



Computer Instructional Guide

Electronic Medicaid Waiver System

Homecare Services Unit Programs

We are very excited to release the **NEW Electronic Medicaid Waiver System (EMWS)**! This guide will help you understand the technology components needed to utilize this new online system.

HARDWARE RECOMMENDATION

- **Personal Computer (PC) or MAC**
- **CD/DVD**
- **Fax**
- **Scanner** – recommend flatbed, black and white scanner, scan resolution up to 300 dpi, ability to scan up to 8.5x11
- **Printer**
- Recommend **high-speed Internet** connectivity; preferably DSL or Cable

SOFTWARE REQUIRED

- **Web Browser** – recommend Microsoft Internet Explorer – fewer problems and interfaces smoother
- **Word Processing** – recommend Microsoft Word NOT WordPerfect or Microsoft Works

ACCEPTED FILE FORMATS for documents saved and ready to upload (maximum file size 10MB)

- **.doc or .docx** (Word processing)
- **.pdf** (portable document format)
- **.rtf** (rich text format)

NOTE: Scanned documents save as pdf or rtf

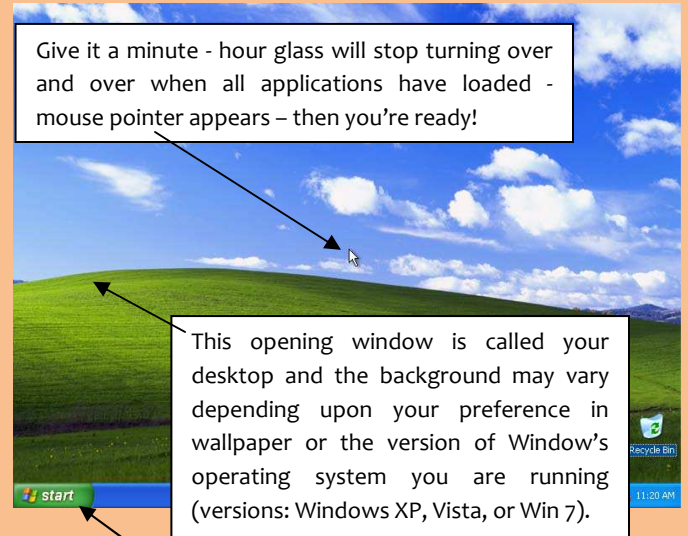
GETTING STARTED

1. TURN ON COMPUTER



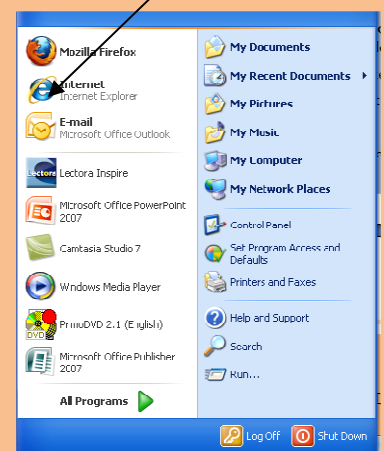
2. COMPUTER BOOTS UP & LOADS APPLICATIONS

Give it a minute - hour glass will stop turning over and over when all applications have loaded - mouse pointer appears – then you're ready!



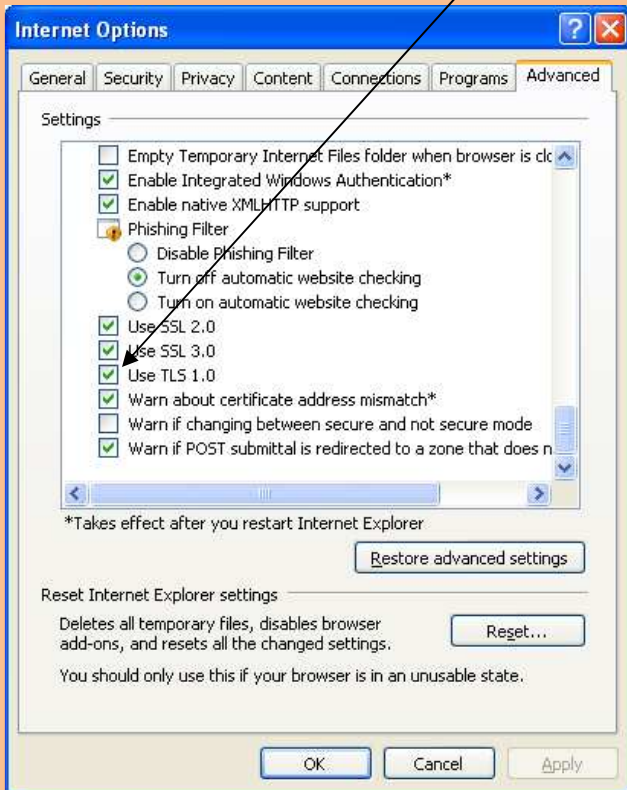
3. CLICK START

4. IN THE MENU THAT OPENS, CLICK INTERNET EXPLORER - THIS IS YOUR WEB BROWSER
(RECOMMEND VERSION 7.0 OR HIGHER)



5. SET INTERNET EXPLORER ADVANCED SETTING

- Click **Tools** on Internet Explorer menu
- Click **Internet Options**
- Click the **Advanced** tab
- In the **Settings** window scroll down to the end and **check the box Use TLS 1.0**



 **VERY IMPORTANT** TO SET THIS SETTING OTHERWISE MAY GET ERROR MESSAGE PAGE NOT FOUND

6. TYPE IN WEB ADDRESS TO OPEN EMWS HOMEPAGE

[HTTPS://WAIVERS.HEALTH.WYO.GOV](https://waivers.health.wyo.gov)

7. SAVE EMWS ADDRESS TO DESK TOP

- Click **File** on Internet Explorer menu
- Point to Send**
- Click Shortcut to Desktop**

8. OPEN MANUAL AND FOLLOW ALONG – GUIDE INCLUDES SCREEN SHOTS AND EXPLANATIONS ON HOW TO COMPLETE EACH TASK

HOW TO SCAN DOCUMENTS

After document is scanned, be sure to name it per the file naming convention noted below. This may require right clicking and click rename then type in file name as per below. User will be promoted on Task tab when it is time to upload a scanned document.

HOW TO NAME FILES UPLOADED

Please follow this file naming convention and *separate with a period.*

- WAIVER INITIALS: **ALF or LTC**
- PARTICIPANT: **LAST NAME. FIRSTNAME**
- DOC TITLE ABBREVIATED: (see list in Guides)
- DATE: **YYYY.MM.DD**

Example: CDD. Staunton.Jamie. Appl.2011.10.28

1 2 3 4

HOW TO FAX

EMWS FAX #: 307-777-8260

USE THE **FAX COVER SHEET FORM** LOCATED IN THE DOCUMENT LIBRARY IN THE EMWS TITLED – **EMWS FAX COVER**

FORM CAN BE COMPLETED ONLINE USING MICROSOFT WORD – PRESS TAB TO ADVANCE TO THE NEXT FIELD AND TYPE IN THE REQUESTED DATA OR USE YOUR MOUSE TO CHECK A BOX.



HOW TO GET HELP

EMWS HELP DESK #: 307-777-7861

HEMOCARE SERVICES UNIT PROGRAMS PROVIDES A HELP DESK TO ASSIST **USERS WITH SOFTWARE ISSUES**

HRS: MON – FRI 8:00 AM – 5:00 PM