



## How to:

# Click to Accept the User Agreement and Declare Financial Links

Date: 01 May 2021

Owner: MedCo Registration Solutions



# Introduction

All MedCo users are required to annually click to accept the relevant MedCo User Agreement (UA) and to declare Financial Links. For DME and MRO users that have opted-in to receive and accept unrepresented work they must also annually click to accept the Supplemental user agreement.

Subject to relevant notice clauses, MedCo may also from time to time issue new UAs that users must click to accept. Please note, each time a new UA is issued Financial Links must also be declared.

Users are also reminded that the obligation to keep Financial Links up to date is ongoing and is not restricted to an annual basis. It is possible to update Financial Links at any time.

**Failure to click to accept the relevant MedCo User Agreement(s) (UA) and to declare Financial Links will result in the suspension of the users account.**

This document provides instructions on;

- who can click to accept the UA and declare Financial Links Second Bullet
- how you will know when to click to accept the UA and declare Financial Links and
- how to click to accept the UA and declare Financial Links.

# Who can click to accept the UA and declare Financial Links?

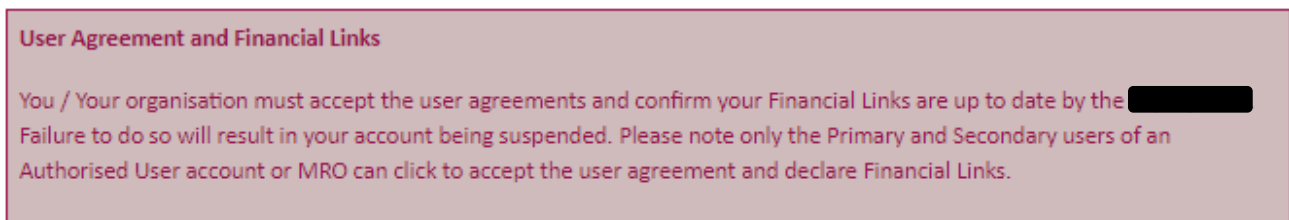
**Direct Medical Experts** (DMEs) and **Indirect Medical Experts** (IMEs) can log in and click to accept the UA and declare Financial Links.

Only the **Primary** and **Secondary users** of an **Authorised User** (AUT) account or **Medical Reporting Organisation** (MRO) can log in and click to accept the UA and declare Financial Links.

# How will you know when to click to accept the UA and declare Financial Links?

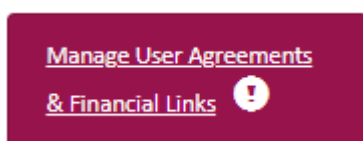
## 1. Dashboard Notification

All users will be notified that it is time to accept the UA and declare Financial Links via a dashboard notification. The notification will provide the date by which the user must accept the new UA.



## 2. Manage User Agreements & Financial Links

DMEs, IMEs and both the Primary and Secondary Users of an AUT account or MRO will see an option to **Manage User Agreements & Financial links** on the Main Menu when they log in. It will be highlighted as shown below when there is action to take.



### 3. Email Notification

In addition to the dashboard and the highlighting of the Manage User Agreement Main Menu option, an email notification will be sent to DMEs, IMEs and both the Primary and Secondary User of an AUT account and MRO.

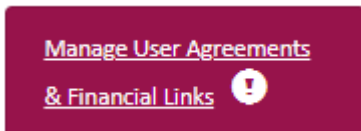
### 4. Reminder Email Notification

If the UA and Financial Links have not been accepted, an email reminder will be sent to DMEs, IMEs and both the Primary and Secondary User of an AUT account and MRO Organisation before the deadline.

## How to click to accept the UA and declare Financial Links?

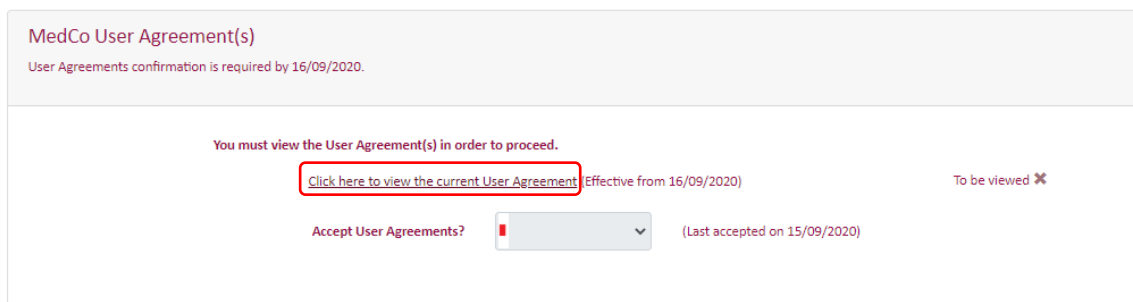
If you are a DME, IME, the Primary or Secondary User of either an AUT account or MRO, to click to accept the UA and declare Financial Links follow the steps below

