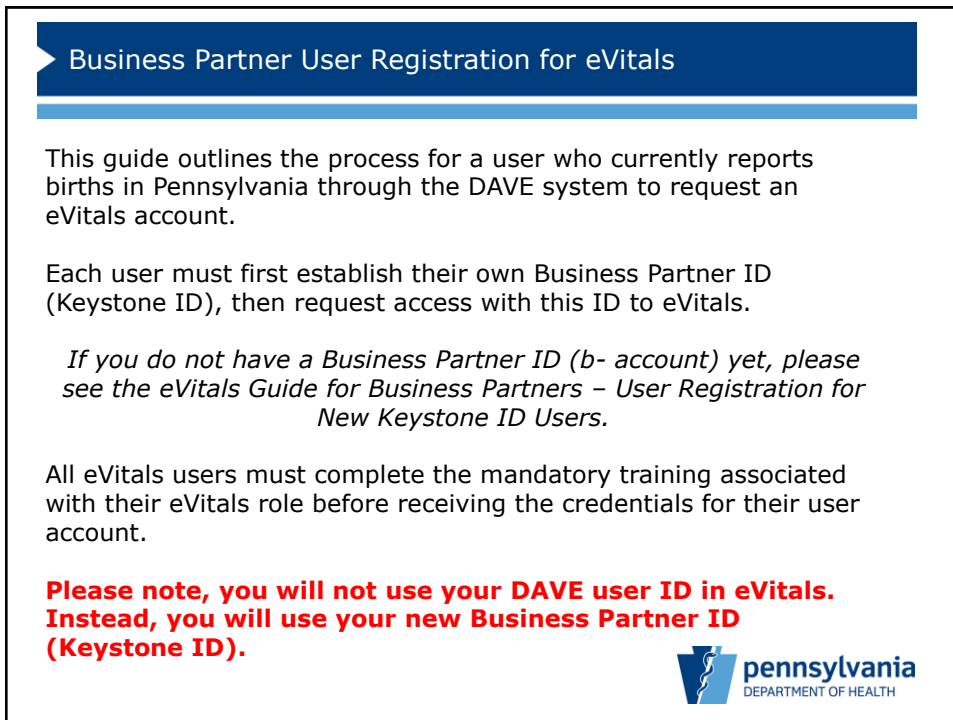


1



2

Business Partner User Registration – Existing DAVE User

For users who currently report births to the PA Department of Health (DOH) through the DAVE system, migration keys will be available to simplify your eVitals account setup.

DOH will begin releasing **migration keys** to current DAVE users after successful completion of the mandatory training course.

Watch your email for two **Welcome to eVitals** messages from eVitalNotifications@gcomsoft.com. One will contain your migration key and the other your current DAVE user ID. Samples of these emails are included later in this guide.

If you do not receive a migration key, you can still request eVitals access like a new user. If you obtained access to the DAVE system after June 30, 2021, please request through the new user process.



3

Business Partner User Registration – Existing DAVE User

Once you have established a Business Partner ID, visit the eVitals website <http://evitals.health.pa.gov> and click **Business Partner Login**.



4

Business Partner User Registration – Existing DAVE User

Log in with your new Keystone ID business partner credentials (i.e., your b- account) **and not your DAVE user ID.**

5

Business Partner User Registration – Existing DAVE User

The prompt for multifactor authentication will display. Enter the security code, which was sent to you via email. Then click **Submit**.

6

Business Partner User Registration – Existing DAVE User

Select **Private Device** or **Public/Shared Device**.

PA pennsylvania Help b-firstn56

What type of device are you using?

Private Device
(Authorize Device)
By selecting this option, you are allowing this website to recognize this device for future logins
SELECT

Public or Shared Device
(Do NOT Authorize Device)
By selecting this option, this website will NOT recognize this device for future logins
SELECT

pennsylvania DEPARTMENT OF HEALTH

7

Business Partner User Registration – Existing DAVE User

You will be prompted to specify whether you have an existing DAVE account and whether you received a migration key.

- If you have an existing DAVE account, select **Yes**.

Pennsylvania Department Of Health | eVitals pennsylvania DEPARTMENT OF HEALTH Troy Spaceship Log Out

Create eVitals Profile

Confirm Profile Type

Welcome **Troy Spaceship!**

At this time, we found no active profile for this Keystone ID in eVitals.
Please create a new profile or link your existing DAVE profile to this Keystone ID.

