

Agency for Health Care Administration

Emergency Status System (ESS)

Affiliate User Instructions

Enrollment

ESS Affiliate Users: Persons affiliated with a provider such as a corporate representative. Affiliate users once approved can access multiple provider records using a single User Account. After initial enrollment Affiliate Users must select their Affiliated Providers. The Providers must “approve” the Affiliates before the Affiliates can access the Provider information.

Enrollment Instructions

- Visit the ESS website at <http://ahcaxnet.fdhc.state.fl.us/essweb> and select “**First Time User**”.
- Select the Affiliate User Agreement link.
 - Provider User Agreement – for a person who owns or is employed by the provider.
 - Affiliate User Agreement – for a person affiliated with the provider such as a corporate representative.
 - Partner User Agreement – for an employee of a state or federal governmental agency, health care association, or other persons who might work with the AHCA during emergencies.
- Complete the application online.
 - Affiliates create their own unique User Code.
 - Indicate your specific Organization, Department and Division.
 - Select the most common provider type you represent.
 - Fields with an * are mandatory fields and **MUST** be completed.
- Read conditions of the Affiliate User Account Agreement and select **I Agree/Print Page**.
- Print and sign the User Agreement.
- Mail the User Agreement to the AHCA address indicated on the agreement. Once AHCA approves an agreement users are notified by e-mail.
- Select **Continue** to choose your providers.
- Select **Affiliated Providers**.
- Using the **Search**, select all providers with which you are affiliated.
- Each Provider must log into ESS and “approve” you are their affiliate before you can access their specific provider information. Contact each of your providers to request they approve your access.

ESS Access After Approval

Upon AHCA receipt and approval of your user agreement, you may enter ESS using your user account.

- Affiliate Users will receive a temporary account for up to 30 days. Your User Agreement form must be received and your account activated within 30 days or the account will be disabled.
- Reports may be emailed or exported. Please see the ESS Help file for report information.