MyIntealth™ Entity User Guide:
Electronic Portfolio of International Credentials (EPIC)

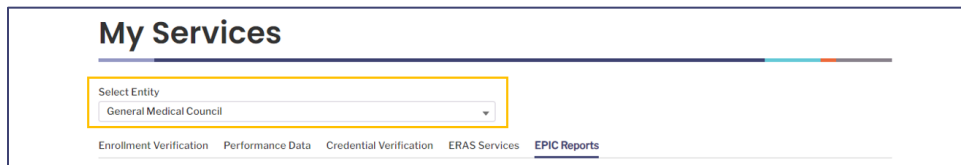# Table of Contents

1   Electronic Portfolio of International Credentials (EPIC)
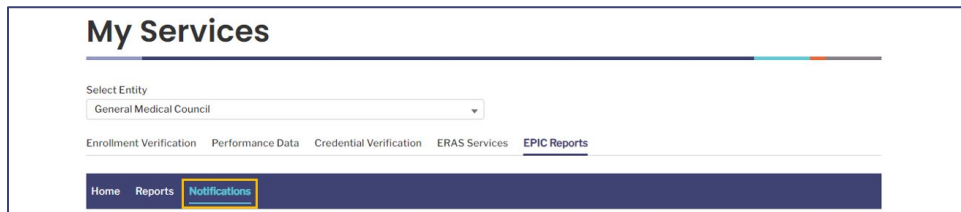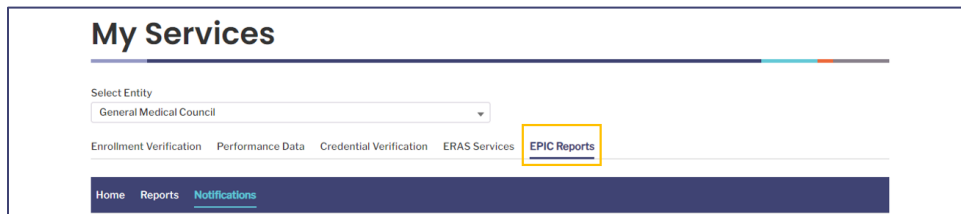
1.1   View EPIC Notifications

Step 1.   From the top banner of the **MyIntealth Entity Portal**, click **My Services**.
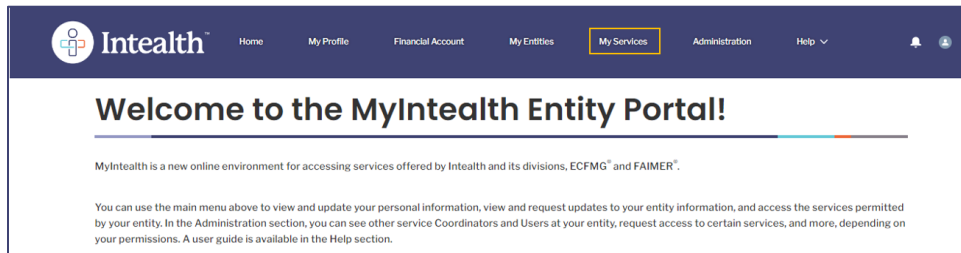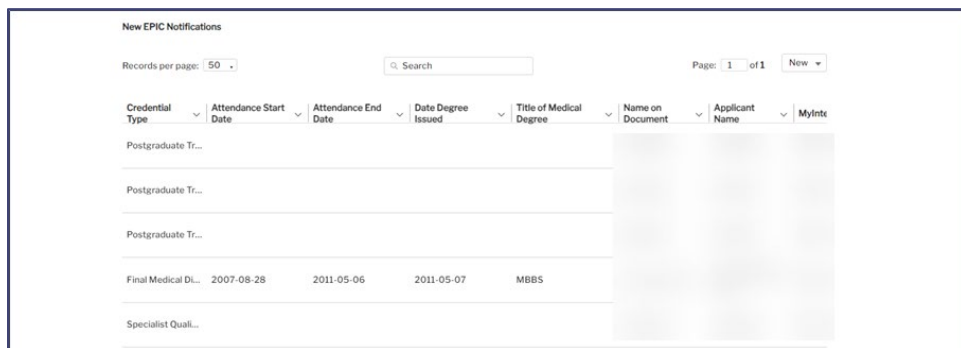

Step 2.   The **My Services** page appears. Select an Entity from the **Select Entity** drop-down menu.

