# How to Create your SEPA Approval Passcode

*(updated 3/11/2019)*

If you have the user role of the **Local Authority IGA Manager** (CDDPs) or **Contractor IGA Manager** (Brokerages), part of the work you will be doing in eXPRS is accepting the **Service Element Prior Authorization** (SEPA) for the services you perform as a CME & are directly paid for (case management and/or administrative services).

The **SEPA** is the contractual element in eXPRS that increases or reduces the funding limits for services you provide. **SEPAs** for other direct client services that are paid directly from eXPRS to other rendering providers are managed & accepted by ODDS.

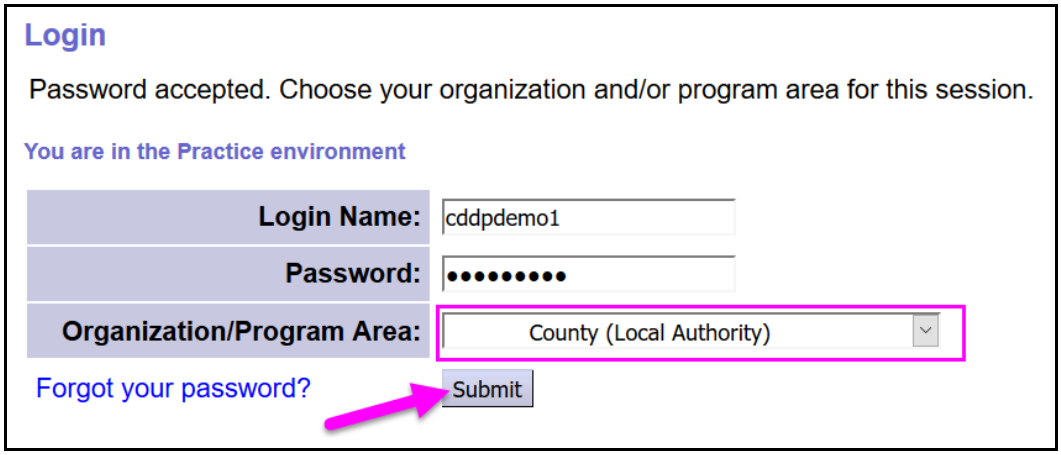
The services that a CME must accepted a SEPA for are:

| CME Type | Accepts SEPAs for: |
|---|---|
| CDDPs (Local Authority) | • **SE48**-CDDP Case Mgmt Svcs<br>• **SE02**-DD Admin<br>• **SE55**-Abuse Investigation Services |
| Brokerages (Contractor) | • **SE148**-Brokerage Case Mgmt Svcs |
| State Kids (Local Authority) | • ODDS Manages all SEPAs for State Kids Svcs |

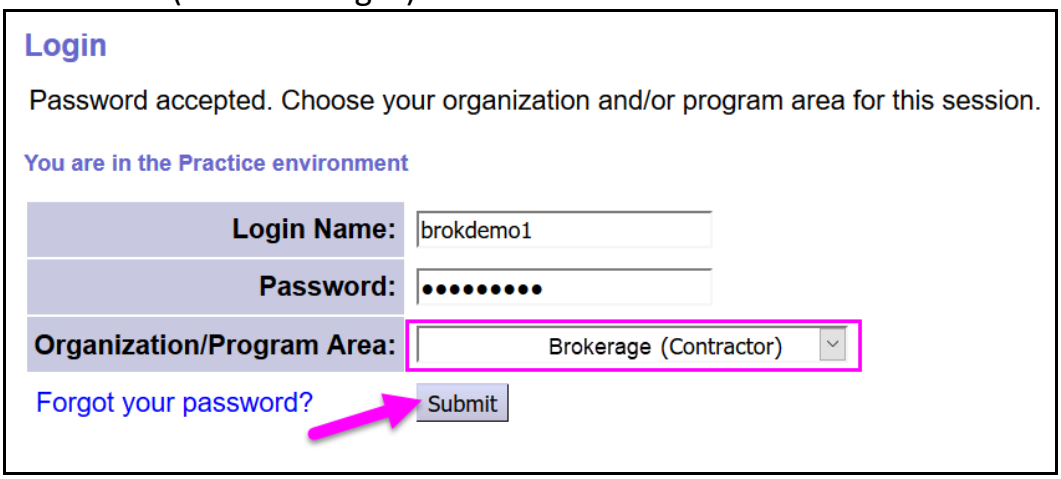
Before the first time you accept a SEPA, you must first set up your **SEPA APPROVAL PASSCODE**. ***The SEPA Approval Passcode is a password (or phrase) that is private to you alone; only you know what it is & you control it. The eXPRS user enrollment team does not manage SEPA Approval Passcode or passphrase resets.*** You can change your passcode/passphrase at any time, as frequently as you like or need, once you are logged in to eXPRS.