Do you have an existing DAVE account and migration key?
 Yes No

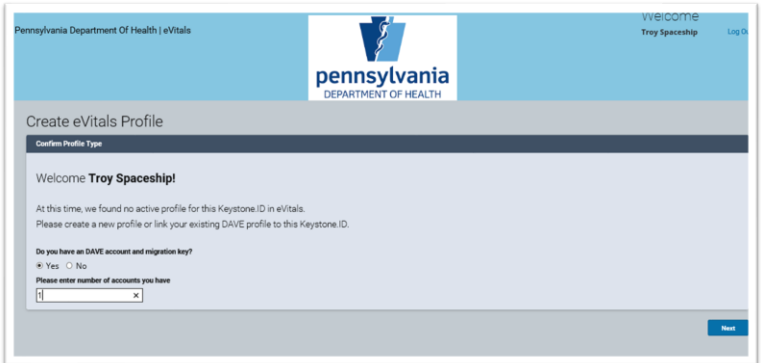
Next

pennsylvania DEPARTMENT OF HEALTH

8

Business Partner User Registration – Existing DAVE User

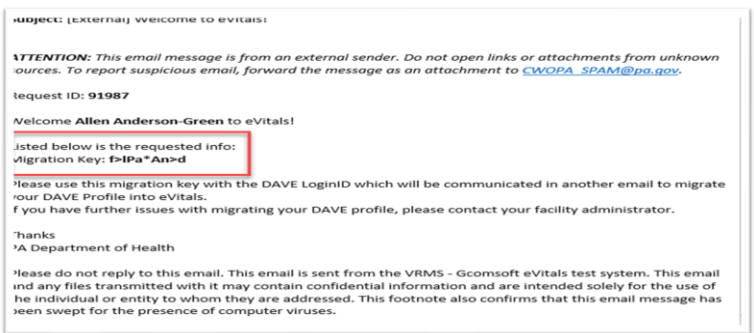
After selecting **Yes** to **Do you have a DAVE account and migration key?**, enter the number of accounts you have (1 for most users), and click **Next**.



9

Business Partner User Registration – Existing DAVE User

One message below is a sample of the email you'll receive from eVitalNotifications@gcomsoft.com for your **migration key**. The migration key is outlined in the red box below.

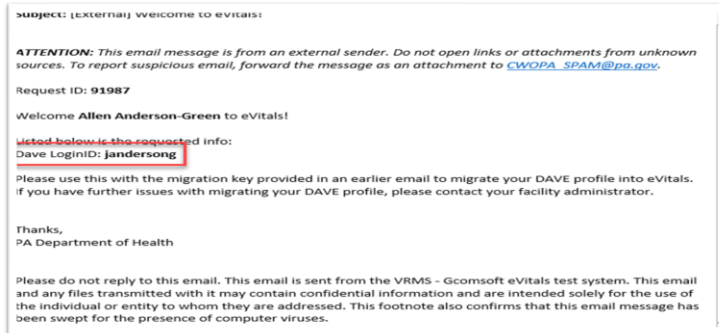


10

Business Partner User Registration – Existing DAVE User

One message below is a sample of the email you'll receive on your **DAVE Login ID**. The user ID is outlined in the red box. You will use your DAVE Login ID to link to your eVitals account.

Your Business Partner ID (b- account) will be used to log in to eVitals.



11

Business Partner User Registration – Existing DAVE User


Enter your DAVE username and migration key. Click **Validate**.




12

Business Partner User Registration – Existing DAVE User

After verifying that your account has been validated, click **Next**. If your account is not validated, contact your facility administrator for assistance.



The screenshot shows a registration form with fields for 'Username' and 'Migration key'. Below these fields, there is a 'Validate' button highlighted with a red box. To the right of the 'Validate' button, it says 'Activated ✓'. At the bottom right of the form, there are 'Next' and 'Cancel' buttons, with the 'Next' button also highlighted with a red box.



13

Business Partner User Registration – Existing DAVE User

You will be brought directly to the **Select Facility** page, which includes a drop-down menu containing the facility or facilities to which you were associated in DAVE.

Select the facility you want to log into from the drop-down menu.



The screenshot shows a page titled 'Select Facility' with the sub-header 'eVitals : GCOM Software'. Below the title is a dropdown menu currently displaying 'Lehigh Valley Hospital - 17th & Chew'. At the bottom of the page is a blue button labeled 'Go to Unit'.



14

Business Partner User Registration – Existing DAVE User

Please note that your account will initially have limited access to a facility.

Your account will be fully activated once the facility administrator at that location approves your enrollment or deactivated if disapproved.

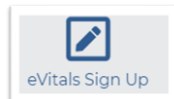
A system-generated email will be sent to you regarding the approval or denial once the facility administrator has acted on your enrollment request.



15

Business Partner User Registration – All Users

To obtain an eVitals user account, mandatory training is required. For the list of mandatory training, visit <https://www.health.pa.gov/topics/Reporting-Registries/eVitals> and then select the “eVitals Sign Up” icon from the toolbar.



Training requirements are outlined under Step 2 of the eVitals Sign Up page.



16

Business Partner User Registration – All Users

You will receive emails from the various email account domains. Please white list emails coming from this account so that important messages do not go into your SPAM or junk mail.

@train.org

@pa.gov

@gcomsoft.com

