Managing HHS Accelerator Alerts

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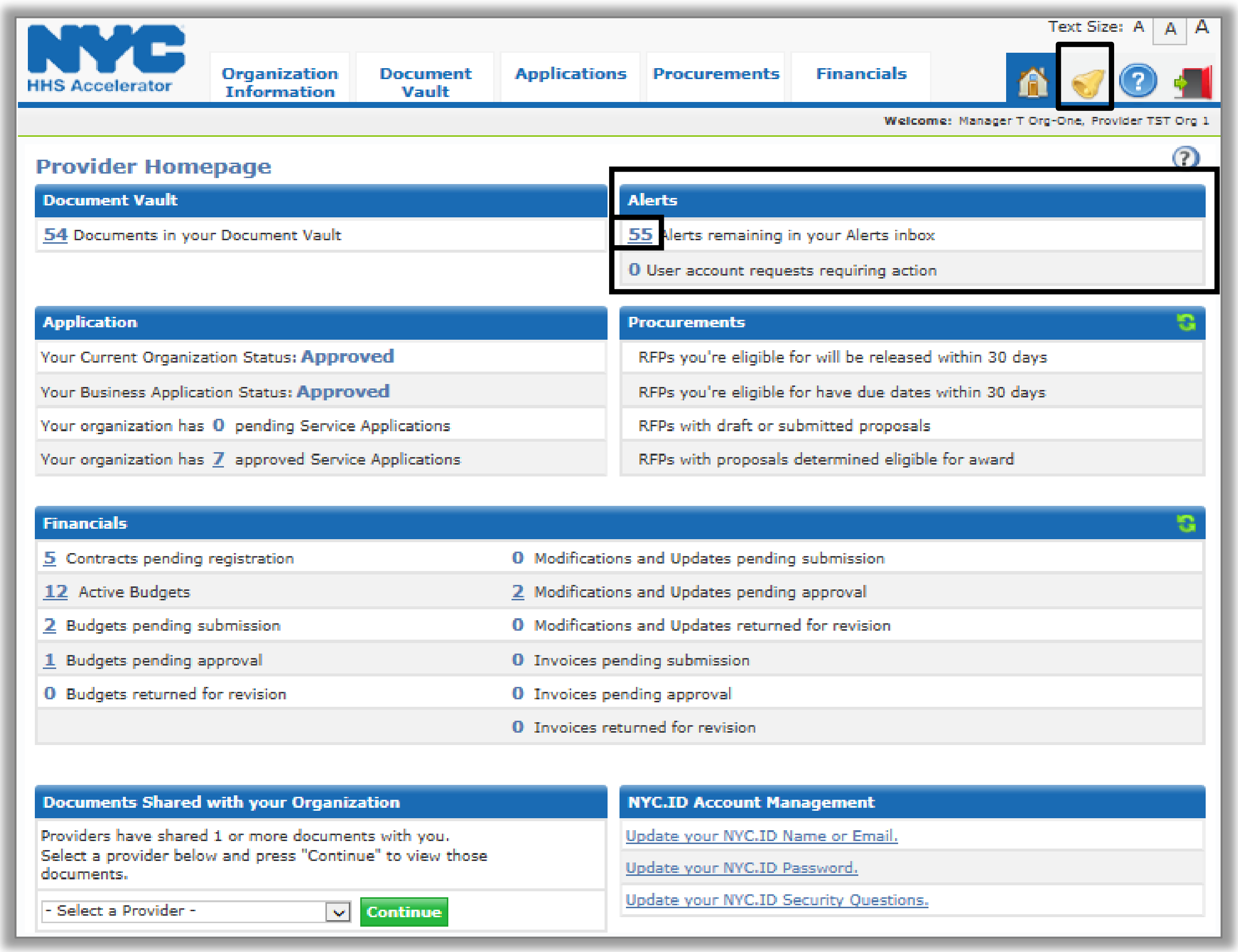
Introduction to HHS Accelerator Alerts

HHS Accelerator System Alerts notify your organization when there is pending account maintenance or follow-up action. Alerts act as an intermediary between the HHS Accelerator team/Agency and your organization to facilitate quick and clear communication, effectively reducing procedural turnaround time and complexity. When the HHS Accelerator team identifies an action item that requires your organization's attention, an Alert will be sent to users based on their assigned role in the system.