## To set up or change your SEPA Approval Passcode/passphrase:

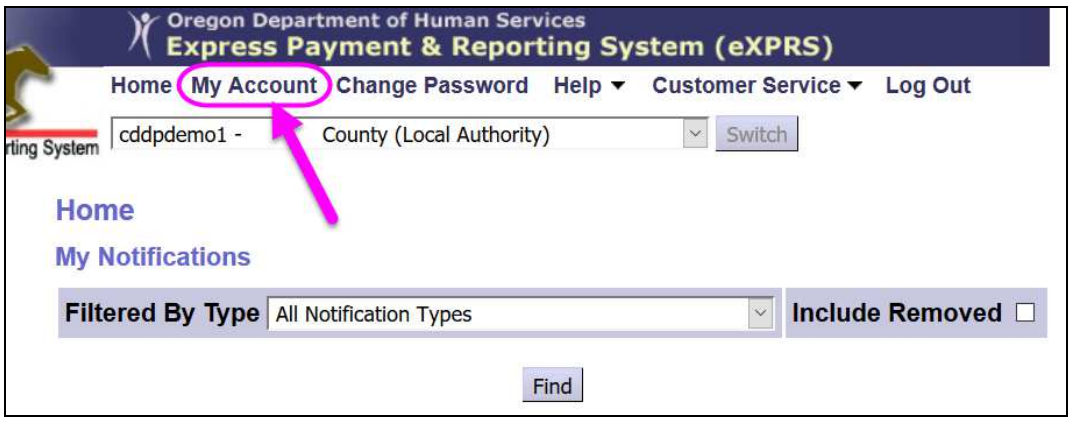
1. Log into eXPRS. If users have more than one organization login option, they will need to be logged in under the **Local Authority** (for CDDPs),



