



We are showing that you have access to the M&S Web Portal. Please follow the instructions for accessing the portal.

1. Use your web browser to navigate to the web portal located at the following address:
<https://mocostrereports.mslc.com>

NOTE: If the website reports "Could not be found" this means your supplied IP address was incorrect or has changed. Please follow the instructions sent earlier on the Web Portal Access form and verify the IP address entered on the form.

2. This address will direct you to the web portal login screen. You will notice fields for a username and a password, as well as a captcha field. A CAPTCHA is a program that protects websites by generating and grading tests that humans can pass, but computer programs cannot. The first time you access this site, you will need to set your password. To do this, click on the 'Forgot Password' link that is below and to the right of the Login button.

3. On the Forgot Password screen, enter your email address and the value shown in the captcha field (remember it is case-sensitive), then click on the 'Send Forgot Password' button.

4. You will receive an email notification within a few minutes. This email notification will contain a hyperlink. Click on this hyperlink to be redirected to the Change Password site on the web portal.

5. On the Change Password site, enter your new password in the New Password and Confirm Password fields, and then click the 'Change Password' button. For security purposes, please make sure your password contains a mix of upper and lowercase letters, numbers and at least one symbol. Please remember this password as it is the password you will need to use each time you enter the web portal.

6. Once your password has been successfully set, you will automatically be redirected to the Login Screen. Enter your full email address (as it was provided to Myers and Stauffer), your Password and complete the captcha field. When all three fields are entered, click the 'Login' button.



7. The first time you access the web portal, you will also be required to read and accept the web portal terms of use agreement by clicking the 'Accept' button.

8. After accepting the agreement, you will automatically be redirected to the homepage of the web portal. On this page you will see the list of available projects. From there, there are dropdowns for providers you are listed as the contact with web access. Confirm that the dropdown list contains all of the correct providers. Contact us immediately if this list contains providers you do not recognize.

9. Select the provider from the dropdown box for which you want to upload a submission. You will now see the complete list of items providers are required to submit.

10. To submit an item click on the cloud with an upward arrow on the right hand side of your screen for that particular item. A box will pop up and you will click the 'Choose File' button. Browse to the file you wish to upload, add any comments regarding the file being uploaded in the space provided and then click the 'Upload File' button. You will know the upload was successful when a new line appears under the event titled "upload."

11. If a specific event is not applicable to your provider please click on the red flag on the right side of the screen for that particular event. A new line will appear under the event titled "N/A."

If you have questions or need assistance please contact us at [\(800\) 374-6858](tel:8003746858).