

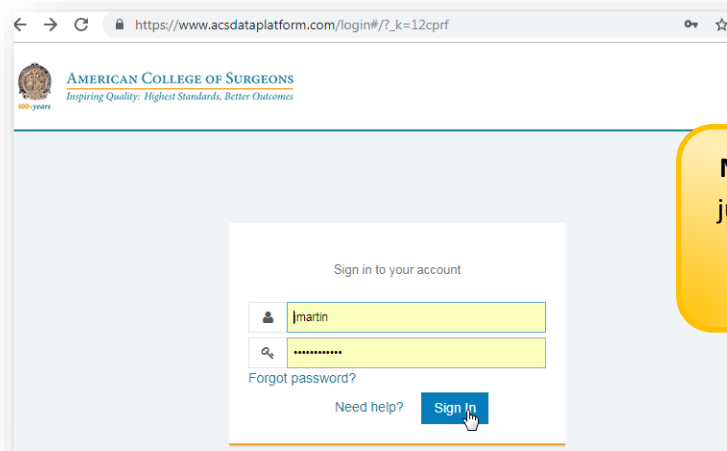
SSR Account Access and Setup

To set up your initial account there are Five Main Tasks to complete:

- (A) Change Password (B) Agreement Consent (C) Challenge Question Setup
(D) Procedure Location Setup (E) Form Preferences Setup

Step 1: Access the American College of Surgeons (ACS) Surgeon Specific Registry (SSR) here:
<https://www.acsdataplatfom.com>.

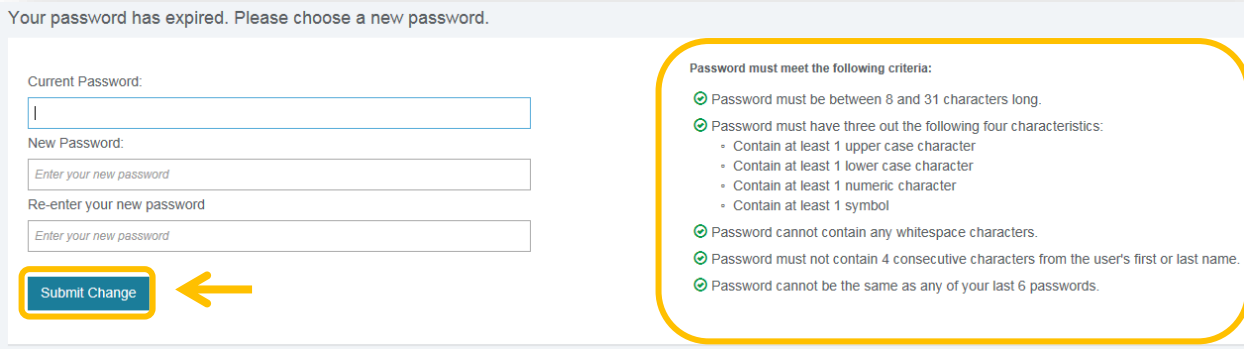
Step 2: Enter the initial username and temporary password that was emailed to you from
acstechsupport@IQVIA.com and click **Sign In**.



Note: Check your spam/junk folder if you do not see the “Initial Login” email in your inbox.

Task A: Change Password

Step 3: Type in temporary password again | Enter new password that meets the criteria to the right. Once complete, click **Submit Change**. *Your password can be changed at any time under “My Account”.*



Task B: Consent to Agreements

Step 4: Carefully read over and agree to the: **Participation Agreement, Business Associate Agreement, and Data Use and License Agreement** by clicking **“Agree”** for each one.

Surgeon Specific Registry

BUSINESS ASSOCIATE AND DATA USE AGREEMENT

This **Business Associate and Data Use Agreement** (“Agreement”) is effective as of the date acknowledged (“Effective Date”) between the acknowledgee (“Surgeon”) and the American College of Surgeons (“ACS”) and shall continue until terminated in accordance with Section 10 below.

WHEREAS, Surgeon desires to participate in one or more quality improvement programs administered by ACS (“ACS Program”) which requires Surgeon to allow ACS to use Surgeon’s Protected Health Information (“PHI”); and

WHEREAS, Surgeon and ACS may have entered into one or more certain written agreement(s) regarding Surgeon’s participation in the ACS program(s) (“Underlying Agreement(s)”).

NOW THEREFORE the parties agree as follows:

By clicking “Agree” below, Licensee hereby agrees to all of the above terms and conditions.

Disagree **Agree**

Note: After initial login, you can review your agreements under **Library**

Task C: Set Up Challenge Questions

Step 5: After you agree to the three agreements, you will be prompted to **set up your challenge questions**. Select **Set Up** and select your Challenge Questions and type in your answers using the drop-down menu. Click **Save**. This allows you to change your password by answering the challenge questions in the future.

