

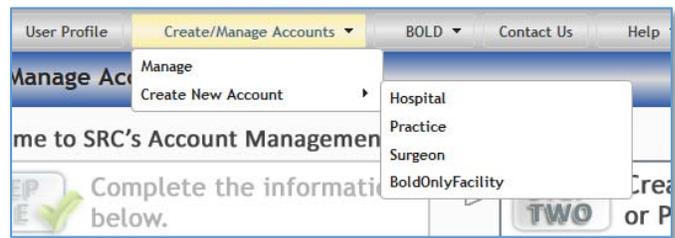
### Log in to the SRC account management system:

1. Open a browser and go to the page: <https://excellence.surgicalreview.org/Login>
2. Enter your user name and password.
3. Click Sign In.



### Create the hospital account:

1. Click Create/Manage Accounts > Create New Account > Hospital.



2. Enter the information requested and click Save/Next to continue. Required fields are marked with a red asterisk (\*).
3. If some of the details for the next contact are the same as information entered previously, select the contact entered previously from the Quickfill Contact Information box and then make the changes needed. Click Save/Next to continue to the next contact.
4. Repeat steps 2 and 3 for all contacts.

*The Account Summary page for the hospital displays when you finish creating the account.*

### Create the surgeon account:

1. Click Create/Manage Accounts > Create New Account > Surgeon.
2. Repeat steps 2 to 4 in the hospital instructions above.

*The Account Summary page for the surgeon displays when you finish creating the account.*

### Create the practice account:

1. Click Create/Manage Accounts > Create New Account > Practice.
2. Repeat steps 2 to 4 in the hospital instructions above.

*The Account Summary page for the practice displays when you finish creating the account*

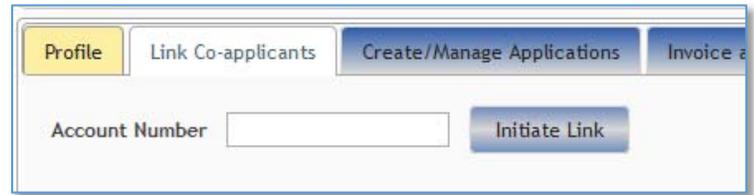
### Link the surgeon to the hospital and practice accounts:

Surgeons must link to a hospital and practice.  
Hospitals do not link to practices.



1. From your home page, click on "View Account Summary" to open the Surgeon account.

2. Click the Link Co-Applicants tab.

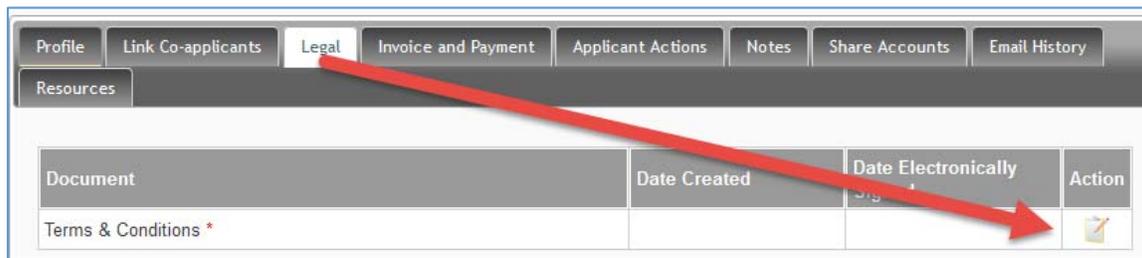


3. Enter the account ID number for the co-applicant hospital (7 digits, begins with a 1) into the empty box, then click initiate link.
4. Click "Yes" if the information in the confirmation pop-up box is correct. If the information is incorrect, click "No" and enter the correct number.
5. Enter account ID number for the surgeon's practice account (7 digits, begins with a 2).
6. Click "Yes" if the information in the confirmation pop-up box is correct. If the information is incorrect, click "No" and enter the correct number.
7. Repeat for as many hospitals and practices the surgeon should be linked to.

*You may also initiate a link from the hospital and practice accounts to the surgeon if desired.*

**Complete the surgeon and hospital Accreditation Terms and Conditions (T&Cs):**  
*(These steps are identical in both the hospital and surgeon accounts.)*

1. From your home page, click on "View Account Summary" on the account you wish to open. *(Only required in Hospital and Surgeon accounts; Practice accounts do not have terms and conditions.)*
2. Click the Legal tab.
3. Click the Action icon to the right of the Accreditation Terms and Conditions to open the T&Cs.



