



*McBee Application Gateway*

# User Manual

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# What is the McBee Application Gateway?

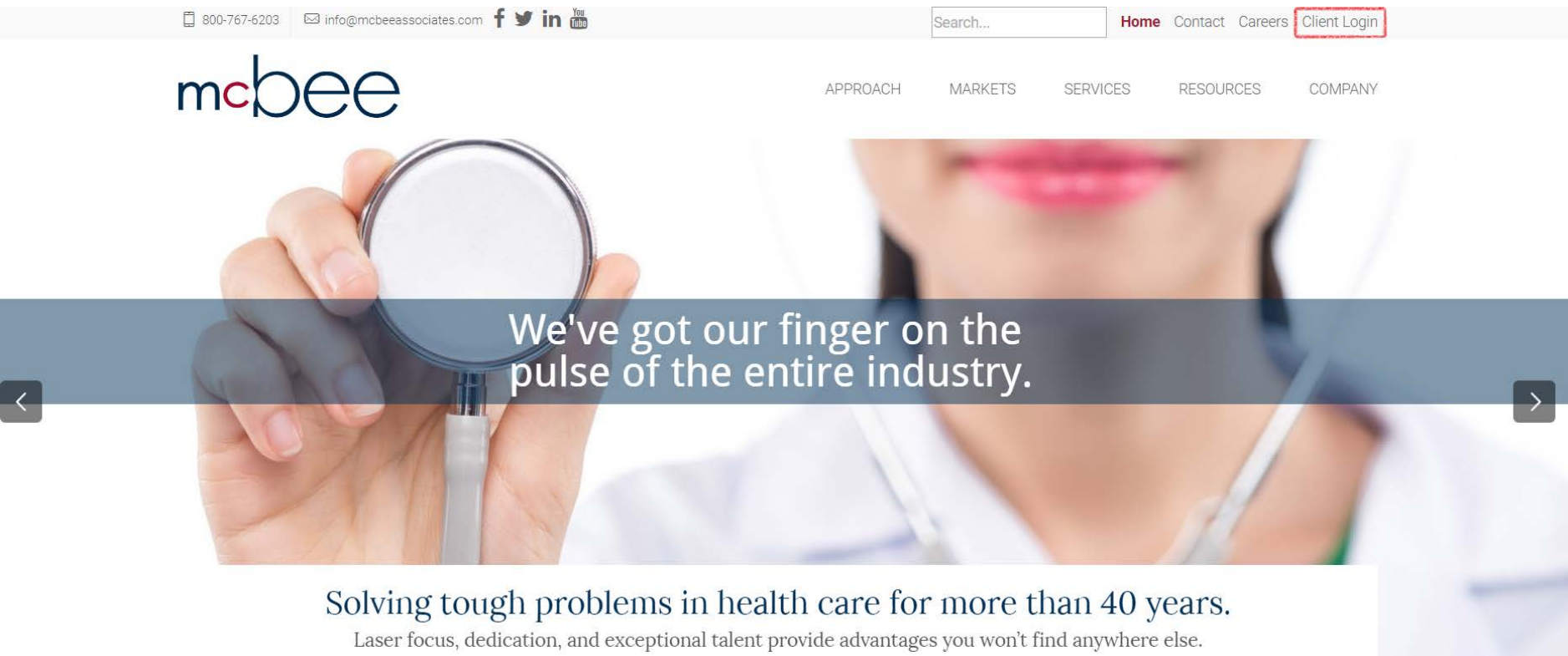
*McBee offers clients a variety of services across the continuum of care, and each service has its own web application. The McBee Application Gateway allows clients to access all of their services (applications) in one place, and those will appear on the dashboard upon login.*

## ***Security Update:***

- All clients are now required to access all McBee applications through one single login, on the McBee Application Gateway.
- If you use a bookmark or direct link to any of the applications, you will be redirected to the Gateway login.
- Clients must reset passwords every 90 days.

# Access to McBee Application Gateway

- The McBee Application Gateway link can be found on the McBee website: <http://www.mcbeeassociates.com>, located on the top right corner of our website, labeled “[Client Login](#)”.



The image shows a screenshot of the McBee website. At the top, there is a navigation bar with contact information (800-767-6203, info@mcbeeassociates.com) and social media icons (Facebook, Twitter, LinkedIn, YouTube). A search bar is also present. The main navigation menu includes links for Home, Contact, Careers, and Client Login (which is highlighted with a red box). Below the navigation is the McBee logo and a secondary menu with links for Approach, Markets, Services, Resources, and Company. The hero section features a background image of a healthcare professional holding a stethoscope. A dark blue banner across the middle of the hero section contains the text: "We've got our finger on the pulse of the entire industry." Below the hero section, there is a white box with the text: "Solving tough problems in health care for more than 40 years. Laser focus, dedication, and exceptional talent provide advantages you won't find anywhere else."

