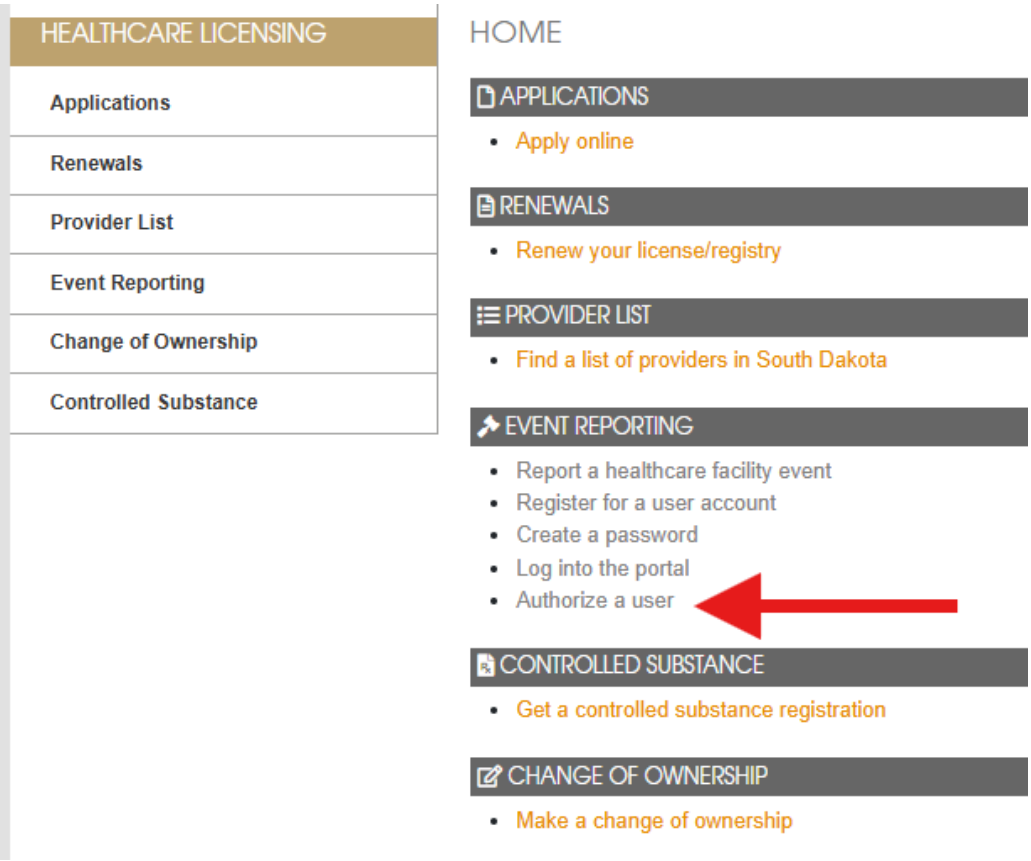
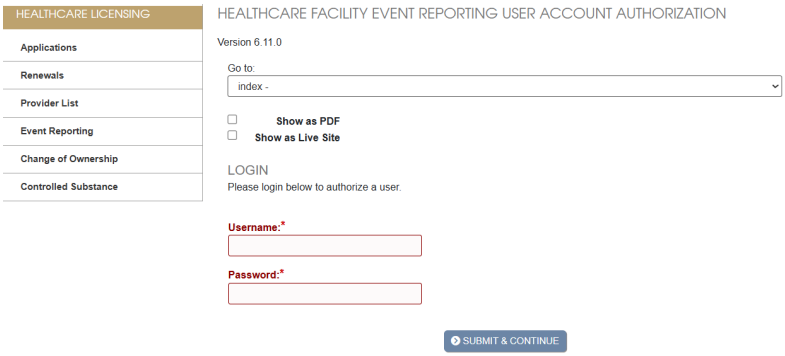
Instructions for Adding a User Account

1. Only the administrator can Authorize additional users. Go to www.sdhls.org and click on Authorize a user.



2. Enter the administrator's username and password used to log into your reporting portal. Then click on Submit and Continue.



