



STAIRS Cost Reporting – How To Add Preparers

Add Cost Report Preparers

- Log into STAIRS using the credentials given to you by Fairbanks, LLC (STAIRS).
 - Website address: <http://cr.fairbanksllc.com>
- Click on the Manage icon in the top right corner of the page
- If we were your preparer last year you should see us listed there, you will still need to assign us as a preparer for this year.
- Click on the Add Preparer link in the top middle of the page
- Use the drop down menus to select Entity Cost Report 20YY where YY is the year in which the cost report covers and the correct type:
 - CPC for home health, or CPC-AR for even years
 - NF for nursing facility, or NF-AR for odd years
 - RC for residential care
- Then enter the first name of the preparer you wish to add (Amy or Knight) and click Search
- The results should show the name of who you searched for, click Select to the left
- Use the drop down menu to assign the Contract(s) you wish to assign us to.
- If you have multiple contracts you will want to click Save and Add Another Contract, then select the other contract, repeat as needed.
- If you only have the one contract click Save and Return to Manage.
- You may be asked if you want that person to be the Primary Preparer or Secondary, please assign me, Amy, as Primary Preparer.
- Please repeat these steps and add Jenn Weber as the secondary preparer
- We will be notified via email that you have added us as preparers. Once we receive this email we can begin work on your reports.