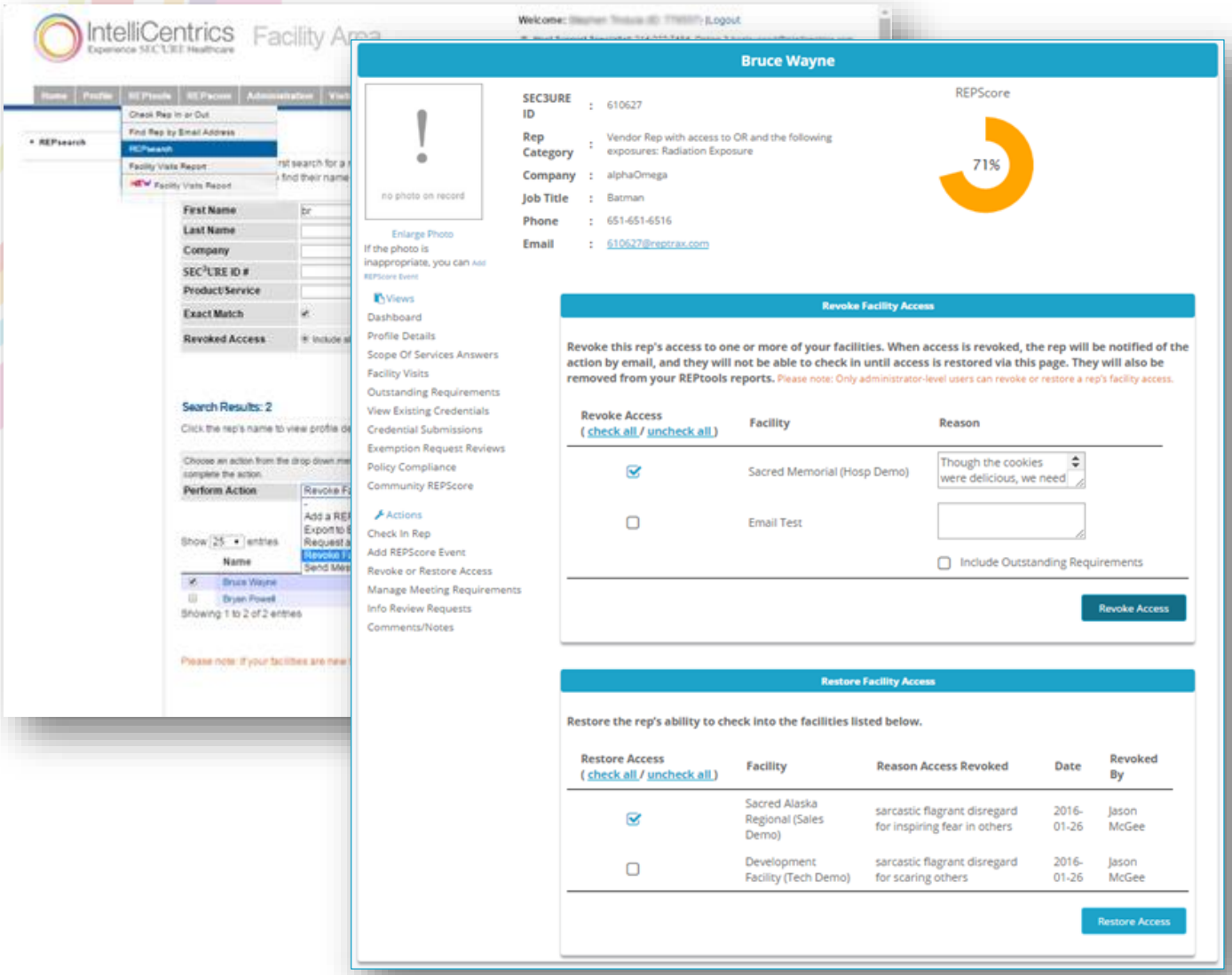
Facility Users/Administrators: Revoke and Restore HCIR / Vendor Rep Facility Access

Look under: **REPtools** tab → **REPsearch** → **HCIR/REP Dashboard** → **Revoke** or **Restore Access**

From the HCIR/Vendors Dashboard – Actions → Revoke or Restore Access → Select the box to the left of your facility → provide a reason → Revoke access

