Find the MCIR Site ID Number

Click the icon or text graphic to view directions that apply to your MCIR Role.

Provider User

1. On your MCIR home screen, (Figure 1).

2. Click **View My Site List** in the My Site section box.

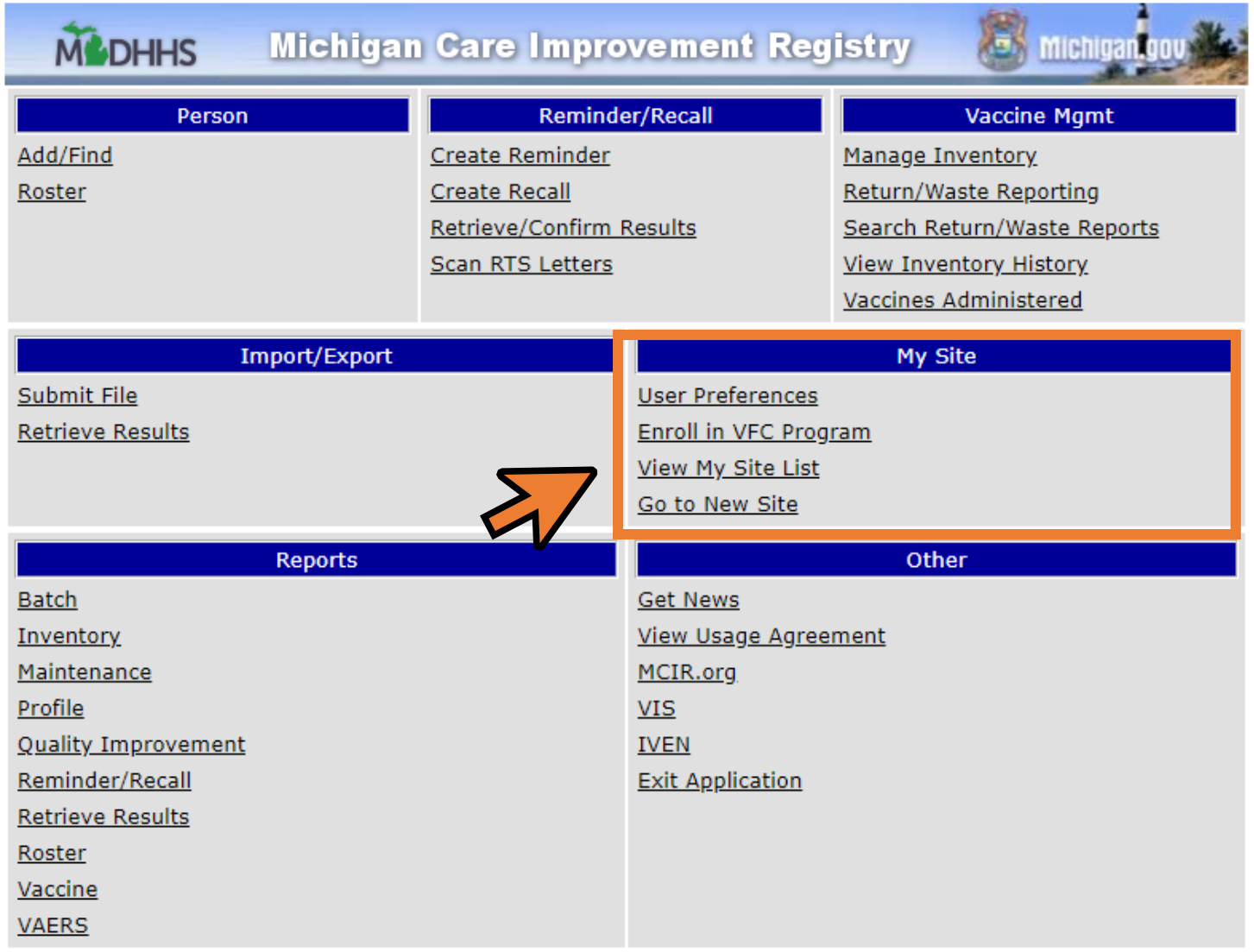

Figure 1

continue to next slide. . .

