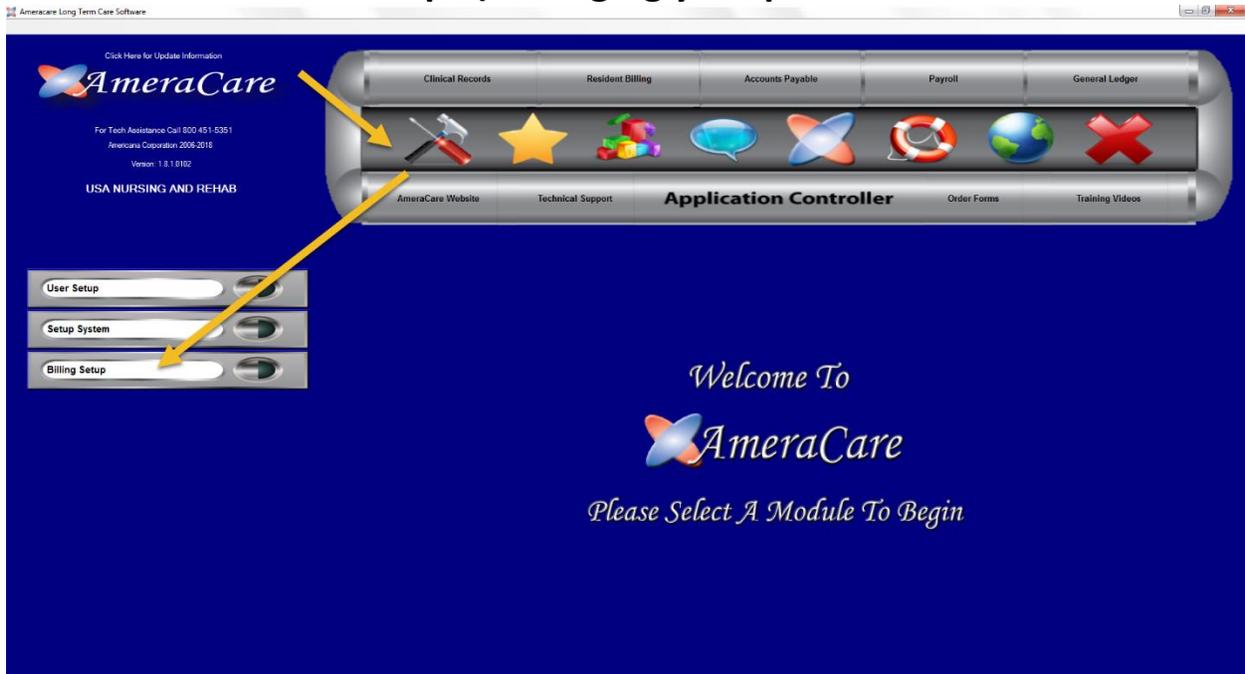


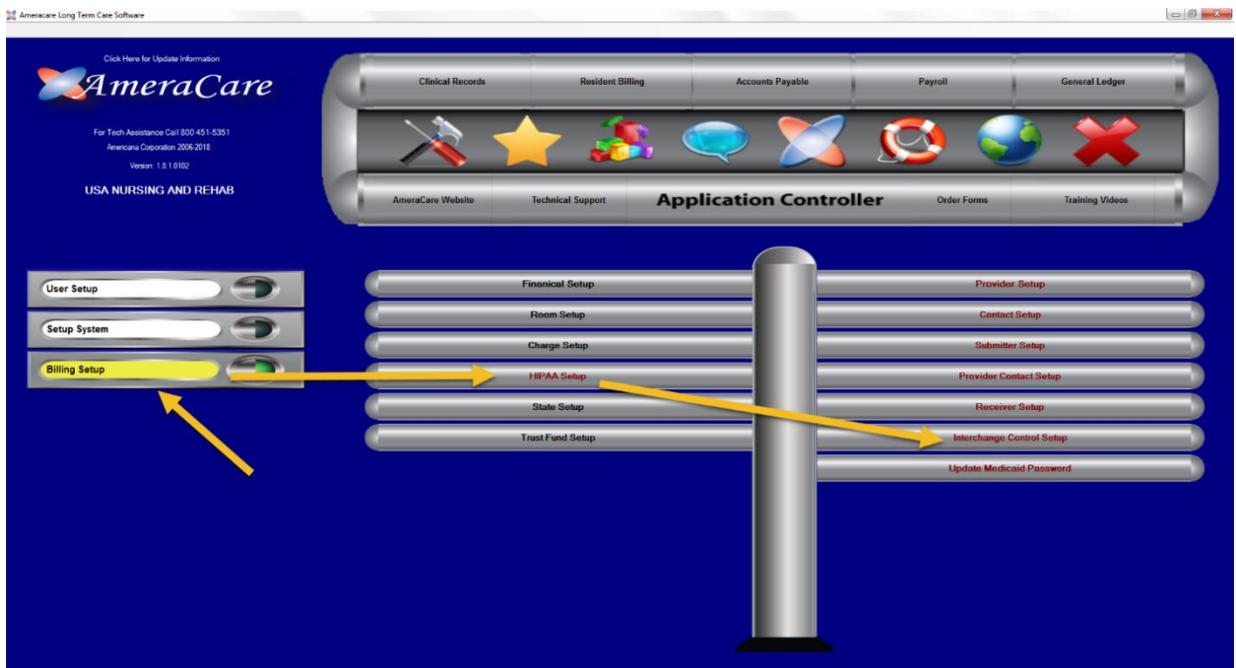
Medicaid requires you to change your password every 90 days.

