

## Creating a SEPA Approval Passcode

Users with the **IGA Manager** role will be accepting the Service Element Prior Authorizations (SEPA) for services performed by their CME, and those for which the CME is directly paid for, such as Case Management or Administrative Services.

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

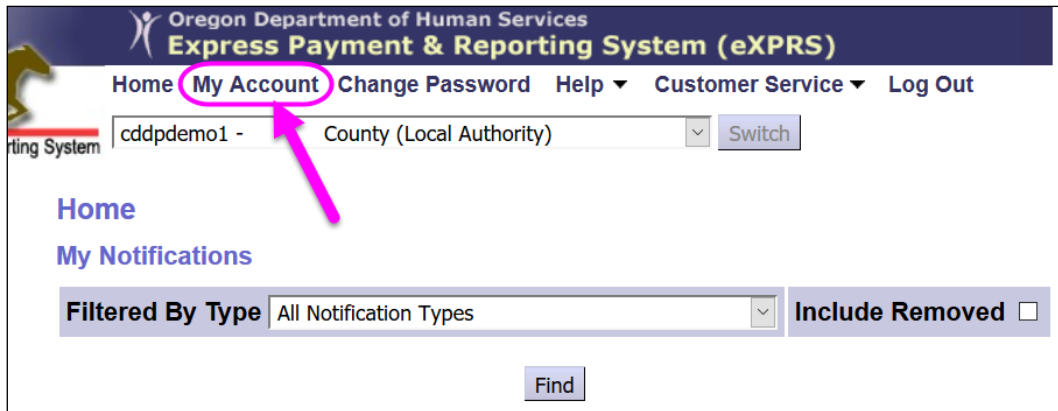
The services that a CME must accept a SEPA for are:

CME Type	Accepts SEPAs for:
<i>CDDPs (Local Authority)</i>	<ul style="list-style-type: none"> <li>• <b>SE48</b>-CDDP Case Mgmt Svcs</li> <li>• <b>SE02</b>-DD Admin</li> <li>• <b>SE55</b>-Abuse Investigation Services</li> </ul>
<i>Brokerages (Contractor)</i>	<ul style="list-style-type: none"> <li>• <b>SE148</b>-Brokerage Case Mgmt Svcs</li> </ul>
<i>State Kids (Local Authority)</i>	<ul style="list-style-type: none"> <li>• ODDS Manages all SEPAs for State Kids Svcs</li> </ul>

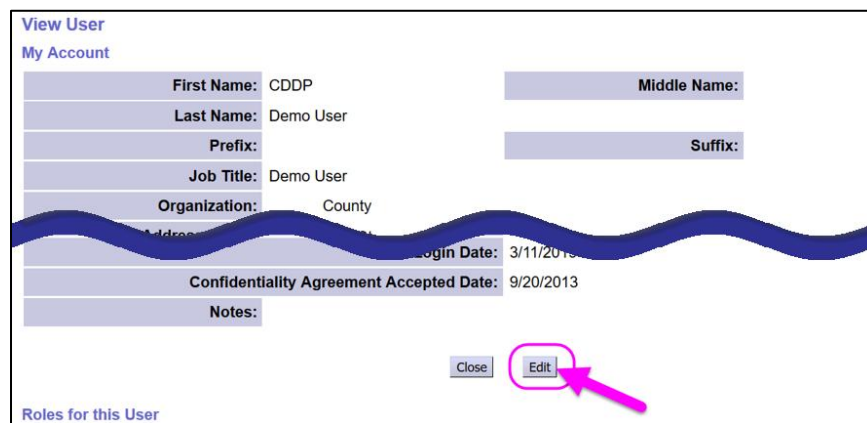
Before accepting a SEPA, you must set up your **SEPA Approval Passcode**. This passcode is private to you alone; only you know what it is and you control it. The eXPRS user enrollment team *does not* manage SEPA Approval Passcodes or resets. You can change your passcode/passphrase at any time, as frequently 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 and click the **My Account** from the top menu bar.



2. On your user profile, select the **Edit** button. This will open the fields that you can edit/update on your user profile.

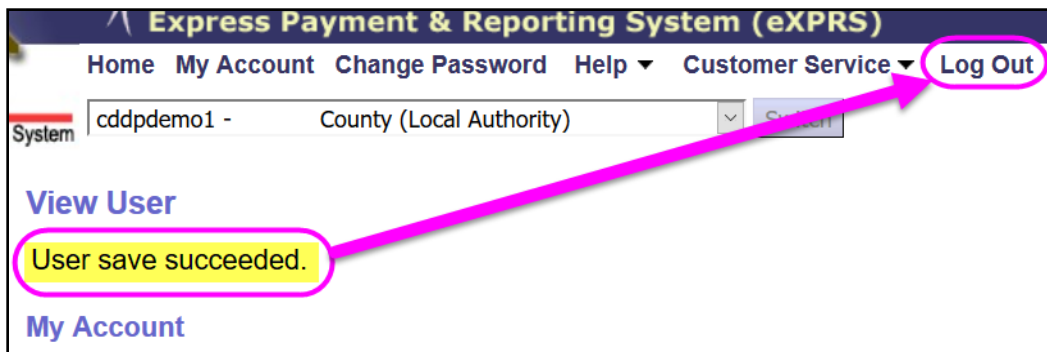


3. In the **SEPA Approval Passcode** field, delete the dots that appear and then enter a new password or phrase of your choice in the text field. Then select **Save**.



**Tip:** If you forget your passcode, you can change it again to something else.

4. With your **SEPA Approval Passcode**/phrase saved, you will need to **Log Out** to activate it on your user account.



5. You can now log back in to eXPRS and accept any SEPAs necessary. Please see the guide **Accepting a SEPA** for more information.