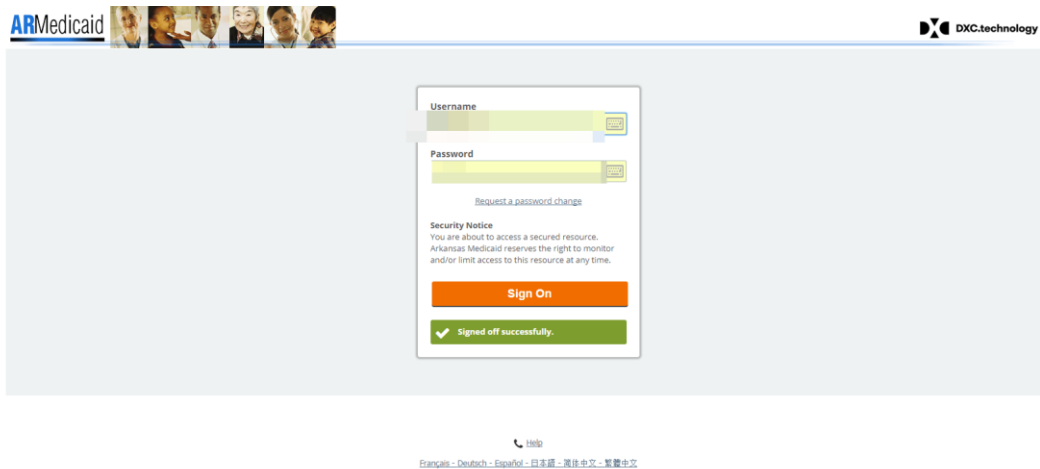


**Medicaid requires you to change your password every 90 days.**

**There are 2 fairly simple steps to follow**

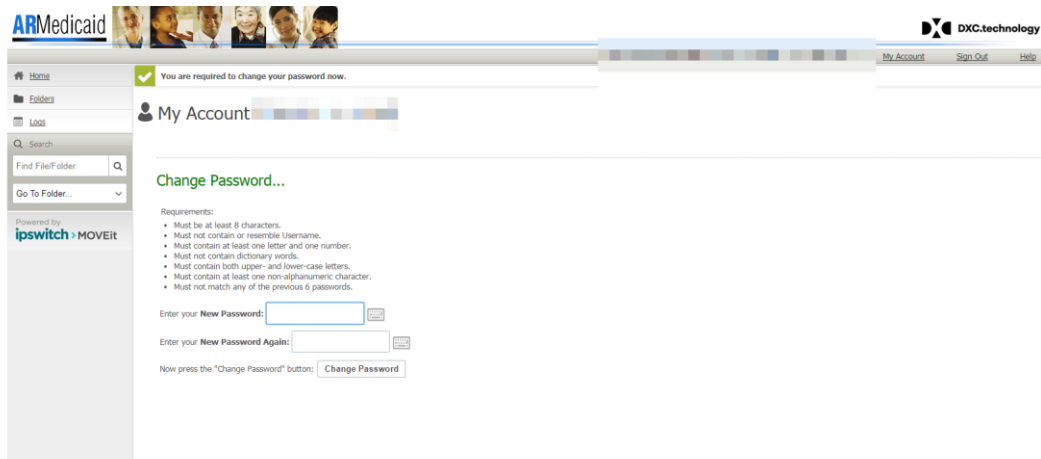
## **Step 1.**

### **Reseting your Password**



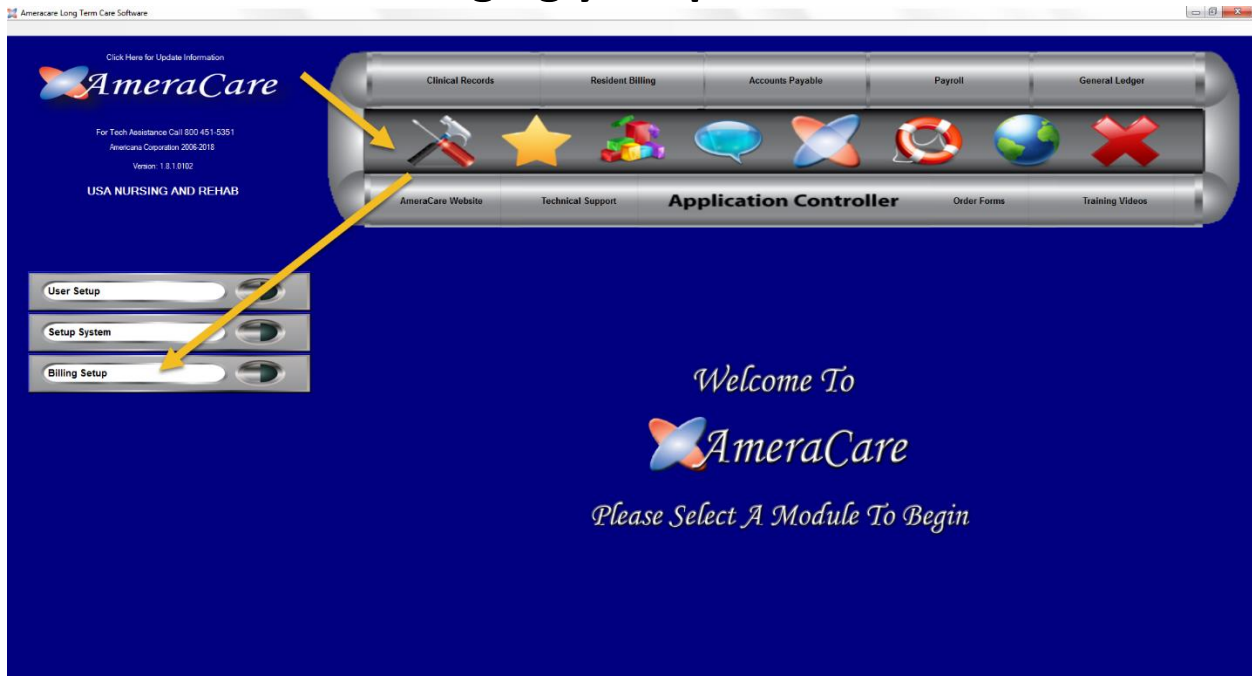
The screenshot shows the ARMedicaid website interface. At the top left is the ARMedicaid logo with a row of five small profile pictures. At the top right is the DXC technology logo. The main content area is a light gray box containing a white login form. The form has two input fields: 'Username' and 'Password', both with green borders and icons on the right. Below the password field is a link that says 'Request a password change'. Underneath is a 'Security Notice' section with the text: 'You are about to access a secured resource. Arkansas Medicaid reserves the right to monitor and/or limit access to this resource at any time.' Below the notice is an orange 'Sign On' button. At the bottom of the form is a green bar with a white checkmark and the text 'Signed off successfully.' Below the form, there is a small 'Help' icon and a language selection menu with the text: 'Français - Deutsch - Español - 日本語 - 简体中文 - 繁體中文'.

You will need to login to the above site. <https://fts.mmis.arkansas.gov/>  
Then you will need to enter the the “Trading Partner ID” and the corresponding password for that... if you do not know these credentials please look at step 2!

