Personal Accounting Services, Inc.

Part of the AssuranceSD Family

mySDHub



mySD*Hub*

What's in this guide?

What is mySD Hub?

Getting Started

Navigating the Site

Your Profile

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mySD*Hub*

What is *mySD Hub*?

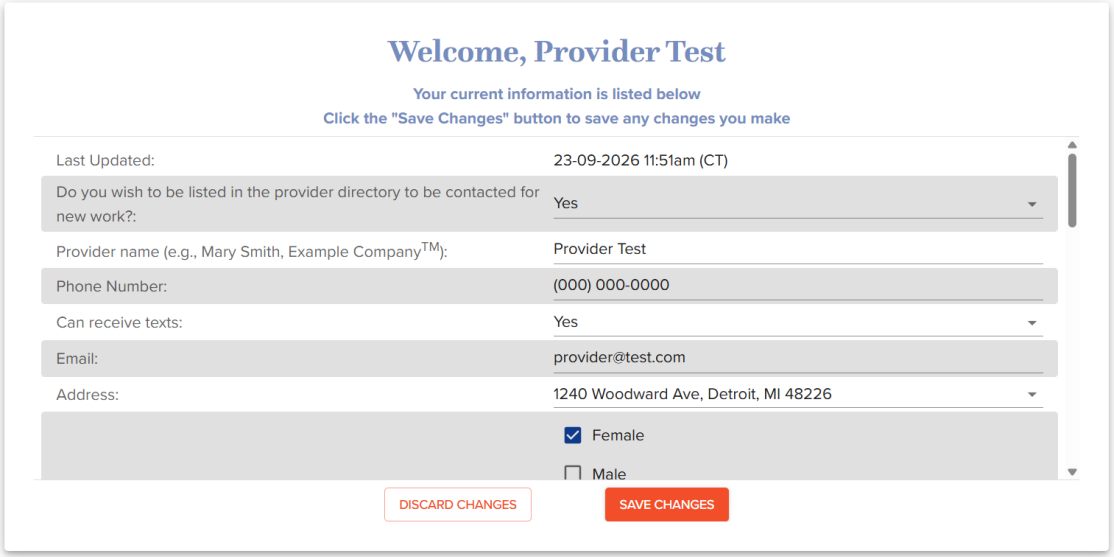
Personal Accounting Services, Inc.

A Directory of Service Providers

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mySD Hub for Service Providers

mySD Hub for Service Providers is a database of Direct Care Workers and Vendors available to Case Managers. It allows Case Managers to identify potential Direct Care Workers and vendors for self-directing participants.

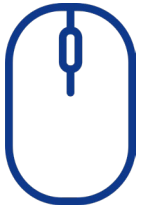


mySDHub

Getting Started

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Getting Started



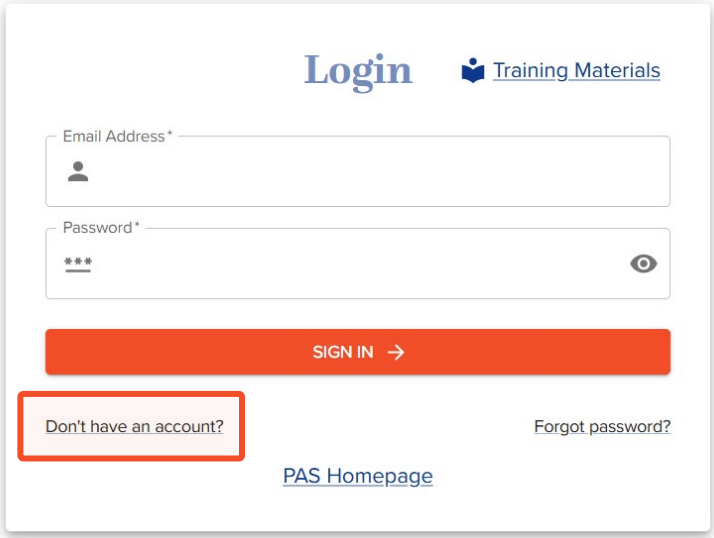
To get started, all you need to do is to create an account and complete a survey.

To create an account, you will need:

- ✓ Access to the internet
- ✓ An email address

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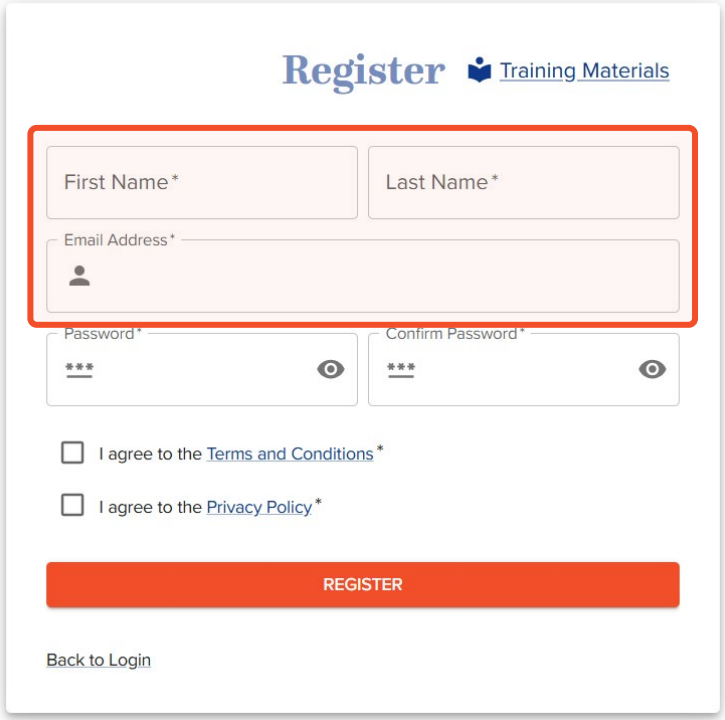
Create an Account



- ✓ Go to hub.passelfdirection.com
- ✓ Select “Don’t have an account?”

