COMPLYWISE TECHNOLOGIES
Electronic Monitoring Accountability Program

PROVIDER ACCESS MATERIALS

EMAP Provider Setup Checklist

A concise preparation checklist for provider organizations requesting or completing approved EMAP access.

Use this as a preparation tool

This checklist does not replace the secure provider registration/setup process. Exact account-specific requirements and operational instructions are provided through approved controlled pathways.

A. Before requesting provider access

Confirm the request is for your provider organization or agency.
Identify the primary person who will coordinate EMAP access/setup for the organization.
Have the organization name, work email, phone number, state, and general jurisdiction/service-area information available.
Identify the coordinator's role/title and the general reason for requesting EMAP provider access.
Determine, at a high level, which staff roles may need authorized EMAP access after approval.
Do not include protected, confidential, emergency, or credential information in a public request.

B. Submit the provider access request

Go to complywisetech.com/resources/provider-registration.
Choose REQUEST PROVIDER ACCESS if the organization is new to the EMAP provider-access process.
Provide only the organization/contact/routing information requested by the approved pathway.
Retain the ComplyWise follow-up or approval instructions for the organization's records.

C. After the organization is approved

Follow the approved ComplyWise instructions for continuing organization setup.
Use COMPLETE PROVIDER REGISTRATION when directed to continue the approved agency setup process.
Identify the provider users who should receive authorized access.
Complete account-specific setup only through the approved secure pathway.
Do not distribute credentials, private setup instructions, or unapproved secure links.

D. Before beginning authorized use

Confirm authorized provider users can reach the secure Provider Portal.
Confirm each user is using approved credentials and assigned permissions.
Keep organization and authorized-user information current as staffing changes.
Use ComplyWise support/contact routing if access or setup assistance is needed.

Public information boundary

Keep the following out of public forms and public documents: protected victim information, confidential case information, juvenile information, addresses, Social Security numbers, emergency details, law-enforcement sensitive information, sensitive EMAP workflow information, and login credentials.

Which button do I use?

New organization: REQUEST PROVIDER ACCESS
Approved organization finishing setup: COMPLETE PROVIDER REGISTRATION
Registered authorized user: APPROVED PROVIDER LOGIN