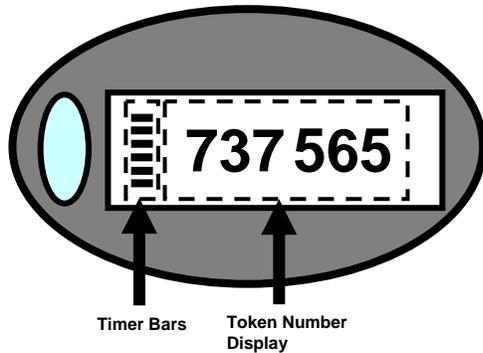




NIMRS

Token Login Procedures for First Time Users

STEP 1. HOW YOUR TOKEN WORKS



- Your Token will display a new 6 digit number every 60 seconds.
- The 6 timer bars (see diagram) will show how many seconds are remaining before the number changes. Each bar indicates 10 seconds remaining before the number changes.
- If there are only 3 bars left, wait for a new number to appear before you try to login to NIMRS.

TOKEN DO'S AND DON'TS

- Don't loan your token to anyone!!
- Do notify your supervisor immediately if your token is lost or stolen.
- Don't immerse in water or other liquids.
- Clean token with a damp towel.
- Don't expose to extreme heat, cold or impacts.
- Don't put token under pressure or bend.

Note: Your Token will operate for 3-4 years before needing replacement.

REMEMBER:

Your Token AND Your PIN are Registered to You, Do Not Loan Them to Anyone!!

STEP 2. GETTING TO THE WEBSITE

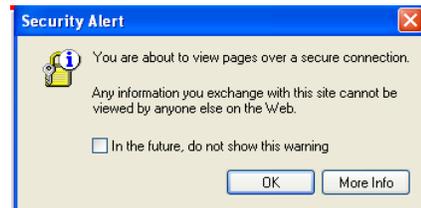
From your Internet Browser, enter this address exactly as shown:

<https://mhprovider.omh.ny.gov/websalute/>



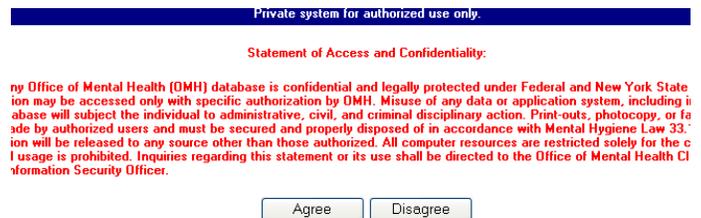
Click on the **Go** button.

The **Security Alert** will display.



Click on the **OK** button.

After a few seconds, the Statement of Access and Confidentiality will display.



Read the Statement of Access and Confidentiality.

Click the **Agree** button.

The **Salute Login** box will display.

(Continued on Page 2)

STEP 3. NEW USER LOGIN PROCEDURE

Use this procedure the very first time that you log into NIMRS to create your PIN (Personal Identification Number).

From the Salute Login box:



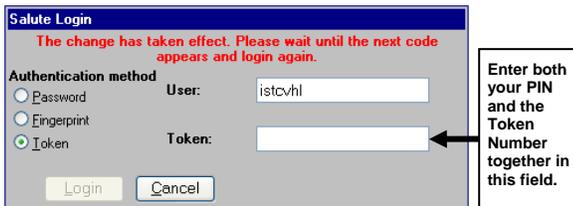
Click the "Token" button under **Authentication method**.
Type your User ID (in lower case) in the **User** field.
Look at your token. If there are less than 3 timer bars showing, wait for the next number.
Type the 6 digit number displayed on your token in the **Token** field.
Immediately Click on the **Login** button.

The **Enter a New PIN** box will display.



Type a 4 digit number (no letters) in the **New PIN** field.
Re-Type the same number in the **Confirm** field.
Click on the **OK** button.

A new **Salute Login** box will display.



Click the "Token" button under **Authentication method**.
Type your User ID (in lower case) in the **User** field.
Look at your token. Wait for the next number to display. Don't use the previous number.
Type your PIN number followed by the new number in the **Token** field.
Immediately Click on the **Login** button.

The **NimrsWeb** banner will display.



Click on the word "**NimrsWeb**."

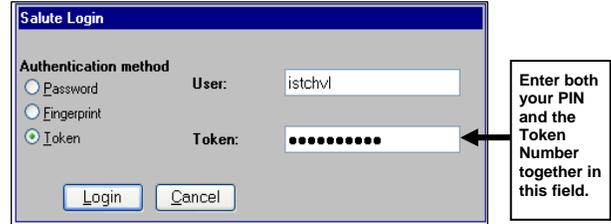
The NIMRS Home Page will display.

NORMAL LOGIN PROCEDURE

Use this procedure after you have created your PIN.
For normal login, you must have:

Your User ID, Your PIN Number, and Your Token.

From the Salute Login box:



Click the "Token" button under **Authentication method**.
Type your User ID (in lower case) in the **User** field.
Look at your token. If there are less than 3 timer bars showing, wait for the next number.
Type your PIN number followed by a new token number in the **Token** field.
Immediately Click on the **Login** button.

The **NimrsWeb** banner will display.



Click on the word "**NimrsWeb**."

The NIMRS Home Page will display.

**If You Have Any Problems With Login,
Call:**

(518) 474-5554

or E-mail:

helpdesk@omh.ny.gov

**Tell them that you are having a problem
with the "Salute Login."**