




## Welcome to the Plastic Surgery Registries Network (PSRN) Sign-Up Portal!

**Included below are steps to register for the Plastic Surgery Registries Network, as an Active or Candidate member of ASPS:**

1. To begin, go to the following link: <https://psrn.plasticsurgery.org/Signup/Login.aspx>
2. Select **"I am an ASPS Member"** and then click **"Next."**
3. Enter your ASPS Member ID and your last name, then click **"Login."**
4. You will next be prompted to select the registry(ies) that you would like to sign-up for. You are able to select from GRAFT, TOPS, PROFILE, QCDR, and NBIR. Only the GRAFT registry is open to members outside of the US at this time. Select each registry that you would like to participate in, and then click **"Next."**
5. You will now be brought to the Practice Information Tab. On the Practice tab, enter information about your practice, including the Practice Name, Address, and Practice Type.
6. If you selected to register for the QCDR, you will need to enter your Tax Identification Number (TIN).
7. Once you have entered all required information, click **"Save"** and then **"Next."**
8. You will next need to complete the Physician tab. Your first name, last name, ASPS Member ID, email address, ASPS Member Category, and phone number all should be prepopulated in this tab. Double check to make sure all information was populated correctly and update if necessary.
9. Please take note of the Login Name that is auto-generated for you, as this is what you will use to access your PSRN Registry Dashboard.
10. If you selected the QCDR, you will need to enter your NPI Number.
11. Once you have entered all required information, click **"Save"** and then **"Next."**
12. You will next complete the Designated Users Tab. You will complete this tab if you would like to designate a user(s) to have access to your account in order to perform data entry or pull reports on your behalf. You will be asked to enter their first name, last name, email address, phone number, and to create a login name for them. If you do not want to identify a designated user, just click **"Next."**
13. You will be directed to the Registry Agreements page. You will be asked to sign two agreements:
  - a. The Business Associate/Data Warehousing Agreement is an agreement between you and FIGmd, the PSRN Registry Vendor. This allows FIGmd to act as your business associate to store and maintain the PHI that you enter into the registry(ies).
  - b. The second agreement is the Participation Agreement between you and ASPS/PSF. This agreement outlines the terms of participating in any of the PSRN Registries.
  - c. You will also see an exhibit for each registry that you sign-up for. The exhibits outline the terms of participation in each registry, but do not need to be signed, but must be viewed before completing your registration.

Please note: If you are participating in PROFILE you will only need to sign the Business Associate Agreement and a PROFILE Release and Consent Form. There is not a separate PROFILE Participation Agreement or Exhibit.
14. If you are authorized to sign an agreement on behalf of your practice, click **"Sign Now"** next to the agreement that you would like to start with. If you would like to sign the agreement at a later time or you are not authorized to sign the agreement, click **"Sign Later"**.
15. You will be prompted to enter your email address twice for verification purposes. Click **"OK"**. If you previously selected **"Sign Later"**, the agreement will be emailed to you to sign at a later time or to share with the individual who is authorized to sign the agreement on behalf of your practice. If you selected **"Sign Now"**, follow the instructions by clicking on the  symbol in the signing document that will guide you to complete all the places you need to e-sign within the agreement.
16. Once you have signed the agreement, click on the  **Refresh** button.
17. Complete the same steps to complete the next agreement, and again click on the  **Refresh** button.
18. Once you have signed both agreements, click on **"Submit Your Registration."** A screen will pop up informing you that your login credentials will be sent to your email address. Open that email to login to begin your PSRN Data entry!