



iCOMPLY *EXPRESS*

User Guide

Version 3.0

Sign up process

To begin the sign up process, click on the **Get Started** Tab.

The screenshot shows the website for Compliance Specialists, Inc. (CS). The logo features the letters 'CS' and a magnifying glass over an eye. A 'Login Now' button is visible in the top right. The main content area is blue and features a dark blue box on the left titled 'iCOMPLY EXPRESS' with the subtitle 'The fastest way to meet minimum guidelines!'. Below this, a section titled 'What's Included?' lists several items with green checkmarks: Online Compliance Manual (Always up to date!), Mandatory Annual HIPAA Training and Testing, Mandatory Annual Fraud, Waste & Abuse Training, ePHI Security & Privacy Forms and Templates, Self-Audit Training, HHS 2013 Audit Protocol (170 Questions), and HIPAA Security Rule Toolkit. A 'More Details' button is located to the right of this list. To the right of the 'iCOMPLY EXPRESS' box, the text 'How it Works:' is followed by five steps: STEP 1: Click "Get Started" below; STEP 2: Complete the registration process; STEP 3: Enter your Compliance Manual info; STEP 4: Download and implement your materials; STEP 5: You're done!. A green 'Get Started' button is prominently displayed and circled in red. At the bottom of the page, there are links for 'Contact Us' (Feel free to email or call us with any questions) and 'Pricing' (Find out more about our partner pricing). The footer contains the copyright notice '© 2014 Compliance Specialists, Inc.'.

NOTE: If at any time you need support, please send an email to support@cseye.biz and provide us with your username and description of support needed.


Sign up

Enter the requested information and click the **Next** button. Make sure to enter the dashes in the **Practice Phone #** field as shown on example



QUICK TIP:

Once you enter your clinic name and click **Next** you will not be able to change it. Please contact us at support@cseye.biz for any changes to your clinic name.



Sign-Up

Email Address:

Create Your Password:

Confirm Password:

Practice Details

Clinic Name:
Note: Please confirm clinic name. This cannot be modified.

Address 1:

Address 2:

City:

State:

Zip:

Practice Phone #:

Purchase Program

please choose a payment option

If you have received a prepaid program code, please enter it in the Program Code Section and click **Submit**

-OR-

If you are paying with a credit card, click on **Pay with Card**

CS
Compliance Specialists, Inc.

Sign-Up

Program Code
Did you receive a program code from CS EYE? If so, enter it here:

