

To create a new user account using the Self Enroll login:

1. Go to www.TherapServices.net/newmexico

2. Click on the 'Secure Login' button available at the top-right corner of the Therap website.

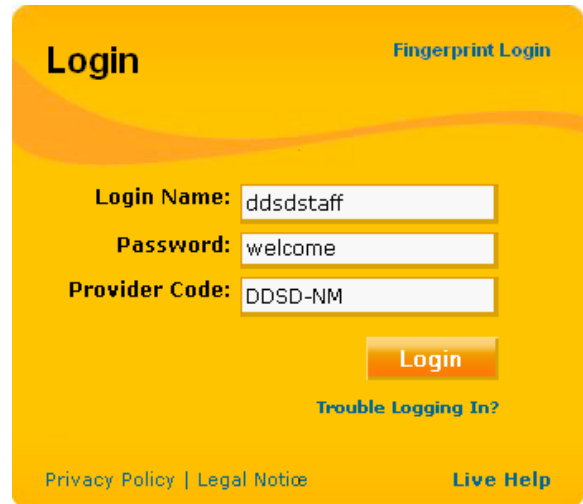
3. On the next page, enter the Self Enroll login information that has been given to you by your Provider Administrator:

a. Login Name: ddsdstaff

b. Password: welcome

c. Provider Code: DDSD-NM

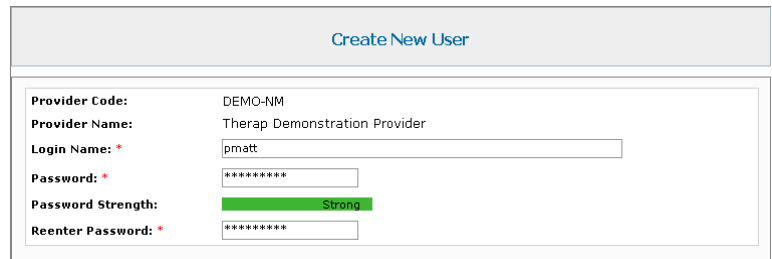
(Please note that all the entries above are case sensitive)

4. Fill in the **Create New User** form.

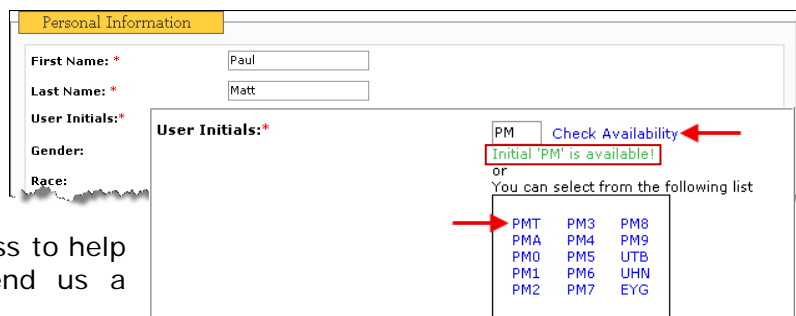
You must fill in the fields marked with an asterisk (*)

5. Your *Login Name* should be all lower case. A common practice is using the first letter of the first name, followed by the last name.

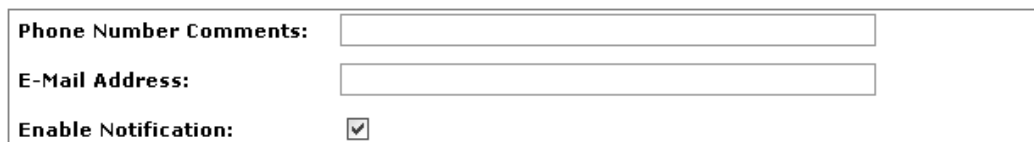


Note: The password must contain at least 6 characters.

6. Enter your initials in the 'User Initials' field. You may click on the [Check Availability](#) link, to check if your initials have already been used.

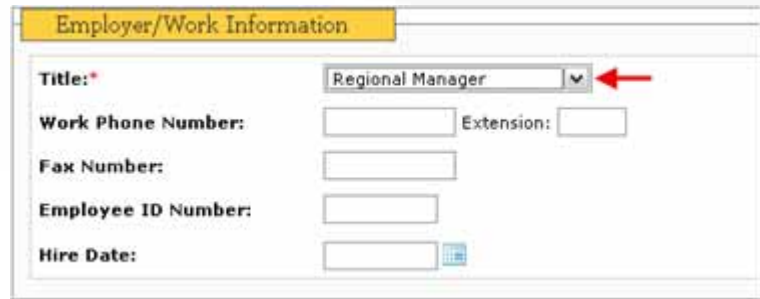


7. You may enter your e-mail address to help us get back to you when you send us a Feedback.



8. Select the appropriate title from the 'Title' dropdown menu.

9. Once you have completed this process, click on the 'Save' button at the bottom of the page. You will receive a success message.



The form is titled 'Employer/Work Information'. It contains the following fields: 'Title:' with a dropdown menu showing 'Regional Manager' and a red arrow pointing to it; 'Work Phone Number:' with a text box and an 'Extension:' text box; 'Fax Number:' with a text box; 'Employee ID Number:' with a text box; and 'Hire Date:' with a text box and a calendar icon.

Done

› Your user account has been created. You will be able to login using this account after it is approved by your Provider Administrator.

10. You will then need to inform your Provider Administrator who will activate your Therap user account.

11. Once your account has been activated, you can log into the Therap system using your *Login Name*, *Password*, and the *Provider Code* and start using the applications you have been given access to.