Set Up Challenge Questions

You have not set up your challenge questions yet. You will need these to help recover or reset your password in the future. You can modify your questions at any time in **My Account**.

Skip for Now **Set Up**

Please set up your challenge questions and answers. You will need these to help recover or reset your password in the future. You can modify your questions at any time.

Challenge Question 1: What is your father’s middle name?

Challenge Answer 1: [Text Input]

Challenge Question 2: What was the make of your first car?

Challenge Answer 2: [Text Input]

Save

Note: You can change your challenge questions any time under **My Account**

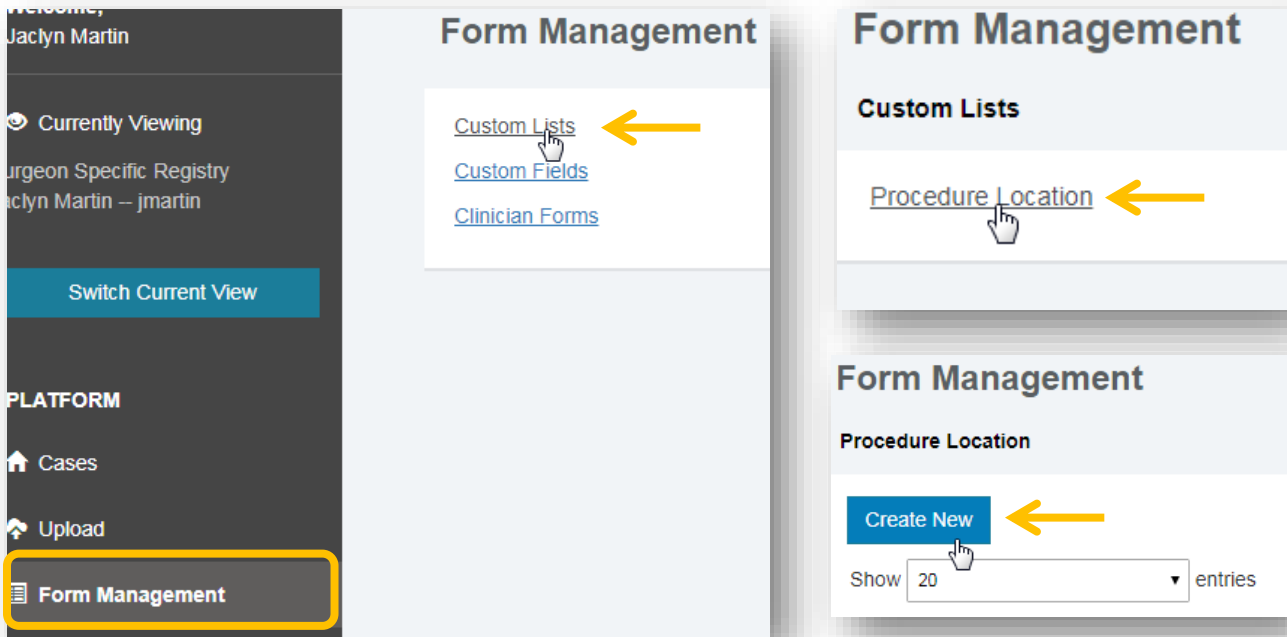


Note: You will not be prompted to do the last two steps; however, you **must set your Procedure Location(s) and Form Preferences** before logging cases

Task 4: Set Procedure Location

Step 6: Select **Form Management** in the main menu and click **Custom Lists**.

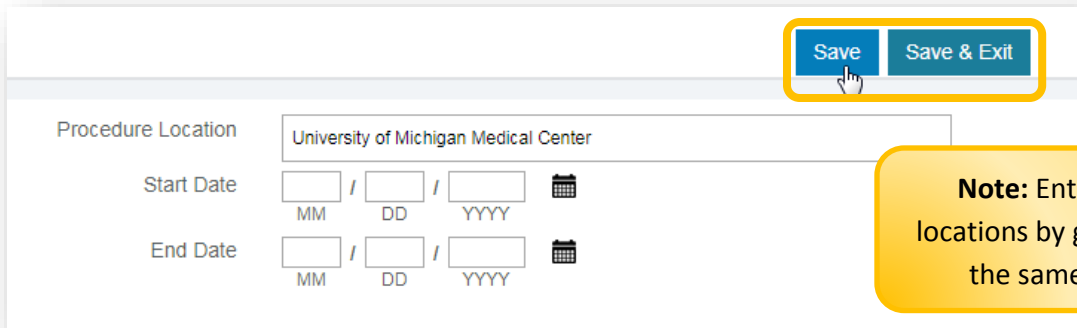
Step 7: Select **Procedure location**, then **Create New**.