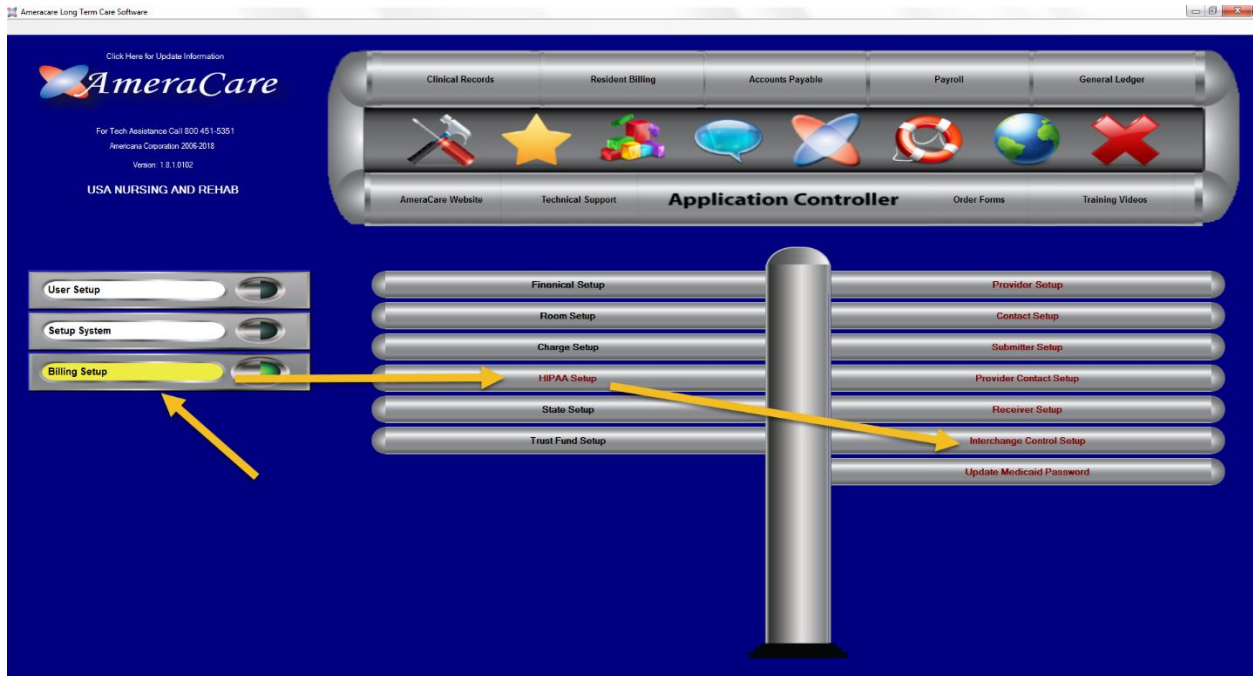


Once you login you will need to reset your password here <https://fts.mmis.arkansas.gov/> in the above picture, from there you will need to login and you will see an area for you to reset your password.

## Step 2. Changing your password

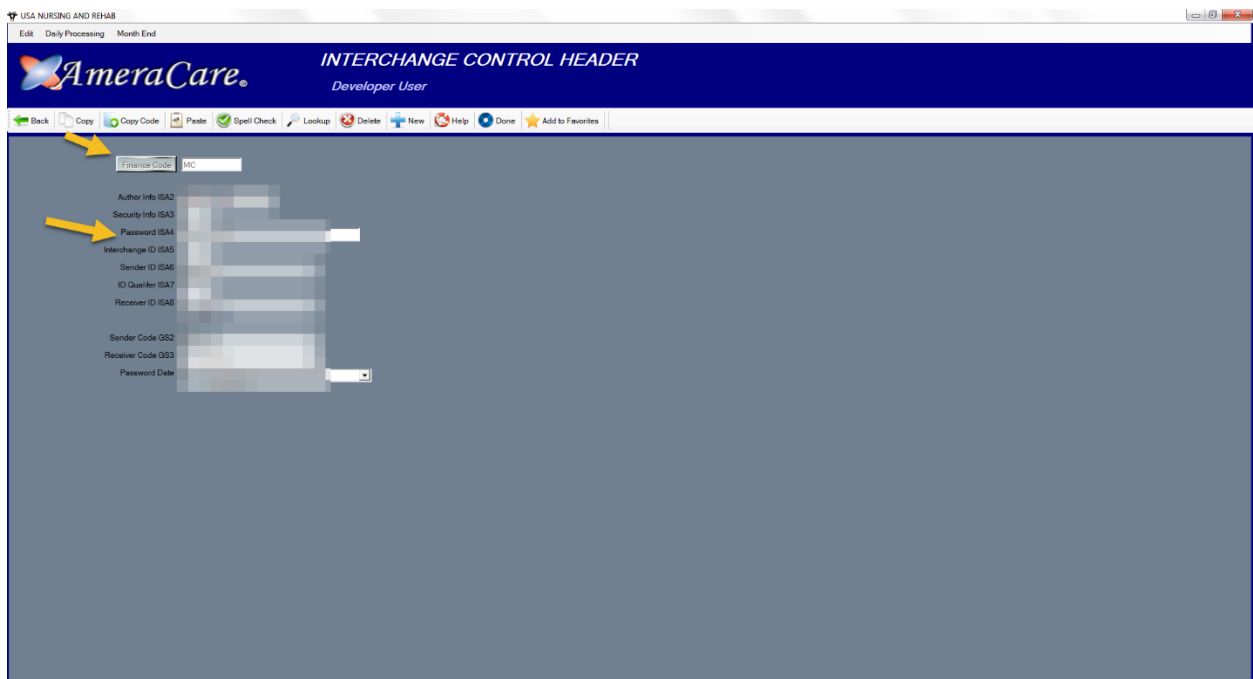


You may not be allowed to access the above screen if you do not have "Maintenance" access... If that's the case you will need to get access! You will need to follow the arrows in the above and below pictures.



Once you get to the “InterChange Control Setup” you are almost done.

## “InterChange Control Setup”



Once you get here you will need to switch the Financial Class to MC or Medicaid and then change the Password ISA4 to the new password that you set at <https://fts.mmis.arkansas.gov/>