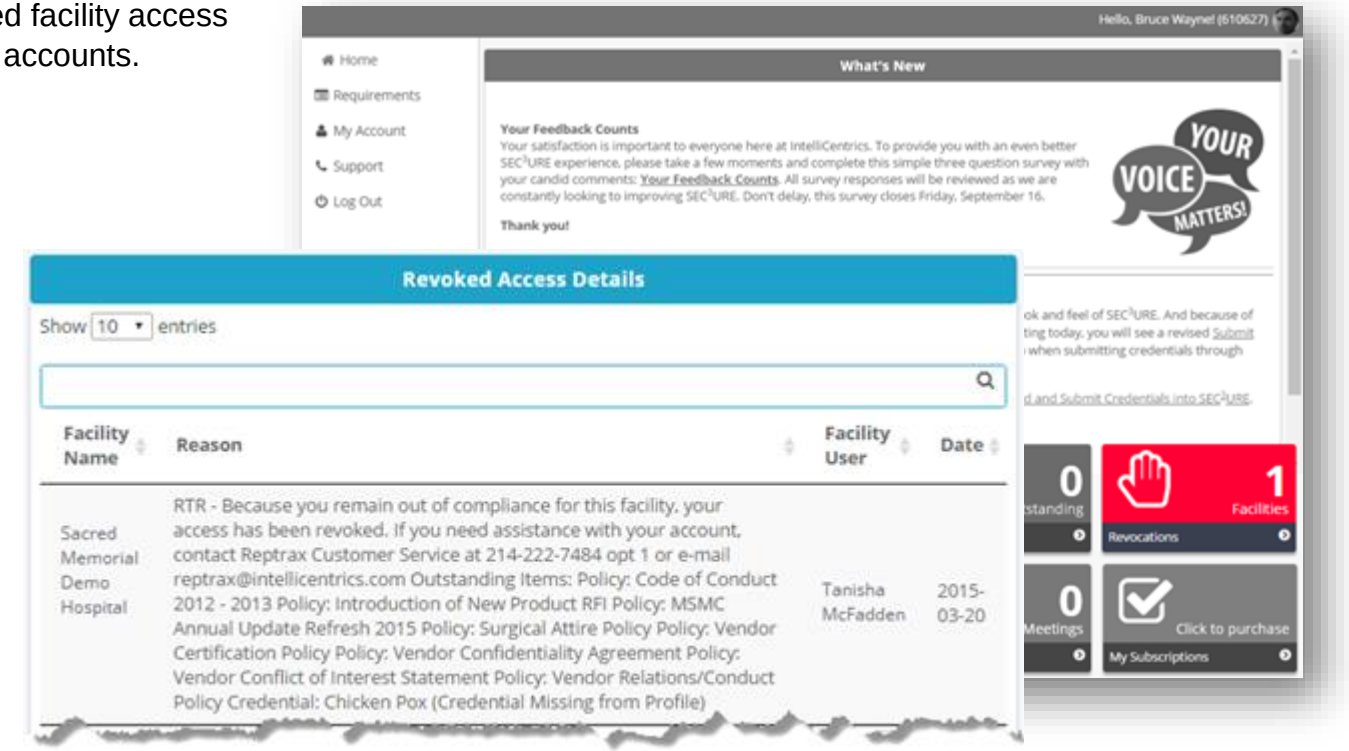
The account holder will receive an automated email informing them of the revocation or restoration detailing who completed the revocation and why.

To **Restore Facility Access**: From the HCIR/Vendors Actions → Revoke or Restore the box to the left of the facilities access