Accessing your HHS Accelerator Alerts

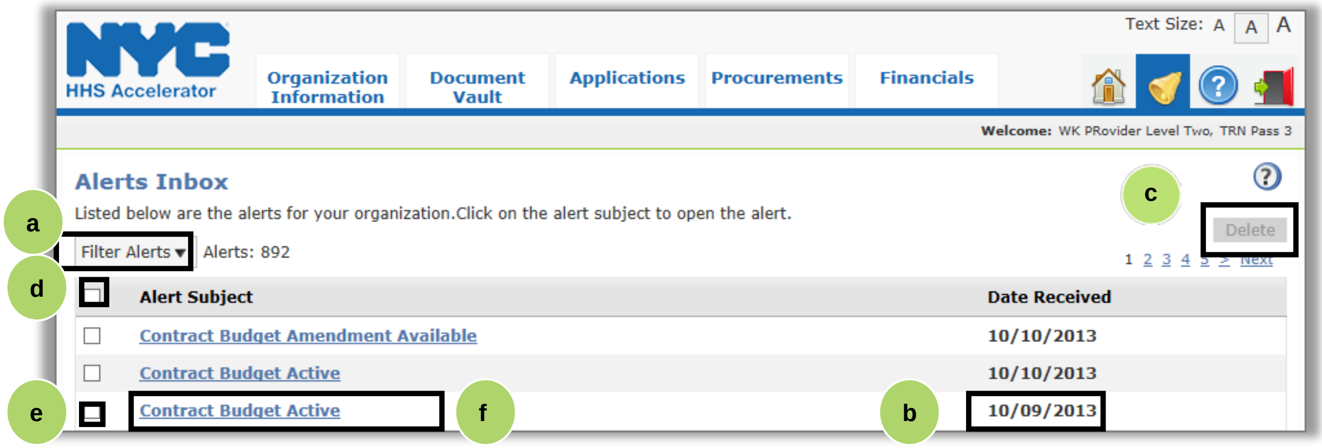
System users will receive an automated notification email when an alert has been assigned to your organization. This email will be sent to the address you entered in your user profile. To view or update your email address, go to the NYC.ID Account Management section of your HHS Accelerator homepage and select the **Update your NYC.ID Name or Email** link.

You must be logged into your HHS Accelerator account to access your alerts inbox. Your alerts summary is visible from the organization homepage, as shown below. If there are alerts in your inbox, you will see a hyperlinked number. You can click the hyperlinked number ("55", in the example below) to access your alerts Inbox. If there are no alerts in your Inbox, you may also click the icon located in the top right navigation menu to access your alerts Inbox.



Navigating your Alerts Inbox

Your “Alerts Inbox” displays all of the alerts that have been received by your organization. From the alerts list, you can view and maintain the details pertaining to each alert.



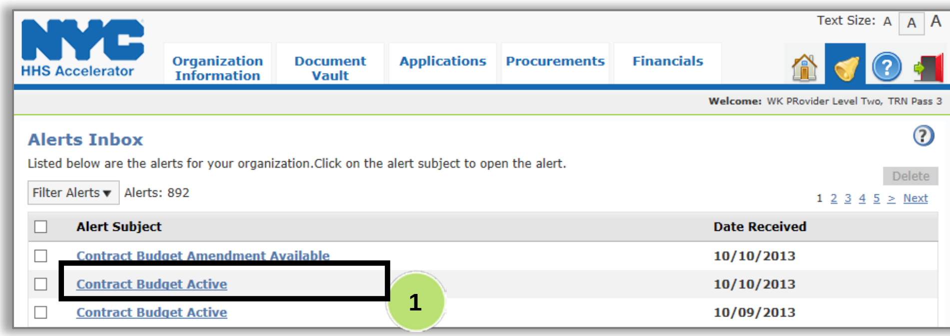
a	Click here to filter alerts.
b	Displays the date the alert was assigned.
c	Click here to delete selected alerts.
d	Click here to select all alerts.
e	Click here to select a single alert.
f	Click the **Alert Subject** hyperlink to view alert detail.

