



Health Services using the Clinical Information System (CIS) **MMEx** will need to add Security Token information for the Health Data Portal to their MMEx account's Administration section in order to link it to the Portal. This Security Token was issued to your practice by the Department of Health when you registered for nKPI reporting.



A Security Token is a device that is used in order to obtain access to an electronic or digital system. The Security Token is used in addition to your password, and can be thought of like an electronic key. The Security Token will connect MMEx to the Portal.

To enter Portal security token information into MMEx:

1. An *Organisation Administrator* can navigate to the MMEx Organisation Centre / Users tab
2. Modify the *User* who will be submitting the nKPI / OSR reports to the DoH Portal and scroll down to the bottom of the page to enter the Security Token in the "Security token..." field.

### User Administration

Users Settings Connect

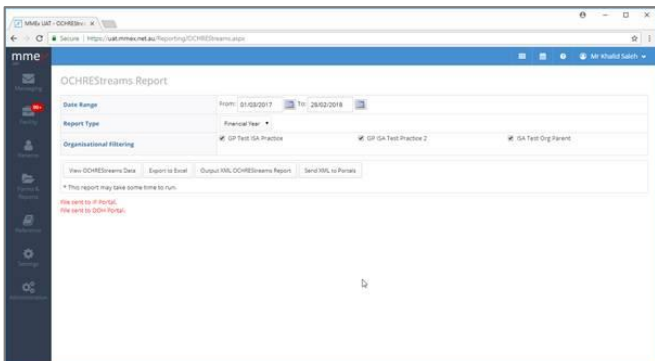
Security token to send file to DoH Portal

OK Cancel

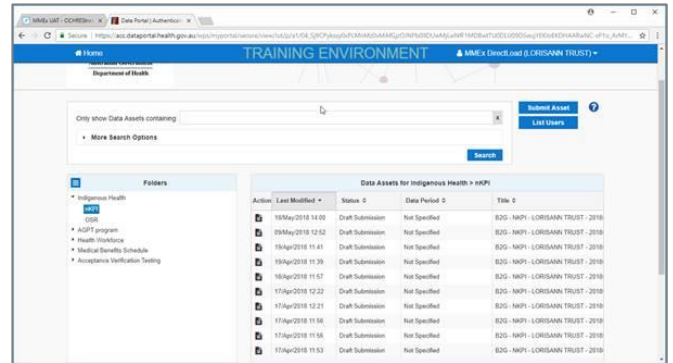
3. Click the **OK** button.

Alternatively, please contact the [MMEx Helpdesk](#) for assistance.

Once you have added the Security Token details, a confirmation of this is sent to the Health Data Portal.



A transmission of your inputted Security Token details is received by the Portal.



You have now successfully connected MMEx to the Health Data Portal by entering in the Security Token information provided.