

## AIMS Caseload Tracker Licensing Instructions

Start at: <https://els2.comotion.uw.edu/product/aims-caseload-tracker>

### 1. IDENTIFY CORRECT AGREEMENT

- Standard License:** Select this option if you are NOT a qualified safety net organization.
- Discounted License:** Select this option if you are a qualified safety net organization.
- Volume Licensing:** If you are a parent organization purchasing a single license on behalf of multiple sites/practices, stop here and contact [aimstech@uw.edu](mailto:aimstech@uw.edu) for volume pricing.

### 2. DETERMINE APPROPRIATE LICENSING TIER

How many user accounts will you need? Users typically include behavioral health providers, care managers, psychiatry providers, behavioral health supervisors and other administrators. Pricing tiers are described on the licensing page linked above.

### 3. REVIEW TERMS

Click the "Preview Terms" link above the appropriate license. The license includes a Business Associate Agreement to protect patient privacy. Review the complete terms before proceeding.

### 4. ORDER

- Click the "Order Now" link for the appropriate license.
- Enter the number of user accounts in the basket.
  - Your account limit will be set based on the payment tier.
  - For Standard Licenses, enter 1-5, 6-15, 16-30 or 31-50.
  - For Discounted Licenses, enter 1-15 or 16-50.
- Click "Update Basket" to see the price.
- Click "Checkout Now".

### 5. LOG IN

Click "Register" to create an account. You can check your order status at any time by logging in and clicking "My Orders".

### 6. COMPLETE AGREEMENT

You will be asked to provide this information:

- Contact information for your AIMS Caseload Tracker Account Manager. This is the person responsible for managing user access on behalf of your organization.
- Contact information for your legal representative.
- Contact for where UW will send invoices.
- Contact information for your designated privacy office.
- List of participating clinic locations including street address and phone number.



## 7. SIGN AGREEMENT

Electronically sign OR forward to another authorized person for signature.

## 8. ACCESS

UW will countersign and send out a confirmation email and invoice with payment instructions. You will be contacted by the AIMS Center to set up access to the AIMS Caseload Tracker within one week of receipt of payment.

Please contact the UW Technology Licensing office if you have any questions about this process:

Express Licensing Program

UW CoMotion

University of Washington

[Email: license@uw.edu](mailto:license@uw.edu)

