# Contracted Providers / Vendors

# *Accessing the ACBH Network For Completing Various eForms*

**Mission Statement:**
To maximize the recovery, resilience and wellness of all eligible Alameda County residents who are developing or experience a serious mental health, alcohol or drug concern.

Created by:
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# Electronic Form Requests (E-Forms)

E-Forms are secure web based data entry forms that are similar to PDF forms but are accessed via your web browser (Google Chrome).  E-Forms are dynamically created and can change based upon the input of the user.  Once the E-Form is submitted, the form is automatically emailed to the IS Help Desk or Other Departments for processing (no faxing or manual emailing is required).

# Accessing E-Forms (Providers / Contractors)

Approved Providers (Community Based Organizations) and Contractors can access the various E-Forms via the Microsoft MyApps Web Portal.

The Microsoft MyApps solution replaces the Citrix connection for all Providers and Alameda County employees.  In order to use the MyApps solution with Alameda County, you must have previously been issued a username to access MyApps.  The MyApps solution is a two-factor authentication method for providers to connect into the Clinicians Gateway EHR, the SmartCare billing system or any of the eForms.  Each organization needs to have at least one or more individuals with access rights.
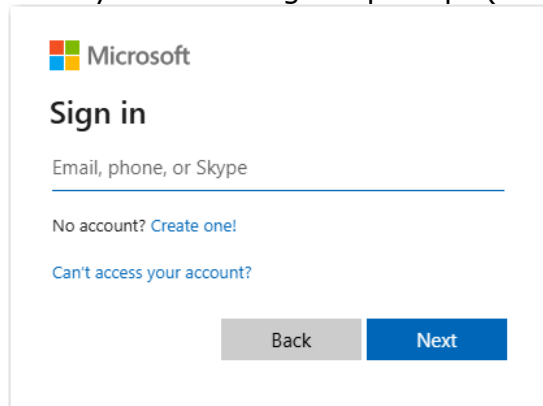
Note: If you do not have a MyApps username please email "ACHSupport@acgov.org" or contact 510.817.0076.
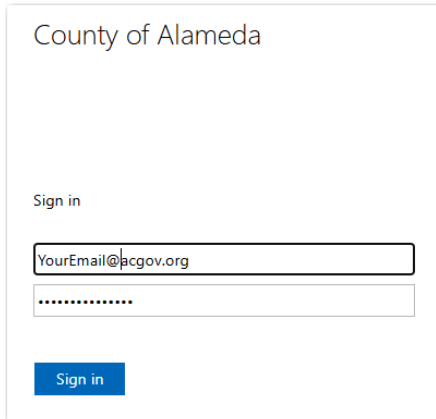
# MyApps Login Process:

1. Open a browser page, Edge (recommended) or Chrome and navigate to "MyApplications.Microsoft.com"
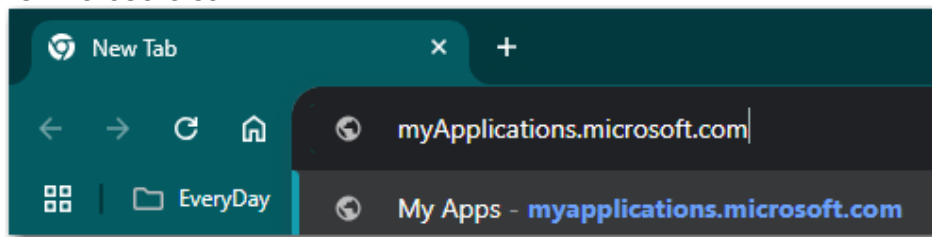


2. Enter the Username provided to you at the Sign in prompt (then click Next).

3. Enter the Password issued for this account (or the one you already set) and then select the Sign In button.



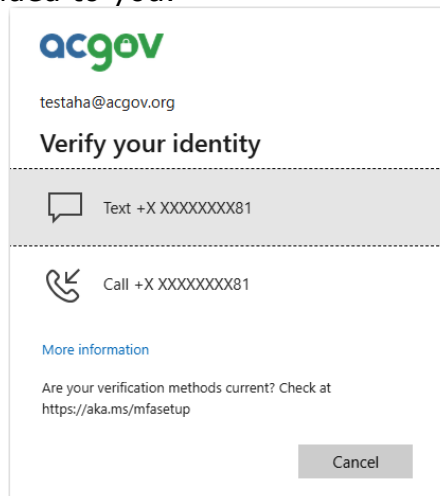4. At the Verify your Identity prompt, select your method of verification and then key in the code provided to you.
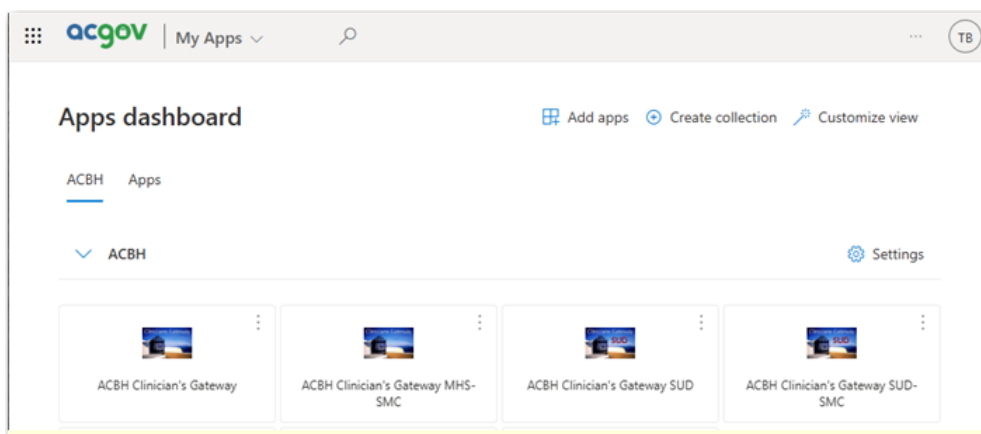