Using your Alerts Inbox

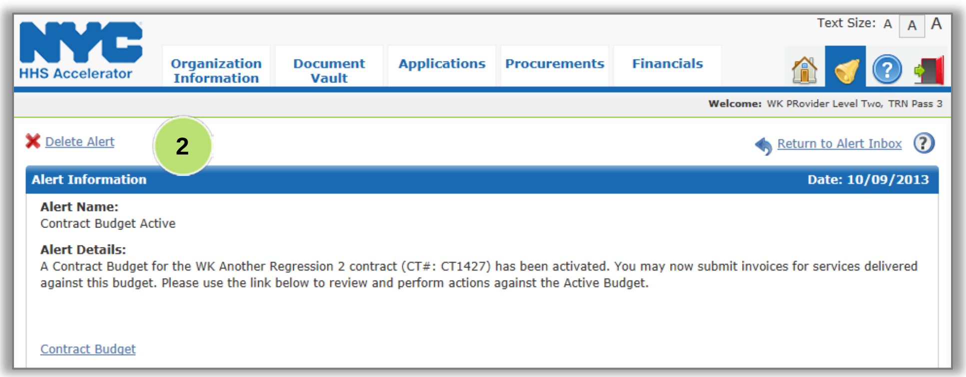
The Alerts Inbox allows you to view alert detail, reference supporting material, and maintain the list of active alerts in your inbox.

Viewing Alert Information

Each alert's information screen displays a custom message from the HHS Accelerator System. To view the message, click the alert's subject hyperlink.



1. Click the **"Alert Subject."**



2. Review the **"Alert Information."**

Your Alerts Inbox displays all of the alerts that have been received by your organization. From the alerts list, you can view and maintain the details pertaining to each alert.

NYC HHS Accelerator

Common Alerts

Below is a list of the most common Alerts, the actions required to complete them and the designated roles who will receive email notifications.

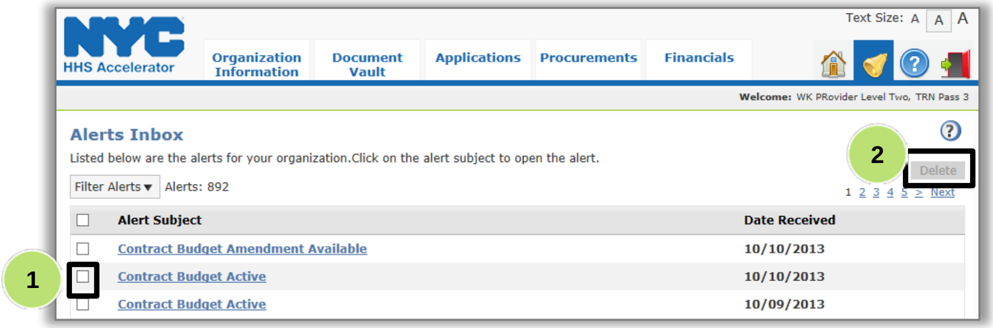
Alert Type	Action	Who Receives the Alert?
User Account Request	Verify or reject the user requesting access to your organization's account.	Account Administrator
Business Review Application—Returned for Revisions	Open the alert to see which revisions are required and resubmit the Business Application after revisions are made.	All System Users
Service Application—Returned for Revisions	Open the alert to see which revisions are required and resubmit the Service Application after revisions are made.	All System Users
HHS Accelerator Application Expiring	Your Business Application is expiring. Please submit a new Business Application with the appropriately updated supporting information.	All System Users
Document – Filing Expiring	One of your key documents is expiring. Click the update to view which one and upload a new version.	All System Users, Executive Director (60 day, 10 day notices only), Board Chair (10 day notice only)
Document – Returned	Your annual filing document cannot be verified and a new version/update is needed.	All System Users
Shared Document	This document is viewable by other organizations or Agencies.	All System Users
RFP Released	View the RFP to see if your organization wants to submit a proposal.	Procurement L1 & L2, Financials & Procurement Provider L1 & L2 (Prequalified Providers only)
Proposal Due Date Approaching	Open the alert and use the link to view the Procurement and respond.	Procurement L1 & L2, Financials & Procurement Provider L1 & L2 (Prequalified Providers only)
Proposal has been Successfully Submitted	No action required.	Procurement L1 & L2, Financials & Procurement Provider L1 & L2 (Prequalified Providers only), Executive Director
Proposal Returned for Revision	Open the alert to see which revisions are required and resubmit the Proposal after revisions are made.	Procurement L1 & L2, Financials & Procurement Provider L1 & L2
Proposal Non-Responsive	No action required.	Procurement L1 & L2, Financials & Procurement Provider L1 & L2 (Prequalified Providers only)
Selections Made – Not Selected	Open the alert to view your Proposal(s) and status(es).	Procurement L2, Financials & Procurement Provider L2,
Selections Made – Selected Provider without Financials	Open the alert and use link to review detailed award notification and to upload additional required documentation.	Procurement L2, Financials & Procurement Provider L2

