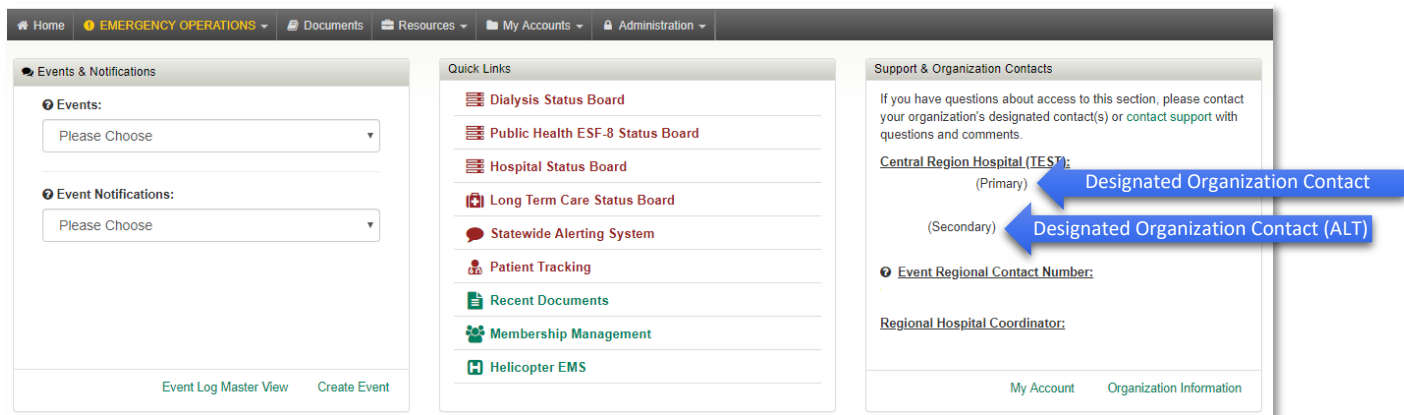




1. Go to the VHASS website: <http://vhass.org/> Login using your username and password.



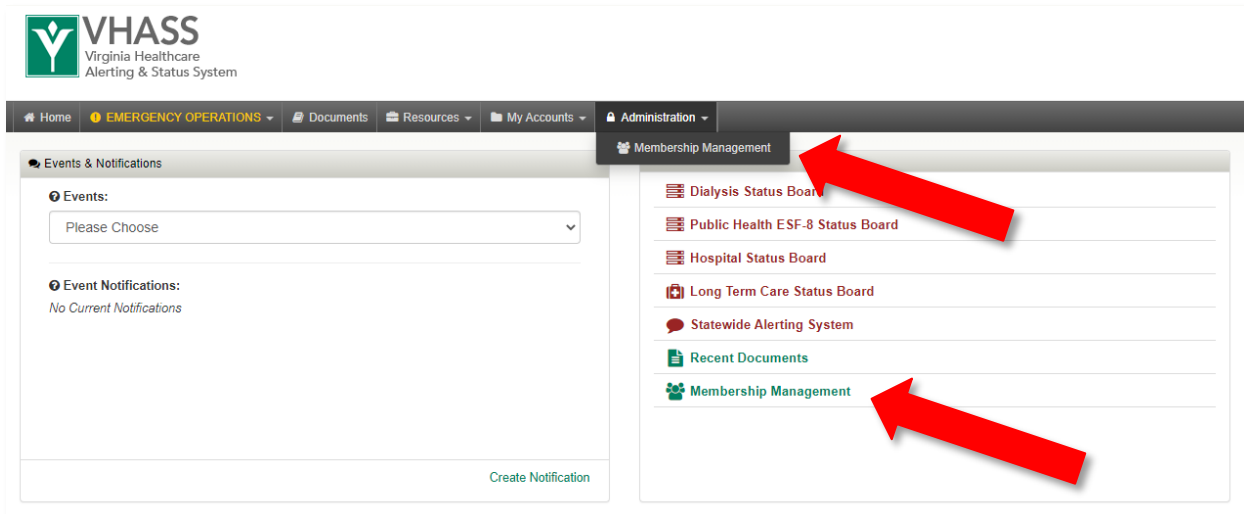
2. To approve the organization VHASS accounts, you must be the Designated Organization Contact or Designated Organization Contact (ALT) for the account.



