Behavioral Health System Baltimore
(BHS Baltimore)

Contract Management and Reporting System

Managing Users

Managing Users in the Online Reporting System

- After you have logged in to the BHS BALTIMORE Contract Management and Reporting System, select the "Edit" option under the "Admin" button from the navigation bar in the page header. You can access this option by hovering your mouse over the "Admin" button in the navigation bar.
    - *Please note that only users with Provider Admin credentials can add or delete users from the system.*

Updating your organization's general contact information

- After you have selected the "Edit" button you will be directed to the Edit Provider Information page.
- On this page you will see the address, phone, fax and website address information for your organization.
- You can edit any/all of the information that needs to be updated by typing in the fields.
- After you have updated the needed info, press the "Update Details" button located directly below the field for your organization's website address.

Adding Users to your organization's account

- Scroll down the page and press the "Add New User" button on the right hand side of the page.
- This opens a new window where you will be asked for the information required to add an additional user.
- Once you have entered this information, press the "Add New User" button.

*Note: There are 3 credential roles to choose from when adding users:

1) **Provider Admin** – These users can manage users, view contract info, submit program reports, and submit fiscal reports
2) **Provider Fiscal** – These users can view award info, view program reports, and prepare fiscal reports
3) **Provider Program** – These users can view and prepare program reports, but cannot view fiscal reports.

Editing Users associated with your organization

- Scroll down the page until you see the list of users associated with your organization's account. Locate the user that you intend to delete and click the "edit" hyperlink on the right-hand side of the page. This will direct your browser to the Edit User Info page.
- After updating the appropriate information, press the "Update" button and your changes will be saved.

Deleting Users from your organization's account

- Scroll down the page until you see the list of users associated with your organization's account. Locate the user that you intend to delete and click the "delete" hyperlink on the right-hand side of the page.
- You will be asked if you really want to delete this user. If you do not wish to delete the user, press "Cancel" and the user will not be deleted. Otherwise, press "OK" and the user will be deleted.