Provider User

3. Your user site list page will display **all sites and site ids you have access to**, (Figure 2)

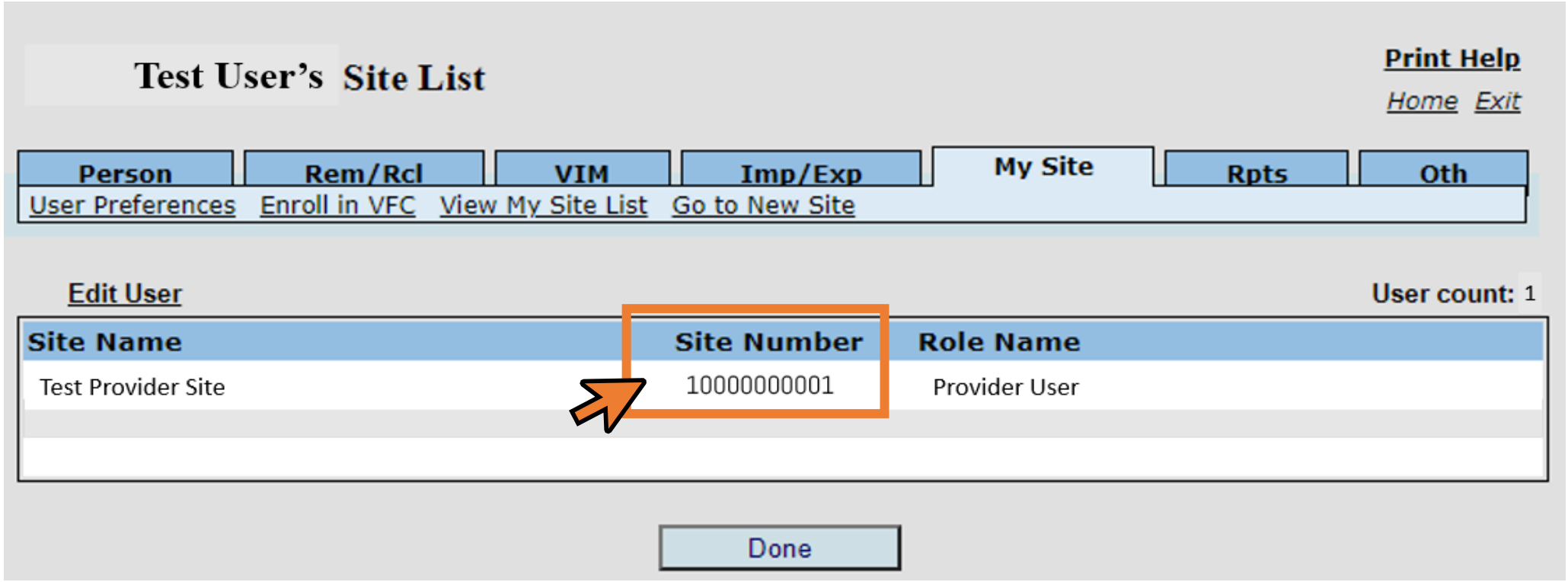

Figure 2

END.

If you are a Site Administrator continue to next slide . . .