5. Once logged in, you will be displayed with the Alameda County MyApps Dashboard to make your selection. Select the ACBH Provider eForms link.
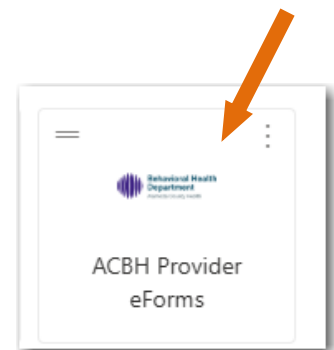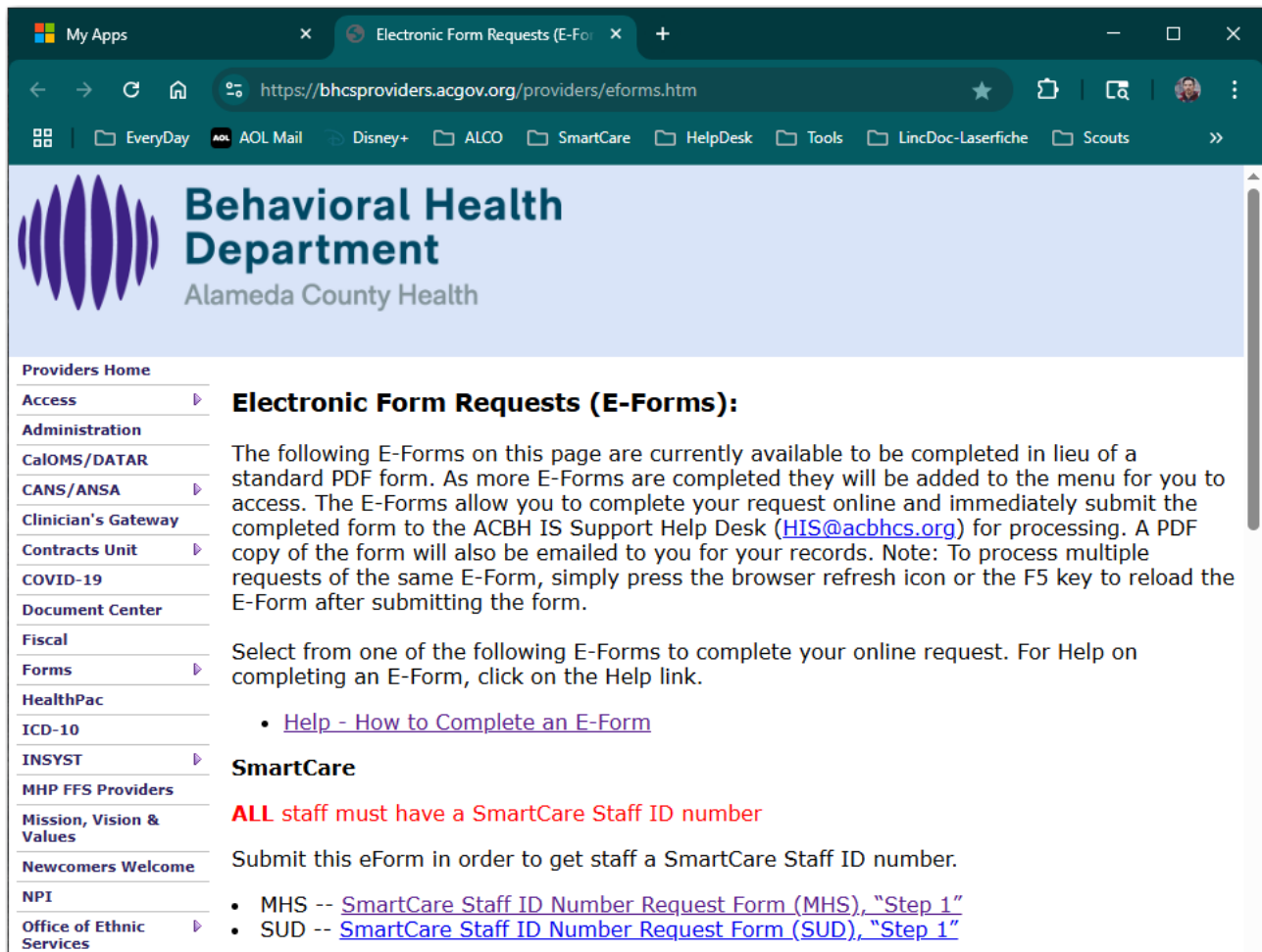
1. The ACBH Provider eForms link will load the "***Electronic Forms Request***" page.
2. The E-Forms page contains various online forms that can be completed online.
3. Select the appropriate eform from the page to complete.

# APPENDIX

# How to Get a Network Account to Access eForms

In order to access the Alameda County network, the user must have been first granted access to the network and issued a Username.  This is done by completing the Network Access request form that is located on the providers website.

**https://bhcsproviders.acgov.org/providers/Forms/Forms.htm**





[Network Access Request Form](#) (fillable PDF)