



DIVISION OF DEVELOPMENTAL DISABILITIES

*Sent on Behalf of DES/DDD Business Operations
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TRANSMITTAL DATE: July 25, 2016

TOPIC: Single Sign-On System – Accessing the Qualified Vendor Portal through FOCUS

All Qualified Vendors

This message is being issued to provide information on the new process to view contracts. Vendors will now be able to access all applications (program staffing, program monitoring, Qualified Vendor Portal, service authorizations, Vendor PBS reports) through a single sign on process at https://ddd.azdes.gov/organization/ddd/focusdd/frm_login.aspx. The Qualified Vendor Portal https://ddd.azdes.gov/organization/ddd/LegacyDD/DDDVendorDirectory/Vendor_Portal/Home will not be accessible after August 3, 2016.

To access the Qualified Vendor Portal and view contracts, a user must first have a FOCUS account. Vendors that hold an existing FOCUS account can log into FOCUS anytime to access Qualified Vendor Portal and other services. No further changes from the Vendor is needed.

If the Vendor DOES NOT have a FOCUS account but need access to the Qualified Vendor Portal, the Vendor will be required to create a FOCUS account and log into FOCUS. Once this step is completed, then access to the Qualified Vendor Portal and the contracts will be granted. Step-by-step instructions on how to create a FOCUS account are attached and found on page 7 of the DDD FOCUS Security Rewrite 2016 User Manual.

In addition to the above sign-on process, a new security feature implemented allows users to reset their password at the sign-on screen. Users will be required to respond to security questions on their first log-in. Please review the attached document, "Security Changes" for more details regarding these changes.

Questions regarding this communication can be directed Provider Relations at DDDProviderRelations@azdes.gov.

Thank you!