

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

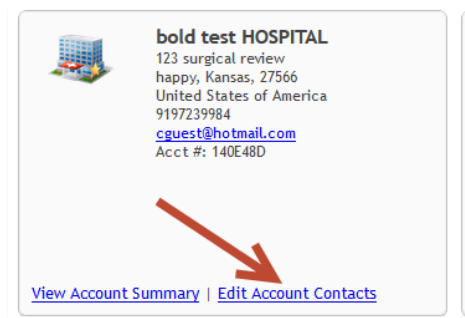
1. Open a browser and go to the page:  
<https://excellence.surgicalreview.org/Login>
2. Enter your Username and Password.
3. Click Sign In.



**To update the information on SRC's website you must update the contact information in your account.** For surgeons and care specialists, this means you must update BOTH your **Surgeon** and **Practice** contact information because our website uses both accounts to publish your information.

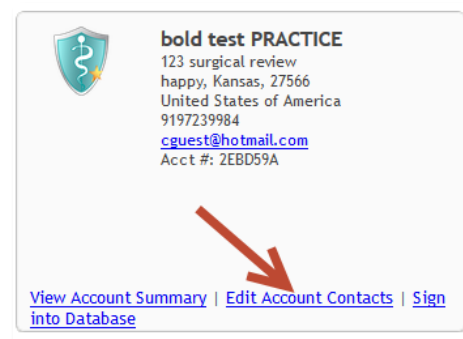
### TO UPDATE A FACILITY ACCOUNT:

1. From your home page, click "Edit Account Contacts" on the account you wish to open.
2. **Account Information:** Review and update all fields as needed. Then click "Save/Next" at the bottom right. Repeat with **Billing Contact Information** and **Administrative Contact Information**. After updating **Ship To Information**, click "Save/Exit".



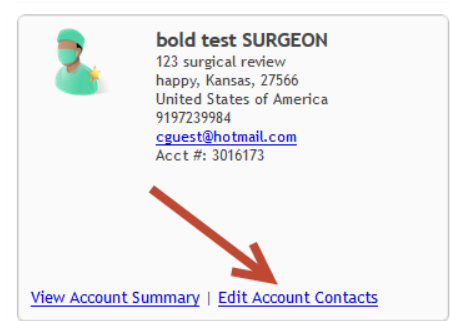
### TO UPDATE A PRACTICE ACCOUNT:

1. From your home page, click "Edit Account Contacts" on the account you wish to open.
2. **Account Information:** Review and update all fields as needed. Then click "Save/Next" at the bottom right. Repeat with **BOLD Contact Information** then click "Save/Exit".



### TO UPDATE A SURGEON or CARE SPECIALIST ACCOUNT:

1. From your home page, click "Edit Account Contacts" on the account you wish to open.
2. **Staging Certificate Information:** This is a new feature which allows SRC to capture your surgeon or care specialist name as it should appear on your awards. If it was not previously filled in, you must complete it when you click on this link or you will lose the name already associated with this account.



3. Enter the name of the participant in the name fields (red asterisks are required).
4. Click the radio button for MD or DO (if applicable). The screen will blink and update the credentials field.
5. If there are more credentials to add, place a comma after MD or DO, then add the additional credentials.
6. Click the grey "Update Participant Name" button. The screen will blink and the name will be updated in the "Participant Name" Field below.
7. Check the "Confirmed by Participant" box
8. Click "Save/ Next" on the bottom right.

**Staging Certificate Information**

Complete the certificate information and select 'Save/Next' to continue.

Salutation

First Name  \*

Middle Name

Last Name  \*

MD  
 DO

Credentials  (i.e. MD, FACOG, etc.)

Participant name will be updated based on salutation, first name, middle name, last name, and credentials.

Click here to update Participant name.

Participant's Name  \*

Confirmed by Participant

9. **Certificate Contact Information:** this is a repeat of the steps above. It should already be completed and you simply need to review and click "Save/Next".
10. **Account Information:** Review and update all fields as needed. Then click "Save/Next" at the bottom right. Repeat with **Billing Contact Information** and **Administrative Contact Information**. For COE accounts, you will click "Save/Next" to complete the update. There is no Ship To for COE surgeons as their awards will be shipped to their co-applicant facility.



## Update Participant's Information on SRC's Website

11. **Ship To Information:** For Master Surgeon or Care Specialists accounts, you must also complete the Ship To Information. After updating, click "Save/Exit".
12. If you need to update multiple accounts, click the HOME button on the top left and repeat the steps above. SRC's website will be updated within 24-48 hours.