Site Administrator

1. On your MCIR home screen, (Figure 1).

2. Click **Edit My Site** **OR** **View My Site List**, (if you have multiple sites) in the My Site section box.

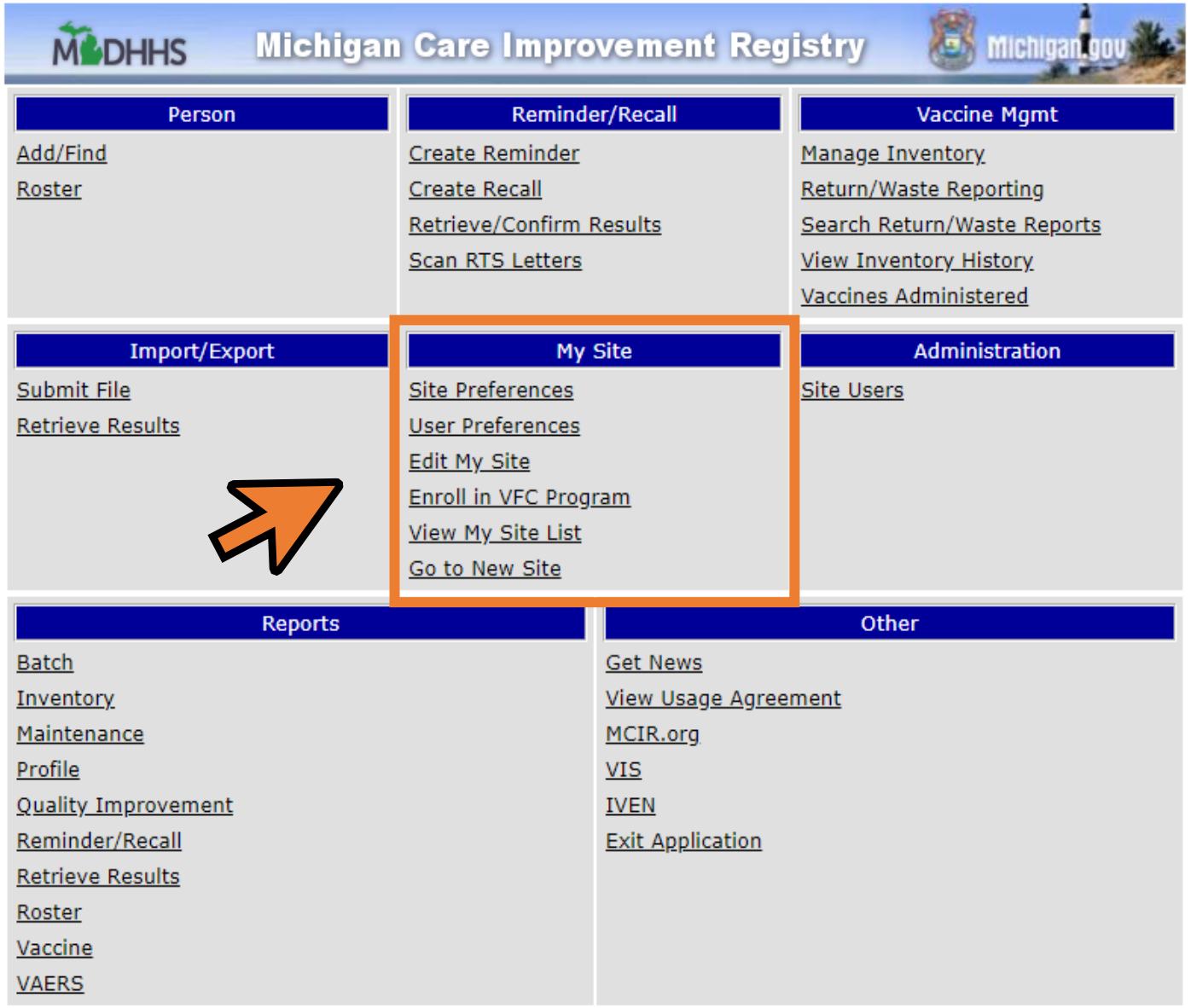

Figure 1

continue to next slide. . .

