How to Create your SEPA Approval Passcode

(updated 3/11/2019)

If you have the user role of the Local Authority IGA Manager (CDDPs) or Contractor IGA Manager (Brokerages), part of the work you will be doing in eXPRS is accepting the Service Element Prior Authorization (SEPA) for the services you perform as a CME & are directly paid for (case management and/or administrative services).

The SEPA is the contractual element in eXPRS that increases or reduces the funding limits for services you provide. SEPAs for other direct client services that are paid directly from eXPRS to other rendering providers are managed & accepted by ODDS.

The services that a CME must accepted a SEPA for are:

<table>
<thead>
<tr>
<th>CME Type</th>
<th>Accepts SEPAs for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDDPs (Local Authority)</td>
<td>• SE48-CDDP Case Mgmt Svcs</td>
</tr>
<tr>
<td></td>
<td>• SE02-DD Admin</td>
</tr>
<tr>
<td></td>
<td>• SE55-Abuse Investigation Services</td>
</tr>
<tr>
<td>Brokerages (Contractor)</td>
<td>• SE148-Brokerage Case Mgmt Svcs</td>
</tr>
<tr>
<td>State Kids (Local Authority)</td>
<td>• ODDS Manages all SEPAs for State Kids Svcs</td>
</tr>
</tbody>
</table>

Before the first time you accept a SEPA, you must first set up your SEPA APPROVAL PASSCODE. The SEPA Approval Passcode is a password (or phrase) that is private to you alone; only you know what it is & you control it. The eXPRS user enrollment team does not manage SEPA Approval Passcode or passphrase resets. You can change your passcode/passphrase at any time, as frequently as you like or need, once you are logged in to eXPRS.

To set up or change your SEPA Approval Passcode/passphrase:

1. Log into eXPRS. If users have more than one organization login option, they will need to be logged in under the Local Authority (for CDDPs),
2. Once logged in & at your eXPRS Home page, click on My Account from the top menu bar.

3. In the View User/My Account page, you can see the details of your eXPRS user profile. Scroll down to the middle of the page and click on the EDIT. This will open the fields that you can edit/update on your user profile.
4. Now in the **Edit User/My Account** page, scroll down the page until you see the section marked **SEPA Approval Passcode**. In the box next to that, **delete the string of dots** to clear them.
5. With the previous dots deleted, **you can now enter a password or phrase of your choice** in the text field. Be sure to pick something you can easily remember or note it & keep in a secure location, so you can remember it later. If you do forget your **SEPA Approval Passcode**, you can simply change it again to something else.

![Image showing SEPA Approval Passcode](image-url)

Click **SAVE** to save your passcode/phrase entered.

6. With your **SEPA Approval Passcode/phrase saved**, you will need to **LOG OUT** to activate it on your user account.

![Image showing Log Out](image-url)

7. You can now log back in to eXPRS and accept any SEPAs necessary. Please see the user guide **How to Accept a SEPA** for instructions on accepting SEPAs.