

## SSR Delegate Management

Learn how to **add, edit, and delete** a delegate SSR accounts through the ACS member website.

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

### HOW TO ADD A DELEGATE:

**Step 1:** Go to <https://www.facs.org/quality-programs/data-and-registries/surgeon-specific-registry/ssr-account-setup-and-registration/>

**Step 2:** Scroll down to **Delegate Registration** and Click "**Manage SSR delegates**".

## / Delegate Registration

Only surgeons can add delegate accounts. A delegate is anyone who will help with data entry (for example, practice administrator, nurse, biller, etc.).

**Please note:** A surgeon is responsible for all delegate access management, including registration and deactivation. For information on how to manage delegate accounts under your main SSR account, download our [delegate management instructions](#).



Manage SSR delegates

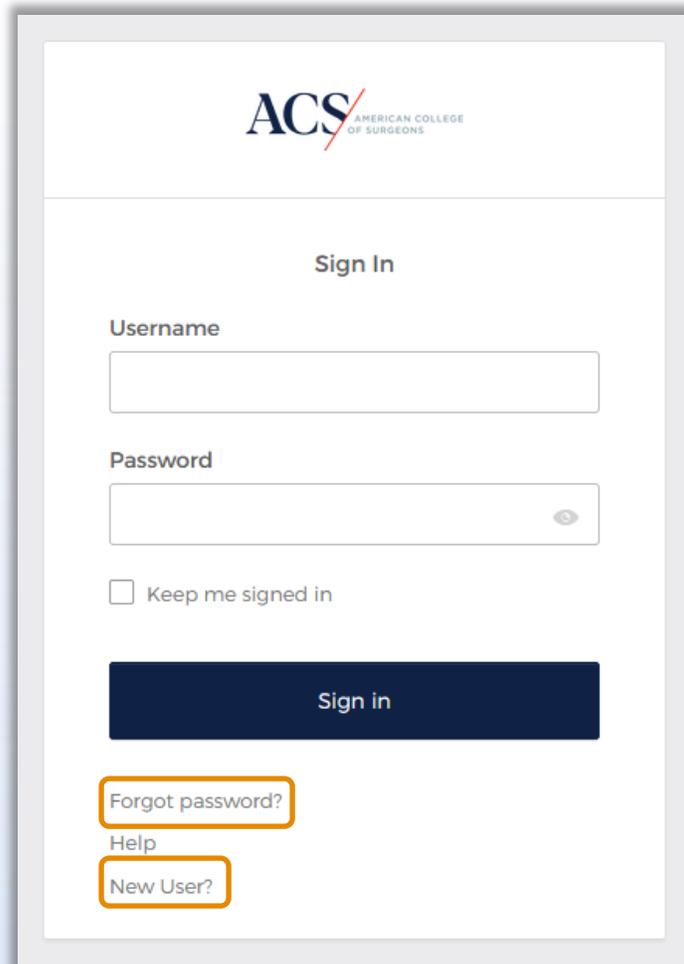
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**Step 3:** Sign into the ACS web platform.

*If you already have an ACS account*, sign in with your known username & password. If you forgot your login credentials, click **Forgot password?** Then type in your email and a password reset will be sent to you within a few minutes. If you do not see it, check your spam and junk folder. You may also email us at [ssr@facs.org](mailto:ssr@facs.org) if you need help with your login credentials.

*\*Please note, all ACS members, and anyone who previously made purchases, have an ACS account.*

*If you are a new user*, create an ACS account by clicking: **New User?**



The screenshot shows the ACS Sign In page. At the top is the ACS logo (American College of Surgeons). Below it is the heading "Sign In". There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Keep me signed in". A dark blue "Sign in" button is centered below the checkbox. At the bottom of the form, there are three links: "Forgot password?", "Help", and "New User?". The "Forgot password?" and "New User?" links are highlighted with orange boxes in the original image.

*If you are unsure if you have an ACS account*, click **Forgot password?** Enter your email. If you have an account, the system will recognize your email and send you a password. If you do not have an account with the email address you provide, you will receive this message:

### / **Forgot Password**

We have no record of this username or email. If you believe this is a mistake please contact member services at [Ms@facs.org](mailto:Ms@facs.org)

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**Step 4:** Click on **Add Delegate** button.

### Notice

- If you are a surgeon, do not add yourself as a delegate.
- If you are a delegate, do not add the surgeon's name/account.

### Delegate Management

**Add Delegate**

**Step 5:** You will be prompted to enter the delegate's *first name, last name, & email address* (which must be unique to this user). Click **Save Delegate**. Wait for your browser to finish processing the request, which may take a moment. You will then see your new delegate. Your delegate will be assigned their own ACS number and will receive their own login credentials via email.

### × Delegate Management

First Name

Last Name

Email address

**Save Delegate**

Close