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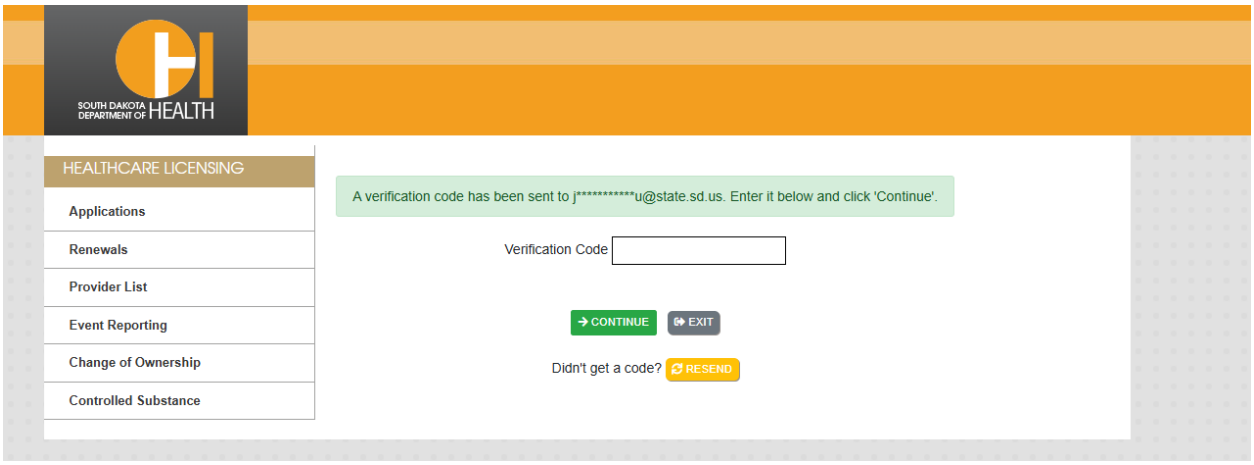
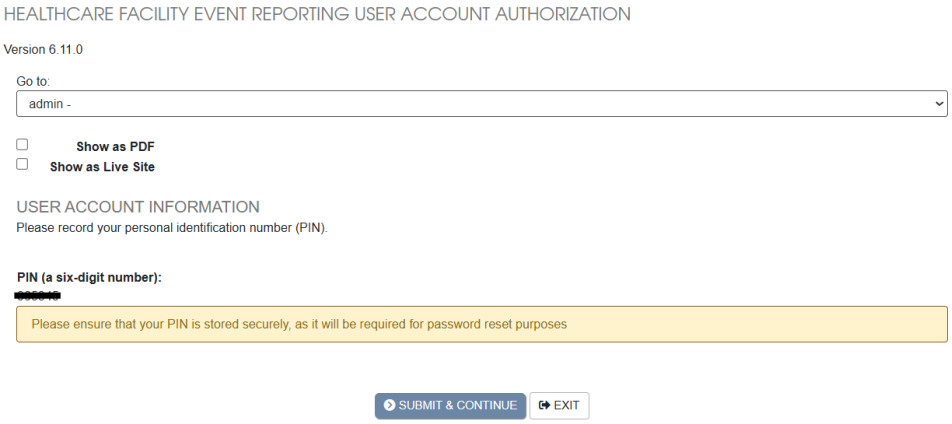
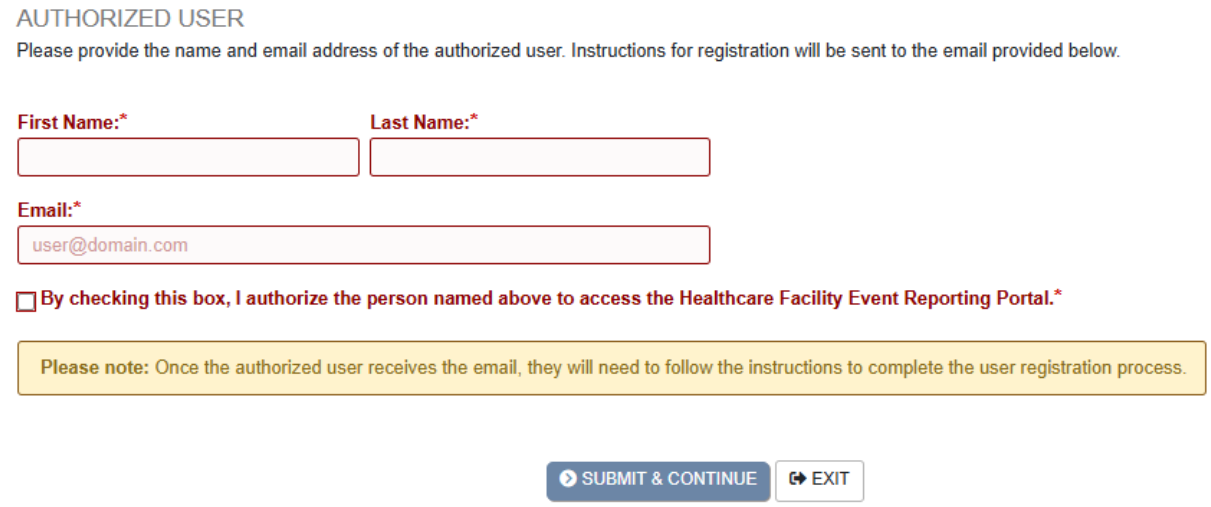
3. Enter the verification code sent to the administrator's email address and click continue