There are 2 fairly simple steps to follow

Step 1) Changing your password

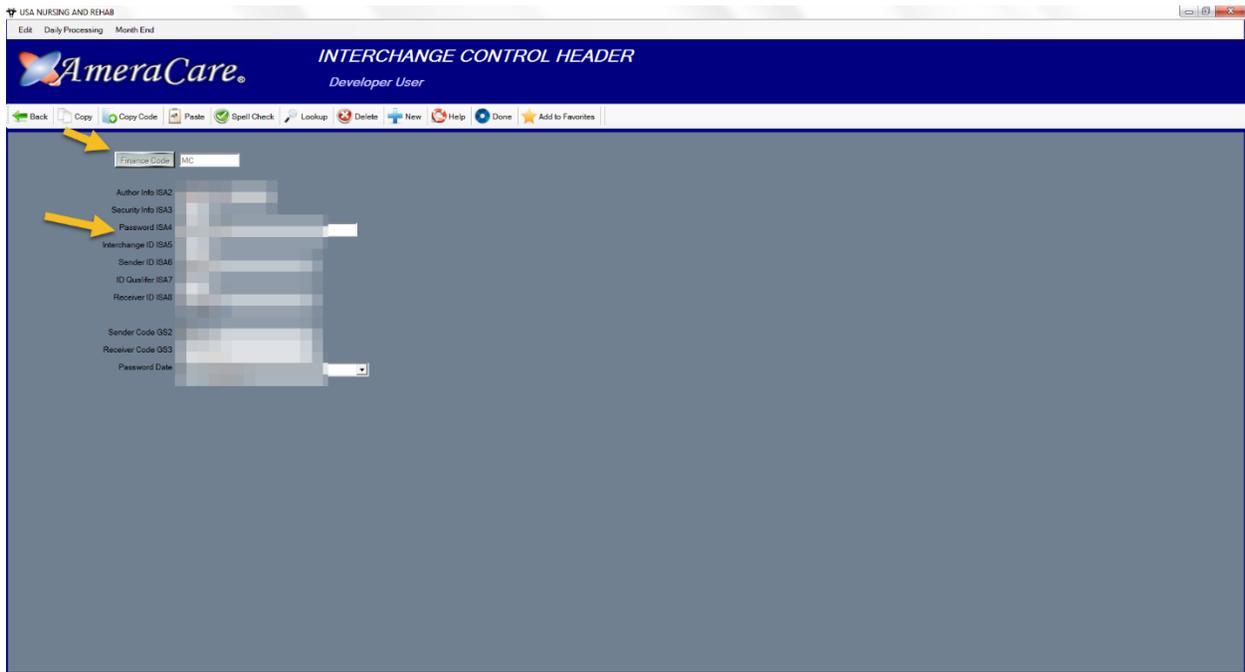


You may not be allowed to access the above screen if you do not have "Maintenance" access... If that's the case you will need to get access! You will need to follow the arrows in the above and below pictures.



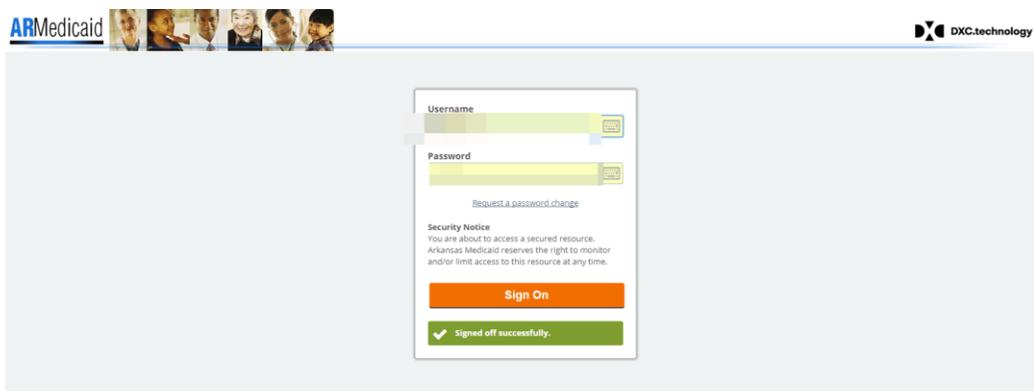
Once you get to the "InterChange Control Setup" you are almost done.

