Open Payments System Quick Reference Guide – Teaching Hospital Nomination

Users new to the Open Payments system who wish to accept or reject a nomination for a teaching hospital should execute the steps as identified below. Note that you must have successfully registered in both the Enterprise Identity Management System and have requested and received access to the Open Payments system prior to accepting or rejecting a nomination in the Open Payments system. For detailed steps and screenshots, please refer to the Open Payments User Guide, section 8.5a (5).

1. On the "Welcome" page, click on the "Create My Profile" button.

2. On the "Create Profile" page, scroll to the bottom of the page and click on the "Start Profile" button.

3. On the "Select Profile Type" page, select the "I have a Nomination ID and Registration ID" link.

4. Select "Teaching Hospital" from the "User Type" drop down list.

5. Enter the Registration ID and Nomination ID that were provided in the nomination email you received, and click the "Show Nomination" button.

6. Verify that the user role and teaching hospital name are correct, and click the "Continue" button. If it does not correspond with what you were expecting, click the "Cancel" button.

7. Review the information on the "Confirm Nomination" page. You have the option to accept or reject the nomination by selecting the "Yes, I accept" or "No, I do not accept" radio button. Select the "Continue" button. **Note:** If you decline your nomination, you will not have access to the Open Payments system.

8. Follow the on-screen instructions to submit your profile. If you accepted your nomination, you will be able to access the functions associated with your user role immediately.