Alert Type	Action	Who Receives the Alert?
Selections Made – Selected Provider with Financials	Open the alert and use link to review detailed award notification and to upload additional required documentation. Use link to view Budget List and complete Budget for this Award.	Procurement L2, Financials & Procurement Provider L2
Contract Budget Active	The contract budget has been activated and invoices can be submitted for services delivered against this budget.	Financials L2, Financials & Procurement L2
Contract Budget Revisions Required	Open the alert to see which revisions are required and resubmit the Budget after revisions are made.	Financials L2, Financials & Procurement L2
New Contract Budget Available	A new fiscal year contract budget for the contract is pending completion by your organization. Please use the link in the alert to complete the action.	Financials L2, Financials & Procurement L2
Complete Contract Budget Update	Open the alert and see that a contract budget update is pending completion by your organization. Please use the link in the alert to complete the action.	Financials L2, Financials & Procurement L2
Invoices Revisions Required	Open the alert to see which revisions are required and resubmit the Invoice after revisions are made.	Financials L2, Financials & Procurement L2
Contract Budget Update Approved	No action required.	Financials L2, Financials & Procurement L2
Advance Request Rejected	Open the alert and use the link to view details of this transaction.	L2 (Financials or both) User who requested/initiated the Advance
Advance Approved	No action required.	L2 (Financials or both) User who requested/initiated the Advance
Contract Budget Modification Revisions Required	Open the alert to see which revisions are required and resubmit the Modification after revisions are made.	Financials L2, Financials & Procurement L2
Contract Budget Modification Approved	No action required.	Financials L2, Financials & Procurement L2
Invoice Revisions Required	Open the alert to see which revisions are required and resubmit the Invoice after revisions are made.	Financials L2, Financials & Procurement L2
Payment Disbursed	No action required.	Financials L2, Financials & Procurement L2

Executive Directors will receive emails and alerts about Filings Documents expiring regardless of their user status.

Deleting Alerts from your Inbox

Deleting an alert will permanently remove the alert from your Inbox. Be sure to have completed the action requested by the Alert prior to deletion.

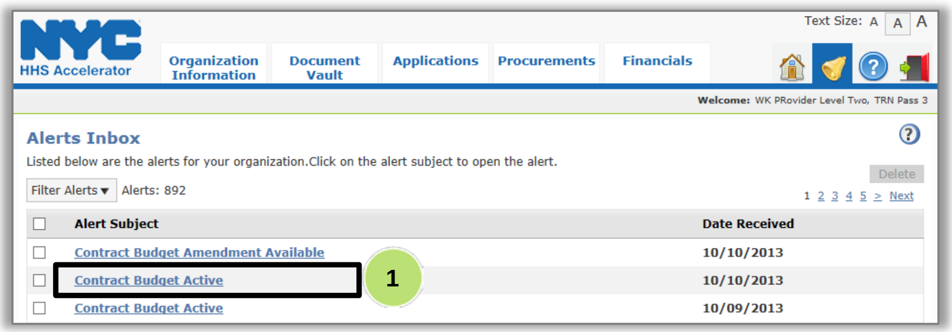


1. Select the checkbox to the left of the alert(s) you wish to delete.

Confirm selection.

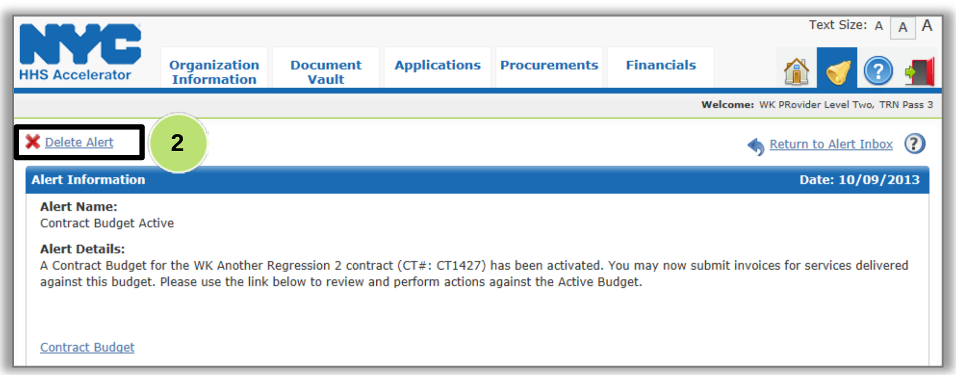
2. Click "**Delete.**"

