

HSI has implemented a new Web application to better service their Web users. The upgraded application provides improved connectivity to HSI's Web Review System. When submitting an admission or concurrent review request online, users will first be directed to a new WebConnect page to enter into the system.

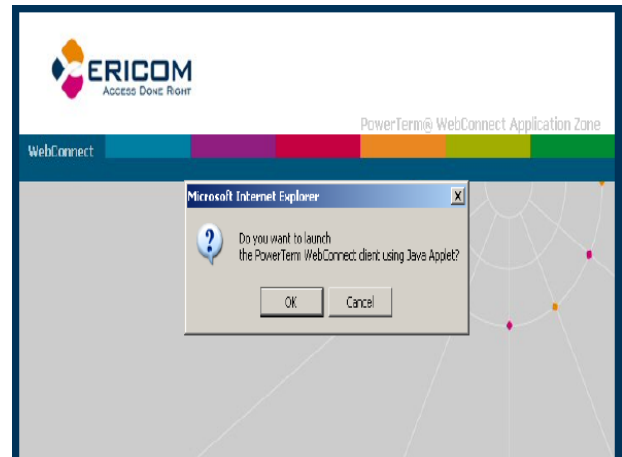
**IMPORTANT: Although the Web connection has been modified, the way you access HSI's Web review system and all of its functions remain the same.**

Please follow the new instructions below to log into HSI's Web Review System:

1. Go to [www.hsofi.org](http://www.hsofi.org) and click on Submit Review Requests link on the homepage.
2. Click on the Log Into Web Review System.
3. A new prompt is added to launch the new application using Java Applet. **Click OK**

**NOTE:** The Java *runtime environment* already exists on most computers. If you do not have it installed the latest version can be found at

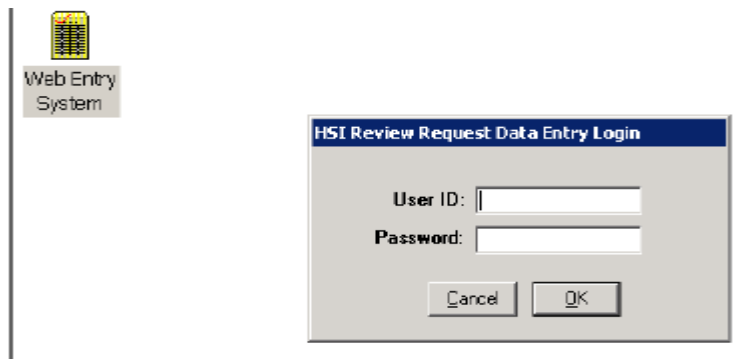
<http://www.java.com/en/download/index.jsp>



4. Next, a basic security screen may appear "Do you want to trust the signed applet..." **Click Yes.** Run Program.
5. You will be prompted to type in your assigned "generic" log in ID. **NOTE:** This screen will now appear each time you log in to the system. (Please see your facility's Web Administrator for this new ID).
6. Enter your newly assigned **generic** login information. You will always log in to this screen first. **Click Log In**



7. Next, click on **Web Entry System Icon**. Enter your existing HSI user name and password (this has not changed from the old system).



Now you have entered the system and will see the same Web Review screen as before. Proceed with entering the review, checking status or adding additional information.

If you need assistance, our Helpline will walk you through the new steps. Our Provider Helpline is available 8 am to 5 pm, CST at (800) 418-4045.