



## **Instructions for MMCAP Membership Update**

Click on the link [www.mmcap.org](http://www.mmcap.org) to access the current MMCAP Membership list of participating facilities.

Log in by clicking "Log In" in the upper right hand corner.

Enter in your vendor ID and your password.

- If you do not remember your MMCAP ID# any member of the MMCAP staff will be able to look it up for you in our CMS customer database system. If you have forgotten your username password contact MMCAP for assistance. Please see contact information below.
- Remember this is a vendor ID so please communicate between your vendor MMCAP contacts what your vendor ID and password is.

Click on the "Vendors & RFPs" tab.

On the left hand side, under "What's Inside..." there should be a link "Participating Facilities by State"

- Let us know if you do not see this link

The membership information will be displayed in the center of the screen. All three lists are updated nightly.

In the first section you will be able to see a list of all participating member facilities by state.

Last updated: "Last Update Date"

Updated nightly

- Any changes to list 2 and 3 are documented in this list immediately. This is a current rolling list of our members.

The second section provides a list of new participating members by state that have been added in the previous calendar day.

Last updated: "Last Update Date"

- Updated nightly
- On a 30-day schedule (e.g., for each new day, one day drops off)

The third section is list of participating member facilities by state that have been recently changed.

Last updated: "Last Update Date"

- Updated nightly
- On a 30-day schedule (e.g., for each new day, one day drops off)

Please feel free to contact us at [Mn.multistate@state.mn.us](mailto:Mn.multistate@state.mn.us), phone: 651.201.2420, with any questions.

***Thank you for choosing MMCAP!***