




## 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 ASPS Member:

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. Select each registry that you would like to participate in, and then click “Next.” The following registries are now accepting registrations:
  - TOPS (Open to ASPS Members)
  - GRAFT (Open to ASPS Members in the US, Brazil, and Canada, and Non-Members)
  - QCDR (Open to ASPS Members, including Affiliate ASPS Members, and Non-Members)
  - PROFILE (Open to ASPS Members and Non-Members)
  - NBIR (Open to ASPS Members and Non-Members) **NOW OPEN!!**
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. Next, you will need to complete the Physician tab. Your first name, last name, ASPS Member ID, email address and phone number all should be prepopulated in this tab. Double check to make sure all information was populated correctly and edit, 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 Data Entry Dashboard.
10. If you selected to register for 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 a few agreements:
  - 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). This is required for all PSRN Registries.
  - 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. If you are only signing up for the PROFILE Registry, you do not need to complete this agreement.
  - You will also see an exhibit for each registry that you register for. The exhibits outline the terms of participation in each registry, but do not need to be signed. They must be opened and viewed before you will be allowed to submit your registration. This is required for GRAFT, NBIR, QCDR, and TOPS, but not the PROFILE Registry.
  - If you are registering for the NBIR, you will also need to review and sign an acknowledgement document that details out the expectations of the site to continue to participate in their normal device tracking processes with their breast implant manufacturers until the NBIR is able to facilitate that process.
14. If you are authorized to sign an agreement on behalf of your practice or institution, 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 remaining agreement(s), and again click on the  Refresh button.
18. Once you have signed all agreements and viewed all necessary exhibits, 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!