

## Admin Users requesting Portal Access Workflow

### Instructions:

1. Navigate to the IMS MSO Portal Link: <https://quickcap.imsmsso.com>
2. Select the IPA requesting access

### SELECT COMPANY

Restricted Knox Keene/Health Plan



IPA/Medical Group



3. Click the First Time User button

Username

Password

☐ Remember me on this computer?

Login First Time User

4. Complete the form and click Submit.

*(Note this is for Admins only. Sub-users and 3<sup>rd</sup> Party Billers will be redirected to the office Admin for portal access.)*

\*First Name:

\*Last Name:

\*Title:

\*Organization Tax ID:

\*Name of the Organization:

\*Office Phone:

Cell No:

Date of Birth:

Fax:

\*Email:

\*Address:   
(Please provide the address of the Primary Organization)

\*City:

\*State:

\*Zip:

Upload optional authorization letter:  No file selected.  
[Max file size 256M]

Notes:

Submit Reset