

User Reauthorization (ePP)

The **User Reauthorization** page is where Provider Administrators renew the authorization for the currently selected user to access the current domain. Provider users must be reauthorized annually to maintain access to each of your domain(s).

Note: Users cannot be reauthorized unless the validation of the current domain is up to date. If needed, revalidate the domain before reauthorizing users.

Note: When a domain is revalidated, the Provider Administrator submitting the revalidation is reauthorized as the domain Provider Administrator at the same time. This Provider Administrator will need to reauthorize any other Provider Administrators in the domain. Provider Administrators cannot reauthorize themselves.

To access this page:

1. From the **Admin** tab menu, select **User List**.

The **Manage Users** page opens.

2. Use the **Filter By** fields to search for the user you want to reauthorize.
3. Select the checkbox for the user you want to reauthorize and select **Annual Reauthorization**.

The **User Reauthorization** page opens.

4. Enter a comment regarding the reauthorization.
5. Select **OK**.

eCAMS HCE exits back to the **Manage Users** page where the new annual reauthorization date is shown in the **Annual Validity Date** column.