How to:

Set an account to Active or Inactive

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Owner: MedCo Registration Solutions

Introduction

In accordance with the User Agreement, Direct Medical Experts (DMEs) are able to set their account to Active or Inactive. The default status for all new DMEs is Active. For Indirect Medical Experts (IMEs), the expert should agree with the Medical Reporting Organisation (MRO) whether they are able to provide medical reports.

How to change the status

1. Log in to your MedCo account at https://app.medco.org.uk/

2. Select **Manage Registration**

Main Menu

Please choose from the following options

Manage Registration

Manage User Agreements & Financial Links

Manage Invoices

Bulk Case Data Upload

Manage Outstanding Cases

Search for Closed/Archived Cases

Change Password

3. Scroll down the Edit Direct Medical Expert registration page until you see the field **Active** with a drop down box

Accreditation Body	Medco
Accreditation Start Date	27/01/2017
Accreditation End Date	27/01/2020
Next renewal date	20/04/2019
Active ⑦	▌Yes ⌄
Organisation ICO Number ⑦	▌124124238
Has your organisation had any disciplinary action taken against them by the ICO in the last two years?	▌No ⌄

4.   To switch to inactive, change the answer from Yes to **NO**

Active ⑦   ▌No ⌄

5.   Click **Save** to apply the changes

     Return To Main Menu   Cancel and logoff   Save

    Note: Once saved changes will take immediate effect meaning if a DME sets an account as inactive they will no longer appear in future searches. If a DME sets an account as Active they will immediate start to appear in future searches.

6.   To switch from Inactive to Active, repeat the steps 1 to 3 then change the answer from No to **Yes**

7.   Click Save to apply the changes.