Step 3.   Click the **EPIC Reports** tab, then click **Notifications**.
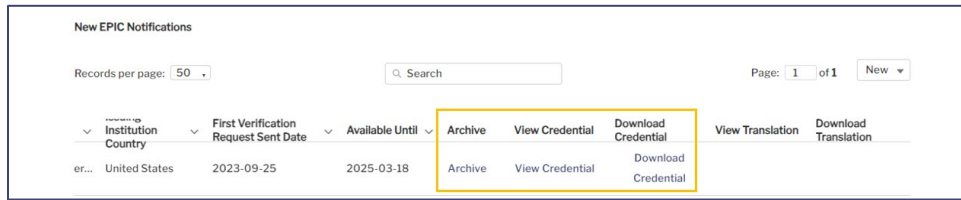

Step 4.   A list of **New EPIC Notifications** displays. Use the following instructions for a breakdown of options related to this page:

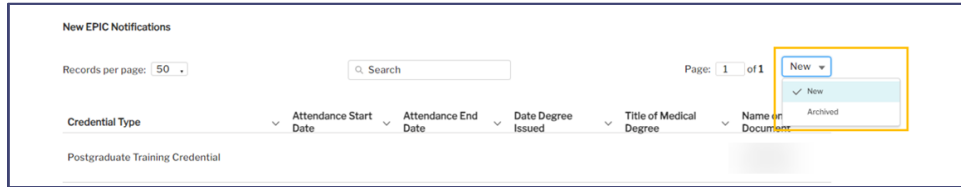
   a.   This list shows details about credential verification cases sent for verification to the

issuing institution *with* the Entity listed as the automatic **EPIC Report** recipient. These credentials can be viewed, downloaded, or archived.
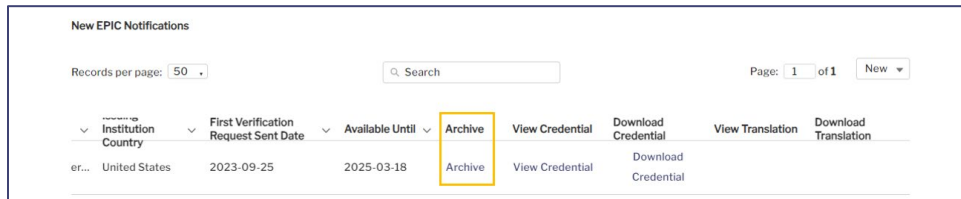

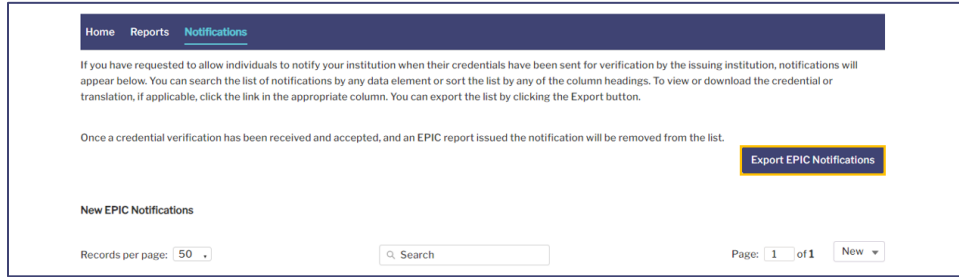b. Use the drop-down menu on the right side of the page to toggle between **New** and **Archived** lists.

c. Click **Archive** to move a notification from the **New EPIC Notifications** list to the **Archived** list.
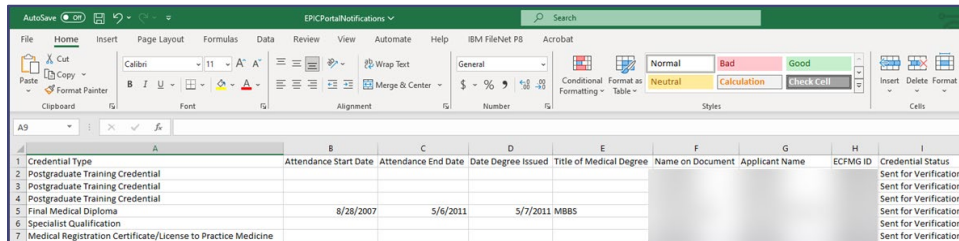
*Note: This action can also be undone by clicking **Unarchive** on the **Archived** list.*

d. Click **Export EPIC Notifications** to export the list of notifications.


(1) An Excel spreadsheet containing the **EPIC Notifications** list downloads to your local device.


e. After the **Credential Verification Case** is accepted and an **EPIC Report** is sent to the **Entity Portal**, the credential is removed from the **EPIC Notification** list.

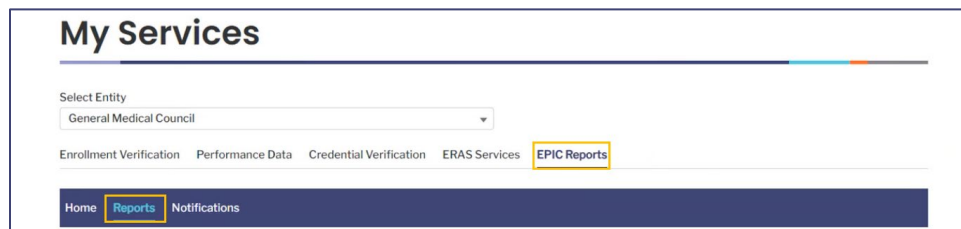## 1.2 Receive an EPIC Report – EPIC Partner Organization

