



# Provider Web Portal Webinar - Enrollment Instructions

1. Navigate to <http://lms.xco.dcs-usps.com/>

2. Login with user name and password.

If you do not have an account, click "register here" and fill out the form. Use group code **PROV**  
If you have forgotten your password, click "I forgot my password" and follow the instructions.

Username:

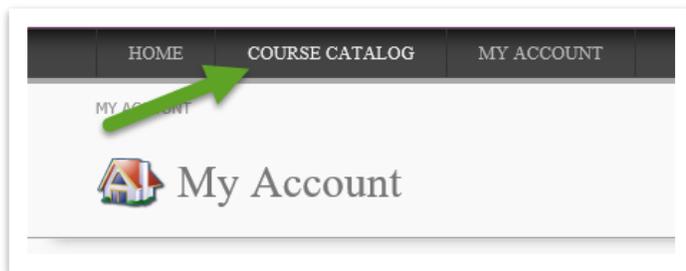
Password (case-sensitive):

Login

To create an account, [register here](#).

[I forgot my password](#).

3. Once you are logged in, the landing page will be "My Account." Click "Course Catalog" and then click the "Courses" tab.



COURSE CATALOG

LOGGED IN AS RUSSELL CORDOVA // LOGOUT  
LANGUAGE: English

Course Catalog

Search Clear

CATALOGS (2) COURSES (8)

**W1.1 - Provider Portal Session 1**  
Provider Portal Training: Session 1 In this session we will cover Accessing the Portal, Provider Registration, Logging in, Basic Navigation, Editing your Profile, and Adding Delegates.

**W1.2 - Provider Portal Session 2**  
This session will cover how to change your Provider information that you entered during enrollment. EFT/ERA Enrollment and how to Disenroll.

**W1.3 - Provider Portal Session 3**  
This session will cover how to search for Member Information, and Eligibility Information.

Event Calendar  
SEPTEMBER 2016

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|-----|-----|------|-----|-----|-----|-----|
| 28  | 29  | 30   | 31  | 1   | 2   | 3   |
| 4   | 5   | 6    | 7   | 8   | 9   | 10  |
| 11  | 12  | 13   | 14  | 15  | 16  | 17  |
| 18  | 19  | 20   | 21  | 22  | 23  | 24  |
| 25  | 26  | 27   | 28  | 29  | 30  | 1   |



**4. Select the session(s) you would like to enroll in and then click "Enroll"**



**5. Select the radio button for the date/time you prefer to attend and click continue. You will receive a confirmation screen instructing you to go to "My Account" to launch the course.**



**6. Click "My Account" to confirm the seat is reserved and the "GO" button is active.**

| Course ▲                       | Due Date | Expires | Details | View |
|--------------------------------|----------|---------|---------|------|
| W1.1 Provider Portal Session 1 | -        | -       |         |      |
| W1.4 Provider Portal Session 4 | -        | -       |         |      |
| W1.6 Provider Portal Session 6 | -        | -       |         |      |
| W1.7 Provider Portal Session 7 | -        | -       |         |      |

**7. You can then click the "GO" button to view the activity and download an outlook calendar reminder with a link to the course.**

Note: the "GO" button in the learning activities section will be greyed out until the course is live. The calendar reminder will include a direct link for the virtual room.

