



SCMS

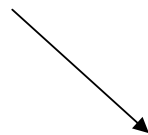
Secure Communication Management System

SCMS Practice Guide for DA Communications

1. Logon to SCMS

- https://ssax.ocgov.com/SSA_SCMS/

2. Forgot your password?



Welcome to SCMS

Log In

User Name:

Password:

Log In

[Forgot your password?](#)

3. Changing your SCMS Password while logged on to SCMS

Click on the pull-down menu "Profile" and select "Change Password"

4. Sending an SCMS Communication (e-mail)

- Click on "Communication" pull-down menu
- select "upload"
- Fill out each of the fields: *Only three fields are mandatory: (1) Recipient, (2) Communication Type, and (3) Attachments*
 - Recipient: *click on the magnifying glass to search for the recipient.*
Tip: You may type a portion of the first or last name in the fields.
 - Communication Type: *Select "DA Notification"*
 - Subject field: Caution: for security reasons, do not reference the client Name with the 19 digit number together in this field.
 - CWS/CMS Case/Referral #: Note: please do not type the number. For the sake of 100% accuracy, please copy and paste the number into this field.
 - Attachments: *click on Browse and select a document or file you wish to send. At least one attachment is mandatory in order to send*
- Click on "Submit" to send the communication

5. Opening an SCMS Communication (e-mail)

You will receive a notification to your County e-mail in Outlook when a communication (e-mail) is delivered to your SCMS inbox

- Enter SCMS
- Click on the "Communication" pull-down menu
- Select "Inbox"
- Open a communication by clicking on "select"
- Open and view the attachment
- Save the attachment to your hard disk or delete the e-mail
If you do not delete the e-mail, it will automatically delete after 30 days

6. Logout of SCMS