Log In
LOGGING IN (1)

All MTN users use the same system link to access the MTN Publication Management System:

https://mtn.envisionpharma.com/ienv_mtn/desktop/login.xhtml?windowId=e8f

After clicking the link, you’ll arrive at the main login page. Log in as follows:

- Enter your Login ID and Password; then click Login
- First time users will be required to select and answer a security question

If you are a new user, please contact mtnpubsupport@mtnstopshiv.org to request a system Login ID
LOGGING IN (2): VERIFY YOUR EMAIL ADDRESS

Verify Your Email Address

1. Navigate to the Profile Global Tool

2. From the My Profile screen go to the “Verify” link next to your email address

3. Click Verify

4. A pop up will appear

5. You will receive an email with a link for verification

6. Click the link within 24 hours to verify

Verifying your email address helps with resetting passwords. After you do this step, the system should be able to automatically send you a new password if you forget your password.
LOGIN ISSUES

If you forget your system password or login, help is available!

1. FORGOT PASSWORD
   • Click **Forgot Password**?
     ▪ After providing your **Login ID** and answering the **Security Question**, you will be prompted to reset your **Password**
     ▪ Please note: if you incorrectly entered your password 5 times, your account will be locked and cannot be reset using the self-service **Forgot Password** prompt. Please contact the MTN publication support desk for assistance (mtnpubsupport@mtnstopshiv.org)

2. FORGOT LOGIN ID/DO NOT HAVE A LOGIN ID
   • Please contact the MTN publication support desk for assistance – mtnpubsupport@mtnstopshiv.org; the MTN support team will send you an email notification with your **Login ID**
EDIT YOUR PROFILE INFORMATION

1. After you are logged into the system you can edit your account information from the Profile Global Tool

2. From the My Profile screen you can:
   a. Update your My Information section
      Be sure to select Save from the Actions Menu
   b. Change Password
   c. Edit Security Questions and answers
      Note: System Admin users are not able to edit any of the security question information
iEnvision: How to conduct the MRC Review
ACCESS A REVIEW/APPROVAL ACTIVITY
HOW TO ACCESS THE MRC REVIEW IN IENVISION

RECOMMENDED APPROACH

MRC Reviewers will be notified of a pending review/approval request via email and a notification within the system.

1. **EMAIL**: Click the link within the email notification, log in to the system using your login credentials, and you will be brought directly to the review screen.

2. **SYSTEM NOTIFICATION**: Click the Notifications Global Tool in the top right-hand-side of your screen and select the review notification.

3. Then Click the link within the notification which will take you directly to the review screen.

If you are already logged in to iEnvision, when you click the link within the email notification you will be brought directly to the review screen without having to sign in again.

**Dear MRC Reviewer**

This is a request to review the following Primary Manuscript to be submitted to JAMA - Journal of the American Medical Association, entitled “BEW 10 14 Training Example” by... It is available to you through the link below:

https://staging2.envisionpharma.com/env_mrn/desktop/envision/provide_feedback.xhtml?actrd=1887

Please review and provide feedback by 26 Oct 2020.

Thank you. We appreciate your feedback.

Sincerely,
BarbaraCRM Wells, FH360 CRM
HOW TO ACCESS THE MRC REVIEW IN IENVISION ALTERNATIVES

Reviewers can also view and access a review/approval activity directly from your Workbench or Dashboard

WORKBENCH
1. From your Workbench, locate the record to which you would like to provide feedback
2. Click the ⚫ icon and select Provide Feedback; you will be brought directly to the review screen

OR

DASHBOARD
3. From your Dashboard Welcome Widget, click Documents requiring my feedback
   - If there is only one document, you will be brought directly to the review screen
   - If there is more than one document, you will be brought to your Workbench where you can access your review following the above instructions
PROVIDE FEEDBACK
1. You will see a PDF file on the left side of the screen: use the collaborative editing tools to add feedback directly onto the document*

2. If you would like to provide edits in the original Word or PowerPoint files (if you have more than a few edits), follow details on next slide

3. In the Current Feedback panel, enter your Recommendation and Comments (if any), and Upload Attachments (if applicable)

4. Select Send in the Actions Menu to submit your feedback
   - Other reviewers will not be able to see your feedback until it has been submitted
HOW TO COMPLETE A REVIEW IN IENVISION – WORD OR POWERPOINT

1. If you need to provide edits in the original Word or PowerPoint document, select the Download Review Materials link.

2. After clicking download, click okay to open the zip folder.

3. The package includes both the PDF and the native version of the review document (i.e., Word or PowerPoint).

4. Turn on tracked changes and edit the native document. SAVE to your computer.

5. In the Current Feedback panel, enter your Recommendation, Comments, and Upload Attachments to upload the edited document.

6. Select Send in the Actions Menu to submit your feedback.