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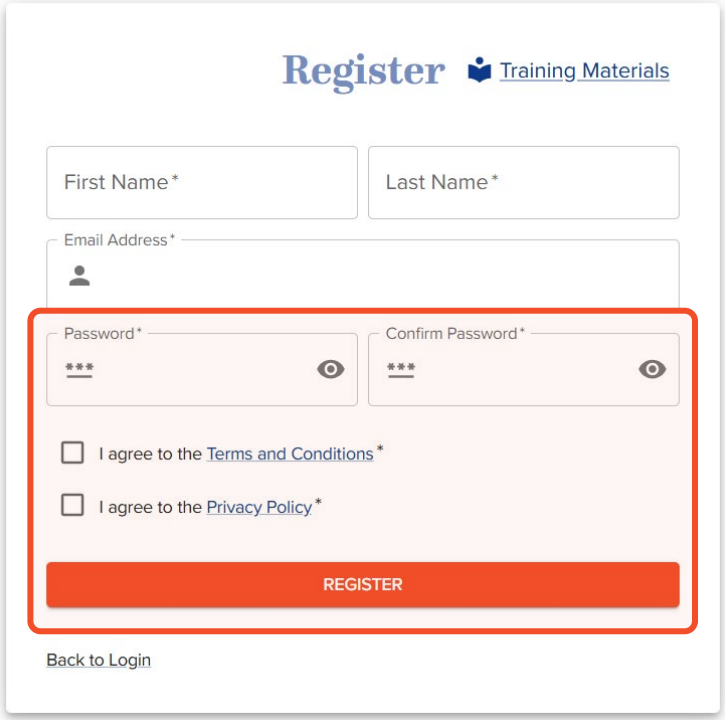
Name & Email Address



- ✓ Enter your first and last name
- ✓ Enter your email address

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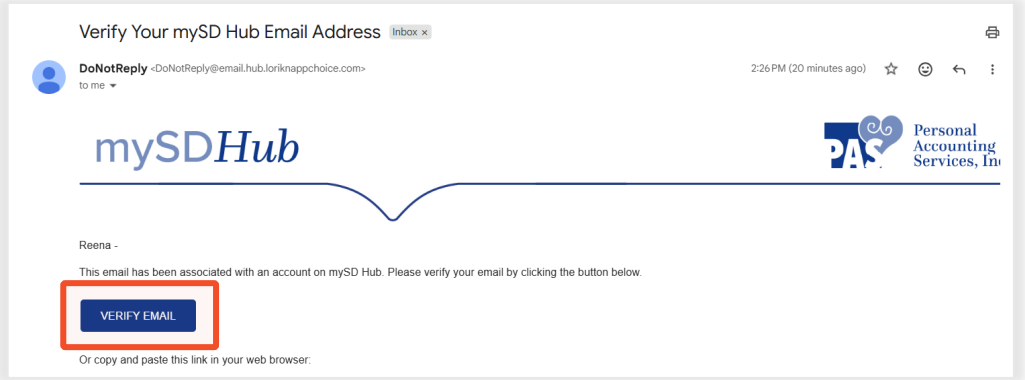
Create a Password



- ✓ Create a password that has 15 or more letters and/or numbers
- ✓ Accept the Terms and Conditions
- ✓ Accept the Privacy Policy
- ✓ Click “REGISTER”
- ✓ An email will be sent to you to continue the verification process

PAS Personal Accounting Services, Inc.

Verification Email

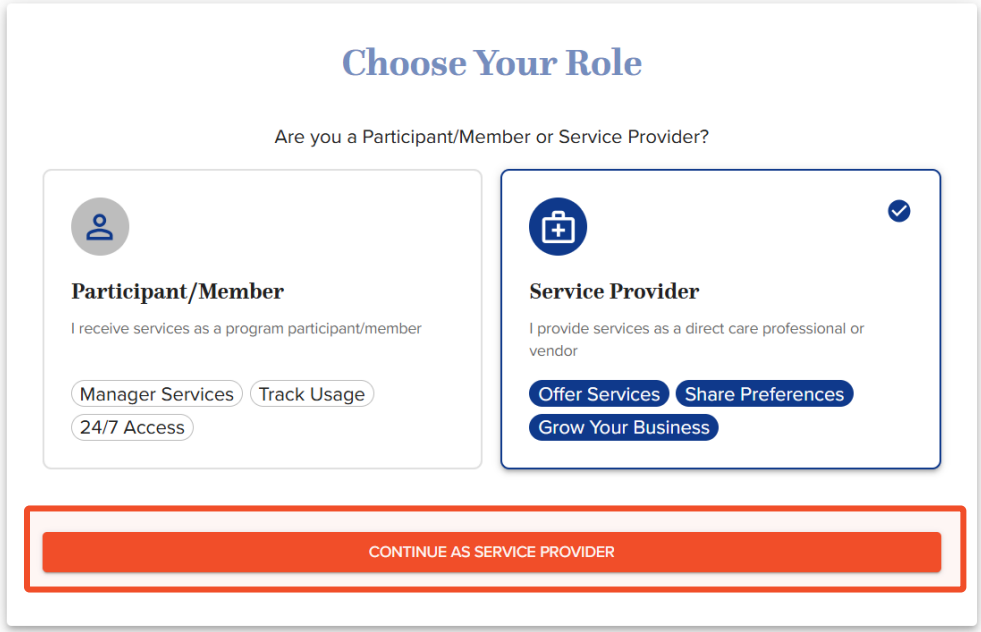


Check your inbox for a verification email from PAS.