You can also erase an alert from the Information screen:



1. Click the **"Alert Subject"** of the alert you wish to delete.

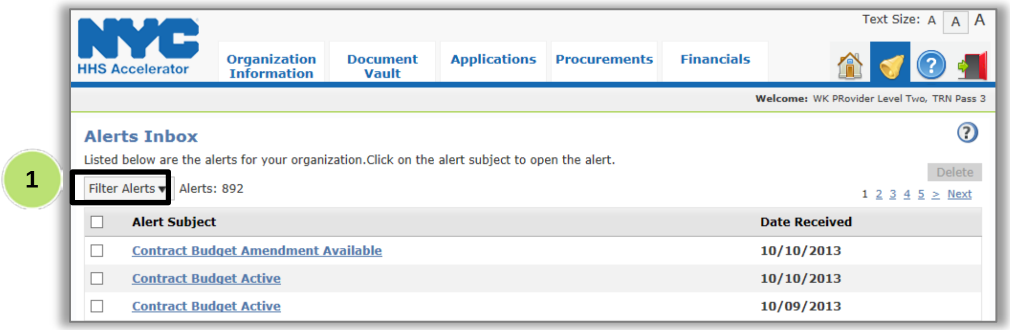
Confirm selection.



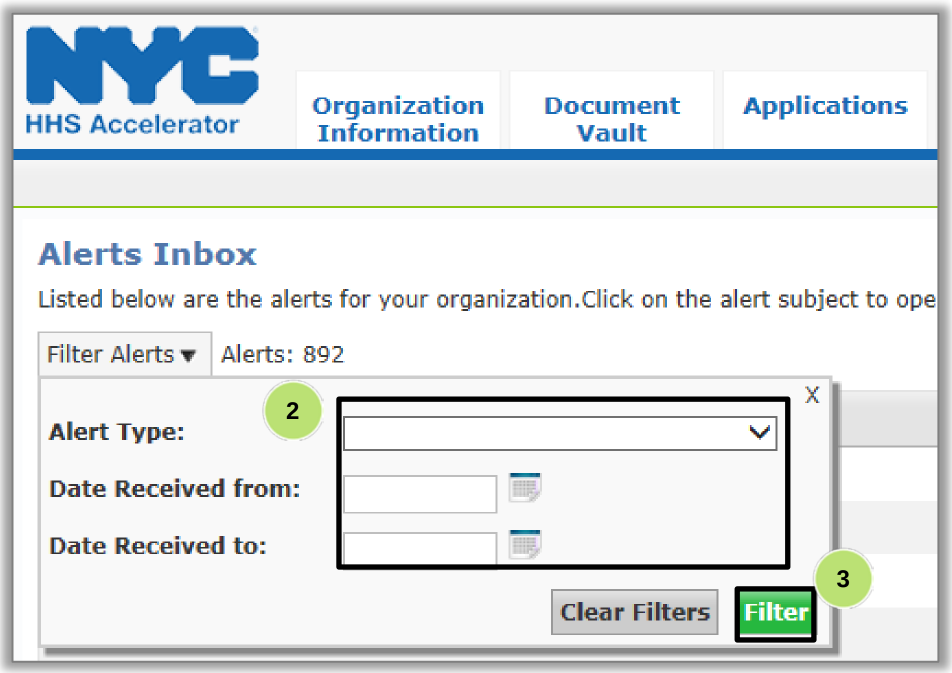
2. Click **"Delete Alert."**

Filtering Alerts

Your list of alerts can be filtered to quickly and easily locate an alert. To narrow down results, you can filter by “Alert Type” and the “Date Received From” period. To filter your alerts:



1. Click **“Filter Alerts.”**



2. Populate the search criteria in the **“Alert Type”** or **“Date Received From”** fields to narrow the results of your search.

3. Click **“Filter.”**