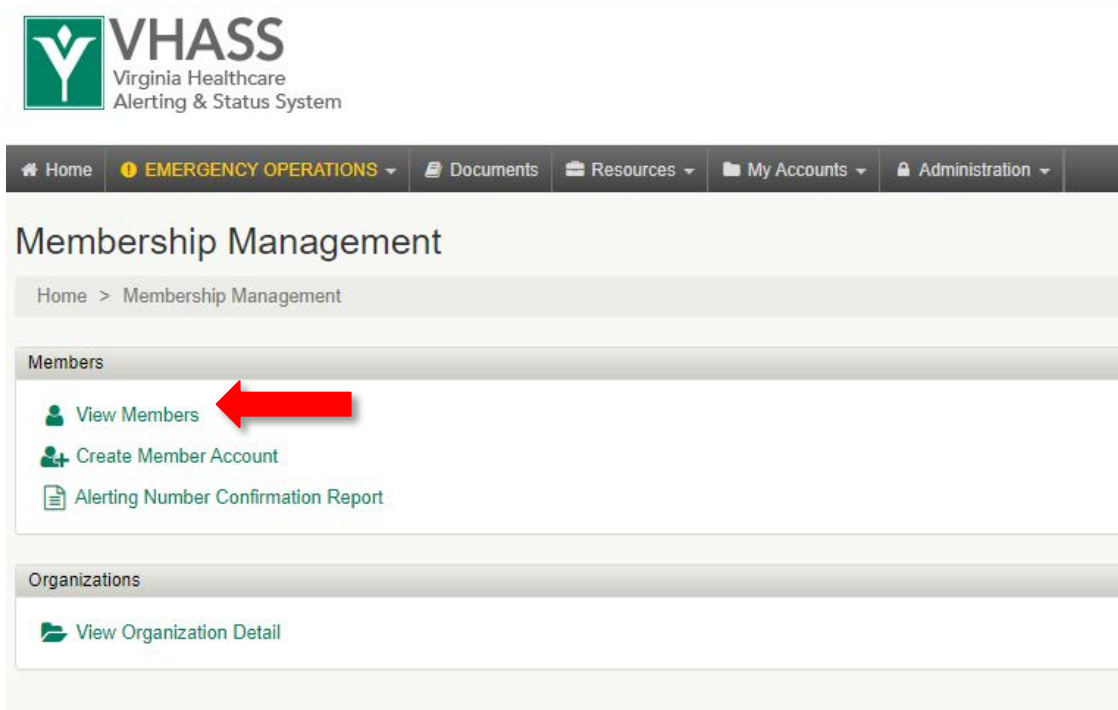
**\*\*If you are not the Designated Organization Contact or Designated Organization Contact (ALT) you will not be able to approve accounts. The Designated Organization Contact names are listed in the Support & Organization Contacts box.**



- Under the “Administration” Tab, click “Membership Management” or click “Membership Management” under Quick Links.



- Click “View Members”.





- Under the “Is Approved?” tab, select “No” to sort all of the accounts that have not been approved for your organization.

**VHASS**  
Virginia Healthcare  
Alerting & Status System

Home | **EMERGENCY OPERATIONS** | Documents | Resources | My Accounts | Administration

### Member List

Home > Membership Management > Member List

Export

Search Filter

Is Approved?

All  
All  
Yes  
**No**

Last Name:

Search Reset

- Accounts that have not been approved will have a yellow dot. Click on the yellow dot to approve the member account.

|  | Last Login         | Updated            | Approved | Detail | Edit | Delete |
|--|--------------------|--------------------|----------|--------|------|--------|
|  | 10/16/2020 11:13AM | 10/16/2020 11:12AM |          |        |      |        |

Show 10 | 25 | 50 entries

- At the bottom of the page, click “Approve & Continue”. The following pages will give you the options of what permissions the member will have access to under your organizations VHASS account.

User Assignment

Approve & Continue Delete

**Please verify all members listed under your organization are accurate. Delete those members who no longer need an account under your organization.**

**Contact your healthcare coalition for assistance - <https://vhass.org/regional-info/>.**