- ✓ Click the “VERIFY EMAIL” button in the email to verify your account
- ✓ A new web browser window will open to verify your account
- ✓ Check your junk mail folder if the email does not appear in your inbox

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Choose Your Role

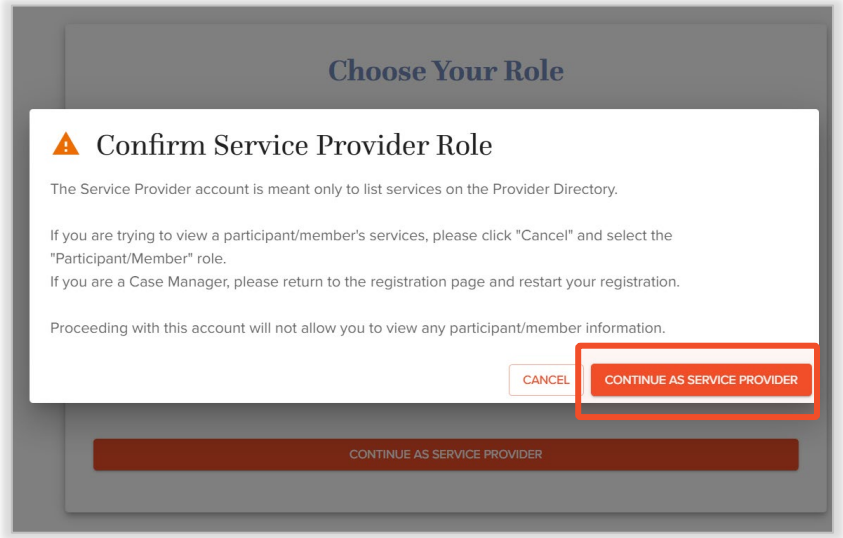


mySD Hub is available to both participants and service providers. It's important if you are a Direct Care Worker or Vendor you choose Service Provider.

- ✓ Select "Service Provider" on the right
- ✓ Click "CONTINUE AS SERVICE PROVIDER"

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Confirm Your Role

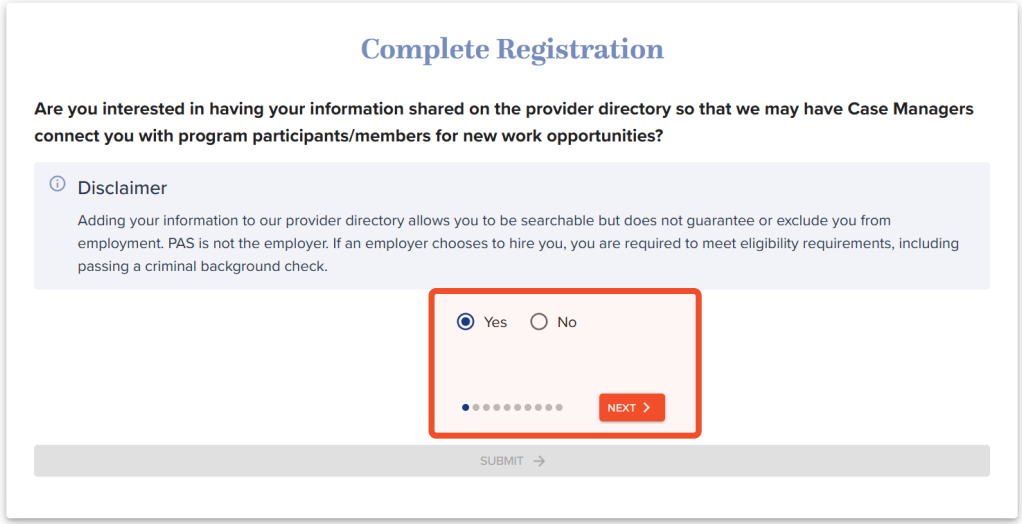


A pop-up will appear to confirm you want to continue as a Service Provider.

✓ Click “CONTINUE AS SERVICE PROVIDER”

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Complete Registration Survey: Page 1 of 10

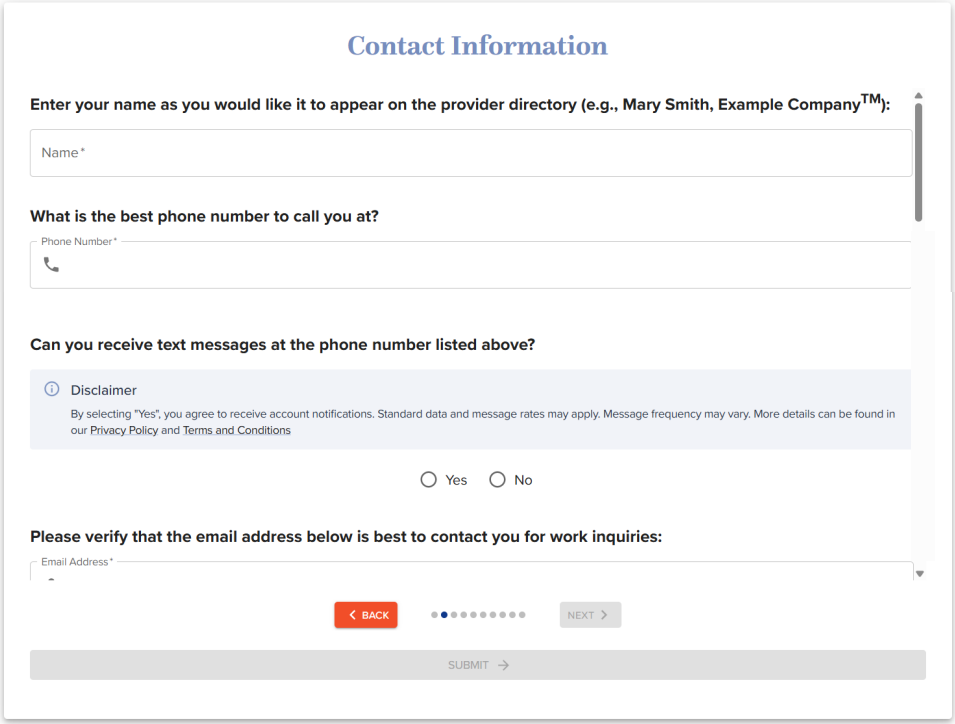


You will now be asked a series of questions about you, the services you provide and your availability.

