



What happens after I have completed the e-authentication process through SAMS?

Still have questions about EvaluationWeb?

Contact the Helpdesk:

1-866-517-6570 Option #1

OR

help@lutherconsulting.com



After being e-authenticated through the SAMS application, there are a few more steps before you can access EvaluationWeb. The steps below outline the entire process from start to finish.



SAMS Registration Process

- User is invited to start the SAMS registration process
- Candidate completes registration in SAMS
- Applicant receives SAMS identity verification form
- Applicant takes form to a proofing agent with government issued ID
- Applicant mails or faxes endorsed form to CDC Proofing Authority
- Applicant is approved and becomes a User
- SAMS sends two welcome emails to the User

Names of e-authenticated users sent to Luther Consulting



Note: Luther Consulting handles the administration of EvaluationWeb.

Luther Consulting Process

- Contact e-authenticated Users to schedule EvaluationWeb training
- Send EvaluationWeb Username via email
- Send EvaluationWeb temporary password via email (temporary passwords are only good for 24 hours)

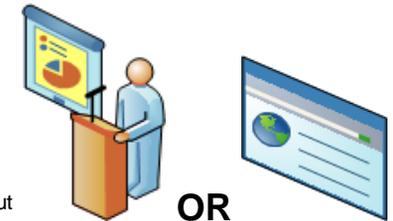
Luther Consulting provides training for e-authenticated users

Training Types

- Administrator
- Direct key entry
- XML upload



Note: Those who opt out of training will receive a link to a pre-recorded session and a handout in PDF format.



OR

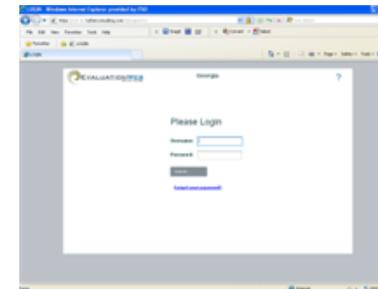
How to Access the EvaluationWeb Application

EvaluationWeb Instructions

1. Log in using your assigned UserID and the temporary password (temporary passwords are only good for 24 hours).
2. You must change your password.
3. Select a 4 digit security code.
4. Read and electronically sign the online security agreement.
5. You will then be able to access EvaluationWeb for direct data entry, XML file upload, or running reports, depending on your access level.



Note: You must select your jurisdiction from the drop-down list prior to logging in.



<http://www.xpems.com>