Step 1. From the **MyIntealth Entity Portal**, in the top banner, click **My Services**.
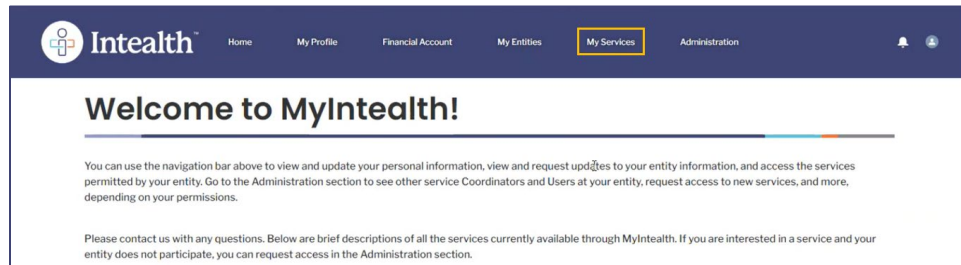
**Step 2.** The **My Services** page opens. Select an Entity from the **Select Entity** drop-down menu.
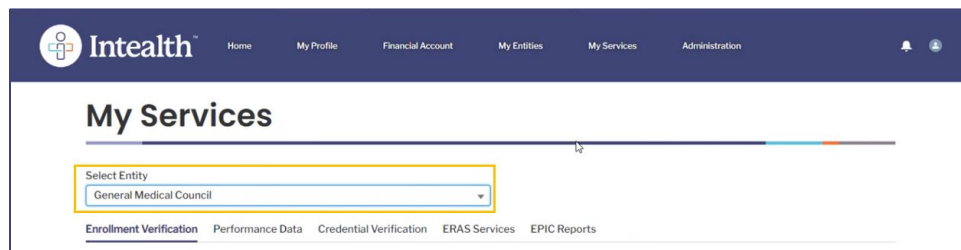
**Step 3.** Click the **EPIC Reports** tab, then click **Reports**.

Step 4. A list of **EPIC Reports** sent to the **EPIC Partner Organization** appears. Use the following instructions for a breakdown of options related to this page.

a. This list shows details about **EPIC Reports** sent to the **EPIC Partner Organization**. These **EPIC Reports** can be viewed, downloaded, and archived.

b. Use the drop-down menu on the right side of the page to toggle between **New** and **Archived** lists.
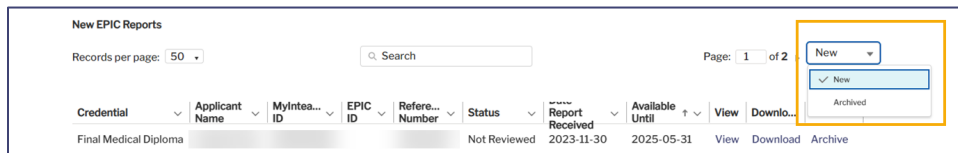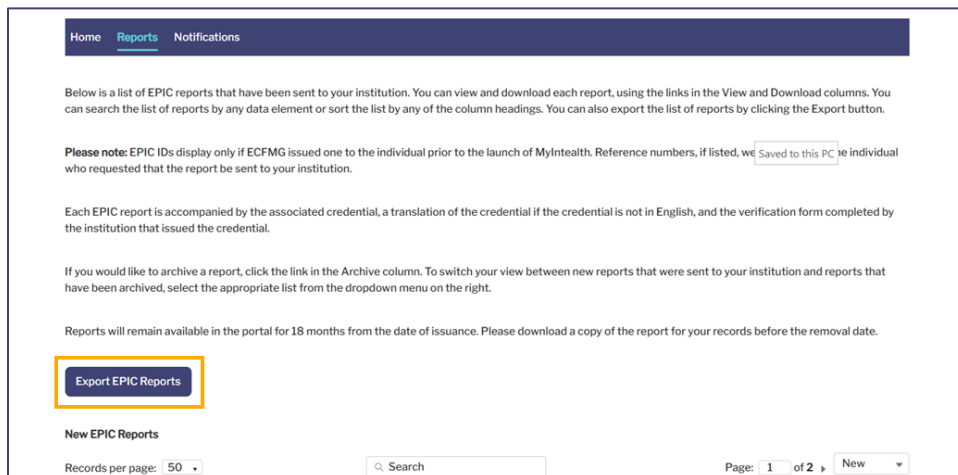
c. Click **Archive** to move an **EPIC Report** from the **New EPIC Reports** list to the **Archived** list.
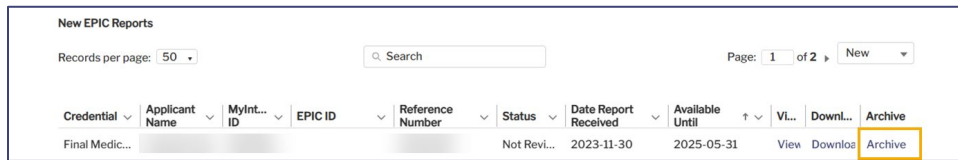
*NOTE: This action can also be undone by clicking **Unarchive** from the **Archived** list.*

d. Click **Export EPIC Reports** to export the list of reports.

(1) An Excel spreadsheet containing the **EPIC Reports** list downloads to your local device.

e. After the **Available Until** date elapses, the **EPIC Report** is removed from the **EPIC Reports** list.