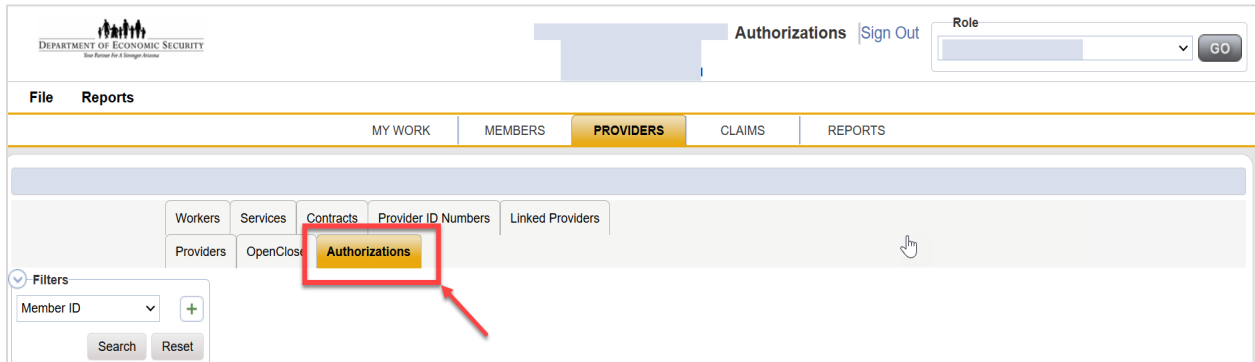


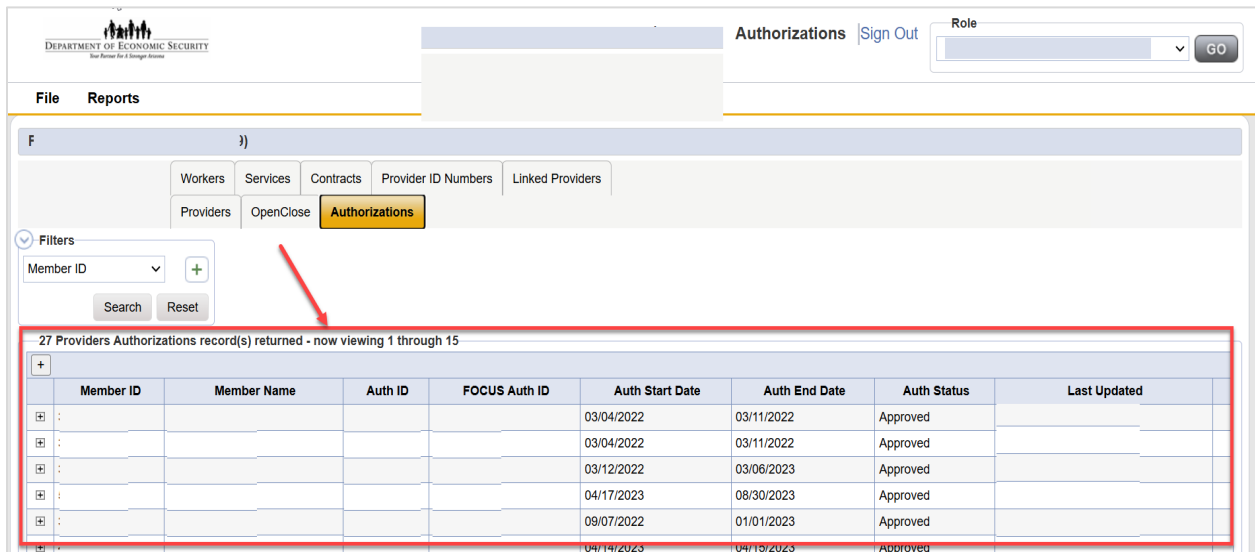
How to generate the WellSky Report to Get the FOCUS AUTH ID for all Members

