

## **How to Obtain a GAIN ABS Account**

- 1. Submit a completed and signed GAIN ABS Access Authorization Form to DCF.** Access forms are posted on the DCF GAIN website. Instructions on how to submit the form are located in the document.
- 2. Submit a completed Usage Agreement to Chestnut Health Systems.** Instructions for faxing the Agreement to Chestnut are located in the document. Usage Agreements are available on the DCF GAIN website.
- 3. Attend a GAIN ABS Webinar to learn how to use the GAIN ABS system.** The webinar schedule is posted on the DCF website. Webinars are held twice monthly.
- 4. Activate your GAIN ABS account with Chestnut Health Systems.** When your account paperwork has been processed and your account is ready, Chestnut Health Systems will notify you by email that your account is ready to be activated. Activation instructions are included in the email.