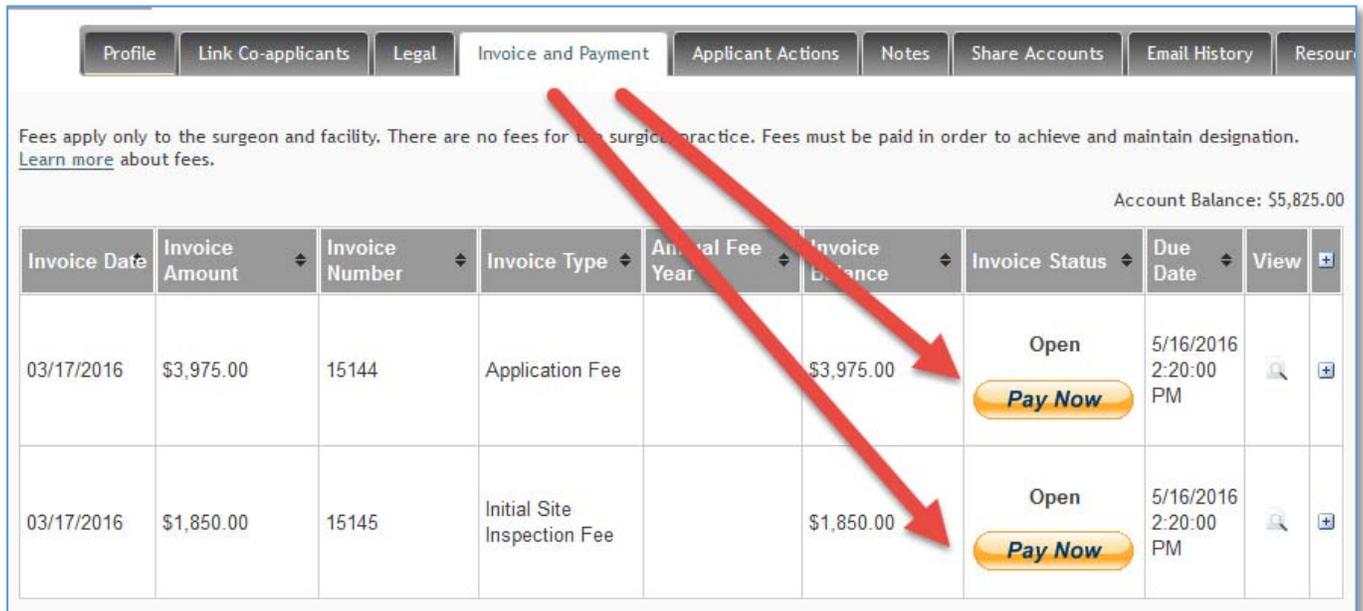
4. Click the box that says "I Agree", then enter your name, and click Save/Exit.



**Pay the surgeon and hospital fees:**

*(These steps are identical in both the hospital and surgeon accounts.)*

1. The open invoices are located under the Invoice and Payment tab of each hospital and surgeon account. Hospitals are required to pay their application and site inspection fees and surgeons are required to pay their application fees before proceeding to Provisional Status.
2. From your home page, click on “View Account Summary” to open the account you wish to view.
3. Click on the Invoice and Payment tab. From there you can either pay the invoice online with a credit card by clicking on the Pay Now button next to each open invoice, or you can print the invoice by clicking the View icon and remit payment another way.



Fees apply only to the surgeon and facility. There are no fees for the surgical practice. Fees must be paid in order to achieve and maintain designation. [Learn more about fees.](#)

Account Balance: \$5,825.00

Invoice Date	Invoice Amount	Invoice Number	Invoice Type	Annual Fee Year	Invoice Balance	Invoice Status	Due Date	View
03/17/2016	\$3,975.00	15144	Application Fee		\$3,975.00	Open <a href="#">Pay Now</a>	5/16/2016 2:20:00 PM	
03/17/2016	\$1,850.00	15145	Initial Site Inspection Fee		\$1,850.00	Open <a href="#">Pay Now</a>	5/16/2016 2:20:00 PM	

4. Repeat steps 1 to 3 for all other hospital and surgeon accounts with open invoices.

**Provisional Status:**

Once the Terms and Conditions have been accepted and payment has been received for the open invoices, applicants achieve Provisional Status which is the first major milestone that applicants reach in the accreditation process. At this time, participants will receive site inspection materials and forms to complete in addition to gaining access to the Outcomes Database (if available). These items will be located under the tabs marked Legal, Applicant Actions, and Resources of each Hospital and Surgeon accounts. You may contact a site inspector for additional help in completing these materials by emailing SRC at [SRCsupport@surgicalreview.org](mailto:SRCsupport@surgicalreview.org).