800-767-6203 info@mcbeeassociates.com f t in You Tube

Search... Home Contact Careers **Client Login**

mcbee

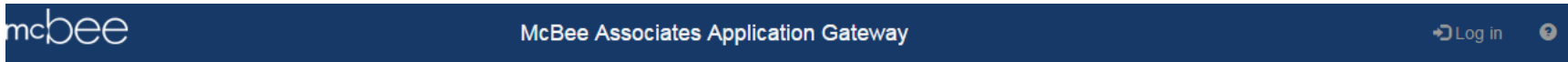
APPROACH MARKETS SERVICES RESOURCES COMPANY

We've got our finger on the pulse of the entire industry.

Solving tough problems in health care for more than 40 years.  
Laser focus, dedication, and exceptional talent provide advantages you won't find anywhere else.

# Logging into your Account

- You must login with the username and password McBee initially setup.
- On the right is a list of all available McBee web applications.



Use your McBee account to log in.

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**User name**

**Password**

[Forgot Password](#)

[Forgot User Name](#)

- McBee Associates available applications
- - 
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# Selecting Security Questions

- If you are logging into Gateway for the first time, a warning box will appear, prompting you to setup two security questions.
- You must click “Save Security Questions” to continue.

## Security Questions.

**First Question**

What was your first car?



**First Answer**

**Second Question**

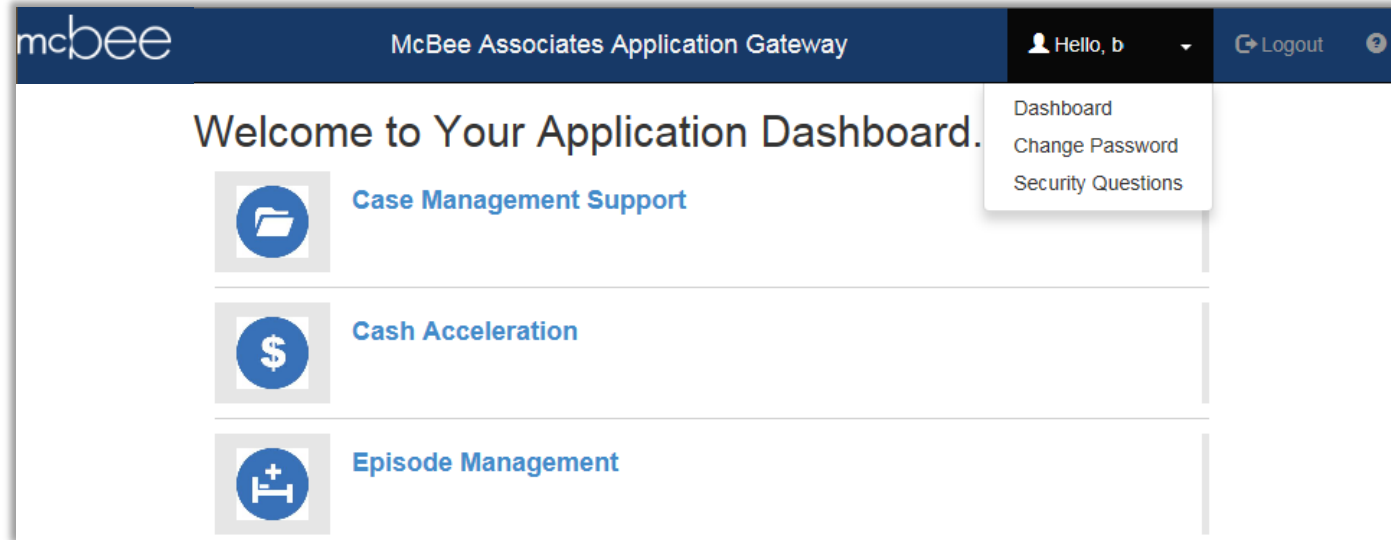
In what city were you born?



