



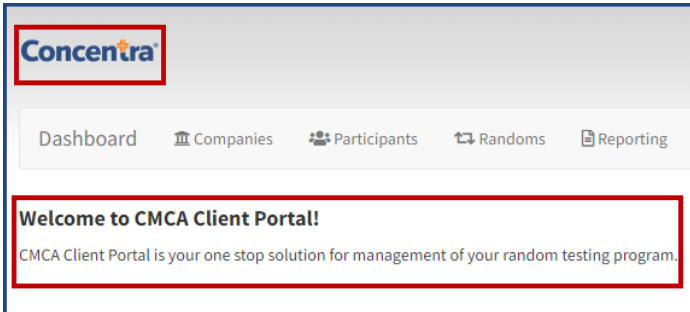
CMCA Client Portal Introduction – Quick Guide

CMCA Portal

With the CMCA Portal, you'll be able to easily find everything you need to manage your testing programs using a computer, tablet, or smartphone.

Using the CMCA Portal

Use the following steps to locate all the tools needed to manage your testing programs within the CMCA Portal from any web-enabled device.

Instructions	CMCA Screens
<p>Accessing CMCA</p> <p>Type cmca.concentra.com in your web browser to access the portal.</p>	
<p>Logging Into CMCA</p> <p>Log in with the email address and initial password provided in your portal invitation.</p> <p>The portal will prompt you to confirm the initial password and set a new one.</p> <p>Note: You can reset the password by clicking on the “forgot your password” link on the login page.</p>	
<p>The Dashboard</p> <p>You can view announcements or other important information on the portal Dashboard by clicking the Concentra banner at the top of the page.</p>	

Instructions	CMCA Screens
<p>The Companies Tab</p> <p>Click the Companies tab to manage participants and view information on random selection.</p>	
<p>The Reporting Tab</p> <p>Click the Reporting tab to generate reports or retrieve reports that have been sent to the user by the CMCA portal.</p>	
<p>The Test History Tab</p> <p>Click the Test History tab to view test results or download documents.</p>	
<p>Change Password or Logout</p> <p>Access the Welcome menu to update your password or to log out of CMCA.</p>	