

# Request One-on-one training

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CollaborateMD Training Representative can conduct one-on-one training in an online or onsite environment to enable your business to use and understand the full potential CollaborateMD can offer. You'll receive extensive training from one of our trained representatives on basic and advanced features. At the end of your training, you will have a thorough knowledge of the CollaborateMD application.

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If you're the Auth Rep, follow the steps below to request one-on-one training:

1. Select **Account Administration > Services**.
  2. Click the **Request Button** next to One-on-One Training.
  3. Enter the **Contact Name, Phone and a Detailed description of the training needs**
  4. Use the **Date and Time options** to let us know your **First Preference** for training.
  5. Use the **Date and Time options** to let us know your **Second Preference** for training.
  6. Click **Submit**.
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