4. Document the PIN and click on submit and continue.



5. Enter the information for the user you want to authorize and click submit and continue.



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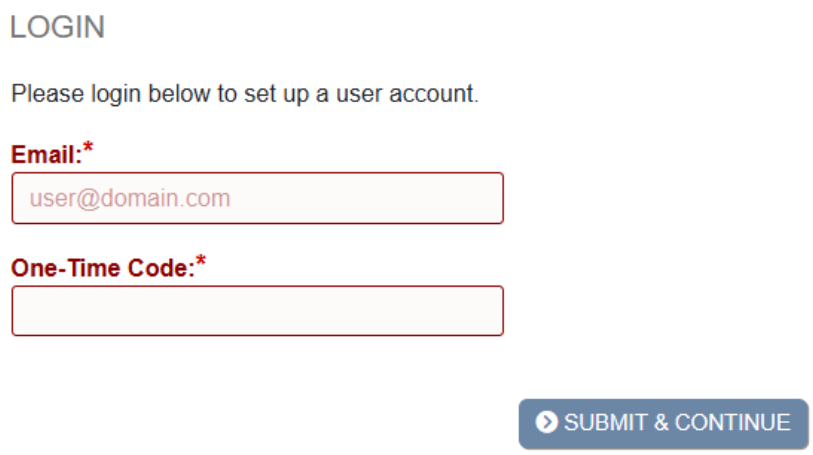
5. Once this is completed the new user will get an email with instructions to register their account. It will read like this:

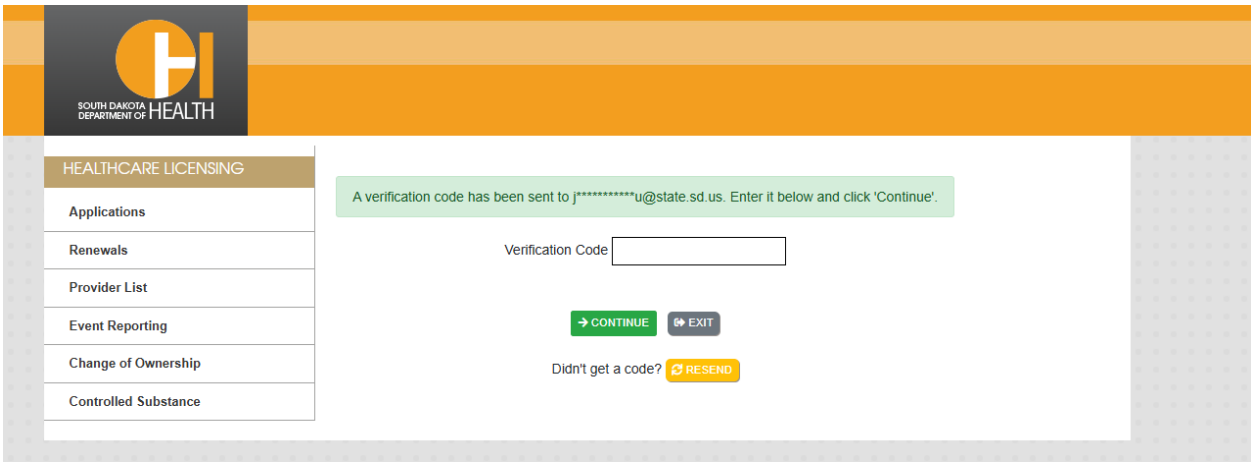
Healthcare Facility Event Reporting User Account Authorization

Your user account has been authorized.
Please use your email and the one-time code: [redacted]
to login and register at Authorized User Account Registration.