Site Administrator

3. The Site Information page will display your site id number if you manage just one site, (Figure 2).

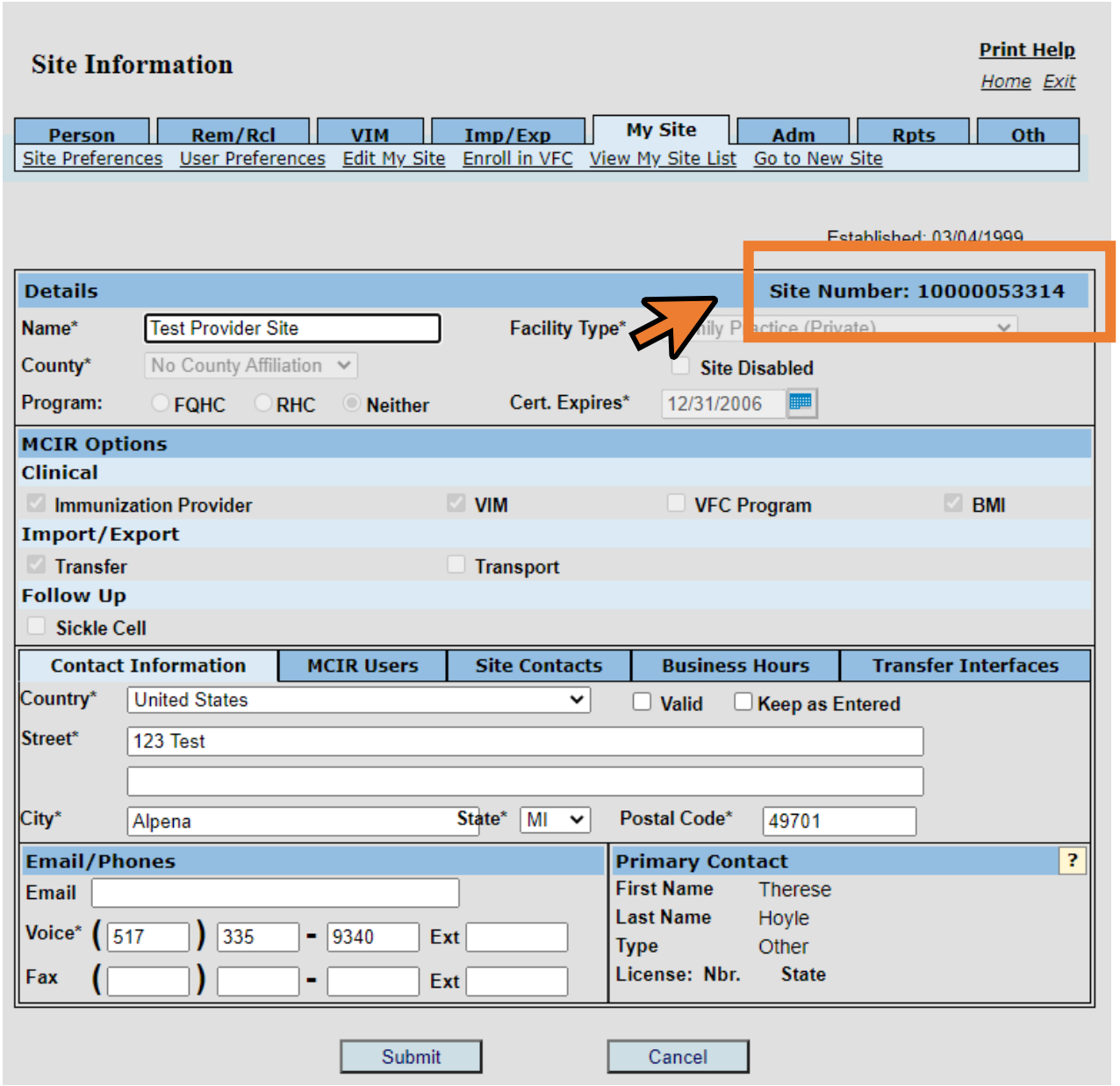

Figure 2

continue to next slide. . .

Site Administrator

4. If you have multiple sites the MCIR – Site Selection page **displays all site ids** you have access to,
(Figure 2)

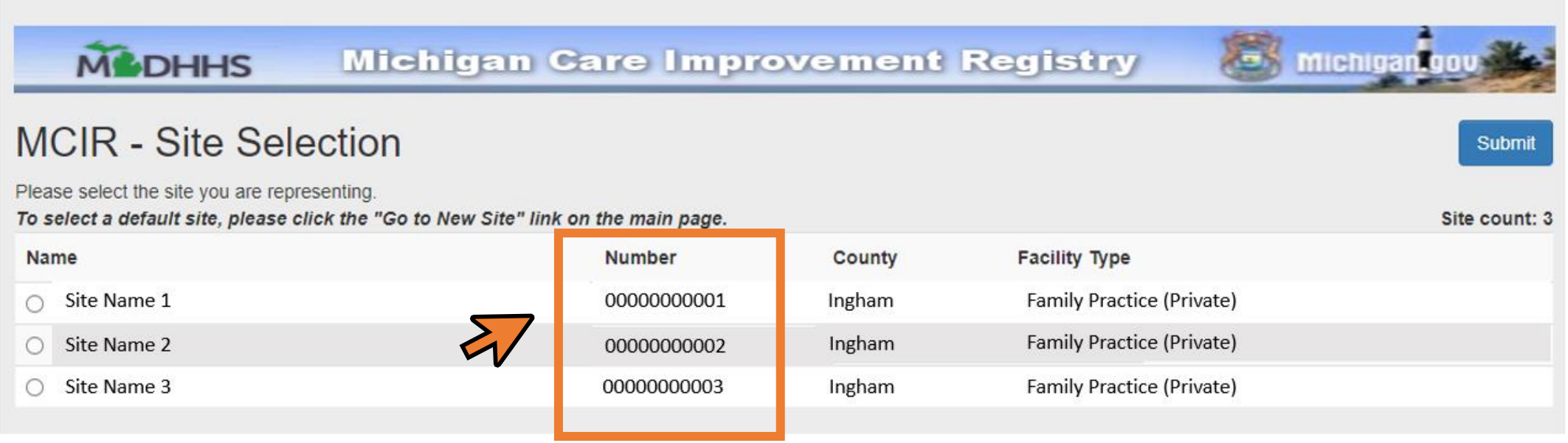

Figure 2

END.