- ✓ Agree to have your information shared with Case Managers
- ✓ Click “NEXT”

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Complete Registration Survey: Page 2 of 10

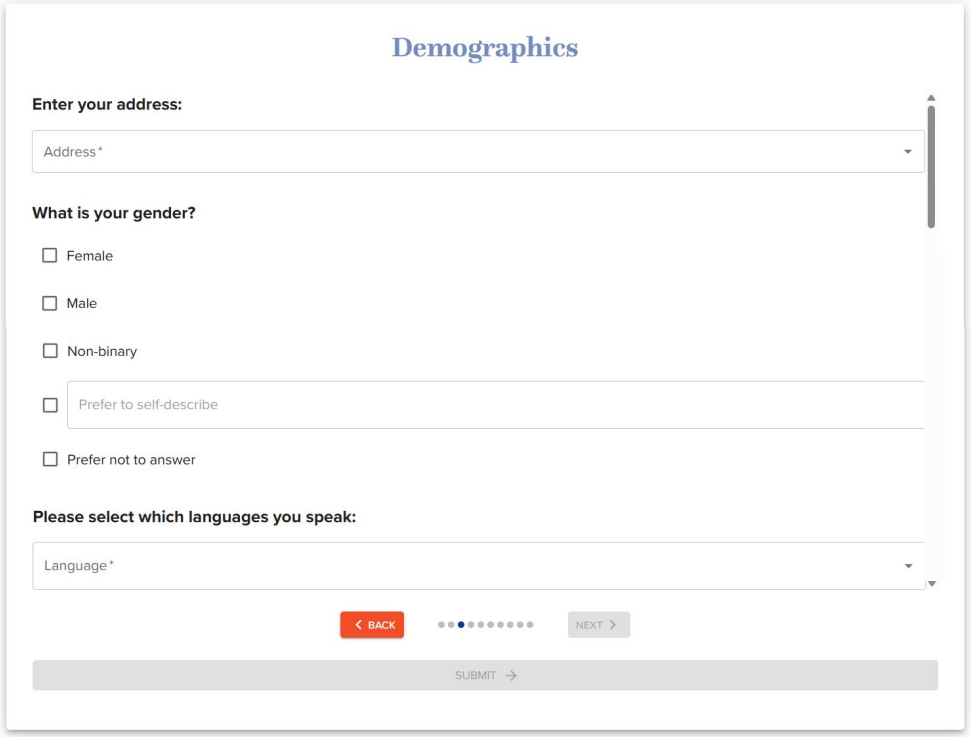


It's important to answer each section of the survey to ensure Case Managers can contact you, if you are a fit.

- ✓ Enter Contact Information
- ✓ Opt-in or Out of Text Messages
- ✓ Be sure to scroll down and answer all questions
- ✓ Click "NEXT"

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Complete Registration Survey: Page 3 of 10

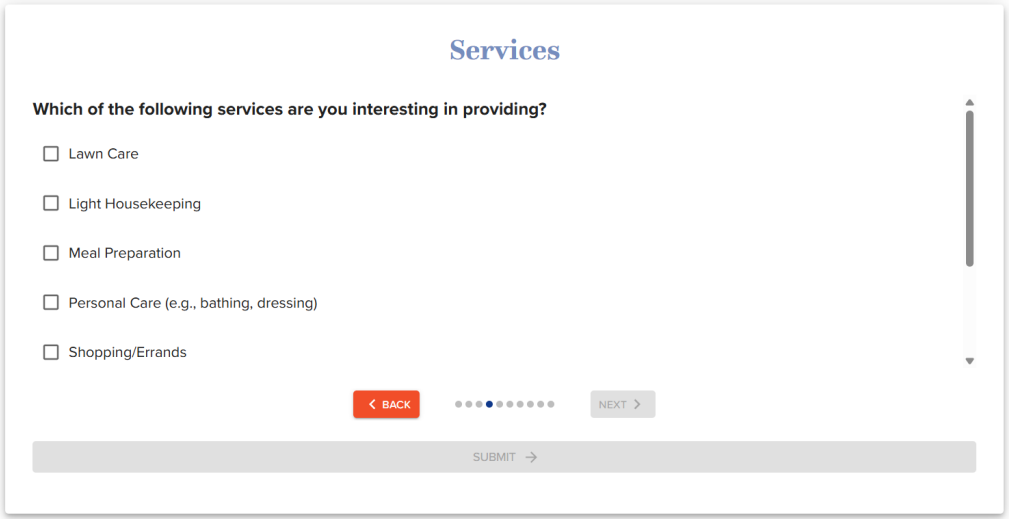


Enter some basic information about you.

- ✓ When entering your address, the system will provide the correct format for you to select
- ✓ For Languages, you can select multiple by checking multiple boxes
- ✓ Click “NEXT”

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Complete Registration Survey: Page 4 of 10

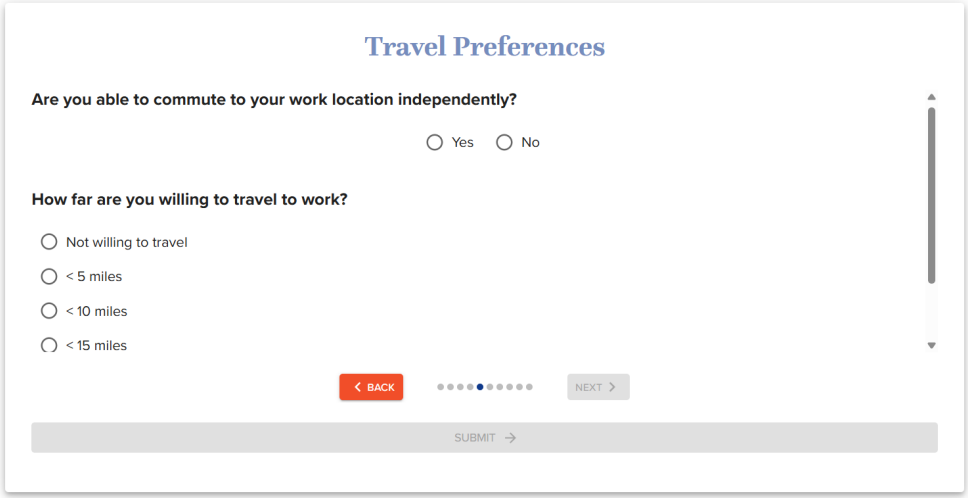


Choose the services you are able and willing to provide to participants.

