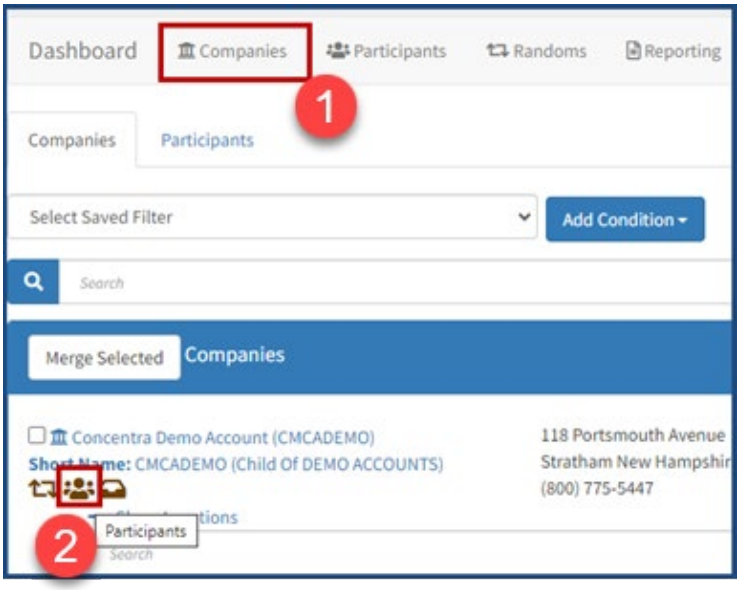
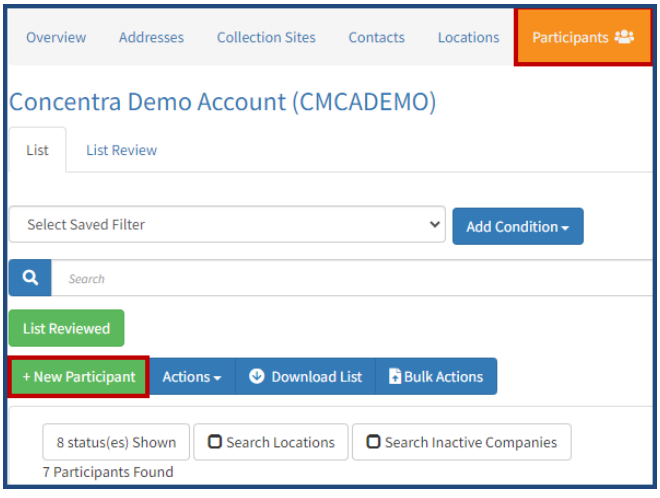
CMCA Random Selection Updating Participants – Quick Guide

Random Selection – Participants

The CMCA Portal helps you manage your organization's random selection program with features to add, update, and terminate members of your roster.

Random Selection – Adding, Updating, and Terminating a Participant

Use the following steps to add participants to the random selection pool within your companies and update their status on the list.

#	Instructions	CMCA Screens
1	Access the Participants page 1. Click the **Companies** tab. 2. Click the **Participants** icon.	
2	Click the **+ New Participant** button to create a new participant.	

