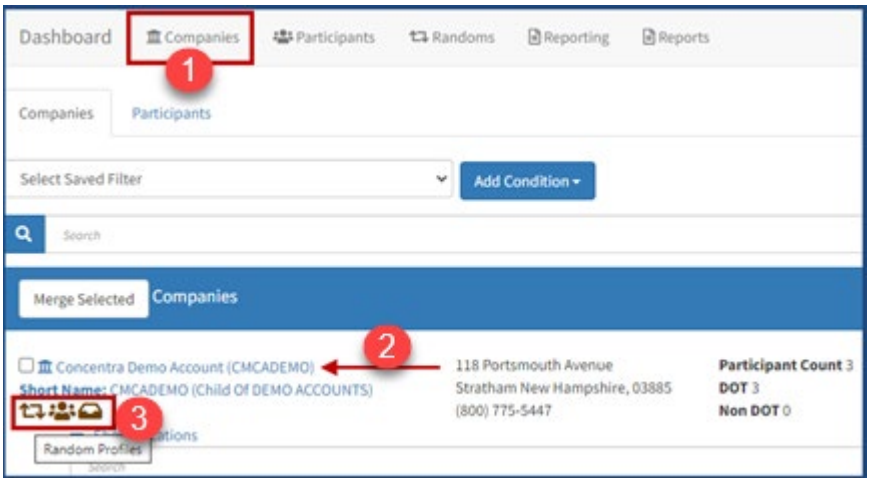
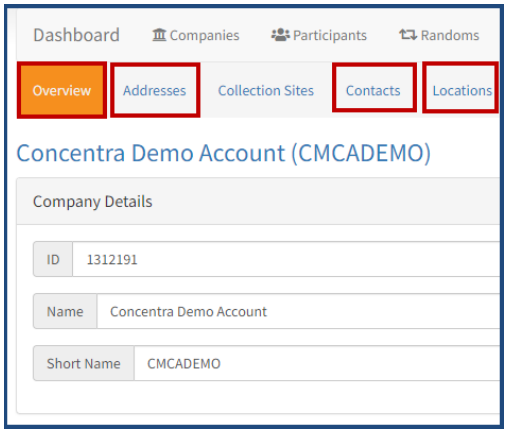
CMCA Companies Section Overview – Quick Guide

CMCA Companies Section

In the Companies section of the CMCA Portal, you can view details on participants, pending random selection, and other essential information. Depending on your organization, you may have one company page or different pages for company sub-divisions.

Using the CMCA Companies Section

Use the following instructions to view information on locations, results, random profiles, participant management, and document uploads.

Instructions	CMCA Screens
The Companies Tab 1 – Click the Companies tab to view a list of companies and applicable sub-divisions. 2 – Click the company name link to see a company overview page. 3 – Each icon listed will take you to different pages within the company record for Random Profiles, Participants, and Results.	
Company Overview The pages of a company include an overview, address, phone, and contacts. When applicable, the locations page displays sub-divisions of your organization, where each location has its participants, results, and other information.	

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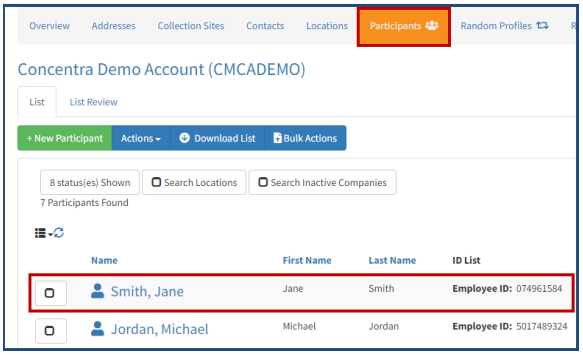
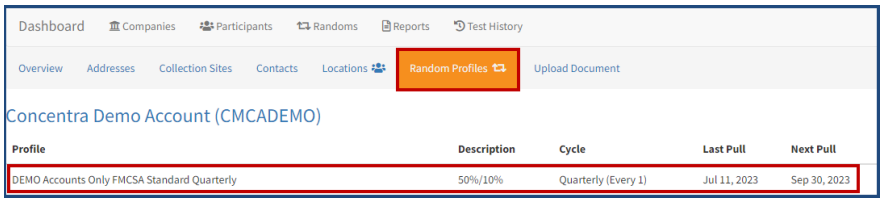
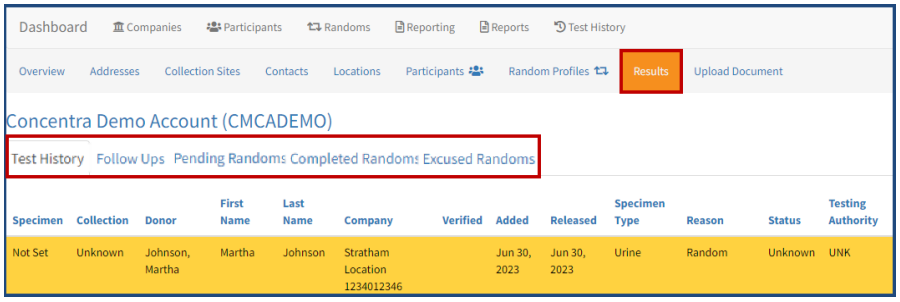
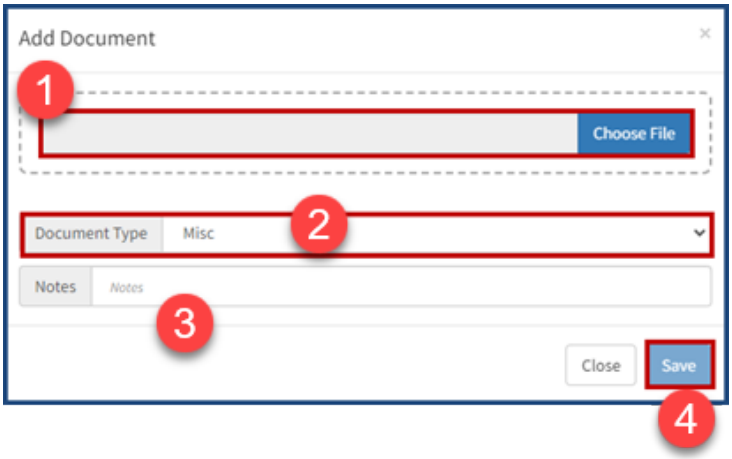
Instructions	CMCA Screens
Participants Page The Participants page is used to manage your roster and review details for individuals.	
Random Profiles Page The Random Profiles page lists any program your organization is active in and provides the dates for the most recent and next random selections.	
Results Page The Results page provides five tabs; Test History, Follow Ups, Pending Randoms, Completed Randoms and Excused Randoms.	
Upload Document Page The Upload Document page provides a way for you to upload documents to the Concentra Portal which are sent to the Concentra customer service team. 1. **Choose** your **file**. 2. Select a **Document Type**. 3. Add any applicable **Notes**. 4. Click **Save.**	

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