



COMMON TABLE

Data Portal

How to Register/Activate Your Account

This section will take users step-by-step through the portal registration and account authentication and activation process.

Accessing the Portal: Users can access the portal by linking directly to the portal's login page using <http://data.healthcarequalitymatters.org>

Registering for an Account:

First time users must register for an account prior to logging in. To register for an account click **'Register for an account'** located on the bottom left of the page (circled in red below).

Transforming Health Care - Together

This secure data portal was developed for you to manage your data, view your performance results and get more involved in Healthy Memphis Common Table.

HELP

- I forgot my password
- Register for an account**
- Contact support

LOG IN

Email Address

Password

LOG IN

Once a user has registered for a portal account, he/she will have access to reports and be able to view practices' results prior to a report being published. Some users (depending on their account type) will also have the ability to maintain (i.e. update the information for) their organizations, locations, and clinicians.

Your Basic Account Information:

The user information in this section will allow us to verify your identity.

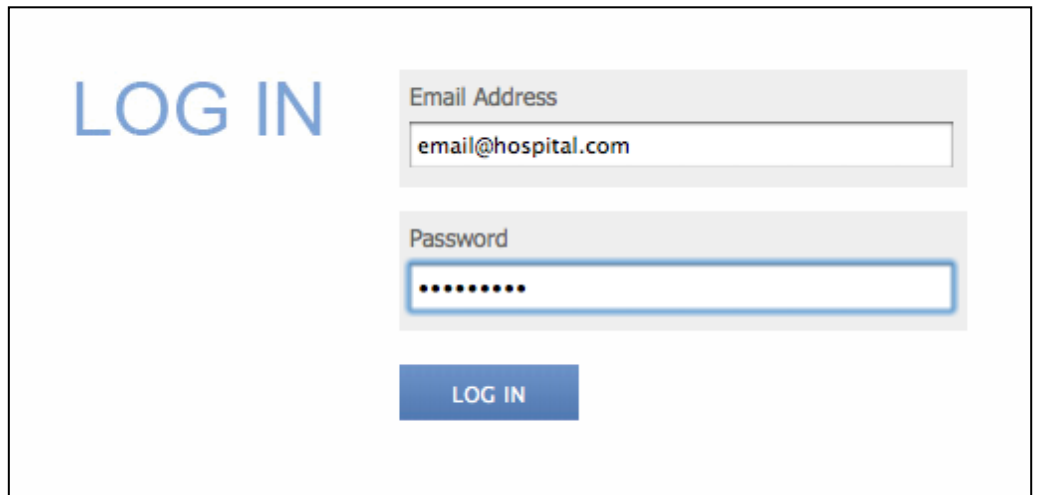
Request Account	
* Required Fields.	
Organization Name *	<input type="text"/>
Email *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Suffix? (e.g. M.D., R.N., etc.)	<input type="text"/>
Phone *	<input type="text" value="123.456.7890"/>
Please Note: Your TIN and NPI are optional for registration, but will be required for final account approval. Entering them now will expedite the approval process. Thank you.	
I am an Administrator	<input type="checkbox"/> <input type="text" value="123456789"/>
I am a clinician	<input type="checkbox"/> <input type="text" value="0123456789"/>
<input type="button" value="SUBMIT REQUEST"/> <input type="button" value="CANCEL"/>	

Please make sure to complete the required fields noted with an asterisk (*). Additionally, please fill out the TIN and NPI information to expedite the approval process. Finally, please provide your direct line phone number in the event we need to contact you for verification.

Once you have completed this page, please click **'Submit Request'**. Your registration information will be sent to the Administrator for review, who may contact you to verify submitted information prior to account finalization. Upon completion of the review, a user name and a temporary password will be emailed to you.

Account Activation:

Once the registration confirmation e-mail has been received, including your user ID and temporary password, you may log into the portal. Please follow the steps to complete the account activation process:



The screenshot shows a login interface. On the left, the words "LOG IN" are displayed in a large, blue, sans-serif font. To the right, there are two input fields. The first is labeled "Email Address" and contains the text "email@hospital.com". The second is labeled "Password" and contains eight dots, indicating a masked password. Below these fields is a blue rectangular button with the text "LOG IN" in white, uppercase letters.

Step 1: Choose a Password

On your first log in you will be required to change your password.

Your password must include:

- At least eight (8) characters.
- At least two (2) of the characters must be digits [0-9] and non-adjacent

Step 2: Agree to the Terms of Use

The Terms of Use Agreement is designed to protect your personal information, as well as to identify the legal parameters of the data included and its intended use.