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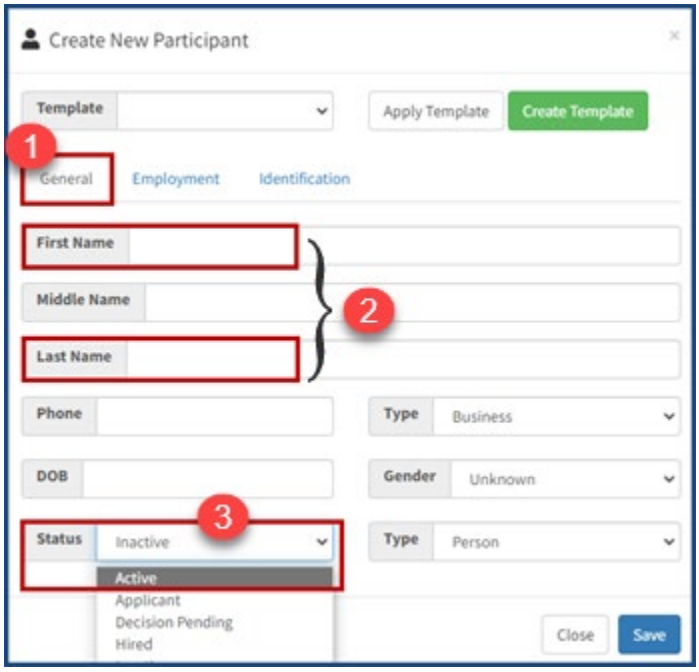
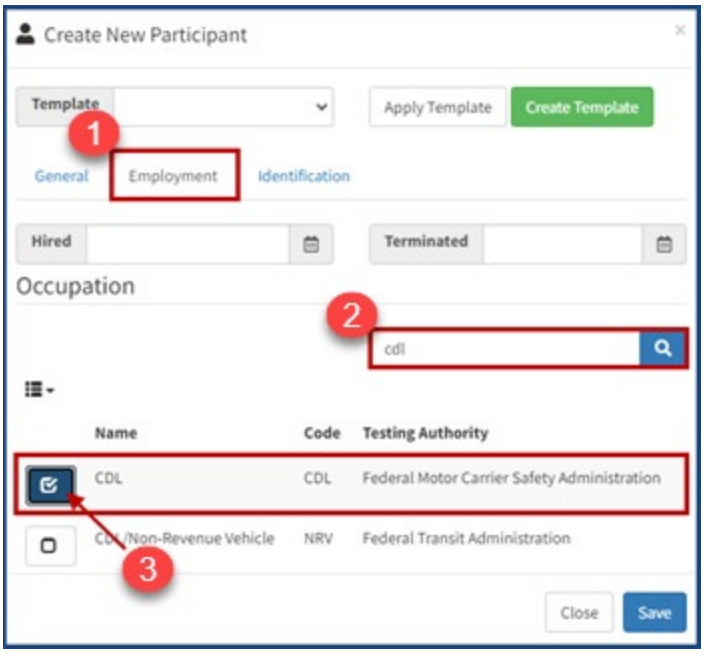
#	Instructions	CMCA Screens
3	Complete the Create New Participant fields 1. Click the **General** tab. 2. Enter the new participant's **First** and **Last Name**. 3. Select the new participant's **Status**. **Note:** Only participants with an active status will be eligible for selection.	
4	Add a Job Title 1. Click the **Employment** tab. 2. Complete a search for the participant's **Occupation.** 3. Click the checkbox next to the occupation name to select the employment type. **Note:** For DOT-covered employees, the employment assignment is how the participant is categorized for DOT reporting.	