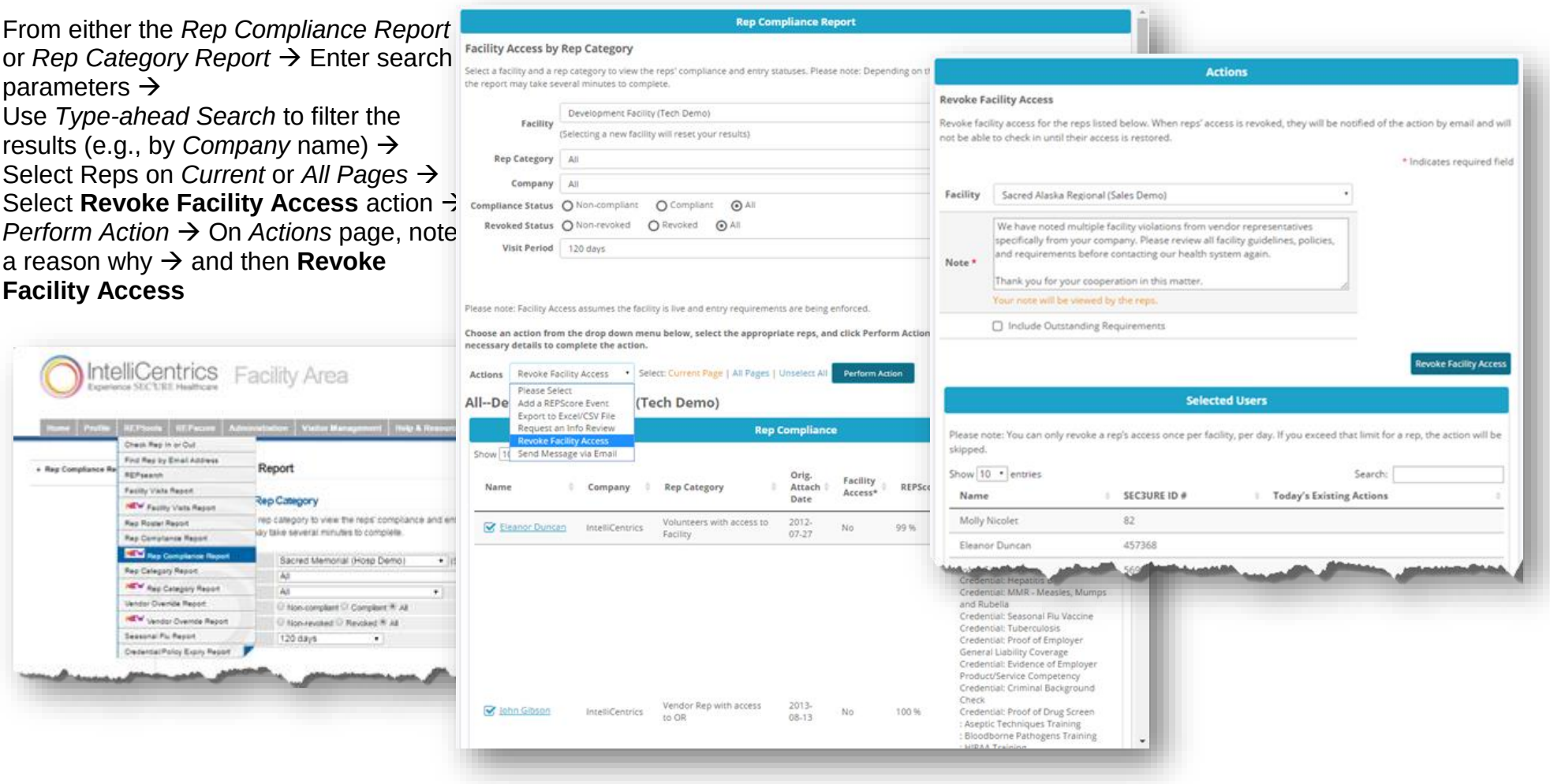


HCIRs / Reps who have had facility access revoked will need to contact facility staff directly to address the reason access was restricted and then request to be re-allowed entry. They will not be able to sign into the facility until they do so.

HCIRs / Reps will also see revoked facility access when they log into their SEC³URE accounts.



Facility Users/Administrators: Revoke and Restore Facility Access for Many HCIRs / Reps

Look under: **REPtools** tab → **Rep Compliance Report** → **[Search]**
→ Select Actions: **Revoke Facility Access** or **Restore Facility Access**

From either the *Rep Compliance Report* or *Rep Category Report* → Enter search parameters →
Use *Type-ahead Search* to filter the results (e.g., by *Company* name) →
Select Reps on *Current* or *All Pages* →
Select **Revoke Facility Access** action →
Perform Action → On *Actions* page, note a reason why → and then **Revoke Facility Access**