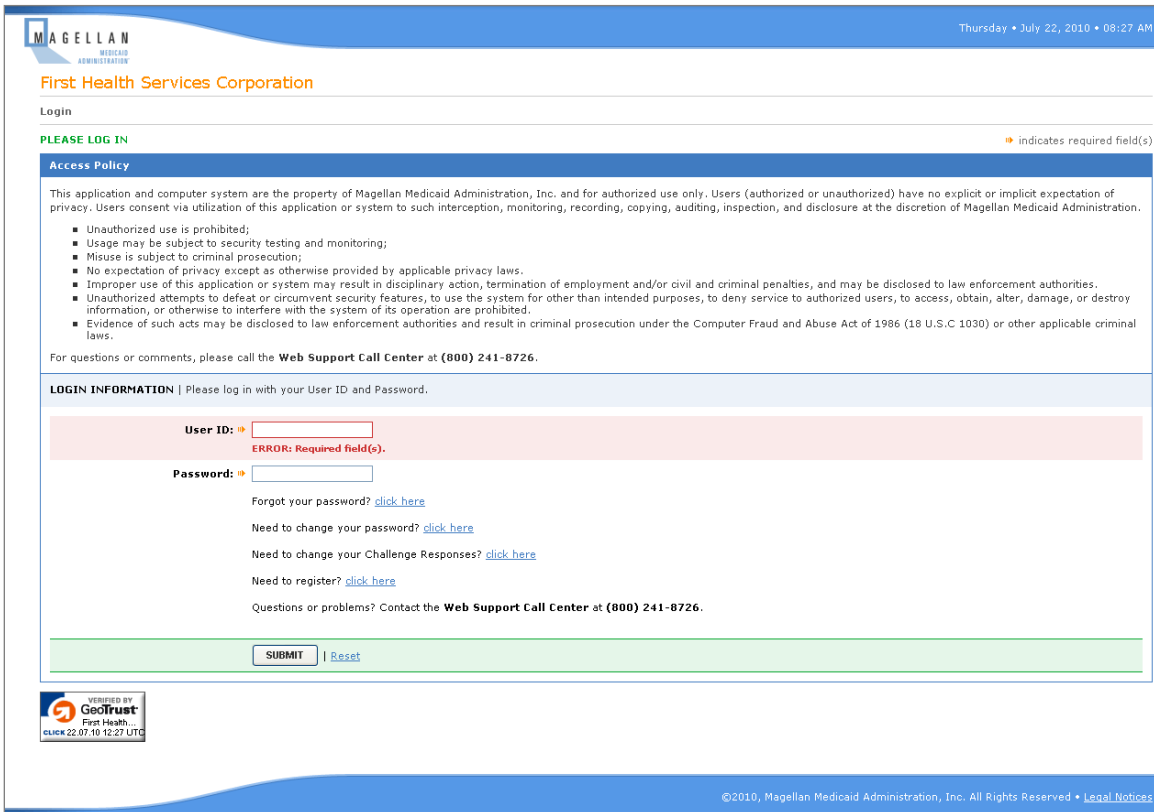
[SSO Tutorial](#) ←

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- The selected **Collection** appears. You can tell which sections of the **Collection** require a user name, password, and role because it tells you beside the name of the particular document.



7. Click the particular hyperlink you want to access. The **Login** window appears.



8. In the **User ID** and **Password** boxes, enter your user ID and password, and click **Submit**. The user guide appears.