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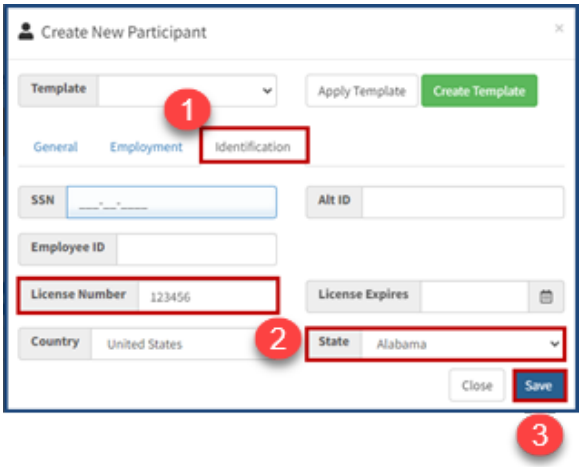
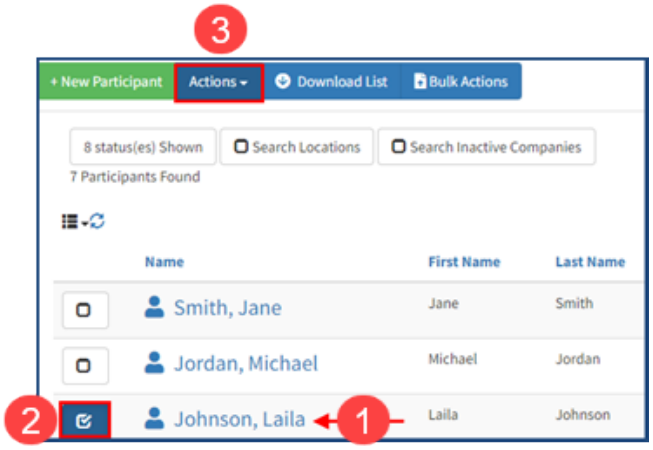
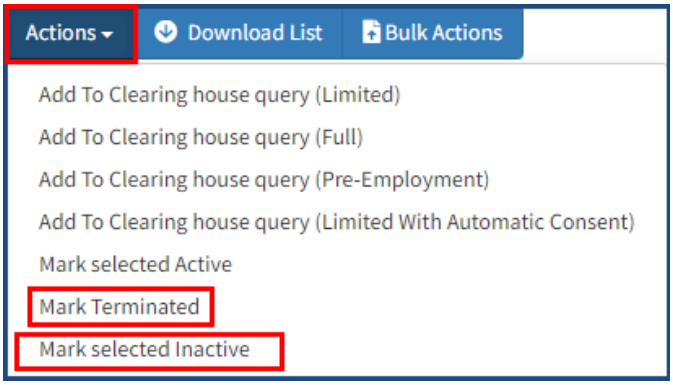
#	Instructions	CMCA Screens
5	Enter ID Text 1. Click the **Identification** tab. 2. Enter all data for the selected ID type. 3. Click **Save** to add the new participant.	
6	Remove a Participant from the Roster 1. Search for the Participant to modify. 2. Click the checkbox next to their name. 3. Click the **Actions** button.	
7	Select **Mark Terminated** or **Mark selected Inactive** to update the selected participant(s). **Note**: Each selection will give you a separate confirmation box and may require additional details like the termination date before the status can be updated.	

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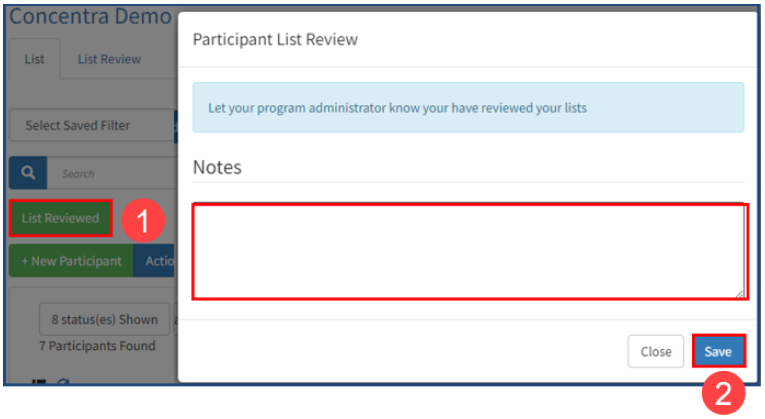
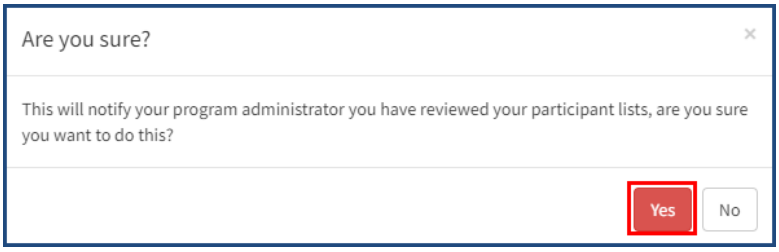
#	Instructions	CMCA Screens
8	Provide List Feedback 1. Select the **List Reviewed** button to provide feedback to Concentra after you have finished updating the roster. 2. Click **Save**.	
9	Click **Yes** to notify the program administrator you have reviewed your participant lists.	

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