

Account Set-up & Login Process

2025

TABLE OF CONTENTS

NEW ACCOUNT SET-UP PROCESS	1
new account set-up	1
LOGIN PROCESS	4
Multi-factor Authentication Process	4

NEW ACCOUNT SET-UP PROCESS

NEW ACCOUNT SET-UP

This document outlines how to set up your new account in the Indiana Vocational Rehabilitation Claim Payment System.

New updates to the system require users to set up a new account. If you are an active user of the system, you will receive an email stating that a new account has been created on your behalf for Claim Payment System (VR-CPS).

The new account set up email will include temporary credentials and login instructions. Upon logging in, you will be prompted to change your temporary password. ***It is important to note that this temporary password is only valid for 14 days.*** When you receive your new account set up email, click this [link](#) to the website.

Hello test0513,

A new account has been created on your behalf for the VR Claim Payment System (VR-CPS).

Please log into VR-CPS with the following credentials:

VR-CPS Site Link:

<https://bac.dev.invr.husdms.com>

(we recommend that you bookmark this new site link)

Username: test0513

Password: p&P7wNLP

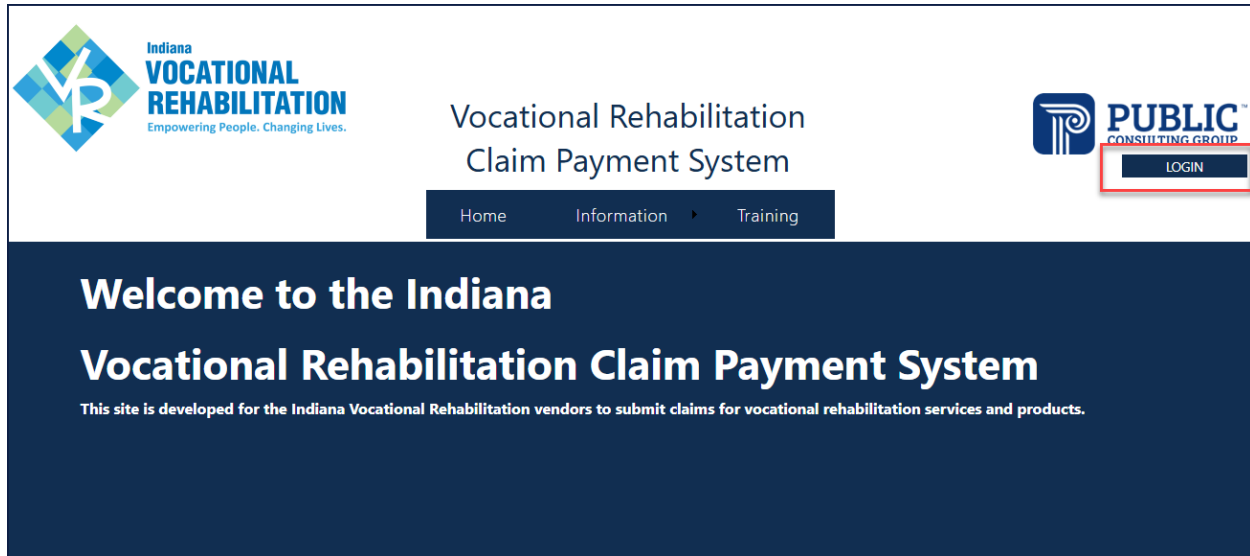
Upon logging in, you will be prompted to change your temporary password. This temporary password is only valid for 14 days.

After you change your temporary password, you will receive an email with your multi-factor authentication (MFA) code. You will note that the VR-CPS site requests your MFA code input each time you login moving forward. Enter the authentication code to continue to the site.

Thank you,
The VR-CPS Team

If you have any questions, please contact VR-CPS support at **1-833-475-3061** or email invrclaimpay@pcgus.com.

