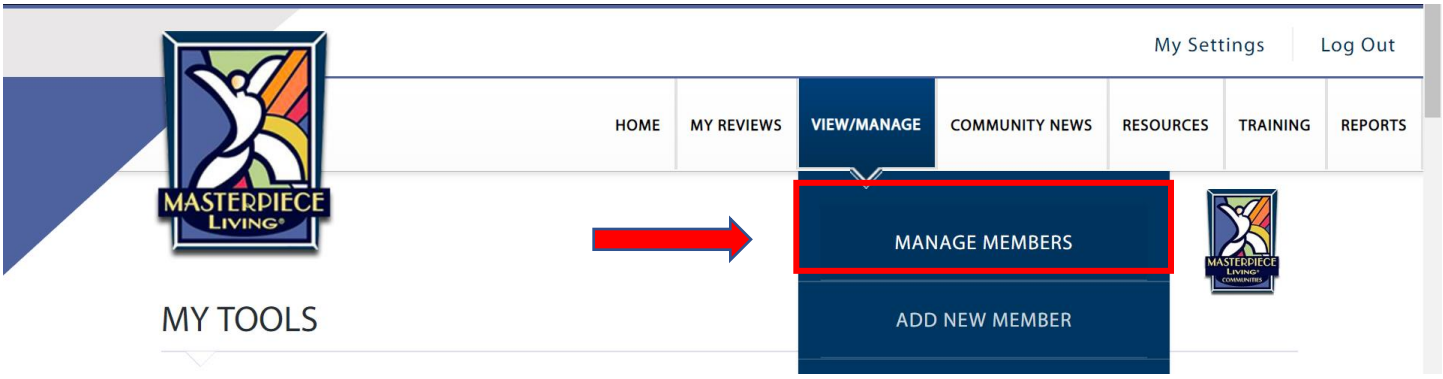
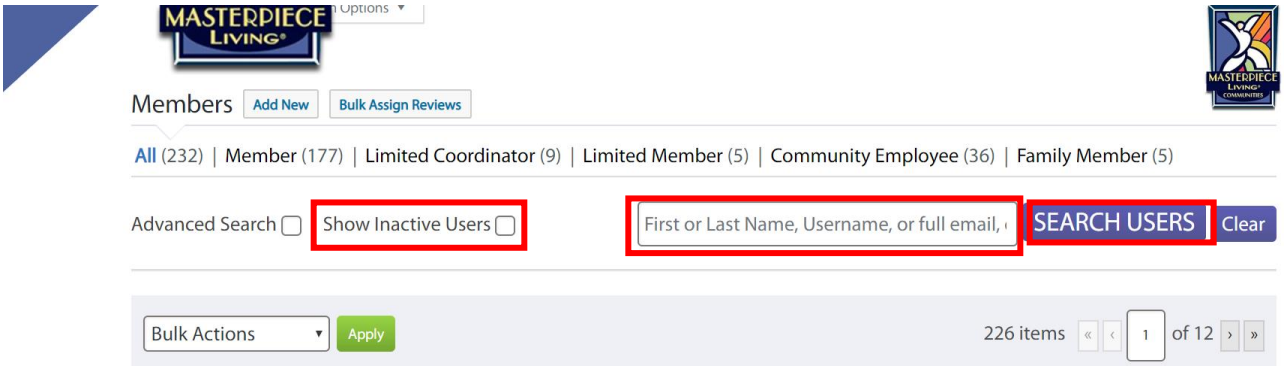
Coordinator's Guide to Creating User Accounts

If creating several accounts, please contact your Partnership Specialist

1. Use Google Chrome as your Browser and visit https://mymasterpieceliving.com
2. Click LOGIN to expand Login box
3. Use your credentials to login (contact MPL Partnership Specialist if you need your username/password
4. Hover over VIEW/MANAGE
5. Click on MANAGE MEMBERS

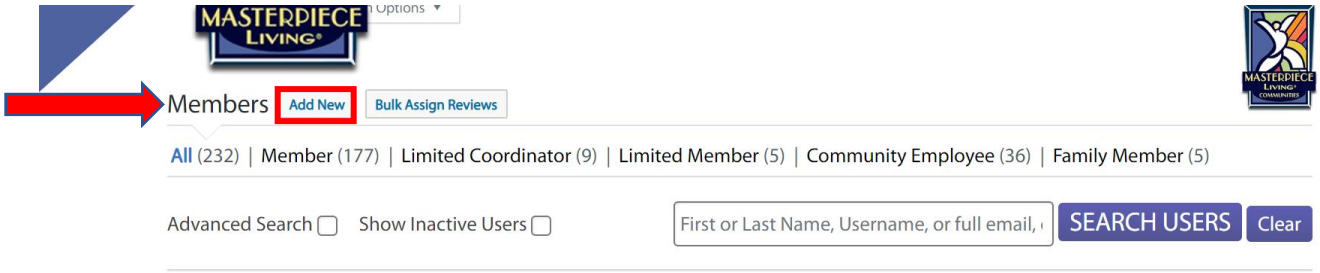


6. Search first to ensure the person is not already in the system.
   a. Enter their first **or** last name in the search bar
   b. Click the box Show Inactive Users
   c. Click SEARCH USERS



*** If user found or inactive (highlighted pink) refer to **Entering Review Data** Guide***

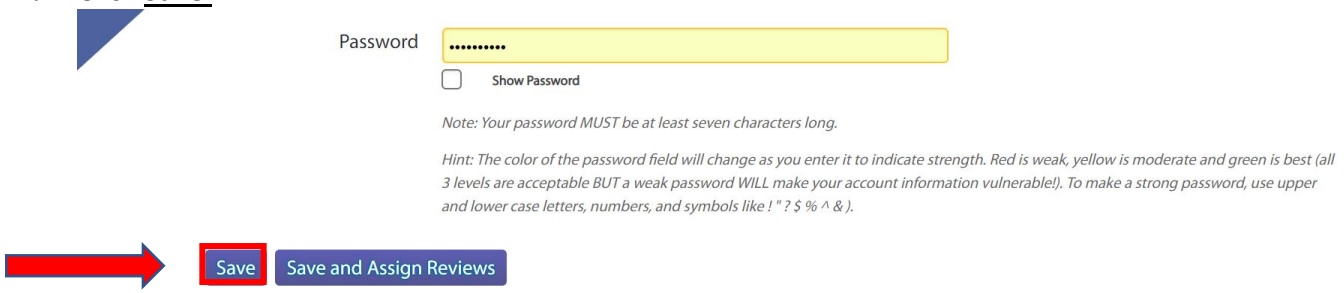
7. If not in the system, Click on Add New



8. Enter all required fields (*)
    a. Username can be the person's real email or in a fake email form (bob@noemail.com)
    b. *DOB* is very important for accurate data.
        i. *If you don't have their DOB, postpone data entry until you have it.*
    c. Leave the *User Coordinator* field blank to default to your main point of contact for MPL. Alternatively, if you would like to assign a different person (for example, the main point of contact in AL, then select that person's name in the drop down).

    d. Use same password for each resident

9. Click Save



Note: The applicable Reviews will be automatically assigned