- ✓ Select each of the services you are willing to provide
- ✓ Click “NEXT”

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Complete Registration Survey: Page 5 of 10

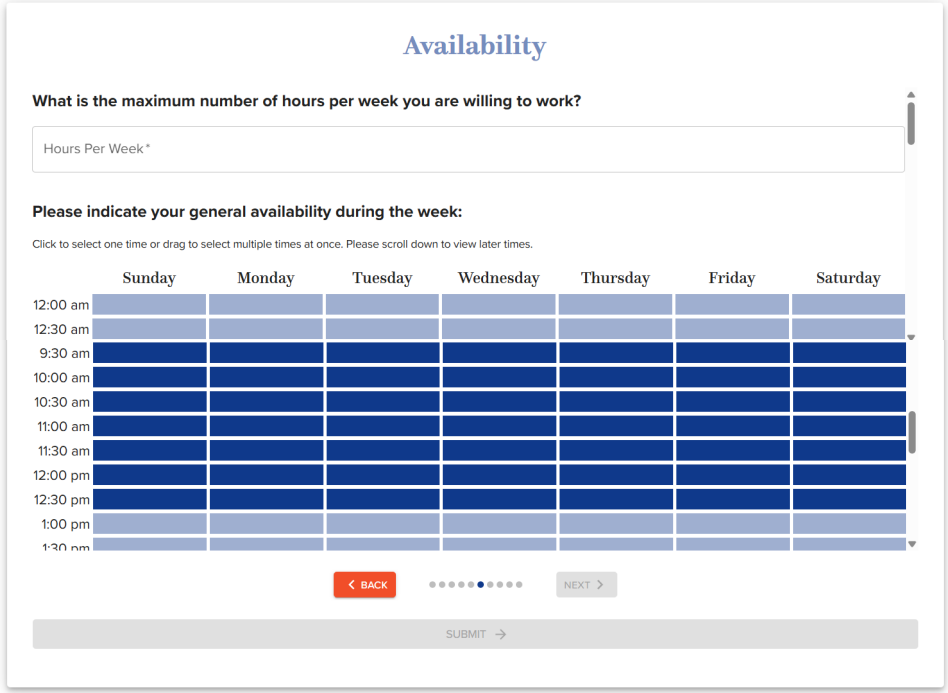


By answering these questions, you can help the Case Manager understand how far you are willing to travel.

- ✓ Answer the two questions regarding Travel Preferences
- ✓ Click “NEXT”

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Complete Registration Survey: Page 6 of 10

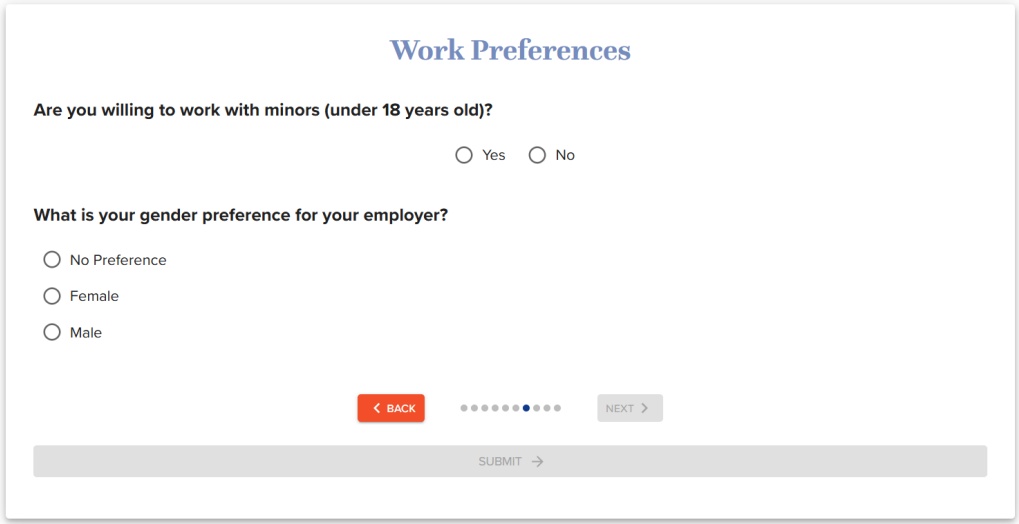


By selecting your availability, Case Managers can understand if you are a fit for the participant's needs.

- ✓ Select the maximum number of hours you are willing to work each week
- ✓ Click on each half hour you are available Sunday through Saturday
- ✓ It's important to scroll down to select late morning, afternoon and evening hours
- ✓ Boxes will turn to dark blue when selected
- ✓ Click "NEXT"

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Complete Registration Survey: Page 7 of 10

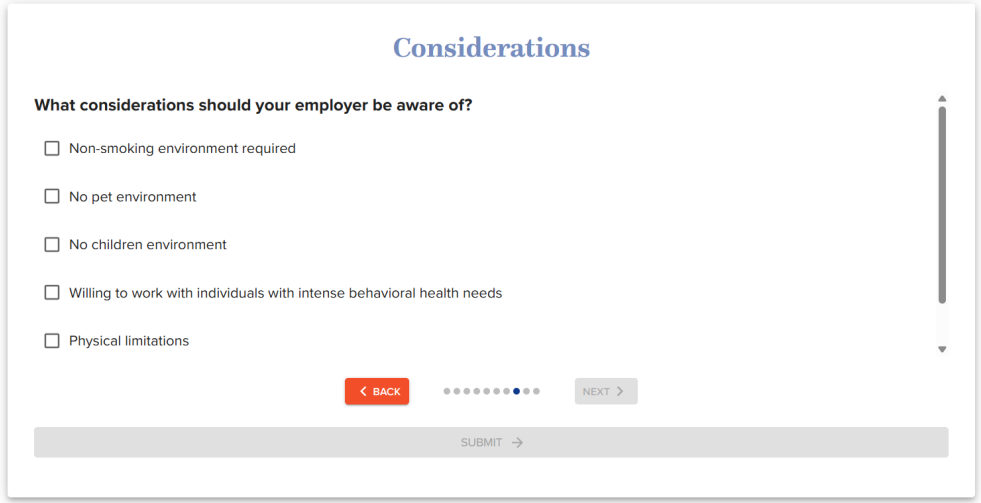


Select your preferences for work with minors and the gender of your employer.

