

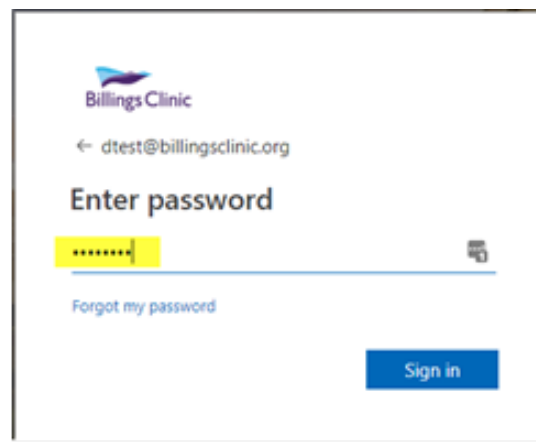
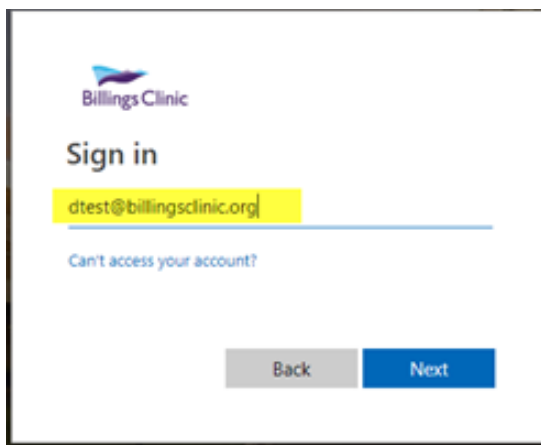
Non-Employed Providers and Care Teams

At this time, when accessing the Cerner applications such as PowerChart, through BillingsClinicConnect, you will need to use your standard Billings Clinic user name and password. For example, **employed physician** Bob Smith's login would be bsmith@billingsclinic.org. Note: for common names, you might have a number after your name, i.e. bsmith3@billingsclinic.org. For **non-employed** provider, Brett Williams, who previously accessed the system using login willib14, will now access using the login bwilliams14@billingsclinic.org.

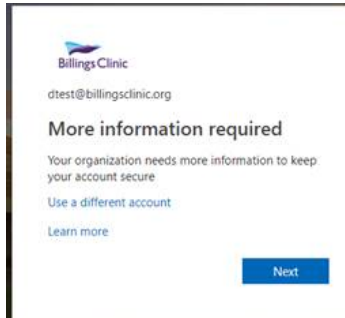
- Type in the website address <https://www.billingsclinic.com/connect/>
- Select the CIS Application



1. Enter your standard user name and password. Your user name will be, first initial, last name, a number if relevant @billingsclinic.org. For example, bwilliams14@billingsclinic.org.



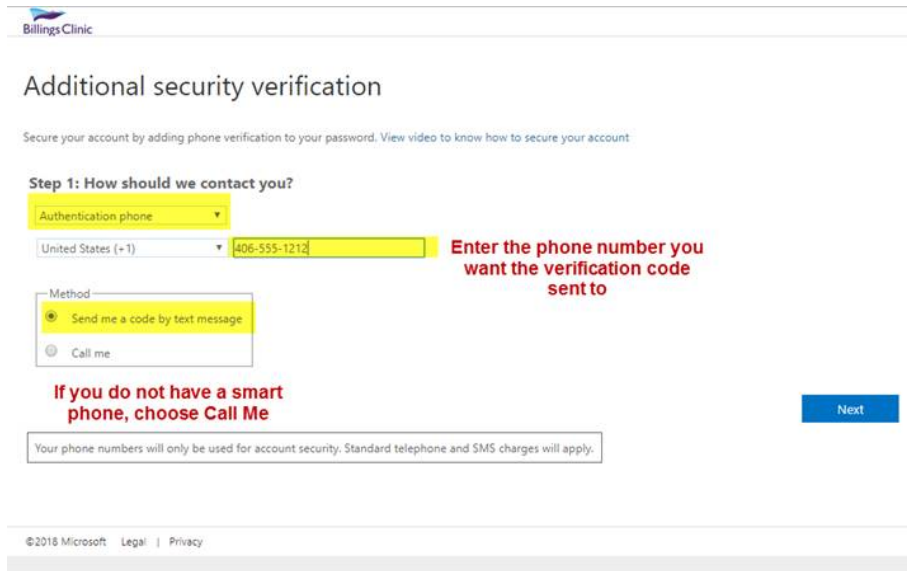
2. If MFA is not set up, you will see this window, click Next



