

## **IntelliCentrics - Job aid to assist vendor with uploading documentation for credential requirements:**

(high level steps and further detail provided in links below)

7-27-21 Updated by Michelle Salmon

1. Vendor rep to sign into IntelliCentrics Secure account
2. Select the outstanding credential tile
3. Select the submit credentials tile
4. Select UPLOAD credentials tile
  - a. Once you select the file to upload (Check the box to the right of the requirement)
  - b. Check the "I agree to the Terms of and Conditional details in the Consent of use form"
5. Select the Submit Upload files
6. Submit Uploaded Files

Please see links below for further Job Aids and guidance on uploading your proof of vaccination or exemption requests.

**PDF Instructions** - [https://sec3ure-training.intellicentrics.com/HCIR\\_Help\\_pgs/00-Assets/HCIRGuide\\_UploadCredDocs\\_PDF.htm](https://sec3ure-training.intellicentrics.com/HCIR_Help_pgs/00-Assets/HCIRGuide_UploadCredDocs_PDF.htm)

**Video Link to HCIR Help Topic** - [https://sec3ure-training.intellicentrics.com/HCIR\\_Help\\_pgs/02-GetStrtd/GetStrtd\\_06SubmitCredentials.htm](https://sec3ure-training.intellicentrics.com/HCIR_Help_pgs/02-GetStrtd/GetStrtd_06SubmitCredentials.htm)

**How to submit credentials:** [https://sec3ure-training.intellicentrics.com/HCIR\\_Help\\_pgs/02-GetStrtd/GetStrtd\\_05ReviewCredPolReqs.htm](https://sec3ure-training.intellicentrics.com/HCIR_Help_pgs/02-GetStrtd/GetStrtd_05ReviewCredPolReqs.htm)

If needed, please contact Reprax support at:  
817-SEC3URE or [EthosSupport@IntelliCentrics.com](mailto:EthosSupport@IntelliCentrics.com)