1. Log in to your account <https://app.medco.org.uk/>
2. From the Main Menu select "**Manage User Agreement and Financial Links**"



3. In the section **MedCo User Agreement(s)**, click the hyper linked words "**Click here to view the current user Agreement**". A copy of the User Agreement will open in a new window.

**Note: You must view the User Agreement(s) in order to proceed.**



MedCo User Agreement(s)  
User Agreements confirmation is required by 16/09/2020.

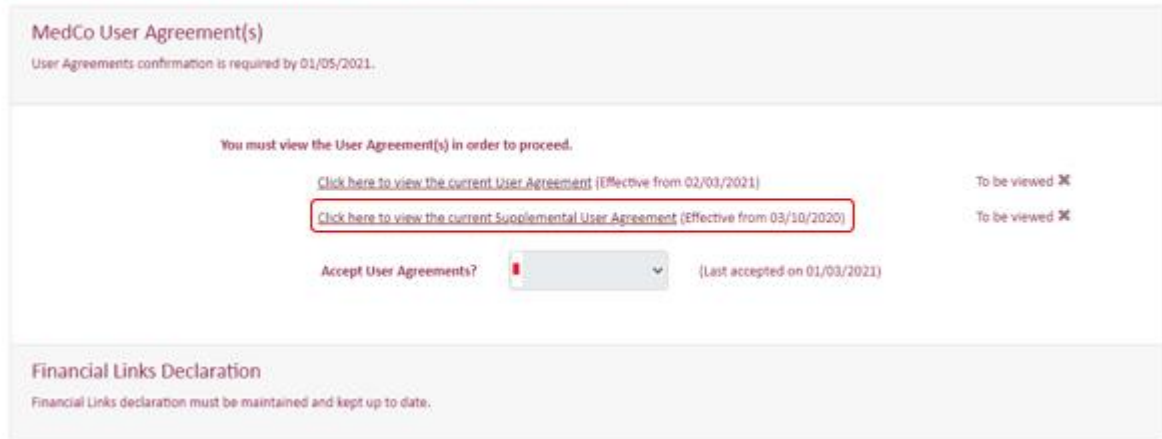
You must view the User Agreement(s) in order to proceed.

[Click here to view the current User Agreement](#) Effective from 16/09/2020 To be viewed ✕

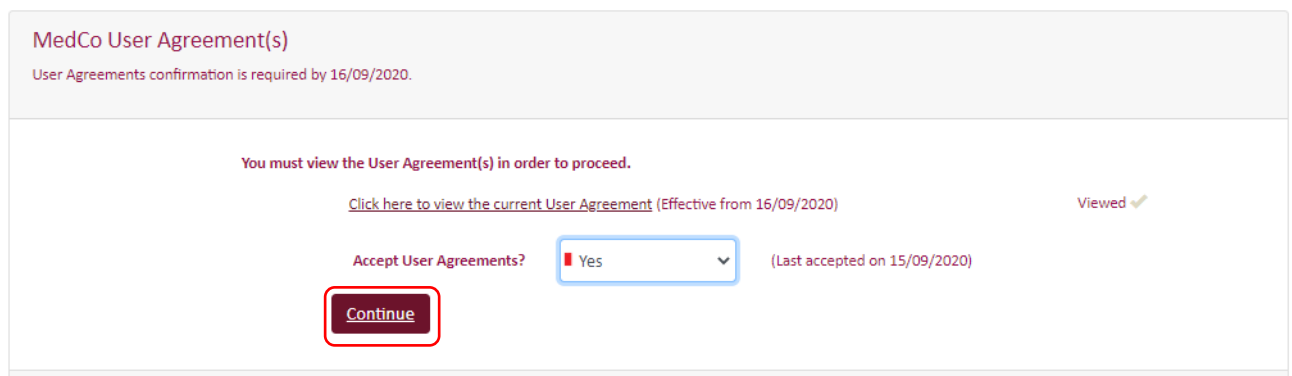
Accept User Agreements?  (Last accepted on 15/09/2020)

Please also note that DME and MRO users that have opted-in to receive and accept unrepresented work must also annually click to **view and accept the supplemental user agreement**. To proceed both UAs must be opened and viewed.