**Second Answer**

Save Security Questions

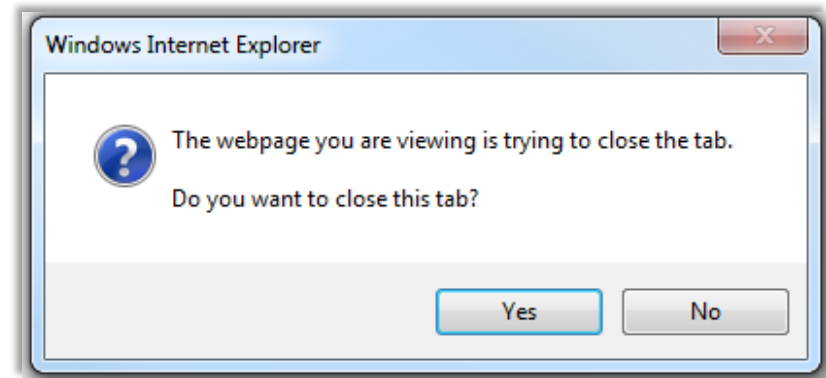
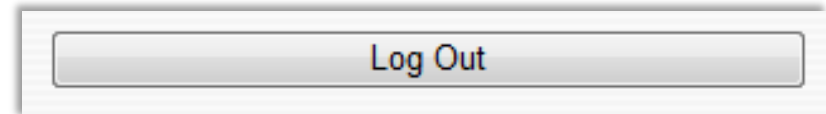
# Navigating your Application Dashboard



- Upon successful login, all the web applications you have access to will display on the dashboard.
- The drop down menu at the top right corner will allow you to return to the dashboard when you are on a different screen. You can also change your password and security questions from there at any time in addition to logging out.

# Navigating your Application Dashboard

- When you click on the desired application, a new tab will open for that web application without having to leave the dashboard.
- You have all of the same functionalities you always had in the web applications. The additional feature that gateway provides is when you log out of the web application, a window will generate asking the client if they wish to close the tab.
- The client will then be taken back to their dashboard.





# Account Security

- You have **five tries** to login to your account with your user name and password. For enhanced security, your account will be locked for **30 minutes** before you can attempt to login again.
- After the lock is released, the client can try to log into the gateway again after 30 minutes. **At this point, you have four more attempts.**
- You can reset your password by clicking on **“Forgot Password”**

Use your McBee account to log in.

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- Your account has been temporary disabled. More than 5 attempts. Please wait for 30 mins and try login again !

User name

Password

[Forgot Password](#)

[Forgot User Name](#)

# Forgot Password

- If you forget your password, there is a way to reset it.
- Click on the “Forgot Password” link underneath the login boxes.
- Provide the account email and user name.
- Click on the “Reset” link.
- Once you submit the form, an email will be sent to you with a link to reset your password.

Use your McBee account to log in.

User name

Password

Log in

[Forgot Password](#)

[Forgot User Name](#)

↓

Forgot Password.

Forgot Password Form

Your account email

Your account user name

Reset

# Forgot Username

- If you forget your user name, there is also a way to retrieve it.
- Click on the “Forgot User Name” link underneath the login boxes.
- Provide your account email and password.
- Click on “Retrieve User Name.”
- Once you submit the form, an email will be sent to you with your user name.

The image shows two screenshots of a web interface. The top screenshot is titled "Use your McBee account to log in." and contains two input fields: "User name" and "Password". Below these fields are two links: "Forgot Password" and "Forgot User Name". The "Forgot User Name" link is highlighted with a red dashed box. A blue arrow points down from this link to the second screenshot. The second screenshot is titled "Forgot User Name Form" and contains two input fields: "Your account email" and "Your account password". Below these fields is a button labeled "Retrieve User Name", which is also highlighted with a red dashed box.

# Change My Password

mcbbee McBee Associates Application Gateway

## Change Password

Current password

New password

Confirm new password

If it's been 90 days or more since your password has been changed, you'll be prompted to change it the next time you login.

**Password Format:**

1. Must be at least 8 characters
2. Must contain at least one of each of the following: upper case, lower case, number, special character
3. Must be different than previous 13 passwords
4. Must not contain your name or the word 'password'

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# Change Security Questions

- You can change your security questions *at any time*.
- Go to the drop down menu on the toolbar and select **Security Questions**.
- Select New Security Questions and Answers.
- Click “**Save Security Questions**” to effectively finalize the changes.

The screenshot shows the McBee user interface. At the top, a dark blue toolbar contains a user profile icon with the text "Hello, b", a "Logout" button, and a help icon. A dropdown menu is open below the toolbar, listing "Dashboard", "Change Password", and "Security Questions", with the latter highlighted by a red dashed box. Below the toolbar, the main content area is titled "Use your McBee account to log in." and contains a form for updating security questions. The form has four rows: "First Question" with a dropdown menu showing "What was the name of your high scho...", "First Answer" with a text input field containing "washington high", "Second Question" with a dropdown menu showing "What is your mother's maiden name?", and "Second Answer" with a text input field containing "smith". A "Save Security Questions" button is located at the bottom right of the form, also highlighted by a red dashed box.

## Questions?

- Helpdesk  
–610.254.4060

**Contact us:** 800.767.6203 | **Visit us:** [McBeeAssociates.com](http://McBeeAssociates.com)