

**Ahlers User ID/Password Request Form
(For agencies with more than 10 clinics)**

To gain access to the CCare Eligibility Database and Ahlers Data Reports, please complete the 'User Information Section' as well as the appropriate 'Access Information' section **based on your primary role**. Once completed, click the link above to email this form to customerservice@ahlerssoftware.com. Ahlers will contact the user with their confidential password.

User Information	
Name:	
Title:	
Agency Name:	
Direct Phone Number:	Extension:
Email:	

Please complete ONE of the following sections based on your primary role:

Primary Role: Billing and/or Viewing Data Reports

Please provide the Ahlers agency number for which you are viewing reports. All Ahlers numbers are 4-5 numeric digits (no letters).

Access Information (Project level access)
Username (up to 9 letters &/or numbers):
Agency/Project Number:

OR

Primary Role: Client Eligibility (i.e. enrolling clients, updating CCare records)

Please provide the Ahlers agency and clinic/site number(s) for the clinic(s) where you will be enrolling clients. All Ahlers numbers are 4-5 numeric digits (no letters).

If you provide more than one clinic number, you will be able to select the clinic/site for which you are entering or viewing information each time you log in to the CCare Eligibility Database.

Access Information (Clinic level access)	
Username (up to 9 letters &/or numbers):	
Agency/Project Number:	
Clinic/Site #1 Number:	Clinic/Site #2 Number:
Clinic/Site #3 Number:	Clinic/Site #4 Number:
Clinic/Site #5 Number:	Clinic/Site #6 Number:
Clinic/Site #7 Number:	Clinic/Site #8 Number:
Clinic/Site #9 Number:	Clinic/Site #10 Number:

If you ever forget your password or need to change it, please contact Ahlers customer service at (800) 888-1836 or customerservice@ahlerssoftware.com.