### Manage User Agreements And Financial Links



- When you have read the User Agreement(s) return to the MedCo window and select **Yes** to the question **Accept User Agreements?**. You will now be able to select **Continue** to declare Financial Links.

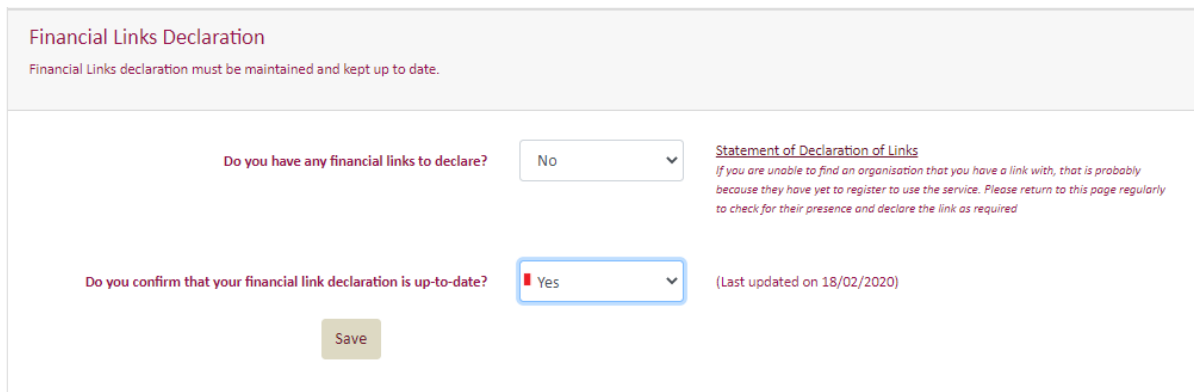


- Under the header Financial Links, follow the steps below according to your own set of circumstances.

**Note: it is your responsibility to ensure the Financial Links information provided is accurate and up to date.**

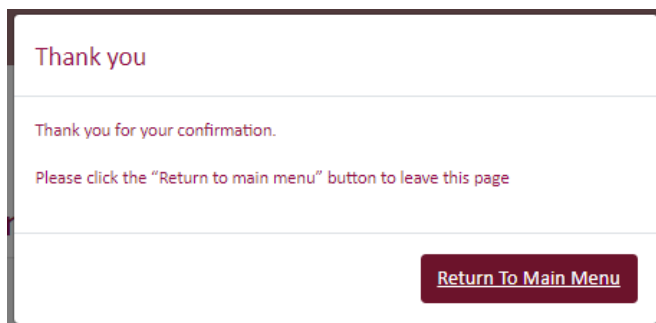
## No existing Financial Links and No new Financial Links to declare

1. If you do not have any existing Financial Links or new links to declare, select **"Yes"** to the question **"Do you confirm that your Financial Links declaration is up-to-date?"**



The screenshot shows a web form titled "Financial Links Declaration". At the top, it states "Financial Links declaration must be maintained and kept up to date." Below this, there are two dropdown menus. The first is labeled "Do you have any financial links to declare?" and is set to "No". To its right is a link for "Statement of Declaration of Links" with a note: "If you are unable to find an organisation that you have a link with, that is probably because they have yet to register to use the service. Please return to this page regularly to check for their presence and declare the link as required". The second dropdown menu is labeled "Do you confirm that your financial link declaration is up-to-date?" and is set to "Yes". Below the second dropdown is a "Save" button. A timestamp "(Last updated on 18/02/2020)" is visible on the right side of the form.

2. Press **"Save"**. Your answers will be saved and confirmed. Select **"Return to Main Menu"** to complete the update.



The screenshot shows a confirmation message box. It starts with "Thank you" in a large font. Below that, it says "Thank you for your confirmation." and "Please click the 'Return to main menu' button to leave this page". At the bottom right, there is a dark red button with the text "Return To Main Menu" in white.

