




This quick start guide provides the steps required to submit a request to activate or deactivate a Marketplace integration. To learn more about Marketplace integrations, visit the [Marketplace](#).

Step	Action
1.	<p data-bbox="256 445 462 478"><b>Assign Security</b></p> <div data-bbox="259 499 1474 653"> <b>NOTE</b> To complete this step, you must have permission to edit security roles.</div> <ol data-bbox="256 682 1461 871" style="list-style-type: none"><li>1. Do one of the following:<ul data-bbox="311 739 1461 808" style="list-style-type: none"><li>• Single facility: Admin &gt; Setup &gt; Security Roles.</li><li>• Multi-facility: Management Console &gt; Standards &gt; Financial Management &gt; Security Roles.</li></ul></li><li>2. Assign system security role:<ul data-bbox="311 844 852 871" style="list-style-type: none"><li>• Authorized Vendor Application Purchaser</li></ul></li></ol> <div data-bbox="311 886 1474 1056"> <b>NOTE</b> For multi-facility organizations, your users also need access to the Management Console.</div> <ol data-bbox="311 1075 662 1171" style="list-style-type: none"><li>a. Click <b>users</b>.</li><li>b. Select applicable users.</li><li>c. Click <b>Save</b>.</li></ol> <div data-bbox="259 1197 1474 1402"> <b>NOTE</b> The update takes effect the next time a user logs in. To immediately apply role updates to users who are currently logged in,click the link at the bottom of the page.</div>

Step	Action
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### 2. **Submit Activation Request**

1. Do one of the following:
  - Single facility: Home > Marketplace > Manage Integrations.
  - Multi-facility: Management Console > Home > Manage Integrations.
2. Click **Activation Request**.
3. Complete the following:
  - **Legal Organization Name** - Type the legal name for the organization at the time the request is made.
  - **Application** - Select an application.
  - **Select facilities to activate application** - Select 1 or more facilities.
  - **Title** - Type the title of the authorized requester.
  - **Which email would like to be notified at?** - Type email address. This email is used for communication regarding this request.
  - **Requested By** -Type the first and surname of the requester. Requester must be an authorized signer for your organization.
  - **Health Care Provider** - Type the Health Care Provider name.
  - **Please read and agree to the Terms of Agreement to continue** - Review the Terms of Agreement and click **Accept**.
4. Click **Submit**.

Next steps:

- You receive a confirmation email.
- Partner receives the activation request email.
- After the integration is activated, you are notified by email.



#### **NOTE**

Integrations are activated 1-2 business days after partner approval.

Step	Action
3.	<p data-bbox="258 323 643 354"><b>Submit Deactivation Request</b></p> <ol data-bbox="258 386 1474 1047" style="list-style-type: none"><li data-bbox="258 386 1474 506">1. Do one of the following:<ul data-bbox="310 443 1170 506" style="list-style-type: none"><li data-bbox="310 443 1065 474">• Single facility: Home &gt; Marketplace &gt; Manage Integrations.</li><li data-bbox="310 474 1170 506">• Multi-facility: Management Console &gt; Home &gt; Manage Integrations.</li></ul></li><li data-bbox="258 506 672 537">2. Click <b>Deactivation Request</b>.</li><li data-bbox="258 537 1474 1016">3. Complete the following:<ul data-bbox="310 579 1474 1016" style="list-style-type: none"><li data-bbox="310 579 1474 642">• <b>Legal Organization Name</b> - Type the legal name for the organization at the time the request is made.</li><li data-bbox="310 642 781 674">• <b>Application</b> - Select an application.</li><li data-bbox="310 674 1016 705">• <b>Facilities</b> - Click <b>Edit selection</b> and clear the facilities.<ul data-bbox="337 705 1403 737" style="list-style-type: none"><li data-bbox="337 705 1403 737">• <b>Currently Activated</b> - Lists facilities currently activated for the selected application.</li></ul></li><li data-bbox="310 737 932 768">• <b>Title</b> - Type the title of the authorized requester.</li><li data-bbox="310 768 1455 842">• <b>Which email would you like to be notified at?</b> - Type email address. This email is used for communication regarding this request.</li><li data-bbox="310 842 1341 915">• <b>Requested By</b> -Type the first and surname of the requester. Requester must be an authorized signer for your organization.</li><li data-bbox="310 915 899 947">• <b>Reason for deactivation</b> - Select the reason.</li><li data-bbox="310 947 1382 1016">• <b>Please read and agree to the Terms of Agreement to continue</b> - Read the Terms of Agreement and click <b>Accept</b>.</li></ul></li><li data-bbox="258 1016 480 1047">4. Click <b>Submit</b>.</li></ol>