“InterChange Control Setup”



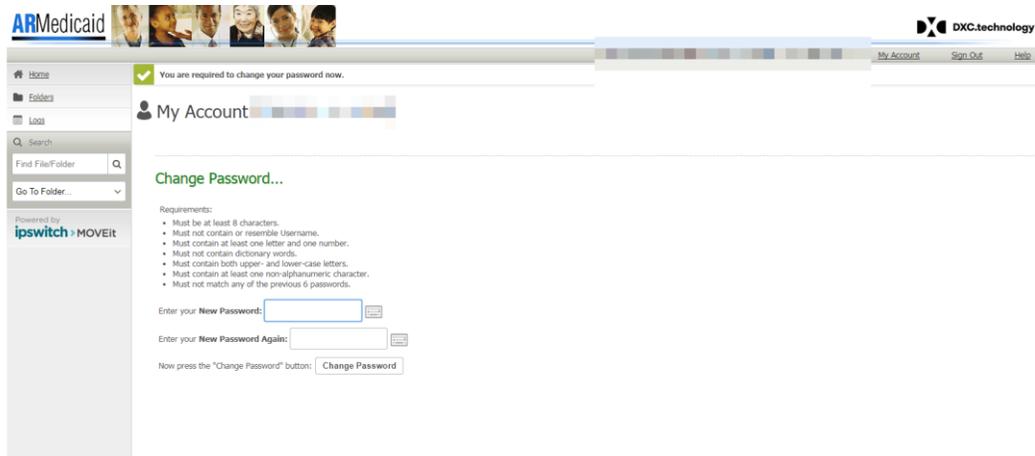
Once you get here you will need to switch the Financial Class to MC or Medicaid and then change the Password ISA4 to the new password that you will set at <https://fts.mmis.arkansas.gov/>

Step 2) Reseting your Password



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 1!



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.