



Atrezzo User Guide Access & Login Instructions



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The purpose of this user guide is to identify the steps necessary to obtain the Atrezzo link with login instructions. This system has numerous functions which will vary across contracts. The login process will be the same for all users.

Atrezzo is a web-based system that works across numerous internet browsers; however, Chrome is preferred and system functionality is enhanced with this platform.

Atrezzo Access

To access the Atrezzo application, go to: <https://portal.kepro.com/> and enter valid login credentials provided by KEPRO.

A screenshot of the Kepro login page. At the top is the Kepro logo. Below it is the word "LOGIN" in bold. There are two input fields: "USERNAME *" and "PASSWORD *". To the right of the password field is a blue "LOGIN" button with a right-pointing arrow. At the bottom of the form area, there is a link that says "If you don't already have a Kepro account, you can register here." and a link that says "Forgot Password?".

Kepro™

LOGIN

USERNAME *

PASSWORD *

LOGIN >

If you don't already have a Kepro account, you can [register here](#).

[Forgot Password?](#)

NOTE: If you do not have a username and/or password, contact the [Service Desk](#) via email, or by calling 800.922.9826 x2516.



How to Login

The login screen allows for login credentials, forgot password option, and account registration (this feature is for providers only).

Kepro™

LOGIN

USERNAME *

PASSWORD *

LOGIN >

If you don't already have a Kepro account, you can [register here](#).

[Forgot Password?](#)

Enter a valid Atrezzo username and password once access is granted for this application.

Select:

NOTE: If you do not have a username and/or password, contact the [Service Desk](#) via email, or by calling 800.922.9826 x2516.



Login Error Message

If the User's Login information is NOT valid, the following error will appear:

"Your login attempt was not successful. Please try again."

A screenshot of the Kepro login page. At the top is the Kepro logo. Below it is the word "LOGIN" in bold. There are two input fields: "USERNAME *" containing "TestUser" and "PASSWORD *" containing "*****". Below the password field is a red error message box with a yellow border that says "Your login attempt was not successful. Please try again.". To the right of the error message is a dark blue "LOGIN" button with a right-pointing arrow. At the bottom of the form, there is a link "If you don't already have a Kepro account, you can register here." and a link "Forgot Password?".

NOTE: If you do not have a username and/or password, contact the [Service Desk](#) via email, or by calling 800.922.9826 x2516.



Initial Login Requirements

The first time you log in, you will need to agree to the Terms of Use Agreement. Please read this information, check the box at the bottom of the page, and select Continue.



Kepro™

Terms of Use Agreement

THE KEPRO PORTAL IS SUBJECT TO AND GOVERNED BY TERMS AND CONDITIONS OF USE. BY PROCEEDING OR USING THE KEPRO PORTAL YOU ARE AGREEING THAT YOU HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF USE AND AGREE TO BE BOUND BY THEM. IF YOU DO NOT UNDERSTAND THE TERMS OR CONDITIONS OF USE OR DO NOT AGREE TO BE BOUND BY THEM, DO NOT PROCEED OR OTHERWISE USE THE KEPRO PORTAL. UNAUTHORIZED ACCESS TO THE KEPRO PORTAL IS PROHIBITED.

KEPRO PORTAL TERMS OF USE

1. This Terms of Use Agreement (the "Agreement") is between Kepro, Inc. ("We", "Us" or "Our"), the group/practice entity that has been provided an ID (as defined in Section 3 below) using this Portal (as defined below) (the "Provider") and the Users (as defined in Section 2 below) (the Provider and Users shall collectively be "You" or "Your"). This Agreement governs the use of the Kepro Portal, including without limitation, all software, insurance codes, graphics, logos, text, documentation, user guides, databases and compilations of all materials other than Patient Information (as defined in Section 6), enhancements, bug fixes, updates, and other content.

sections necessary to interpret the rights and duties of the parties shall survive termination of this agreement. This Agreement shall be interpreted and governed according to the laws of the Commonwealth of Pennsylvania, USA, regardless of any conflict of laws, provisions, and any claim or action shall be subject to arbitration pursuant to the rules and regulations of the American Arbitration Association with such arbitration to occur in Harrisburg, Pennsylvania.

Kepro, Inc. 777 East Park Drive Harrisburg, PA 17111 Toll-free: 800.222.0771 Phone: 717.564.8288 Fax: 717.564.3862
www.kepro.com

I have read and agree to these terms of use.

[CONTINUE >](#)



For security purposes, you will be required to enter a Security Question and provide the answer. The question is to be typed, not selected, and can be any question you choose. Both the question and the answer are required fields. Once complete, select Update Security Question.