## No existing Financial Links and New Financial Links to declare

1. If you do not have any existing Financial Links and have new Financial Links to declare, select **"Yes"** to the question **"Do you have any Financial Links to declare?"**

**Financial Links Declaration**  
Financial Links declaration must be maintained and kept up to date.

Do you have any financial links to declare? Yes Statement of Declaration of Links  
If you are unable to find an organisation that you have a link with, that is probably because they have yet to register to use the service. Please return to this page regularly to check for their presence and declare the link as required

Links Amend

Do you confirm that your financial link declaration is up-to-date? [Red bar] (Last updated on 18/02/2020)

Save

- To add the detail of the organisation(s) you have Financial Links with click on **"Amend"** located within the **Links** box.

Links Amend

- Use the **"Search"** field or scroll down the list to find the name of the organisation(s) you have a financial link with. To select an organisation **"click"** on the organisation name.
- Once you have added the organisation(s) click **"Save"** in the Links box
- Next, select **"Yes"** to the question **"Do you confirm that your Financial Links declaration is up-to-date?"**

Do you confirm that your financial link declaration is up-to-date? Yes

- Press **"Save"**. Your answers will be saved and confirmed. Select **"Return to Main Menu"** to complete the update.

**Thank you**

Thank you for your confirmation.

Please click the "Return to main menu" button to leave this page

Return To Main Menu

## Existing Financial Links declared and no changes required.

1. If you have existing Financial Links and have no changes to make, select **"Yes"** to the question **"Do you confirm that your financial link declaration is up-to-date?"**

**Financial Links Declaration**  
Financial Links declaration must be maintained and kept up to date.

Do you have any financial links to declare?  Statement of Declaration of Links  
If you are unable to find an organisation that you have a link with, that is probably because they have yet to register to use the service. Please return to this page regularly to check for their presence and declare the link as required

Links  Amend

Do you confirm that your financial link declaration is up-to-date?  (Last updated on 18/02/2020)

7. Press **"Save"**. Your answers will be saved and confirmed. Select **"Return to Main Menu"** to complete the update.

**Thank you**

Thank you for your confirmation.

Please click the "Return to main menu" button to leave this page

## Existing Financial Links declared changes required

1. If you have existing Financial Links and wish to add or remove links, select **"Amend"** in the Links box.



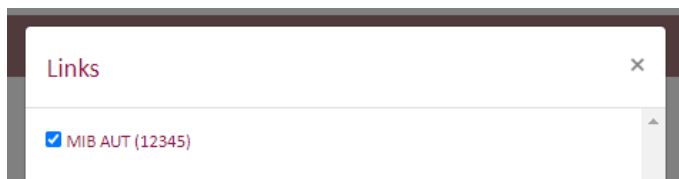
**Financial Links Declaration**  
Financial Links declaration must be maintained and kept up to date.

Do you have any financial links to declare?  [Statement of Declaration of Links](#)  
*If you are unable to find an organisation that you have a link with, that is probably because they have yet to register to use the service. Please return to this page regularly to check for their presence and declare the link as required*

Links

Do you confirm that your financial link declaration is up-to-date?  (Last updated on 18/02/2020)

- To add** a Financial Link, use the “**Search**” box or scroll down the list to find the name of the organisation(s) you have a financial link with. To select an organisation “**click**” on the organisation name.
- To remove** a Financial Link, “**uncheck**” the tick box next the organisation(s) you have previously declared a link to.



Links

MIB AUT (12345)

- Once you have made the changes press “**Save**” located at the bottom of the **Links box**
- IMPORTANT: If you have removed all previous Financial Links and no longer have any to declare, you must select “No” to the question “Do you have any Financial Links to declare?”**

Do you have any financial links to declare?  [Statement of Declaration of Links](#)  
*If you are unable to find an organisation that you have a link with, that is probably because they have yet to register to use the service. Please return to this page regularly to check for their presence and declare the link as required*

- Next, select “**Yes**” to the question “**Do you confirm that your Financial Links declaration is up-to-date?**”

**Financial Links Declaration**  
Financial Links declaration must be maintained and kept up to date.

Do you have any financial links to declare?  ▼

Statement of Declaration of Links  
*If you are unable to find an organisation that you have a link with, that is probably because they have yet to register to use the service. Please return to this page regularly to check for their presence and declare the link as required*

Links:  ▲  
▼  
[Amend](#)

Do you confirm that your financial link declaration is up-to-date?  ▼ (Last updated on 18/02/2020)

- Once you have completed the changes, press **“Save”**. Your answers will be saved and confirmed. Select **“Return to Main Menu”** to complete the update.

**Thank you**

Thank you for your confirmation.

Please click the “Return to main menu” button to leave this page