



Android Access to the MNSure Database

This document covers the use of the MNSure database for your android device. Please note that this method requires an Internet connection.

Apply for an Authentication Code

After logging into the online database you will arrive at an authentication page. You will be unable to access the file unless you have your own authentication code.

Please visit the [MNSure portal](http://www.mnsureportal.org/user-application) (<http://www.mnsureportal.org/user-application>) to apply for your authentication code. Enter your information and then click on the “Apply” button at the bottom. (Make sure the email address you enter is correct and is an address that you check often.)

Your information will be sent for approval by an organizer or MNSure staff. After you have been approved, an authentication code will be sent to the email address you entered in the application page.

The screenshot shows a web page titled 'Authentication'. It contains the following elements:

- A teal header bar with the word 'Authentication' in white.
- Text: 'Please enter the authentication code you received from MNSure.'
- An input field for the authentication code.
- A teal button labeled 'Authenticate'.
- Text: '- OR -'
- Text: 'Enter your ID Number.'
- An input field for the ID number.
- A teal button labeled 'Continue'.
- Text: 'Don't have an authentication code?'
- A black button labeled 'Get Your Code'.
- Text at the bottom: 'You will receive an authentication code once your application has been approved.'

Access the MNSure Database

To access the MNSure database from your [android device](#) simply visit <http://android.mnsureportal.org/fmi/webd#MNSureServer> in your preferred browser. Save a bookmark to return to the database easily in the future.

Enter the default username and password to gain access to the database. You will be required to enter this information each time you start a new session so keep it handy.

- Username: MNSureDroid
- Password: android

Authenticate or Enter Your User ID

After logging into the database you will reach the authentication screen. Enter the new authentication key you received via email and tap the “Authenticate” button to authenticate your account and receive your User ID.

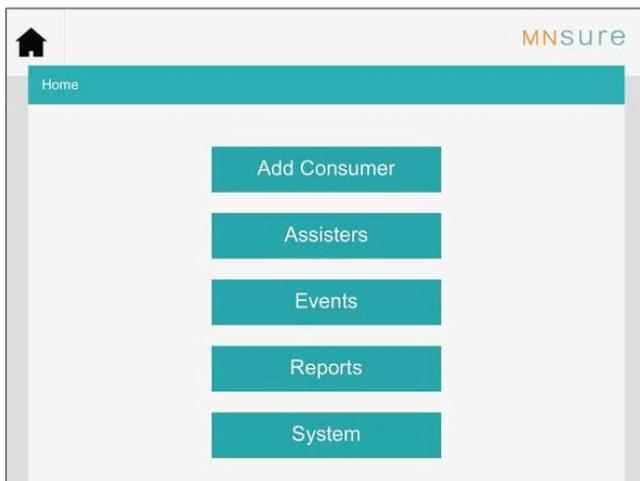
Since the authentication key might be cumbersome to enter every time you connect, entering your User ID is another option.

Adding a Consumer

Access the Consumer Form

From the home screen, tap the “Add Consumer” button at the top of the list.

On the consumer page complete the form with the required information about the consumer, including contact information, the plan they are on, and whether they have authorized contact.



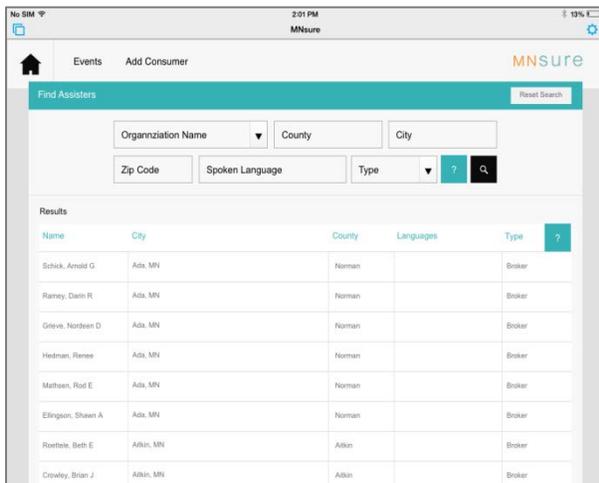
Assisters

Finding an Assister

From the home screen, tap the 'Assisters' button second from the top.

You'll be taken the Find Assisters page with search filters at the top of the page and a list of assisters below.

Use the filters to narrow your search by organization, county, city, zip code, language and/or assister type.



Assister Types

Assisters can be either agents, brokers, navigators or a combination of the three. To learn more about these assister types, tap the blue button with a question mark located next to the "Type" dropdown in the filters section. This will present a flyout window with some information on the types.

After you have filled out some or all of the search filters, tap the black search button to bring up a new list of assisters that meet your search criteria.

Start a New Search

You can reset your search at any time and start over by tapping the "Reset Search" button in the upper right corner of the page.

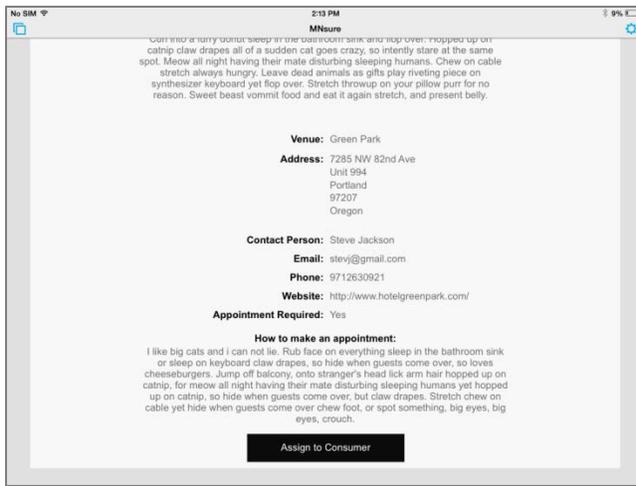
Events

Finding an Event

From the home screen, tap the “Events” button third from the top.

You’ll be taken the Find Events page with search filters at the top of the page and a list of upcoming events below.

You can use the filters to narrow your search to event type, region, zip code, and/or date.



Start a New Search

You can reset your search at any time and start over by tapping the “Reset Search” button in the upper right corner of the page.

Reports

Calculating Your Totals

From the home screen, tap the ‘Reports’ button fourth from the top. You’ll be taken to a new page displaying information on your captures. To calculate your most recent activity, simply tap the “Recalculate” button. The numbers for activity that day and activity on the device you are using will update to reflect your latest activity.