SIMS Provider Account Setup Guide

Be sure you have your SIMS Attestation form completed, signed, and scanned before proceeding. If you do not attach your completed and signed SIMS Attestation Form at the end of sign-up, you will NOT receive a SIMS username and password.

Click the link to get started: SIMS New User Signup

Be sure you are signing up with your business e-mail account. You may have to switch account:

Choose your business email account if it is listed or select “Use another account” to create an account using your business email address:
All users will need to setup an account with Google. Each user will have their own specific login account details.

**You should see this:**

![Sign in to Google Account](image1)

When you sign in to your Google Account, you can see and manage your info, activity, security options, and privacy preferences to make Google work better for you.

You can review and adjust some privacy options now, and find even more controls if you sign in or create an account. Learn more

![Create a Google Account](image2)

Then you will come to this screen: Complete first and last name. You want to select “use my email address instead” enter your password and click Next.

![Create your Google Account](image3)

Once the site and Google account is setup, users will have access to the onboarding form.
On the screen below, enter account email address

Click “NEXT”.
The next screen will allow users to enter personal information, as seen below:

Once all fields with an asterisk have been completed, click “NEXT”.
The next screen will ask for “Job Duties”, but more specifically the users “SIMS ROLE”. This question refers to the users work location. Please select the appropriate site.

Click “NEXT”.
This screen asks if the user will need APS access, all Support Coordination Supervisors, should select “YES”.

Click “NEXT”.
This screen will ask for the agency address that the user is assigned to.
Once all information is entered. Click “NEXT”.

The last screen contains the security and confidentiality agreement. All users must read, sign, and submit a signed copy of this form to complete the onboarding process. This form can also be emailed to SIMSWaiver@la.gov to have uploaded to users file, if user has problems uploading form.
To upload form:
Print form, sign.
Save signed form to file on computer.
Click “ADD FILE”
Once the correct document has been selected, click “UPLOAD”
Once the attestation is attached, click “SUBMIT”.

Users will get a “Thank You” message letting them know their form has been submitted.