

## **Education Providers Registering for Compliance Express**

These are the steps to register as a Subscriber to Sircon Compliance Express.

1. Obtain a copy of the Provider Agreement from Sircon.
2. Complete the [application form](#) (part of the Provider Agreement) being sure to include your company name, Tax ID (not a Social Security number). The second page allows you to select your user name.
3. When completed, fax the agreement and application to Sircon at 517-381-3234
4. When Sircon receives your agreement and application, we will send you by email a letter with your new account number, your user ID, and a temporary password. This letter explains that you need to log in and reset your password.
5. The letter also tells you that you have the option to add up to a total of 4 representatives, in the event you need a backup for situations such as vacation, sickness. This allows you to still submit rosters.
6. The letter has a link to access and download our Electronic Education Provider Manual if you need more instructions on submitting rosters, entering course offerings, and how to find information on the Education Activity Inquiry. Information in Education Activity is stored by the submit date for either course offering or roster.
7. As soon as you receive the email that we have set up your account, you will have total access to your Compliance Express account.
8. Should you not be able to access your account or receive an error message such as “No Provider Information Available”, it may be due to an error in matching information that you provided and information from the state database. In this case please contact us so we can verify that the state database information matches the information you supplied and that we used to set up your account.

As of April 1, 2008