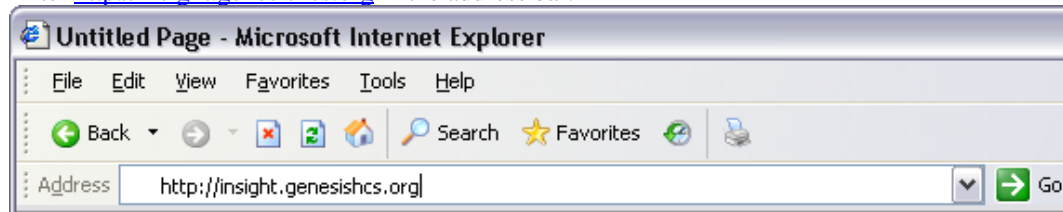


First time logon instructions for Physicians Insight

1. Double click on the desktop icon that reads **Instant Virtual Extranet**.
 - a. To create a shortcut on desktop:
 - i. Double click on the Internet Explorer icon.
 - ii. Enter <http://insight.genesisihcs.org> in the address bar.



- iii. Click the green arrow button (to the right of the address bar) or hit enter to open the page.
 - iv. Click the File Menu and select Send/Shortcut to Desktop.

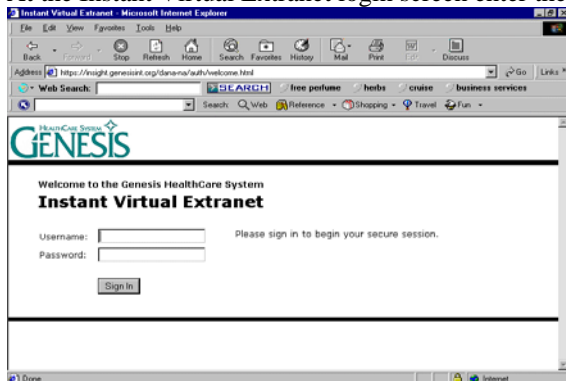


- v. The following icon should now be on the desktop:

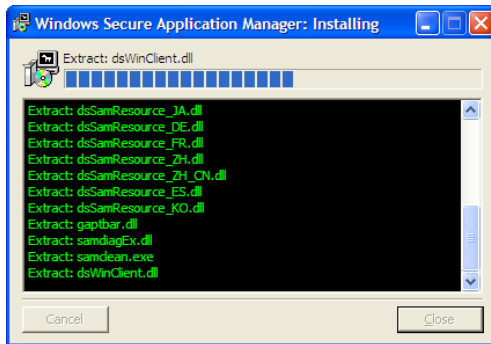
2. The following Warning: Security prompt will appear. Clicking Always, will not prompt for this security warning again.



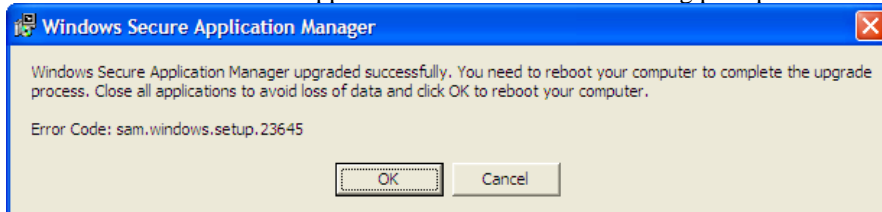
3. At the Instant Virtual Extranet login screen enter the username and password (4 digit pin with the number from the token).



4. On first log, the following window will appear and install the Windows Secure Application Manager, which is needed to run the Virtual Extranet.



5. After the Windows Secure Application is installed the following prompt to reboot the PC will appear. Click OK to reboot.



6. After reboot, double click on the desktop icon that reads **Genesis Virtual Extranet**.
7. Enter your username in the space provided.
8. Enter your four digit pin# followed by your token ID# in the space provided for password. NOTE: Both a pin and token number must be entered.
9. Click the **Sign In** button or hit enter. The page shown below should appear.



10. Click the button on the left menu for Clinician Access.
11. The login screen for Clinician Access, like the one shown below, will appear. Log into Clinician Access using your assigned username and password.

