RCR Registry Signup Portal

Steps for Signup

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Introduction
The RCR Registry Signup Portal is used to enroll a Practice with the RCR Registry.

Sign Up (New user creation)
You can create a new user account, access the following URL:
https://registry.rheumatology.org/Signup/Registry.aspx

Enter the following:
- Username
- Password
- Confirm password

Figure 1: Sign up form
On the sign up page, enter the following:

- First name
- Middle name
- Last name
- Phone
- Email

Enter and confirm the user details, and click on the ‘Login’ button.

This would create new credentials for RCR.
Log into the Signup Portal

To login with RCR, open Chrome, Mozilla, or Internet Explorer and either type or copy paste the following URL:  https://registry.rheumatology.org/Signup/Registry.aspx

Enter and confirm the username and password, and click on the ‘Login’ button.

![Sign in form]

Overview

The Signup Portal is divided into 3 main parts:

![Signup portal overview]
**Practice Information**
Allows you to verify practice information and/or add a practice admin contact.

**Provider information**
Allows you to verify and/or add provider details.

**Agreement**
Enables you to sign the agreements to report via the RCR Registry. You will have to sign two agreements, one for FIGmd, and the other for RCR.

**Signup process**

**Practice Information**
In this section, verify the practice information. If you need to correct the practice information, please contact.

![Practice Information](Figure 5: Practice Information)
In order to add a Practice Admin Contact, click ‘Add Contact’. Enter the contact details, and click ‘Save’.

![Add New Admin Contact](image)

Figure 6: Add practice admin contact

**Provider Information**

Verify the provider(s) listed under the Provider Information table.
To make any edits to the information, click on the provider. To add more providers, click ‘Add New Provider’.

Figure 8: Provider details tab
Agreements
The user will have to sign two agreements for RCR. They are:
- FIGmd Agreement, there are three sign for this Agreement.
- RCR Agreement, there is one sign for this agreement.

The Agreement section allows the practice to sign the agreements to use the RCR Registry.
- Enter your email address and re-enter your email address.
- Click ‘E-sign the agreement now’ to sign the agreements.
- Click ‘E-sign the agreements later’ to have the agreements sent to your email address.

Once you select the option to E-sign the agreements now and click on button “Sign FIGMD Agreement”, the agreements will be populated below.
Please review the agreements, enter the practice details, and e-sign if you agree to terms and conditions.
Once you’ve completed entering the data, a ‘Sign’ arrow will appear. Click on the arrow and type your name in the signature box. A signature corresponding to the name will be generated. Click ‘Apply’ to save the signature. Please note there are two agreements you will need to sign, a Business Associates Agreement and a Registry Participation Agreement.
Enter the agreement details.
Once you are at the signature page, enter your practice name, email address, and e-sign. Click ‘Next‘ to continue to the Registry Participation Agreement.

Figure 13: Signature details
The data release consent form releases the information submitted by the practice. Enter the information for this consent form.

After entering signature at three location in FIGMD Agreement on the page number (6,9,10 ), following screen would be display. You need to click on “Click To sign” button to actually e-signing the whole document.
A signed copy of the agreements will be sent to the Academy for processing. For verification purposes, please visit your email to verify your identity.

Next, you will have to sign the **RCR Agreement**.
Enter the agreement details: Name, title, date, and click on Next to enter the next details.

Once you are at the signature page, enter your practice name, email address, and e-sign. Click ‘Next’ to continue.
Enter the email and user details and click on ‘Click to Sign’ in order to sign the agreement.

Figure 20: Sign the agreement

A signed copy of the agreements will be sent to the Academy for processing. For verification purposes, please visit your email to verify your identity.

Figure 21: Identity verification notification tab
Click on the ‘Finish’ button to complete the Signup Process.

If All Agreement are not signed then following message would be displayed.

If All Agreement are signed then your signup process is completed and You will received the mail for RCR Dashboard and its credential for further process.

Figure 22: Success message
In order to sign the agreement later, enter your email id and select the option to sign the agreement later.

![Sign Agreement](image)

Figure 23: Sign agreement later

Once you select the option, the following message will be displayed. And email would be sent to the email address you have mention for signing of Agreement.

![Success message](image)

Figure 23: Success message

Once both agreements are signed you will received the mail for RCR Dashboard and its credential for further process.
In a Case if signature for the Agreement is pending even after generating agreement once, it can be signed in future by clicking on button “Send Followup” or “Re-generate” for Sign later or Sign Now option respectively.