Submit

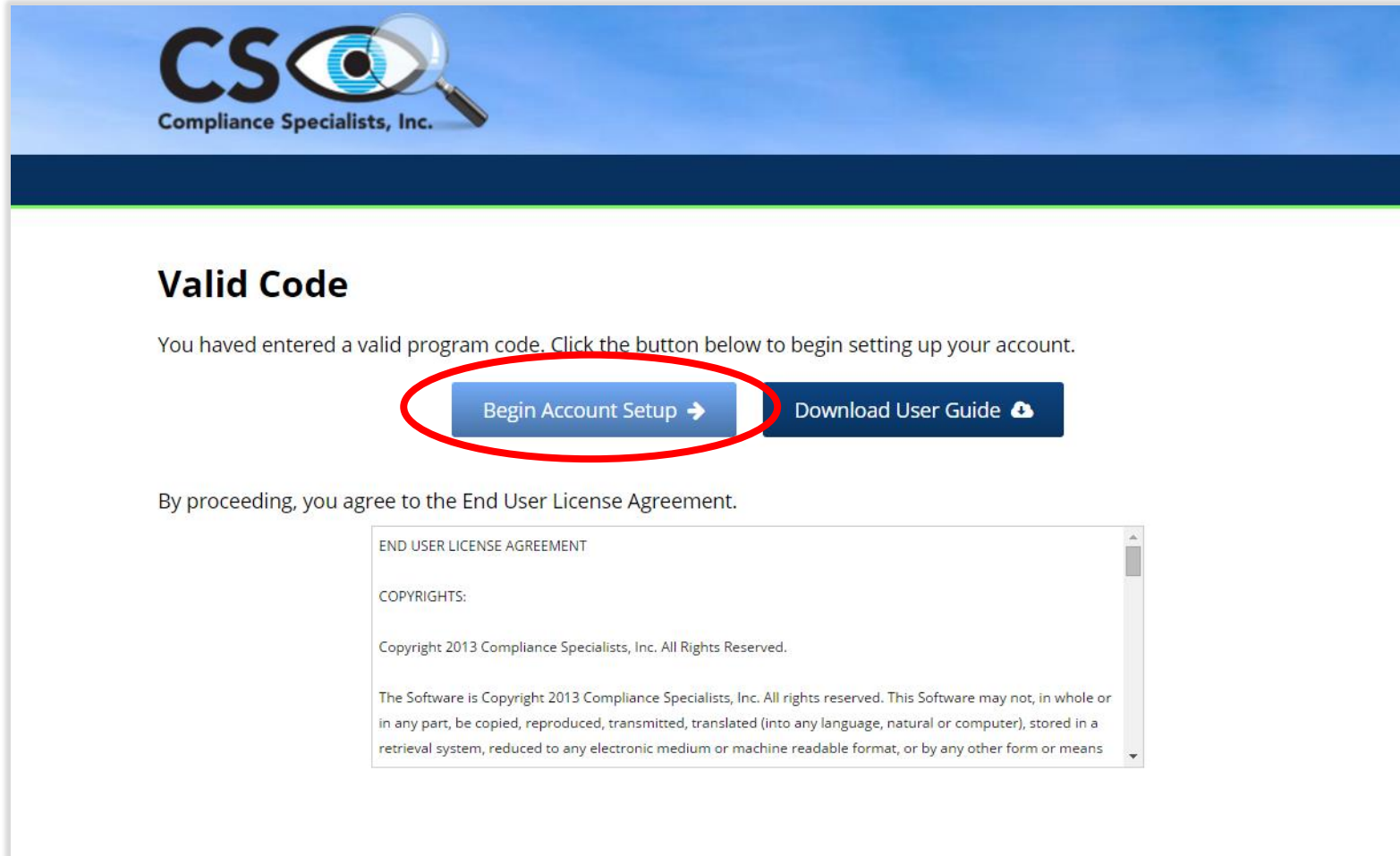
Purchase

Pay with Card

VISA MasterCard AMERICAN EXPRESS DISCOVER JCB

Program Code Option

If you have received and entered a prepaid program code you will be redirected to the screen as shown below. This will confirm the code you entered is valid and you are ready to proceed. Now click on **Begin Account Setup** to continue Setup Process



The screenshot displays the CS Compliance Specialists, Inc. logo at the top left. Below the logo, the text "Valid Code" is prominently displayed. A message states, "You have entered a valid program code. Click the button below to begin setting up your account." Two buttons are visible: "Begin Account Setup" with a right-pointing arrow, which is circled in red, and "Download User Guide" with a cloud icon. Below the buttons, a message reads, "By proceeding, you agree to the End User License Agreement." A scrollable text box contains the following text:

END USER LICENSE AGREEMENT

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Pay with Card Option

First enter your credit card information and click **Pay**. Then click on **Begin Account Setup** to continue the Setup Process

CS Compliance Specialists, Inc.

Sign-Up

Program Code
Did you receive a program code from us? If so, enter it here:

First year's subscription

Email

Card number

MM / YY CVC

Remember me

Pay \$995.00

Pay with Card

CS Compliance Specialists, Inc.

Payment Successful!

You have successfully paid for your first year of Compliance Manual Automation.

Begin Account Setup **Download User Guide**

By proceeding, you agree to the [End User License Agreement](#).

END USER LICENSE AGREEMENT

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Next Steps



You are ready to begin your account setup. You will now see a link for access to the full User Guide. Please open your **User Guide** by clicking the link as shown below for further instructions.



(FULL USER GUIDE IS AVAILABLE AFTER REGISTRATION)