Step 8: Enter your location and click **Save & Exit**.

Please leave Start/End Date blank. Only use an end date to “retire” a location.

The entered procedure location(s) will appear as a drop-down option within the case form.



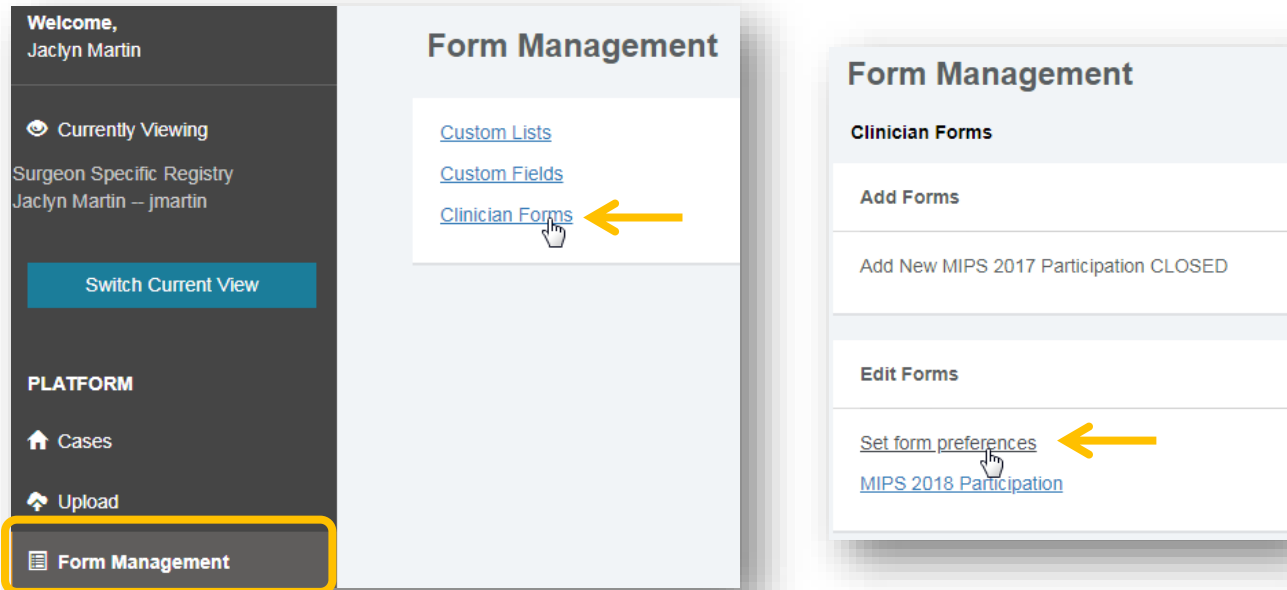
Note: Enter multiple locations by going through the same process.



Task 5: Set Form Preferences

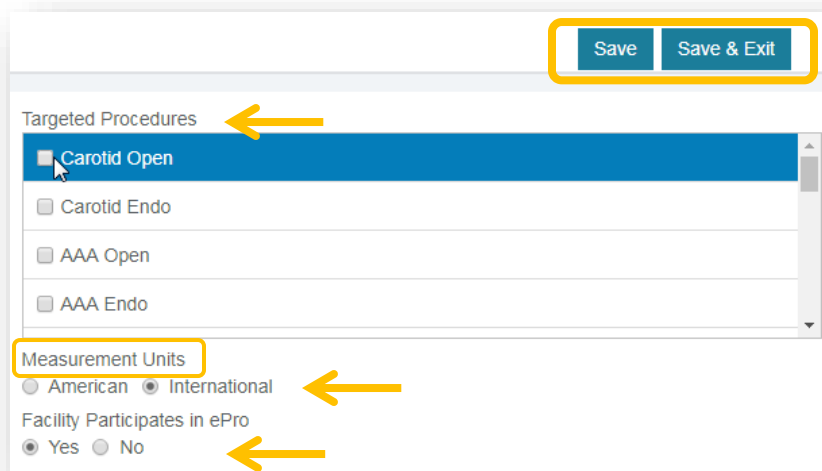
Step 9: Click **Form Management** in the main menu and select **Clinician Forms**.

Step 10: Select **Set form preferences**.



Step 11:

- Select preferred **Measurement Units**: “American” (in. & lbs.) or “International” (cm & kgs.)
- Select if your **Facility Participates in Electronic Patient Reported Outcomes (ePRO)**. By opting into ePRO, participating patients will receive an ePro email through the SSR.
- Select relevant **Targeted Procedures**. These are a set of variables specific to a procedure type.



Step 12: Click **Save & Exit**. Your account is now setup and you can begin logging cases.