Step 1 - Login to WellSky

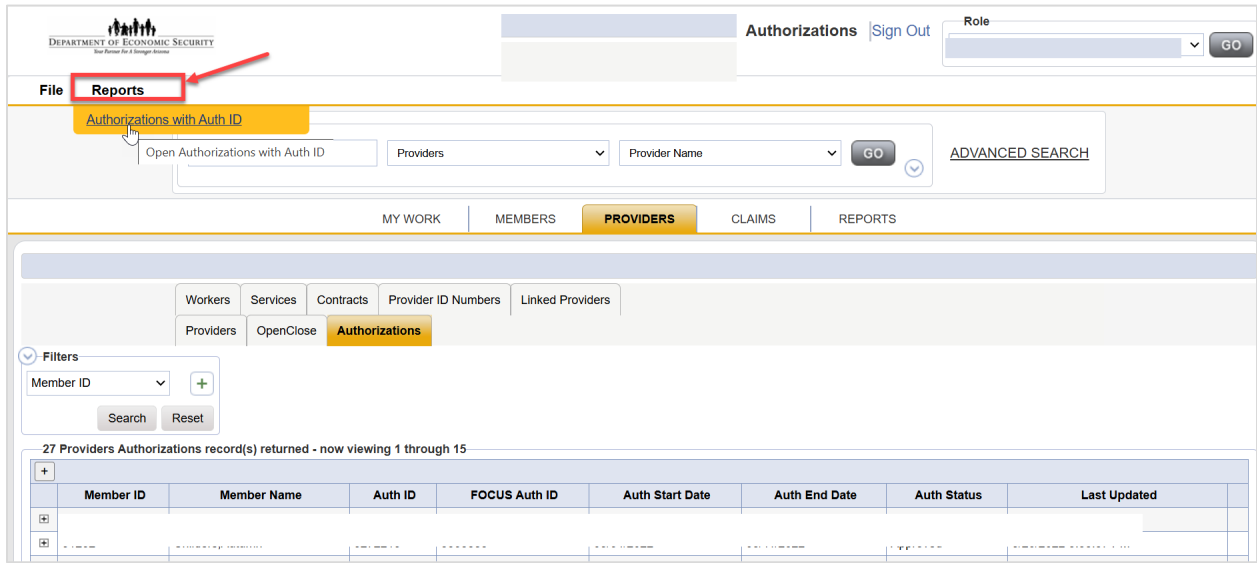
Step 2 - Click on the "Authorizations"



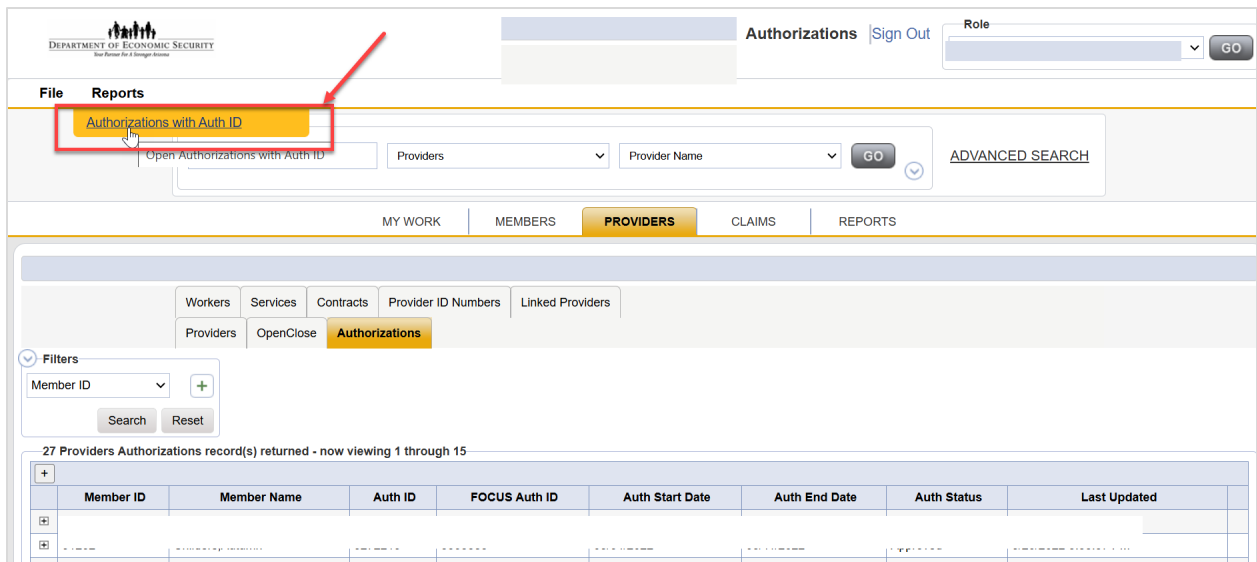
Step 3 - Authorization records will be displayed



