

EvaluationWeb E-Authentication for New Users

Step 1

- Complete "The User Agreement Form", "Add/Edit Account Form", and read the "Rules of Behavior" document found at EvaluationWeb Forms (<https://www.health.state.mn.us/diseases/hiv/partners/evalweb/forms.html>).
- Fax both completed forms to 1-800-298-3775 Attn: Tina Klein.

Step 2

- Request e-authentication via email to PEBEauthentication@cdc.gov or to Lourdes Gordillo at HKQ7@CDC.gov. Include your name, provider agency, email address, phone number, and jurisdiction (Minnesota).
- Receive a reply email from SAMS and register using the link, username, and password within 30 days of receiving the invitation.

Step 3

- Verify your identity, by accessing two forms of valid ID (Driver's License, US Passport, Work ID with Photo, US Military ID, Passport Card). Additional verification materials may be required as outlined in the form.
- Notarize or proof the identity verification form from SAMS by a Designated Proofing Agent. Tina Klein is a proofing agent and can assist you if needed.
- Submit the forms as a single PDF to SAMS via the link included in the email sent with the ID forms or fax to: 877-681-2899

Step 4

- Lourdes receives notification of proofing and approves you in SAMS. This will trigger SAMS to email with approval information. Lourdes will contact Luther Consulting to set up access in EvaluationWeb.
- Contact Luther Consulting Help Desk to set up access to EvaluationWeb once you hear from Lourdes.

Step 5

- Contact the SAMS Help Desk if you have not received the grid card from SAMS within 10 days of e-authentication.
- Inform Luther Consulting that you received your grid card and need your account activated by calling 866-517-6570:
- Log in to EvaluationWeb through the SAMS page.

Step 6

- Contact Quay Catalpa for additional training and support as needed.
- Celebrate! You did it!

Contact Information

Center for Disease Prevention and Control

- Lourdes Gordillo: HKQ7@cdc.gov, phone: 404-639-1937
- SAMS Help Desk: samshelp@cdc.gov, phone: 877-681-2901, fax: 877-681-2899
- Proofing Authority: Centers for Disease Control and Prevention, Attn: Proofing Authority, 1600 Clifton Road, MS K-94, Atlanta, GA 30333

Luther Consulting

- Help Desk: help@lutherconsulting.com, phone: 866-517-6570, help.lutherconsulting.com

Minnesota Department of Health

- Quay Catalpa: quay.catalpa@state.mn.us, phone: 651-201-5286
- Tina Klein: Tina.klein@state.mn.us, phone: 651-201-4022, fax: 1-800-298-3775
- MN EvaluationWeb Help Desk: health.cwpems@state.mn.us

Minnesota Department of Health
STD/HIV/TB Section
651-201-5414
www.health.state.mn.us

10/3/2019

To obtain this information in a different format, call: 651-201-5414.