- ✓ Select the considerations you want your potential employer to be aware of
- ✓ Click “NEXT”

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Complete Registration Survey: Page 8 of 10

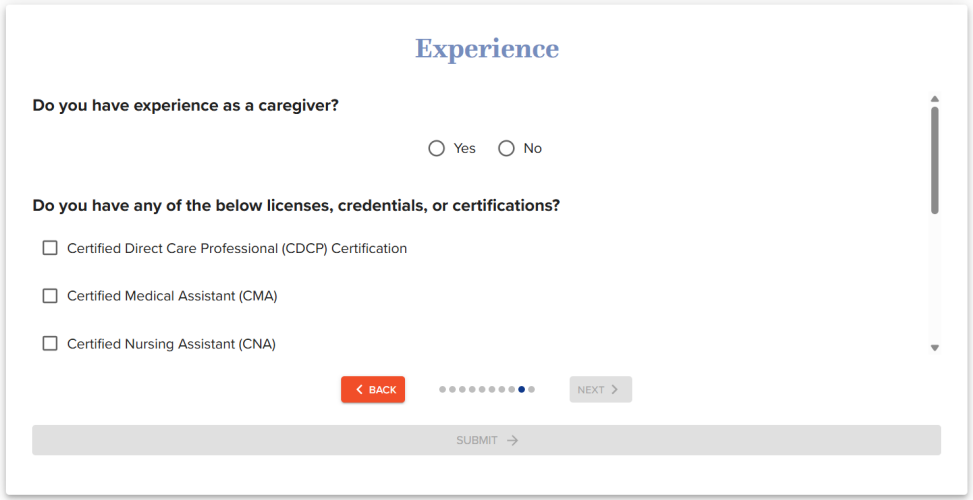


If you have any important considerations you want to share with potential employers, please check any relevant item.

- ✓ Check relevant considerations
- ✓ Click “NEXT”

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Complete Registration Survey: Page 9 of 10

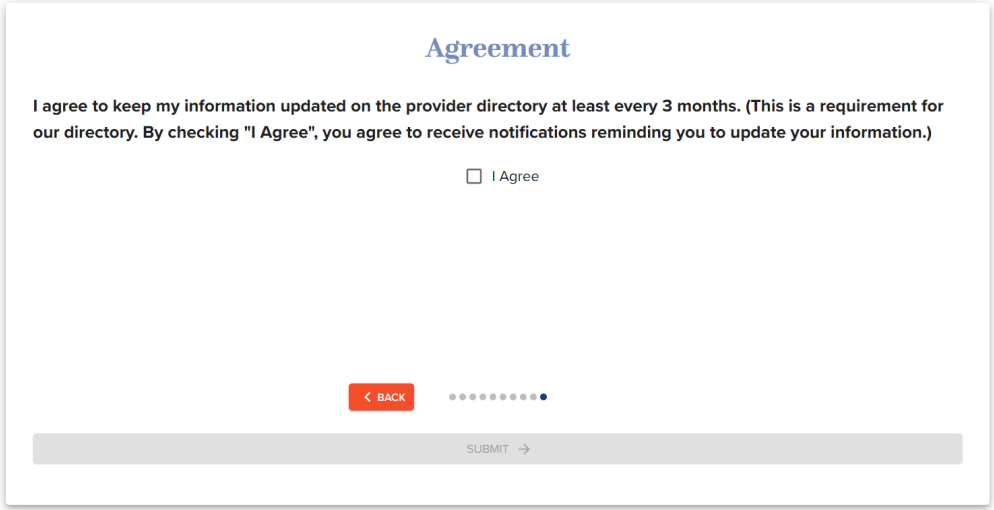


This is specific to caregivers and the type of licenses and credentials they have. If you are not a caregiver, simply choose “No” at the top.

- ✓ Tell us if you are a caregiver or not
- ✓ Select the type of certifications and licenses you have
- ✓ Click “NEXT”

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Complete Registration Survey: Page 10 of 10

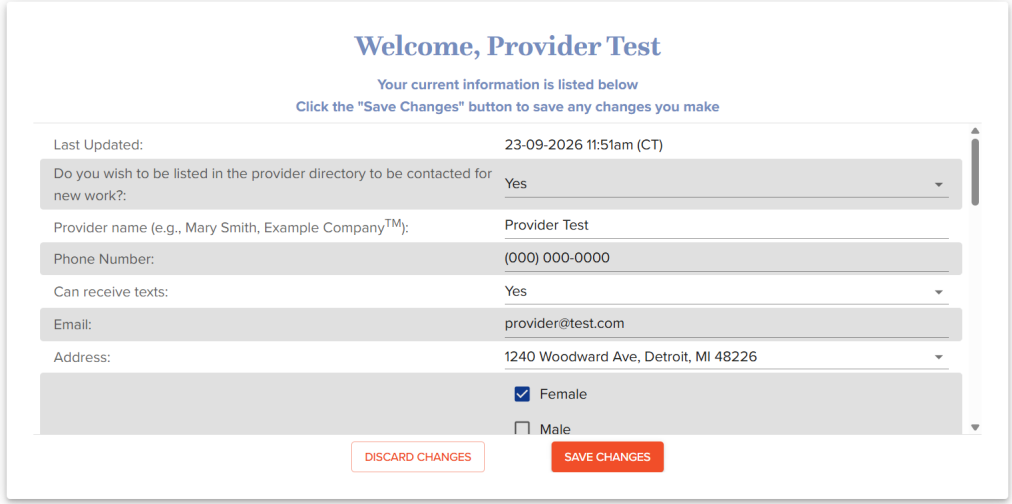


We are asking you to keep your information current and update at least every three months. To be included in the Provider Directory, you must agree to keep your information current.