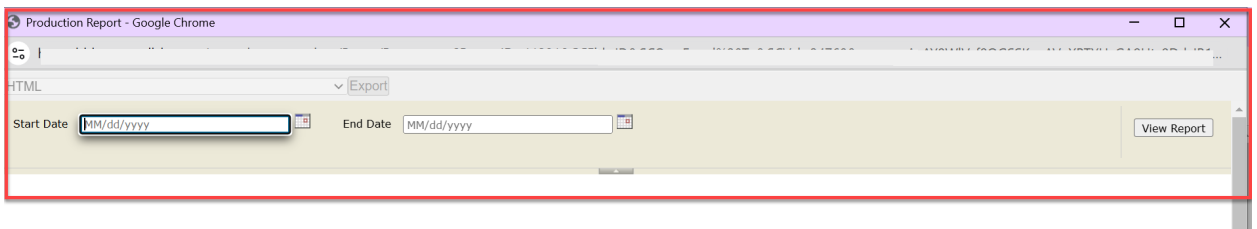
Step 4 - Click on the “Report” as shown below



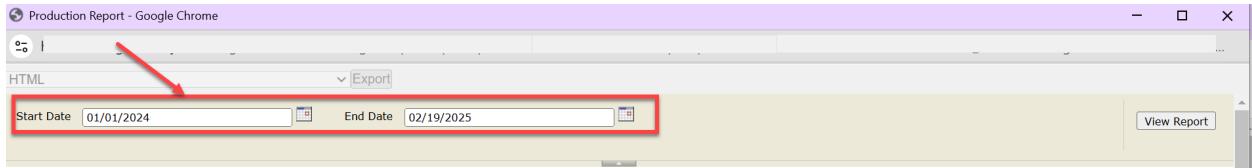
Step 5 - Click on the link “Authorization with Auth ID”



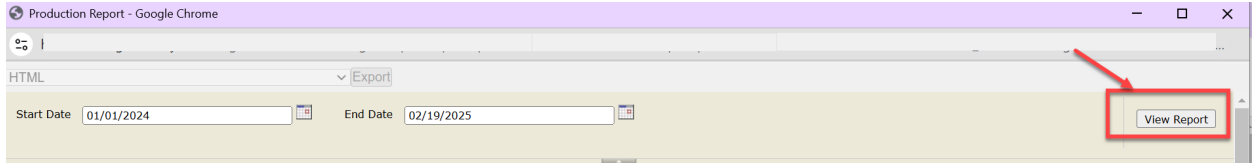
Step 6 - A popup window will appear as shown below, with an option to select the Authorization Start and End Date



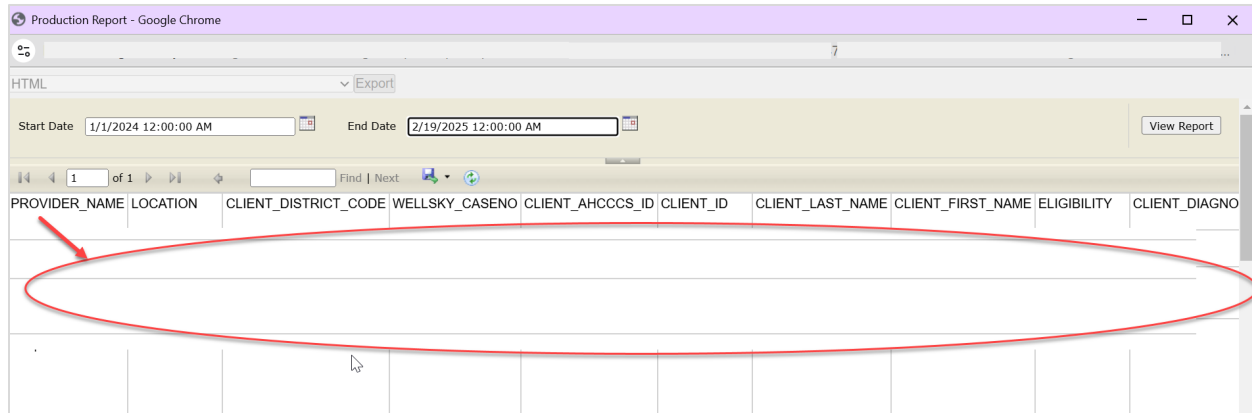
Step 7 - Select the Authorization Start and End Date



Step 8 - Click on the "View Report" button



Step 9 - Search "Authorization" results will be displayed



Step 10 - Click on the "Save" icon and download the report in the desired format (example PDF, EXCEL etc...)