1. Navigate to the Public Portal screen
2. Click on the '**Login**' button



The screenshot shows the login page for the Indiana Vocational Rehabilitation Claim Payment System. The header includes the Indiana Vocational Rehabilitation logo on the left, the system title in the center, and the Public Consulting Group logo on the right. A navigation bar below the header contains links for Home, Information, and Training. The main content area has a dark blue background with the text 'Welcome to the Indiana Vocational Rehabilitation Claim Payment System' and a note about the site's purpose for vendors. A red box highlights the 'LOGIN' button in the top right corner.

Indiana VOCATIONAL REHABILITATION
Empowering People. Changing Lives.

Vocational Rehabilitation
Claim Payment System

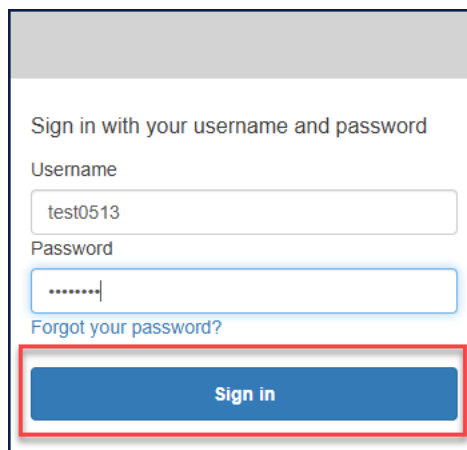
Home Information Training

PUBLIC CONSULTING GROUP
LOGIN

Welcome to the Indiana Vocational Rehabilitation Claim Payment System

This site is developed for the Indiana Vocational Rehabilitation vendors to submit claims for vocational rehabilitation services and products.

3. Enter temporary credentials
4. Click the '**Sign in**' button



The screenshot shows the login form with the following fields and elements: 'Sign in with your username and password' header, 'Username' field with 'test0513', 'Password' field with masked characters, a 'Forgot your password?' link, and a 'Sign in' button. A red box highlights the 'Sign in' button.

Sign in with your username and password

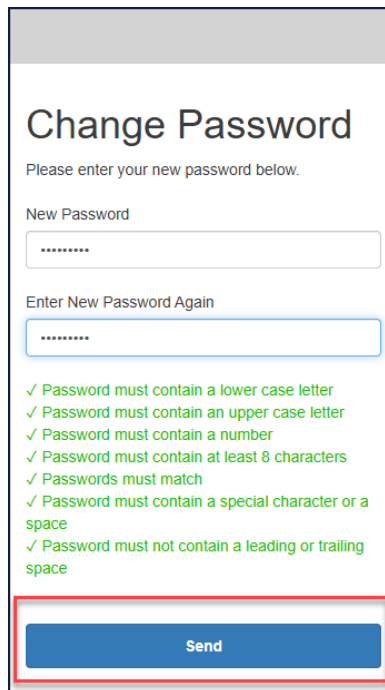
Username
test0513

Password
.....

[Forgot your password?](#)

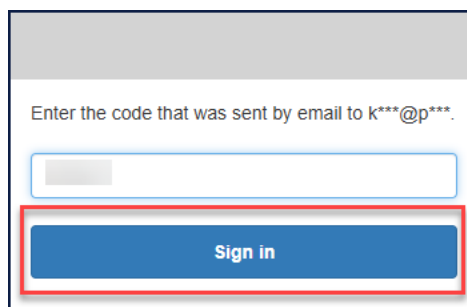
Sign in

5. Enter your new password information
6. Click on the **'Send'** button



After clicking on the **'Send'** button, you will receive an email with a multi-factor authentication (MFA) code. The multi-factor authentication or MFA method will only be accessible after you have received an email to set up your new account. ***Note that the website will request your MFA code input each time you log in moving forward.***

Next enter the authentication code and click 'Sign in' to continue to the [site](#).

