SSR Delegate Management

Learn how to add and remove delegate SSR accounts through the ACS member website.

It is SSR Surgeon’s responsibility to manage a delegate’s account access including adding, editing, and removing delegates. A delegate is a person who will help with data entry or communicate with the SSR team. A Surgeon can add several delegates to their account, and a delegate can manage several accounts.

HOW TO ADD A DELEGATE:

Step 1: Access the delegate registration page on the American College of Surgeons (ACS) here: www.facs.org/quality-programs/ssr/account

Step 2: Click Add a Delegate Account.

Step 3: Sign In with your ACS account. If forgotten, click: forgot your username or password? A password will be sent to your email in your ACS membership profile.

Already have an account?

Please enter your username and password below.

Username:
Password:
Remember me
Log in to your account

Forgot your username or password?

Please note, if you are a current or former member of The American College of Surgeons, you already have an account with us. (If you are not a member but have previously conducted business with the ACS, you also have an account). Please use the Forgot your username or password link to recover your account. You may also contact us at 800-621-4111 or mra@facs.org to obtain your login credentials. It is critical, if you are a member, to login with your existing account in order to obtain member pricing discounts and to have CME properly credited where applicable.
Step 4: Click on Add Delegate button.

Step 5: You will be prompted to enter delegate’s first name, last name, & email address. Click Save Delegate.

You will now see your added delegate under Delegate Management.

Please Note: If you are surgeon, never add yourself as a delegate. If you are a delegate, never add the surgeon’s name/account.
HOW TO REMOVE A DELEGATE:

If an assigned delegate no longer works with you, you have to remove the delegate account access.

1. Follow steps 1-3, to access delegate management screen.
2. Under the Edit button, you can remove the delegate account(s).
   a. To delete, select “Delete Delegate.”
   b. Note you can edit the email address, should the delegate’s email change.
      To edit, update the email address to the new email, and select “Update Delegate.”

Once you create a delegate, you cannot change the name on the account.

Please Note: Once a delegate is no longer working with a surgeon’s SSR, the surgeon must delete the delegate from their account. This ensures data protection and HIPAA compliance.