- ✓ If you agree to update your information every three months, check “I Agree”
- ✓ Click “SUBMIT”

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Success!



Once you have completed the survey and agreed to keep your information current, you will be directed to your Dashboard.

Difficulties getting started?

✓ Call us at 734.729.3100 and we will help you.

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Navigation

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Navigation

When you first log in you will be brought to the Dashboard. To go to different pages, use the navigation menu on the left panel.



Dashboard

View and update your profile information.

Profile

Update your username and password.

Log Out

Click to log out. You will be logged out after 25 minutes of inactivity, or when the browser window is closed.

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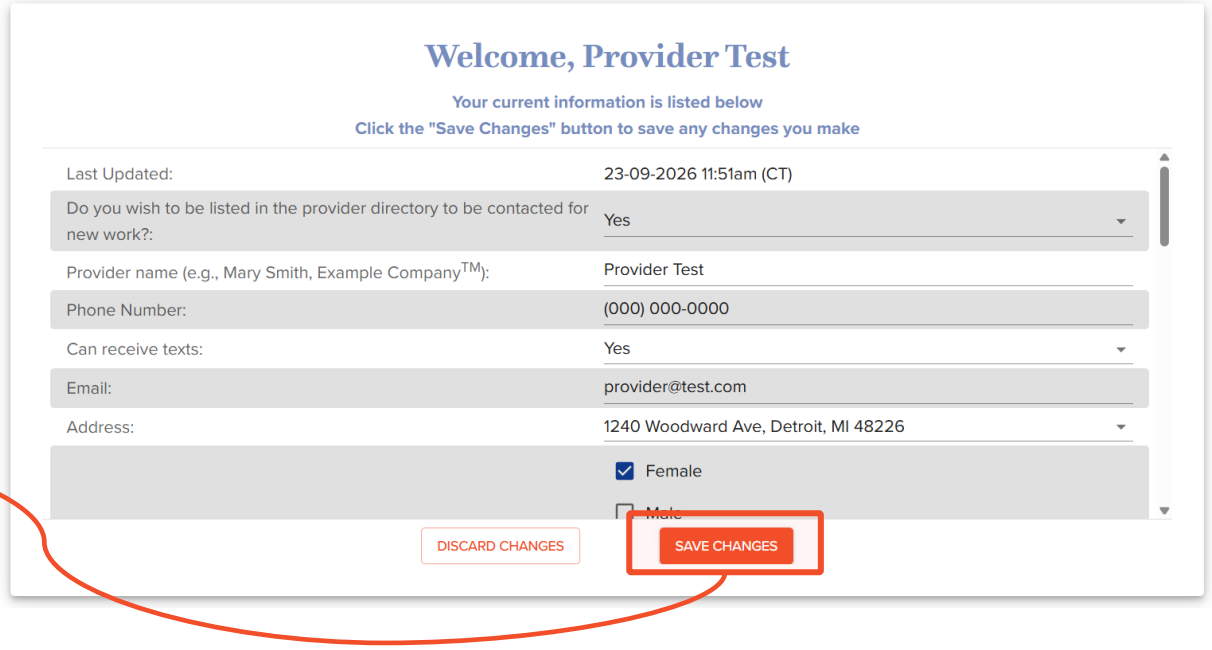
Dashboard

Profile Information

Displays your profile information, based on your registration survey.

Update Your Information

Update information in any field. Once correct, click “SAVE CHANGES”.



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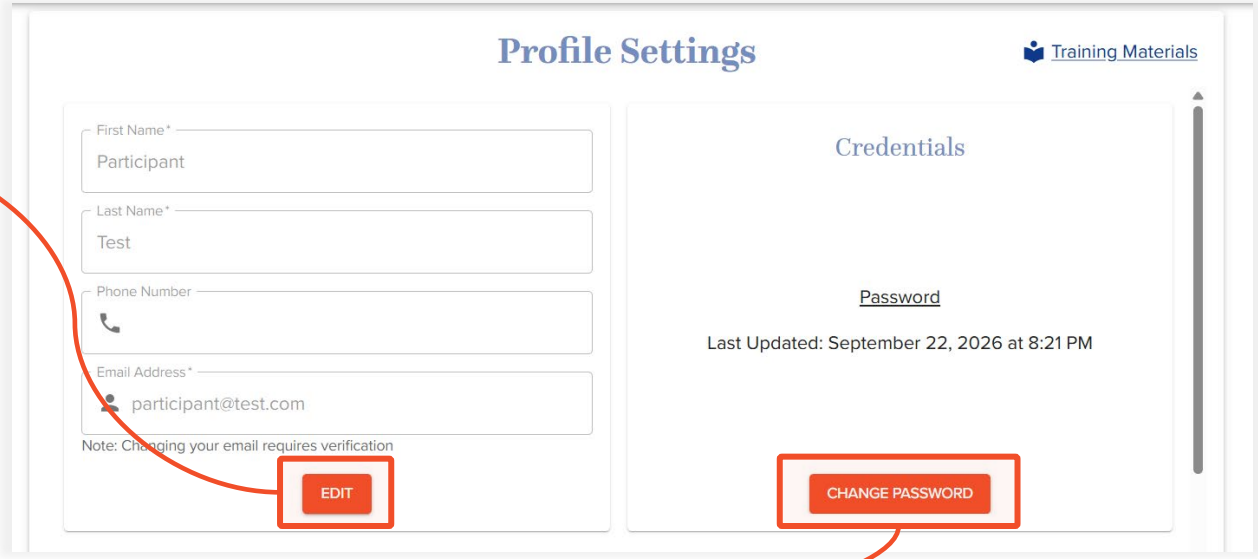
Profile

Change Name or Email Address

To update your name or email address, click “EDIT”.

