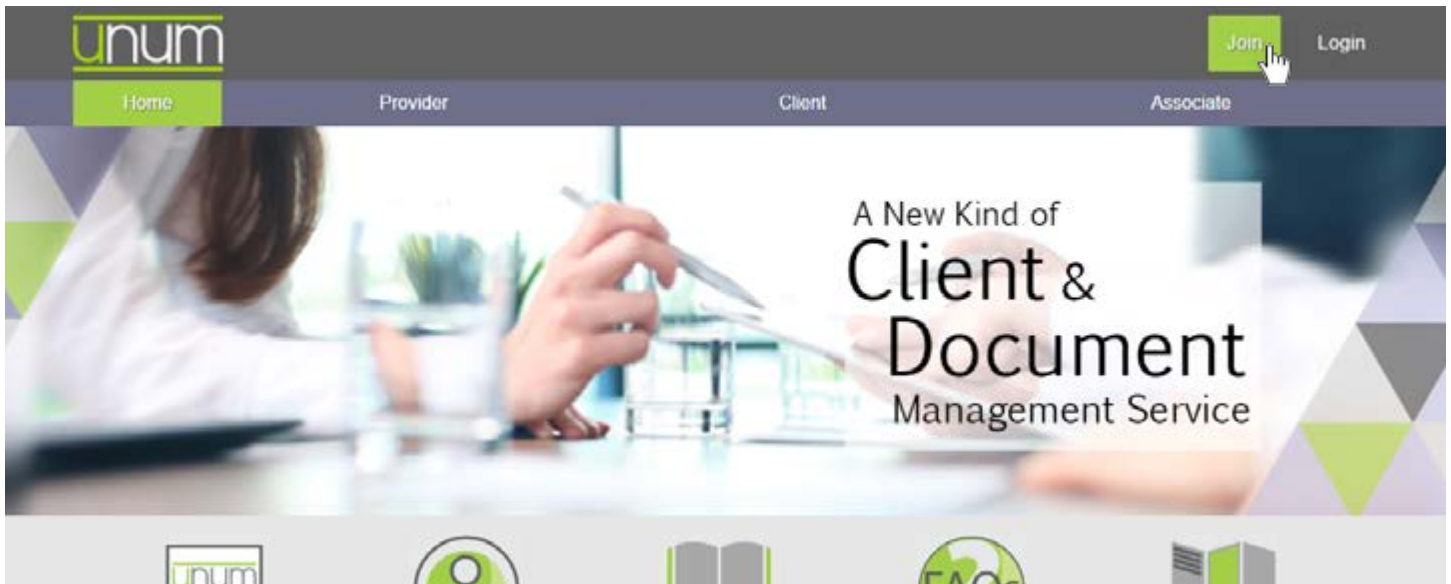


Welcome to Unum!

Follow These Easy Steps to Get Started in Unum



Step One: Join Unum

To Join Unum, go to the Unum website, <https://gaunum.com>, and click on the Join button, shown above.

Unum does not provide automatic acceptance into the application. To protect the integrity of the application and network, we verify the person is on the DBHDD website or is connected to a DBHDD provider as a staff member or intern. Later, we may accept providers outside of DBHDD.

Once you are approved to have an account, you will receive a Welcome to Unum email from noreply@gaunum.com. This email will contain a link to your Registration page where you will set your username and password. Once you have registered your account by creating your username and password, you will be logged into your Unum account.

Step Two: Computer Set-Up

There are a few steps that go into setting up your computer to make using Unum easier!

A. Download Google Chrome or Mozilla Firefox



Google Chrome or Mozilla Firefox are our highly recommended web browsers for Unum. Both are free to download on your computer. Ensure that, even if you have them on your computer, you have the most recent version.

To download Google Chrome, click [here](#).
To download Mozilla Firefox, click [here](#).

B. Add Shortcuts to Your Desktop and Browser

To add a shortcut to your computer's desktop, click [here](#).

To add a bookmark to your web browser, click [here](#).

Both of the links above will bring you to an infographic that will walk you through the process for shortcuts, regardless of the type of computer you have or the browser you're using.

C. Set Up Your Gateway Devices

A Gateway device is any device with Internet access owned by your company. This can be a laptop or tablet; it is not recommended to use any device smaller than a tablet, such as a smartphone.