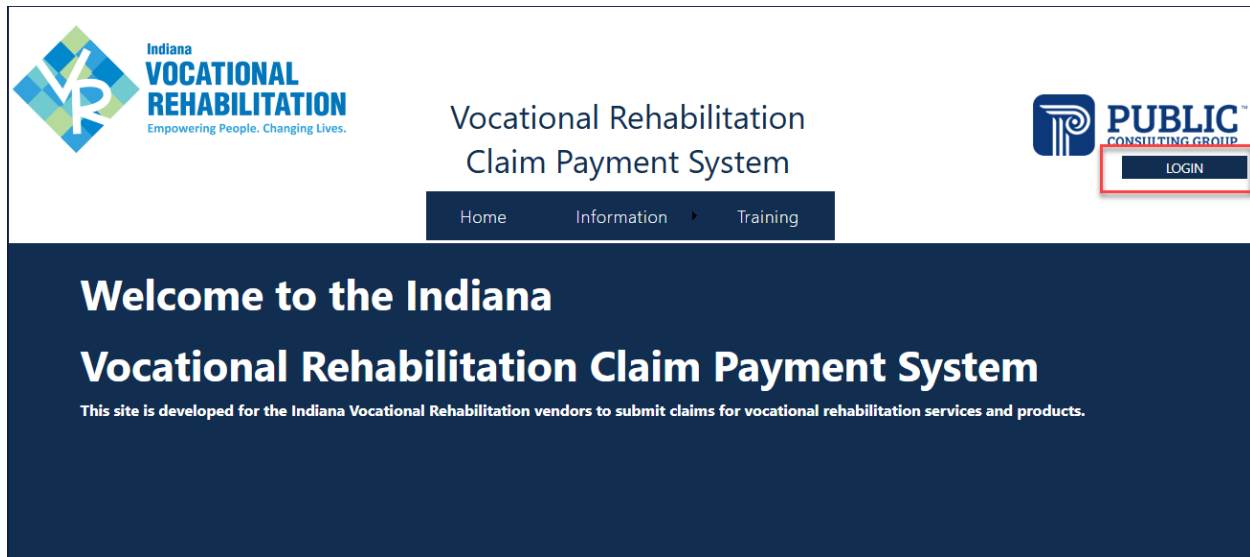


LOGIN PROCESS

MULTI-FACTOR AUTHENTICATION PROCESS

This sections outlines the new multi-factor authentication login process for the [Indiana Vocational Rehabilitation Payment System](#). The multi-factor authentication or MFA method will be accessible after you have received an email to set up your new account.

1. Navigate to the Public Portal screen
2. Click on the '**Login**' button

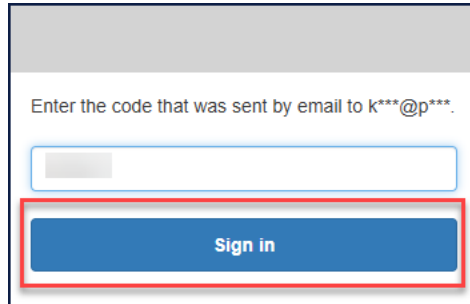


3. Enter your username and password
4. Click the '**Sign in**' Button

The screenshot shows a sign-in form with a light gray header. The form contains the text 'Sign in with your username and password'. Below this are two input fields: 'Username' with the value 'kehuntertest1' and 'Password' with masked characters '*****'. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is a blue button with the text 'Sign in', which is highlighted by a red rectangle.

After clicking on the Sign in button, you will receive an email with your multi-factor authentication (MFA) code. ***Note that the VR-CPS site will request your MFA code input each time you log in moving forward.***

Next enter the authentication code and click sign in to continue to the [site](#).

A screenshot of a web form for multi-factor authentication. The form has a light gray header bar. Below it, the text "Enter the code that was sent by email to k***@p***." is displayed. There is a white input field with a light blue border and a small gray placeholder box. Below the input field is a blue button with the text "Sign in" in white. The entire form is enclosed in a thin blue border, and the button area is highlighted with a red border.

For questions, contact the Customer Service Center at 1-833-475-3061 or vrvendor@fssa.in.gov for assistance.