

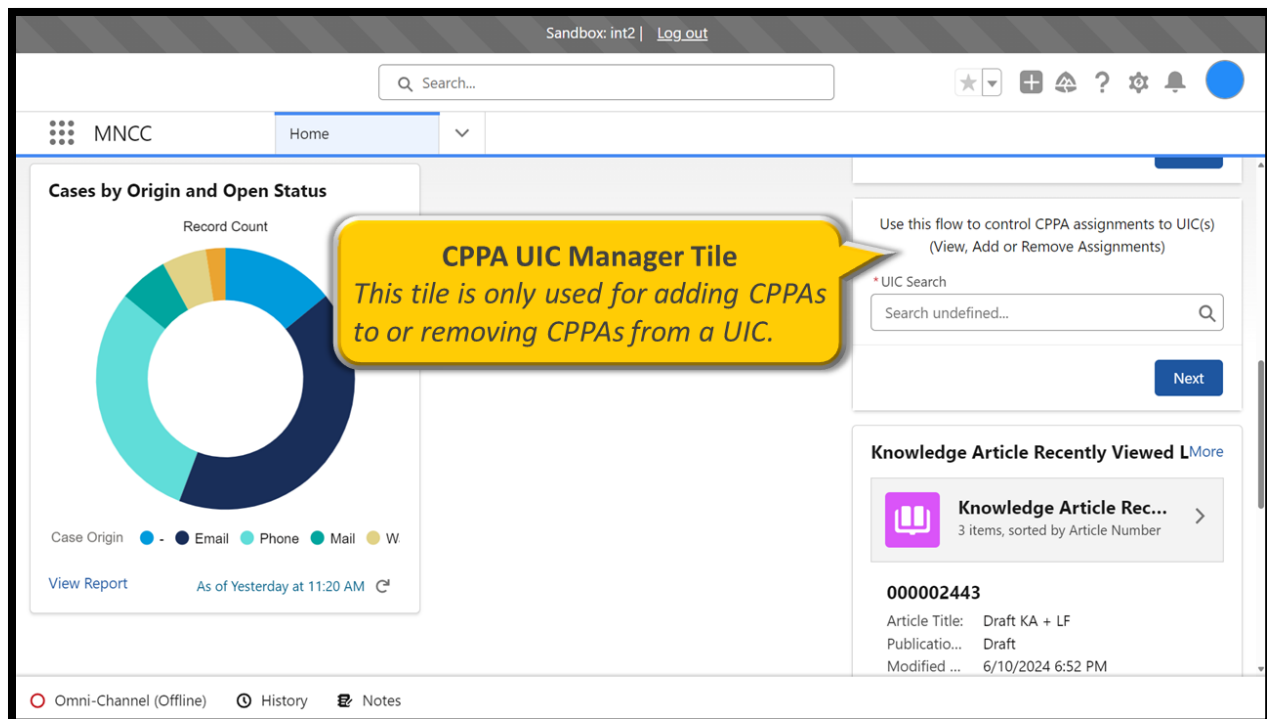
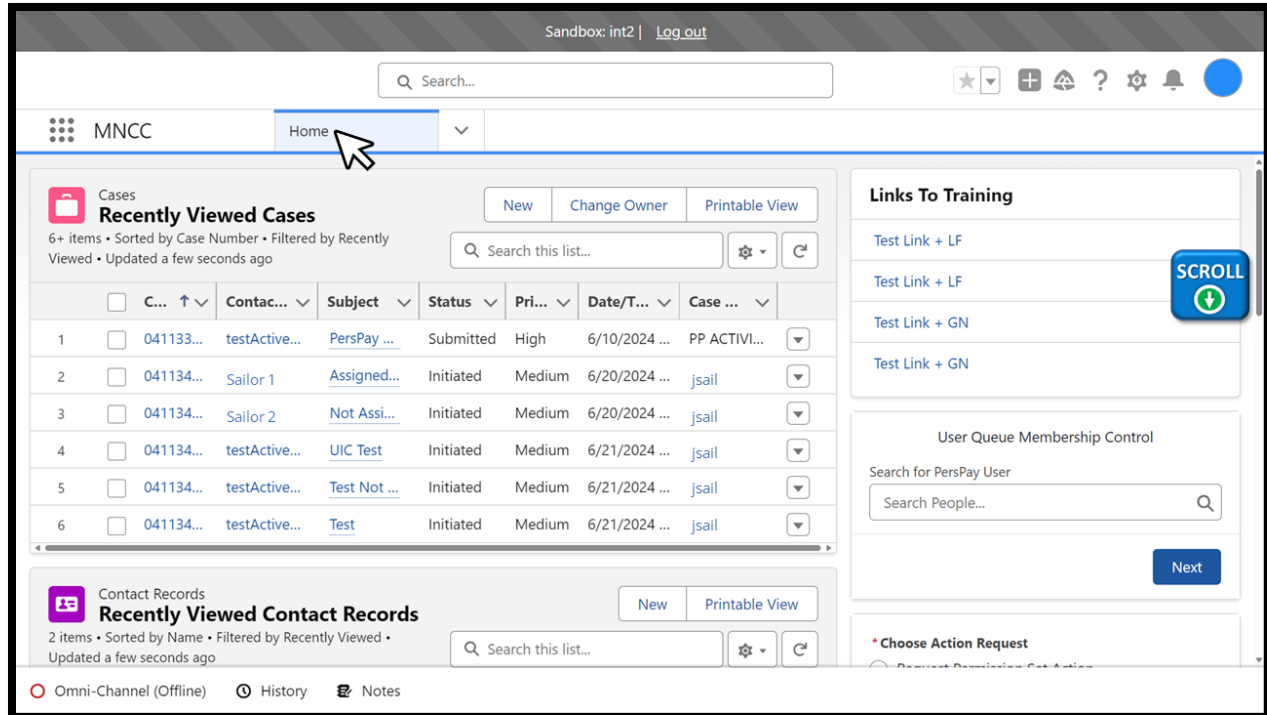