This device will allow your client to complete tasks in your office during their meetings with you, as opposed to completing all tasks while at home from their home portal.

To learn more about Gateways, click [here](#) for a detailed infographic.

Step Three: View Other Infographics and the Unum Manual

One of the best ways to learn Unum is to review and utilize the Instructional Infographics and the Unum Manual. When you are first using Unum, we suggest that you open two tabs and go to <https://gaunum.com>, in both tabs. On the first tab, click Login and login to your Unum account. On the second tab, click on Provider and then click on [Instructional Infographics](#), shown below. Then you will be able to switch between the tabs as you work in Unum.



The screenshot shows the Unum website interface. At the top, there is a navigation bar with the Unum logo on the left and 'Join' and 'Login' links on the right. Below this is a secondary navigation bar with four tabs: 'Home', 'Provider' (which is highlighted in green), 'Client', and 'Associate'. The main content area features a large banner with a background image of a person writing on a document. Overlaid on this banner is the text: 'Unum is a huge Leap Forward for Treatment Providers'. Below the banner, there are two columns of content. The left column is titled 'Resources for Providers' and contains a list of links: 'Join Unum', 'Future Trainings', 'Upcoming Training Events', 'Instructional Infographics', and 'Frequently Asked Questions'. The right column is titled 'Unum Benefits' and contains a bulleted list of features: 'Detailed Client Records', 'Network of All Unum Providers', 'An Automated Referral Process', 'Document Sharing and Requests', 'Transfer of NEEDS Report from RRP', 'HIPAA and HITECH Compliant', 'Many Treatment Modules', and 'Built-In Surveys'.

Unum is a huge Leap Forward for Treatment Providers

Resources for Providers

Below, you will find a list of resources for the Georgia Unum application.

- [Join Unum](#)
- [Future Trainings](#)
- [Upcoming Training Events](#)
- [Instructional Infographics](#)
- [Frequently Asked Questions](#)

Unum Benefits

- Detailed Client Records
- Network of All Unum Providers
- An Automated Referral Process
- Document Sharing and Requests
- Transfer of NEEDS Report from RRP
- HIPAA and HITECH Compliant
- Many Treatment Modules
- Built-In Surveys

To view the Unum Manual as a whole, click [here](#). It is also available from the Provider screen shown on the previous page and on the Instructional Infographics page.

All of these helpful infographics, along with other help tools, are also available directly in Unum! Look for a tab titled Help Center when you log into your account, as well as help buttons in the upper-right corner of most boxes throughout the program.

Step Four: Set Your Preferences

The first thing you should do once you have registered your Unum account is set your preferences! When you first login to Unum, you will be viewing the main database. The tabs on the left-hand side of your screen will vary based on the workspace you are viewing: the main database, clinical evaluation clients, and treatment provider clients.

If you are not a company owner, this is very quick and easy. All of the information you entered during the Join process is here already, but you can add information or update it at any time. You can also upload a picture that will appear when other people search for you from the Connections screen. To learn more about Provider Settings, click [here](#).

If you are the company owner or administrator, however, there are a few preferences that you will need to set initially. You can also set the company's locations, fees, and make decisions about credit card processing through Unum. These three items will need to be completed prior to creating a new client for the first time. To learn more about Company Settings, click [here](#).

Step Five: Practice Using the Unum Demo Account

Instead of using your real account, we ask that all test clients are entered into the Unum Demo account. Go to <https://gaunum.com>, click Login, and enter:

Username: demo
Password: Unum1234

This demo account is for [creating test Client Records](#), testing out the various modules, and exploring the many features of this comprehensive program. You can even [practice the referral process](#) by selecting Demo Company as your referred company. And you can practice [sharing documents](#) with John Bighat with Big Hat Probation. This ensures that you practice all of the valuable functions of Unum while only using sample companies.

Click the links in the above paragraph to be brought to infographics about the topic mentioned!

Once you feel comfortable, we encourage you to begin entering your real clients in your own database! And keep in mind, the majority of information entered into Client Records is editable, so even if you make mistakes at the beginning, they can be easily fixed. And with use, we hope you will find this once daunting program will become second nature and will help you and your company save a lot of time and money!