

1. Adding a Site Administrator To An Application

The Applicant has administrative rights to add a Site Administrator to their application. If you use the Add/Edit People link on the SLRP Personal Information page, start with 3).

- 1) To add users to an application, click on the application of choice in the "My Tasks" Section on the Main Menu.
- 2) Click the "View Management Tools" button and choose the Add/Edit People link.

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

ADD/EDIT PEOPLE

Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

- 3) Type in the name of the individual in the search criteria box and click the "Search" button.
- 4) From the search results, select your site representative. **(Do not change/enter Active Dates.) If your site representative is not listed, please call SLRP at (916) 326-3767.**
- 5) Click SAVE.

Person Search

Enter a name or partial name: [SEARCH](#)

People Found

Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/> Barbara Santos Email	Community Medical Centers, Inc. (Site Admin), Esparto Family Practice (Site Admin), Dixon Family Practice (Site Admin), Community Medical Center - Vacaville (Site Admin), Woodbridge Medical Group (Site Admin), Tracy Family Practice (Site Admin), San Joaquin Valley Dental Group (Site Admin), Lawrence Family Center and Clinic (Site Admin), King Family Center Health Clinic (Site Admin), Community Medical Centers, Inc - Gleason House (Site Admin), Community Medical Centers - Mariposa (Site Admin), Community Medical Centers - Manteca (Site Admin), Community Medical Center - Hammer Lane (Site Admin)	Site Admin	9/17/2014 -	
<input type="checkbox"/> Karina Barajas Email	Sierra Vista Family Medical Clinic (Site Admin)	Site Admin	9/17/2014 -	
<input type="checkbox"/> Lee Barron Email	Southern Inyo Hospital (Site Admin), Southern Inyo Hospital Rural Health Clinic (Site Admin)	Site Admin	9/17/2014 -	
<input type="checkbox"/> Barbara Hines Email	East L.A Clinic--QueensCare Health Centers (Site Admin), Eastside Clinic--QueensCare Health Centers (Site Admin)	Site Admin	9/17/2014 -	

- 6) To return to the application menu, click the Document Information link.

Application-Loans-Basic Menu - People

The functionality on this page will allow you add, delete or edit people on this document. Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people. After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [LoanRepayment-2014-RobinRedR-00014](#)

[Details](#)

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Please contact your site representative to complete their portion of your application (SLRP Practice Site Certification and Memorandum of Understanding Information). You will be unable to submit your application until the site representative has completed their portion of your application.