Control UIC Case Team Membership

PersPay Coordinators can control UIC Case Team Membership for each UIC from the CPPA UIC Manager Tile on the MNCC Home page. Use the following steps to View, Add, or Remove assigned CPPAs in a UIC.

Navigate to the CPPA Assignments Tile

Step 1: On the MNCC Home page, scroll down to locate the CPPA UIC Manager Tile.

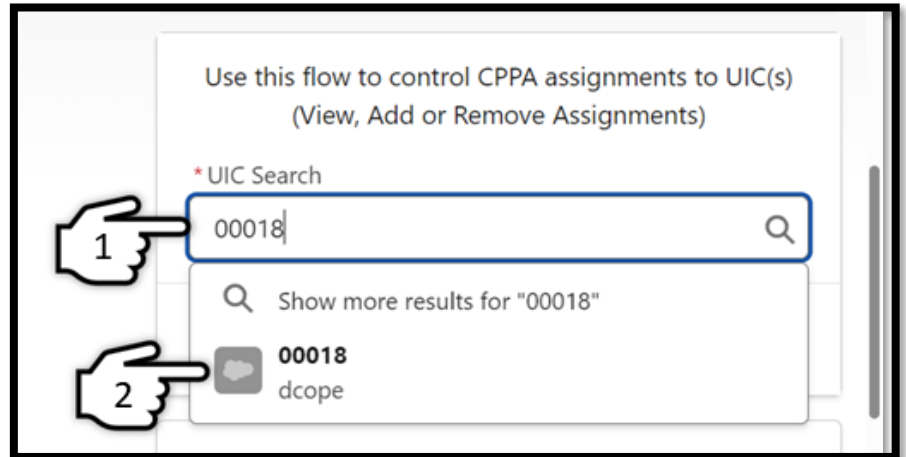




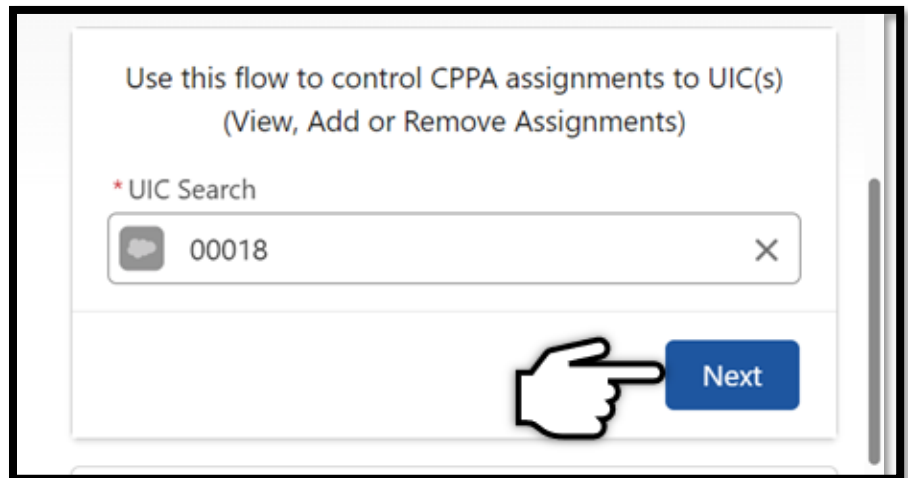
Control UIC Case Team Membership

Perform a UIC Search

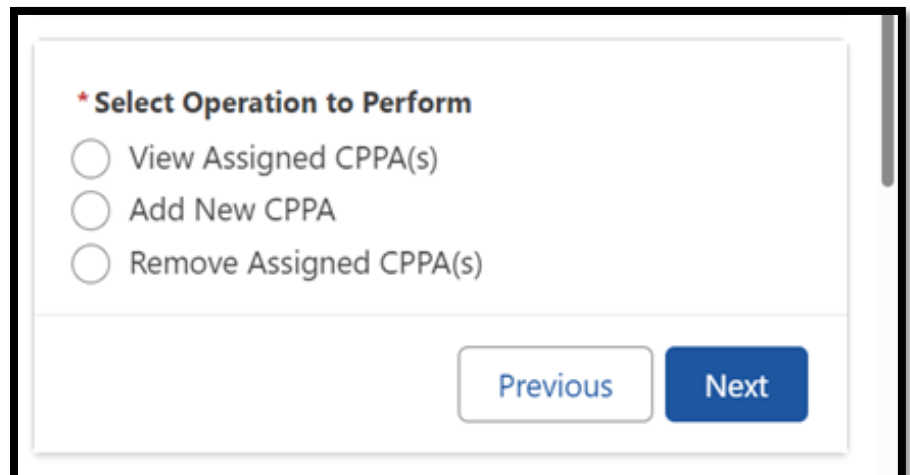
Step 1: Enter a UIC in the UIC Search **Field**, then select the **UIC** from the list of options.



Step 2: Click **Next**.



A list of options displays.
Continue to page 3 for next steps.