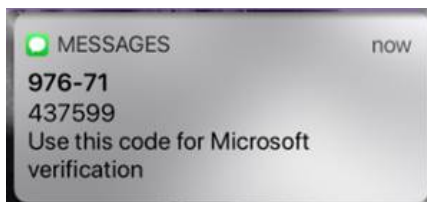
3. Enter the information highlighted in **Yellow**.

- In this example, you are setting it up to send you a verification code that you will need to enter before you can access Cerner.
- If you do not have a smart phone or choose not to send the code to a smart phone, you can enter a phone to be called where you will receive a verbal verification code.

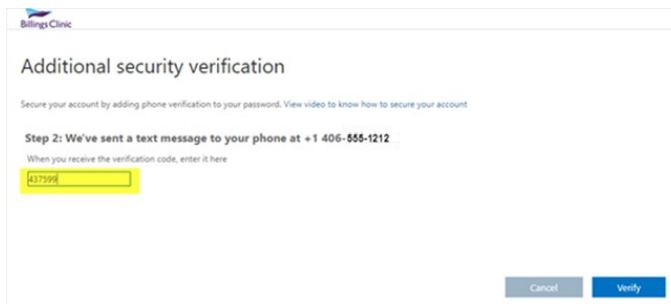
4. Click Next.



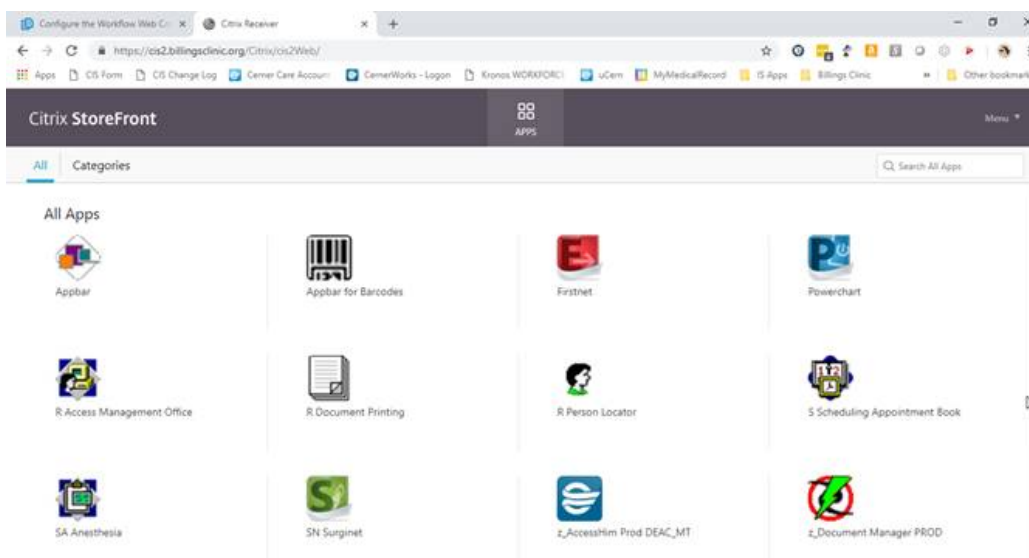
5. On your phone, you will get the following notification:



6. Type this number in the box on the screen and click Verify.



7. After the code is accepted, click Verify to complete the Verification process.
8. You will now be directed to the Cerner icons page.



9. For subsequent log ins, you will only need to input the code that is sent or called to your phone.