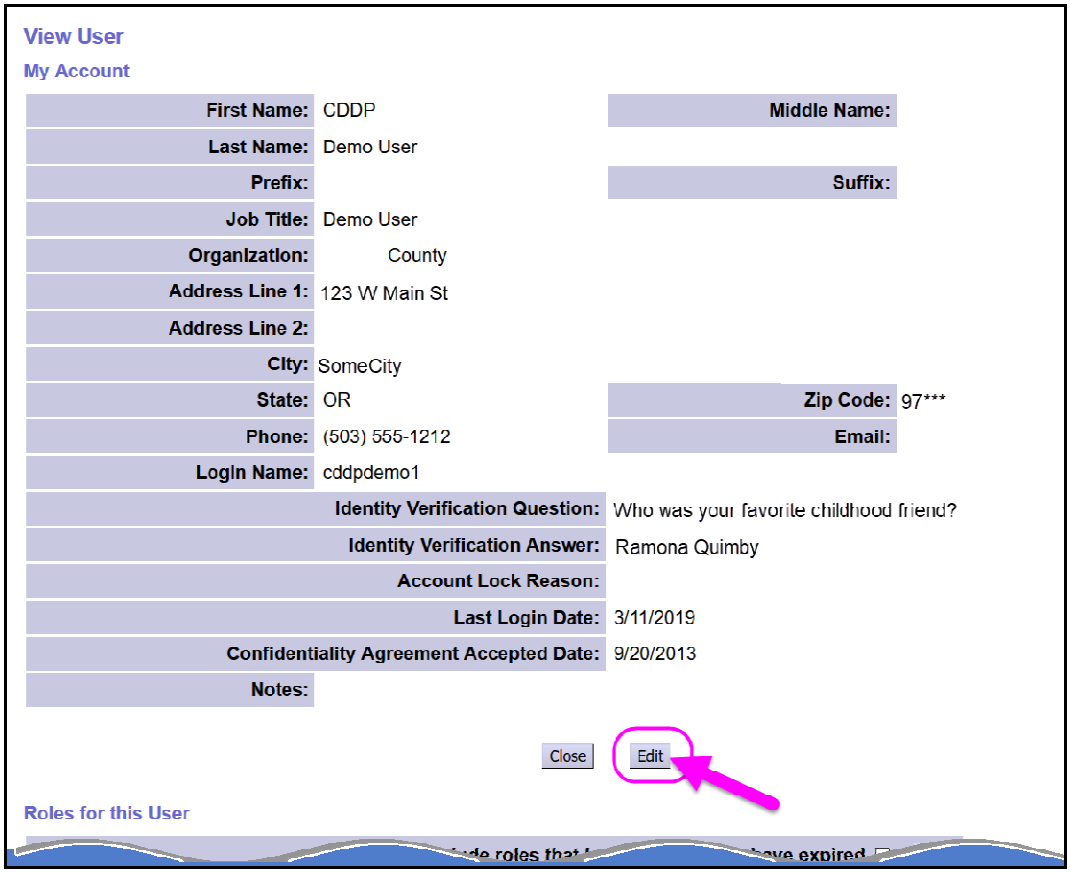

or **Contractor** (for Brokerages)



