

## **Maricopa Community Colleges**

Changing Subscription Packages (Compliance Tracking Package)

1. Log in to Complio:

## http://www.maricopacompliance.com

- 2. On the left hand side, click on "Order History"
- 3. Under "Purchased Subscription(s)", locate the compliance tracking package you are in need to change and click on "Change Program" on the right hand side.
- 4. You will go through the ordering process again and select which institution hierarchy you belong in (ie: student type, campus and program):
  - a. If you are unsure of what to order or which institution hierarchy to select, please see your School Administrator.
- Once you've selected which compliance tracking package you are changing subscription to, click "Next" and proceed with the ordering process.
  - a. Confirm that all your contact information are correct and up to date.
  - b. You will also be prompt to sign Complio forms again.
- 6. Confirm that all the information entered in are correct and that you've selected the correct institution hierarchy.
- 7. Once you've successfully changed your subscription, any compliance information that you've already submitted will automatically map over from the old subscription to the new subscription.
  - a. Please allow some time for your information to map over from the old subscription to the new subscription.

ML	Username: maleoTEST Institute: Maricopa County Community Colineus	Semantization/Compliance	70 View Subscription (705 Days Left)	
Change		Compliance Celegory/Nem (Ecalecia) Requirement Explanation		Status
8 Edit Profile		Required Compliance Category		
Order History	enplant?	• MMR	+ Enter Requirements	Incompliete
Message Center		• Varicella	+ Enter Requirements	Incompliete
A Profile Sharing	9	Mepatitis B	+ Enter Requirements	Incomplete

Purchased Subscription(s)					
Institution Hierarchy	Package Name	Time Remaining	Subscription Renewal	Compliance Status	
Maricopa County Community Colleges > New > Mesa Community College > Paramedicine	Maricopa Alled Health	705 days left		Not Compliant	Change Program
Maricopa County Community Colleges > New > Phoenix College > Nursing	Maricopa Nursing	705 days left		Not Compliant	Change Program
Maricopa County Community Colleges > New > Rio Salado College > Dental Hygiene	Maricopa Dental Hygiene	705 days left		Not Compliant	Change Program

Create Order (Skip 1)										
Please contact your institution if you are unsure what package(s) you need to order.										
Identifying Information										
Institution Nome:	Maricops County Community Colleges									
Select Student Type: *	New	<ul> <li>Select Campus*</li> </ul>	Mesa Community College	<ul> <li>Select Program.*</li> </ul>	Paramedicine	•				
	Load Packages									
Tracking										
Immunization Package(s)										
Maricopa Allied Health	whops Alled Health Were Dackage Details									
12 Months (\$0.00)	12 Monthe (80.00)									
24 Months (\$0.00)										
Next se										

Confirm

You will not be able to edit any information for this order after proceeding. Have you reviewed all your information'

Refund Policy:

You have agreed to a non-tangible service, and as a customer you agree to the terms and conditions of service. In addition, you have acknowledged that there are no refunds that can be issued.

Ok Cancel

## **Questions?**

©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account, or your students' statuses.

Email: Complio@americandatabank.com Phone: 800-200-0853 Live Service: 7am-6pm MT M-F; 8am-4pm MT Sa

Address:

110 16<sup>th</sup> Street Suite 800 Denver, CO 80202