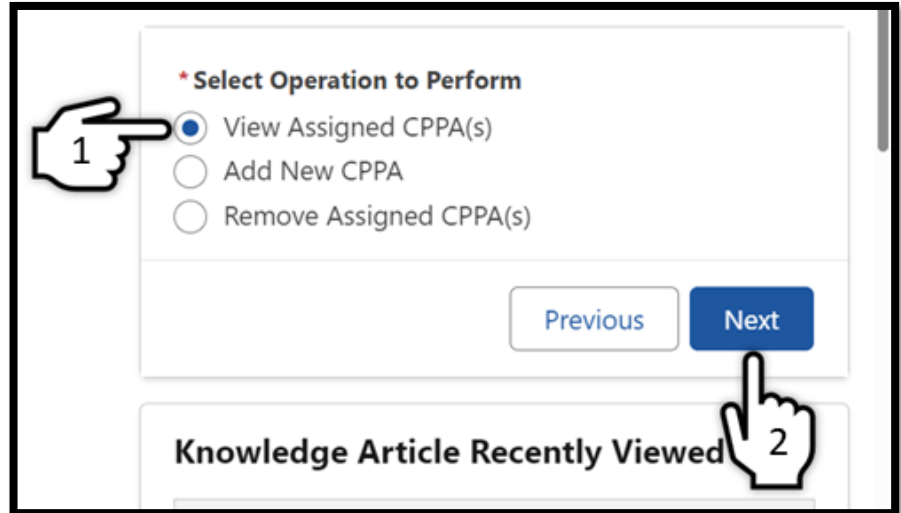




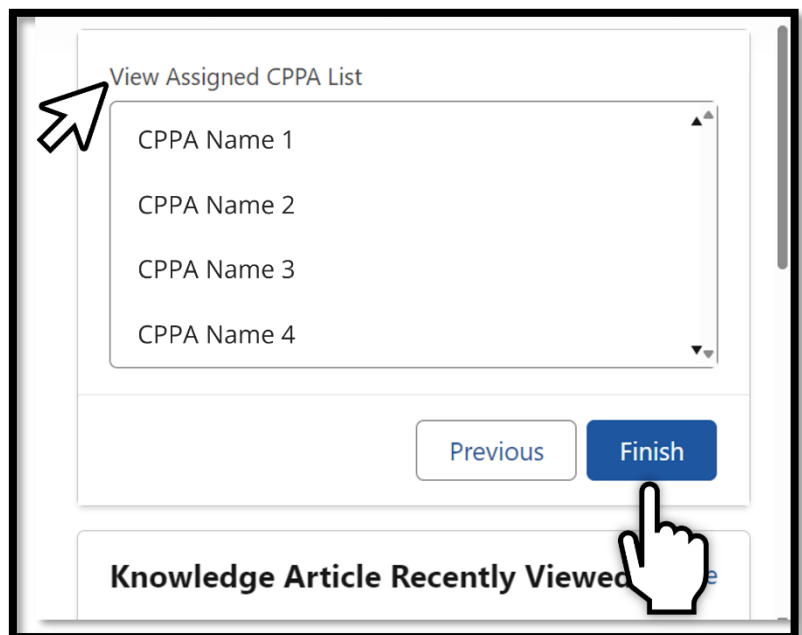
Control UIC Case Team Membership

View Assigned CPPA(s)

Step 1: Click the View Assigned CPPA(s) **Radio Button**, then click **Next**.



Step 2: View the list of Assigned CPPA(s), then click **Finish**.

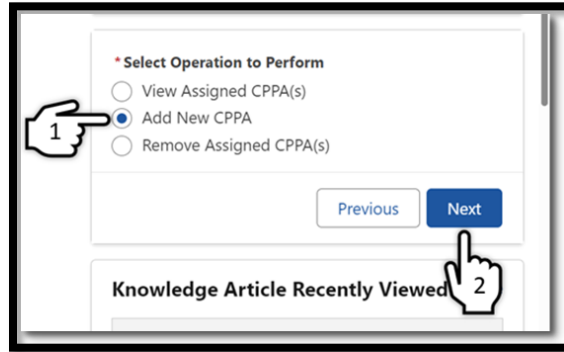




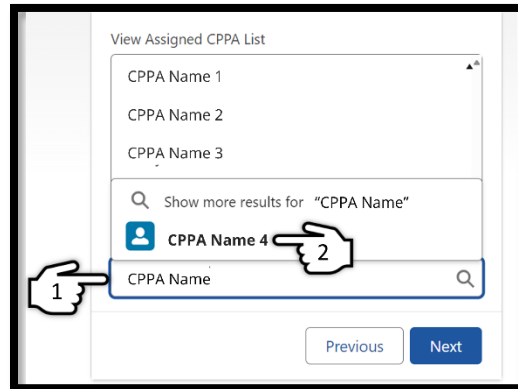
Control UIC Case Team Membership

Add New CPPA(s)

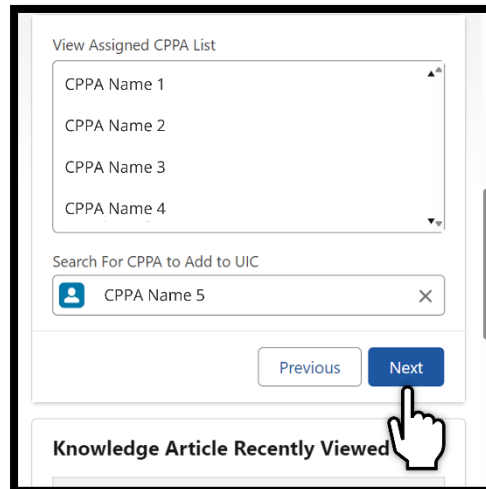
Step 1: Click the Add New CPPA Radio Button, then click **Next**.



Step 2: Enter the name of the CPPA in the search **Field**, then select the **Name** from the list of options.



Step 3: Click **Next**.



Step 4: Verify the CPPA has been added, then click **Finish**.





Control UIC Case Team Membership

Remove Assigned CPPA(s)

Step 1: Click the Remove Assigned CPPA(s) **Radio Button**, then click **Next**.

Step 2: Click the **Checkbox** next to the name(s) of users to remove, then click **Next**.



Note: A UIC must contain at least one User. If you try to remove the last user, an error code displays.

Step 3: Verify the CPPA name(s) to remove, then click the **Radio Button** to confirm. Click **Next**.

Step 4: Verify the User(s) have been deleted, then click **Finish**.