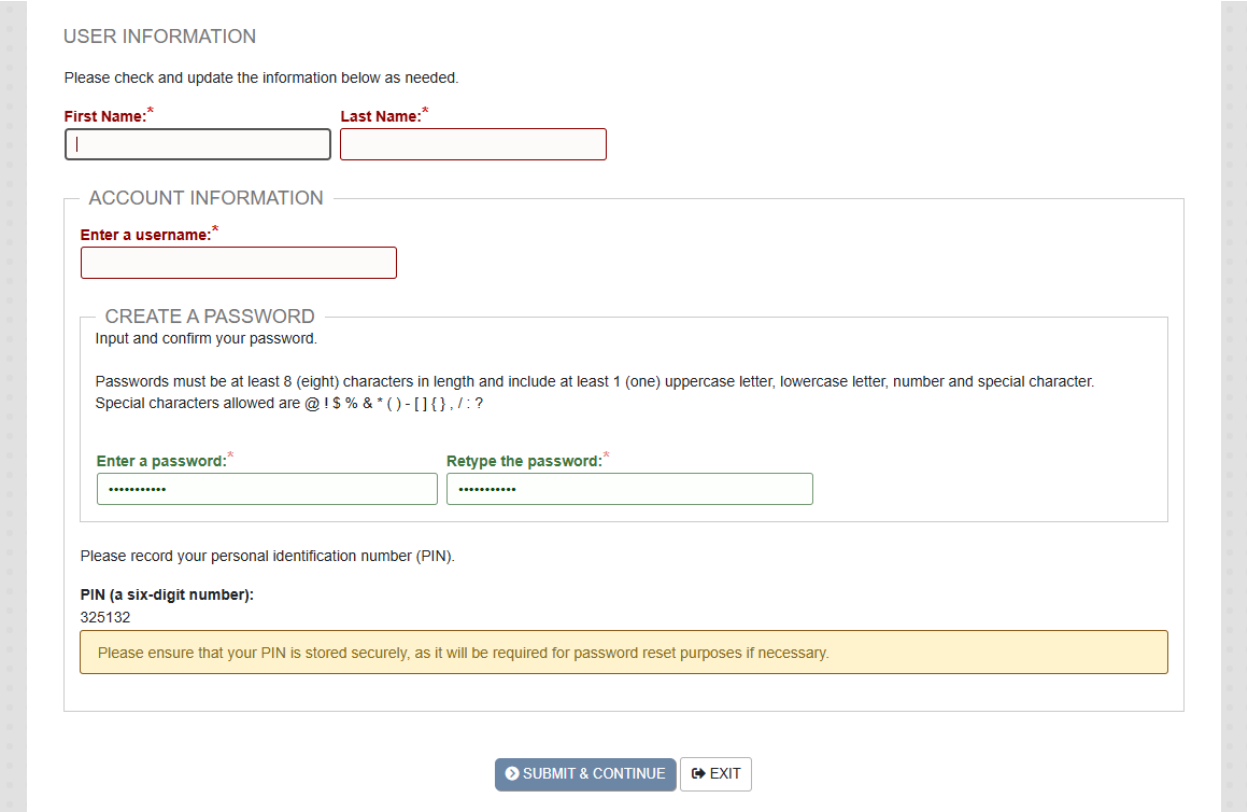
6. The new user will click on the link provided in the email. Then follow the instructions to set up a username and password. Then click submit and continue.



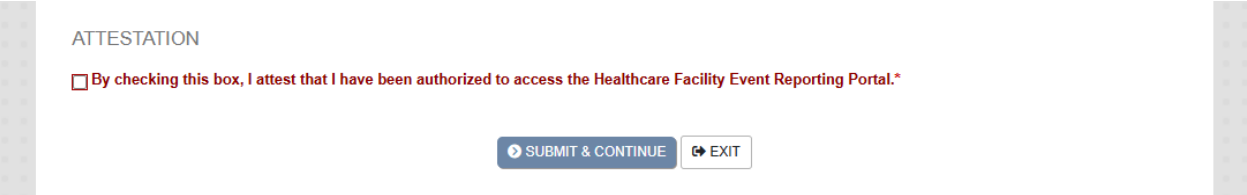
7. Enter the verification code that was sent to the email address associated with the new user account and click continue.



8. Enter the information requested and make to make note of your assigned pin number as you may need that to reset your password in the future. Then click Submit and Continue.



7. Check the box to the attestation question. Then click submit and continue.



8. Once this is complete the new user should be able to log into the portal.

Note: When an authorized user should no longer have access to the portal due to being no longer employed or other reasons it is the administrator's responsibility to notify the Department of Health to have the user removed from the account. An email can be sent to doholcreview@state.sd.us.

For questions regarding the Facility Reported Incident process, please email doholcreview@state.sd.us or call 1-605-773-3356.

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