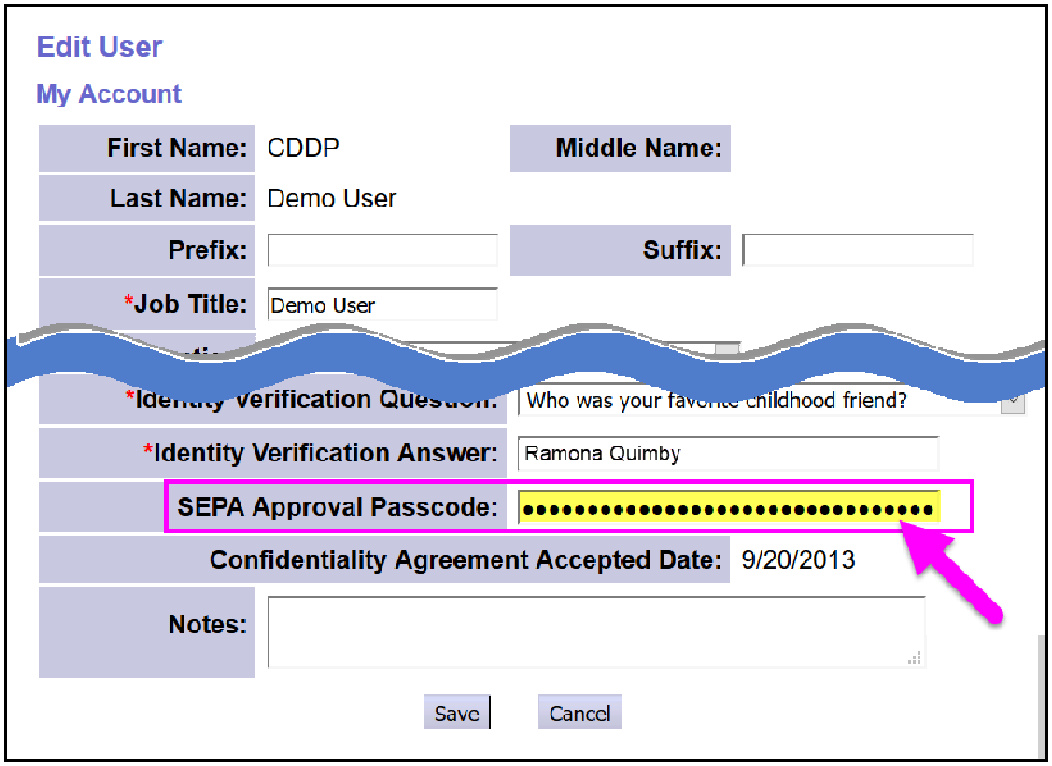

2. Once logged in & at your **eXPRS Home** page, click on ***My Account*** from the top menu bar.



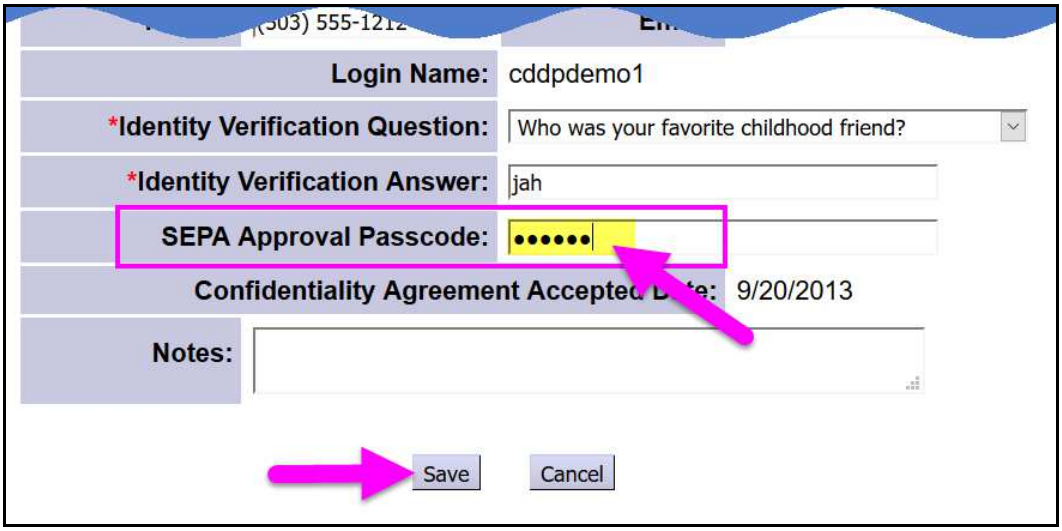

3. In the **View User/My Account** page, you can see the details of your eXPRS user profile. Scroll down to the middle of the page and click on the ***EDIT***. This will open the fields that you can edit/update on your user profile.




4. Now in the **Edit User/My Account** page, scroll down the page until you see the section marked **SEPA Approval Passcode**. In the box next to that, **delete the string of dots** to clear them**.**

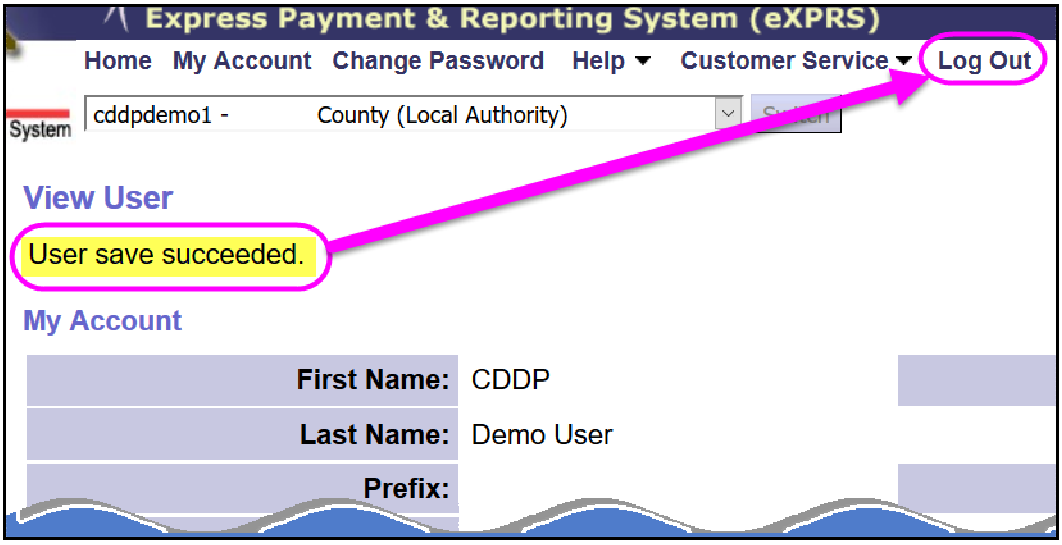


5. With the previous dots deleted, **you can now enter a password or phrase of your choice** in the text field. Be sure to pick something you can easily remember or note it & keep in a secure location, so you can remember it later. If you do forget your **SEPA Approval Passcode**, you can simply change it again to something else.




Click **SAVE** to save your passcode/phrase entered.

6. With your **SEPA Approval Passcode**/phrase saved, you will need to ***LOG OUT*** to activate it on your user account.




7. You can now log back in to eXPRS and accept any SEPAs necessary. Please see the user guide **How to Accept a SEPA** for instructions on accepting SEPAs.