Security Question

ENTER A SECURITY QUESTION: *

ENTER A SECURITY ANSWER: *

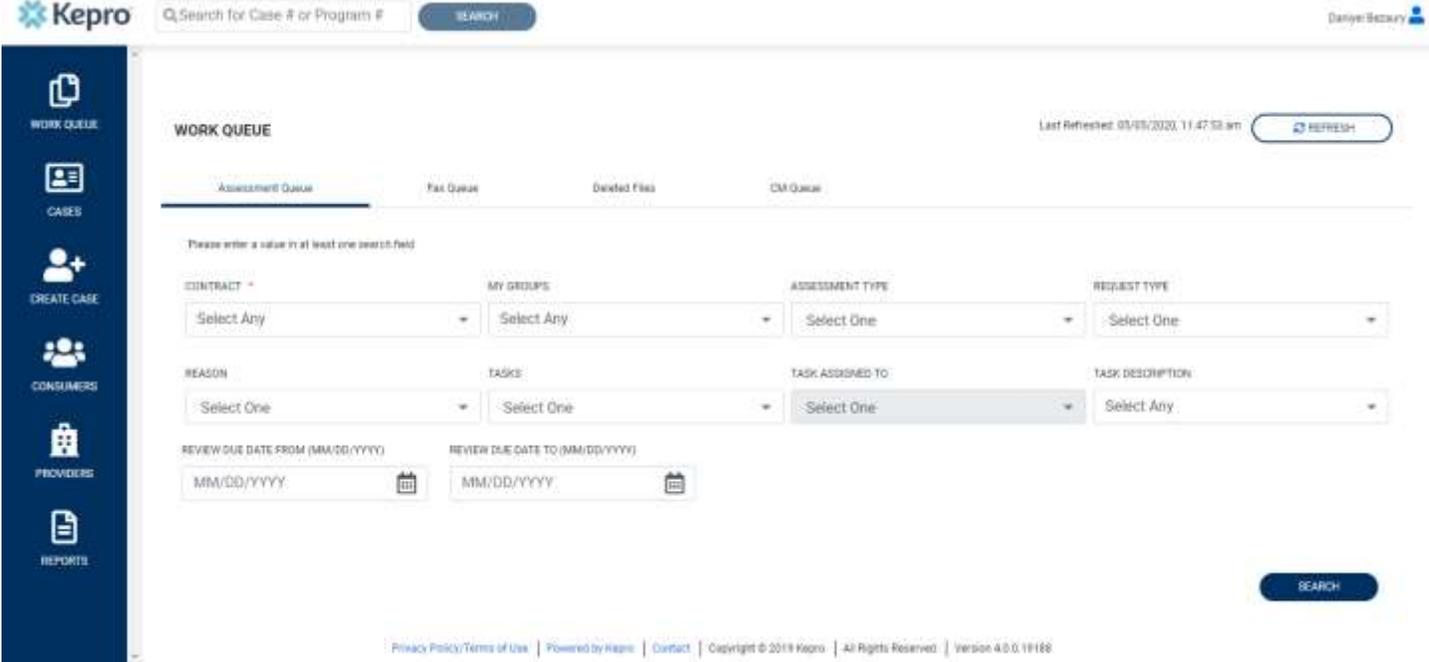
Tip: The question should be something that does not change and it should be something you will remember.

Example security questions:

- What is your oldest niece's name?
- What was the name of the street you grew up on?
- What is your paternal grandmother's middle name?
- In what city were you born?
- In what city did you meet your spouse?
- What is your oldest child's middle name?
- What is your mother's maiden name?
- What is your grandmother's maiden name?

Successful Login

Once logged in successfully, you will be taken to the Atrezzo home page.