Change Password

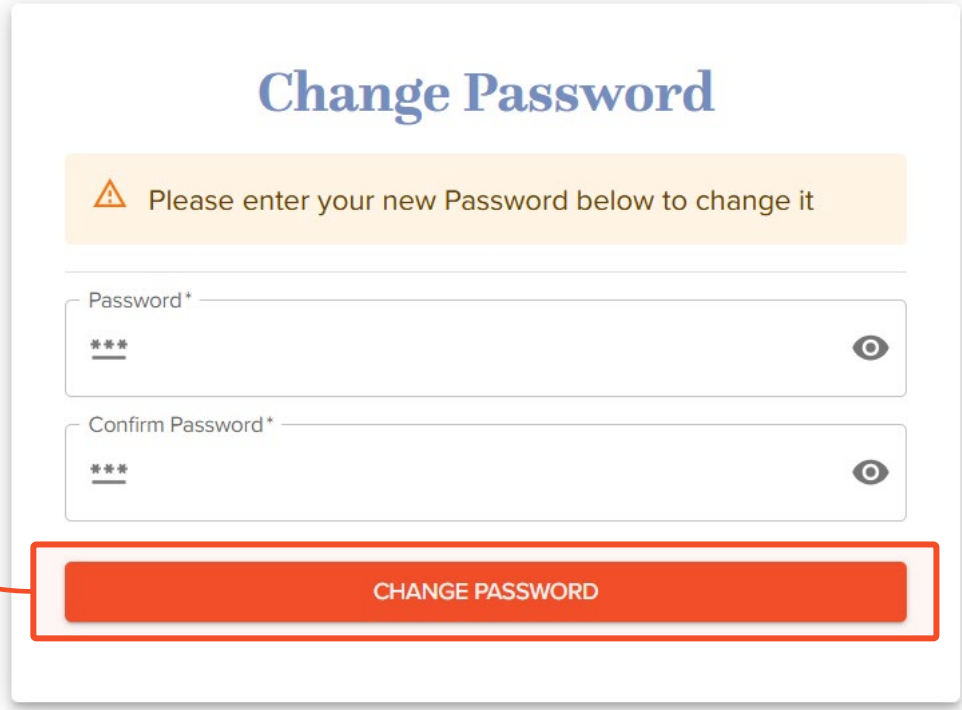
To change your password, click “CHANGE PASSWORD” and a change password screen will appear.



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Change Your Password

- ✓ Create a new password that has 15 or more letters and/or numbers
- ✓ Click “CHANGE PASSWORD” to finalize your change

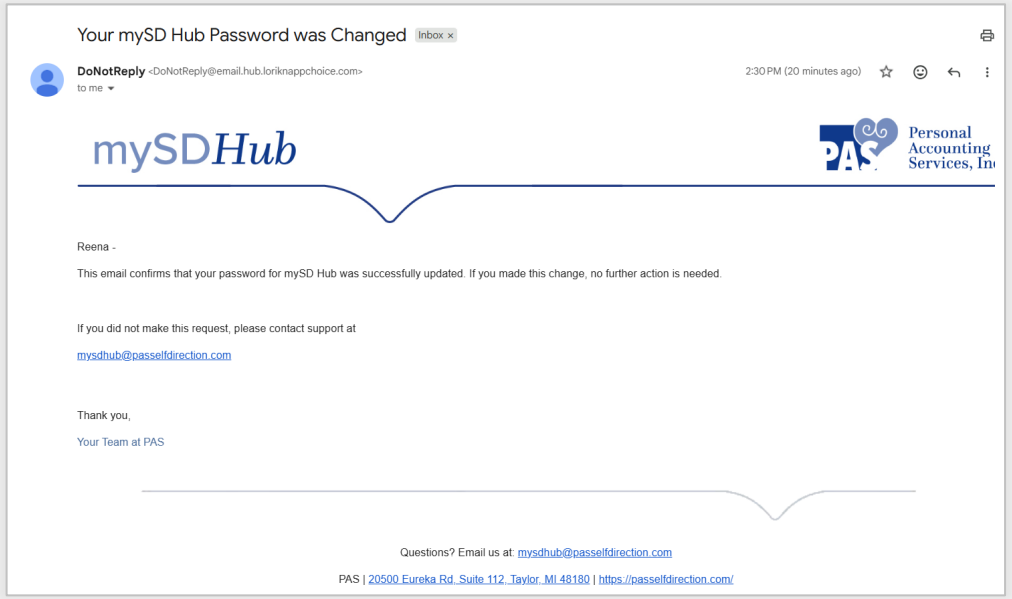


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Profile

Password Change Verification

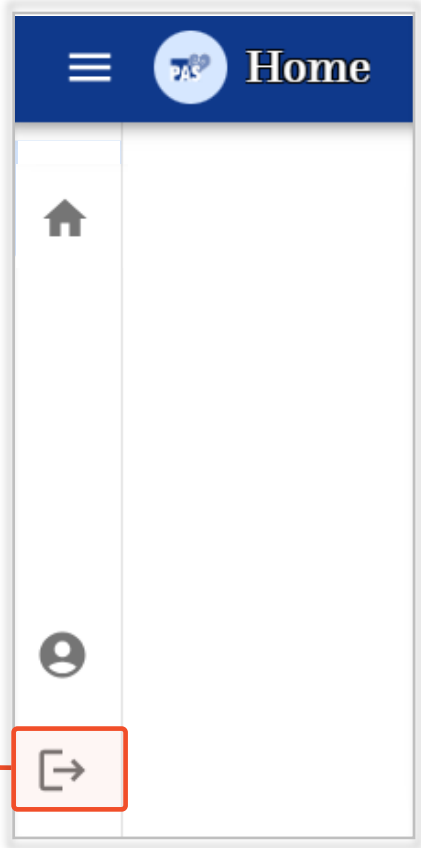
- ✓ Check your inbox for a password email from PAS.
- ✓ The email will confirm your new password has been set. No further action is needed.
- ✓ Check your junk mail folder if the email does not appear in your inbox



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Log Out

✓ Click the icon and you will be logged out of *mySD Hub*



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