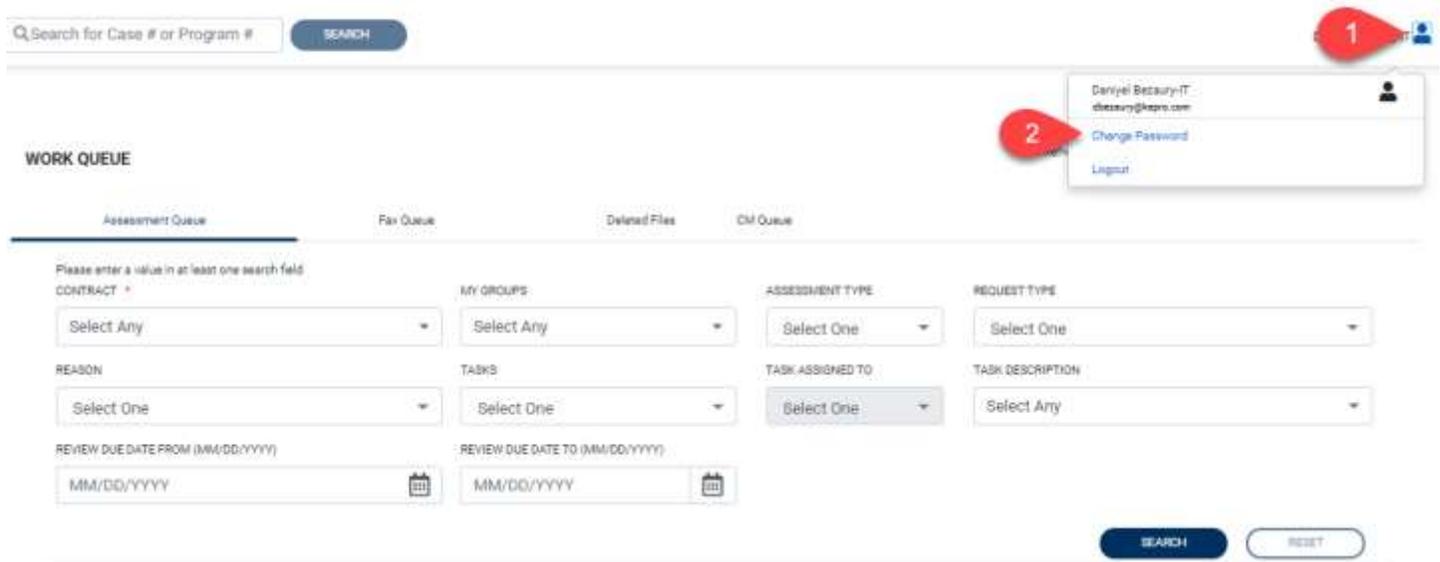


The screenshot shows the Kepro application interface. At the top left is the Kepro logo and a search bar with the placeholder text "Q, Search for Case # or Program #". To the right of the search bar is a "SEARCH" button. In the top right corner, the user's name "Danyel Secura" is displayed next to a profile icon. Below the search bar is a vertical navigation menu with icons and labels for "WORK QUEUE", "CASES", "CREATE CASE", "CONSUMERS", "PROVIDERS", and "REPORTS". The main content area is titled "WORK QUEUE" and includes a "Last Refreshed: 03/05/2020, 11:47:52 am" timestamp and a "REFRESH" button. Below this, there are four tabs: "Assessment Queue", "Fax Queue", "Deleted Files", and "CU Queue". A message prompts the user to "Please enter a value in at least one search field". The search filters include: "CONTRACT" (Select Any), "MY GROUPS" (Select Any), "ASSESSMENT TYPE" (Select One), "REQUEST TYPE" (Select One), "REASON" (Select One), "TASKS" (Select One), "TASK ASSIGNED TO" (Select One), and "TASK DESCRIPTION" (Select Any). There are also two date pickers for "REVIEW DUE DATE FROM (MM/DD/YYYY)" and "REVIEW DUE DATE TO (MM/DD/YYYY)". A "SEARCH" button is located at the bottom right of the search area. At the very bottom of the page, there is a footer with links for "Privacy Policy/Terms of Use", "Powered by Kepro", "Contact", and copyright information: "Copyright © 2019 Kepro | All Rights Reserved | Version 4.0.0.19188".

If you are not prompted to change your password upon successful login for the first time, you will need to change your password for security purposes.

Change/Update Password

To change or update your password, click the icon next to your name in the top right corner of the screen. This icon is visible on all screens regardless of navigation.



The screenshot shows the top right corner of the Kepto application. A search bar is located at the top left. In the top right corner, there is a user profile icon (1) and a dropdown menu. The dropdown menu displays the user's name and email address, 'Daniyel Betsary-T' and 'dbetsary@kepto.com', along with a 'Change Password' link (2) and a 'Logout' link. Below the search bar, there is a 'WORK QUEUE' section with tabs for 'Assessment Queue', 'Fax Queue', 'Deleted Files', and 'CM Queue'. The 'Assessment Queue' tab is active. Below the tabs, there is a search filter section with various dropdown menus for 'CONTRACT', 'REASON', 'MY GROUPS', 'TASKS', 'ASSESSMENT TYPE', 'TASK ASSIGNED TO', 'REQUEST TYPE', and 'TASK DESCRIPTION'. There are also date pickers for 'REVIEW DUE DATE FROM' and 'REVIEW DUE DATE TO'. At the bottom right of the filter section, there are 'SEARCH' and 'RESET' buttons.

Passwords must be a minimum of 8 letters and maximum of 16. Passwords must include at least one upper case letter, one lower case letter, one number, and one special character.

Special characters are @, %, +, \, /, ' !, #, \$, ^, ?, ;, ,, (,), {, }, [,], ~, -, _.



To change your password, enter the old password, then enter your newly created password, confirm the password by entering it again, then select Finish.

Change Password

Passwords must be a minimum of 8 letters and a maximum of 16. Passwords must include at least one upper case letter, one lower case letter, one number, and one special character.
Special characters are @, %, +, \, /, !, #, \$, ^, ?, ;, ., (,), {, }, [], ~, -, _

USERNAME
cmbezaury

OLD PASSWORD *

NEW PASSWORD *

CONFIRM PASSWORD *

FINISH >

Once your password has been successfully changed, you will see the following message. Click Continue to return to the Home screen.

Change Password

Your password has been changed.
Click 'Continue' to return.

CONTINUE >

NOTE: *If you have trouble logging in, or do not have a username and/or password, contact the [Service Desk](#) via email, or by calling 800.922.9826 x2516.*

