



## Sign-Up Portal Training Guide

1. Please watch the sign-on portal video FIGmd has generated for an introduction into the sign on process:

[https://www.youtube.com/watch?v=dlwjJBb8\\_6o&feature=youtu.be](https://www.youtube.com/watch?v=dlwjJBb8_6o&feature=youtu.be)

2. After watching the video please login to the sign on portal using any AAD **member ID credentials**. The sign on portal can be found by clicking the following link:

<https://dataderm.aad.org/signup/Login.aspx>

3. After logging in, you will be taken to a screen with “User information”. Make sure all the information is correct before hitting the “Yes” button on the bottom of the screen to continue.
4. The next screen you should see will be the “Practice information”. Please click on “Add Practice for DataDerm Contracting”.

Logout

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Practice contract Information

PRACTICE ID	PRACTICE NAME	INACTIVE	PROCESS CONTRACT	EDIT	DELETE
<input type="text"/>	<input type="text"/>	<input type="text"/>			
145871	test2	No	Contract Signed		
148803	Test24	No	Contract Signed		

Total Records : 2

[Add Practice For DataDerm Contracting](#)

Note: Practice Id Indicates the Practice Identification Number assigned to the Practice.

5. You should see the following screen after clicking the “Add Practice for DataDerm Contracting” button:

**Add New Practice** 

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Practice Name: \*

Address 1: \*

Address 2:

State/Province: \*  
 

City/Town:  
 

Zip:  
 

Data Submission Method: \*  
 

Are you Admin for the Practice?

Practice Admin Name

Email:

Phone Number

\*\*\*You will notice there is a section here to add in administrator information, please complete this if you are an office staff member who would like to receive information regarding DataDerm.

6. Please fill out all the necessary practice information and click “Save” when complete. You should see your practice information populate in the previous screen. Please click “Proceed” next to the appropriate practice. Please note you can register for multiple practices, however, ALL practices MUST have a contract signed.



### Practice contract Information

PRACTICE ID	PRACTICE NAME	INACTIVE	PROCESS CONTRACT	EDIT	DELETE
	Test22	Yes	Proceed		

7. After clicking on “Proceed”, you should be taken to this screen below:

\*\*You will need to complete entirely all 3 steps of this process in order to complete the sign-on process and begin entering data in DataDerm.

8. The first step is **provider & location**. Here you can supply provider information by uploading information into this webform by selecting, “Download Template”. This will

provide you with an Excel spreadsheet to fill out and upload back into the system. This process is suggested if you are adding multiple providers.

9. If you are not adding multiple providers, please just click “Add New Provider”.

10. After selecting this feature you should see this message pop up:

**Add New Provider** ✕

Member ID: *	Provider NPI: *
<input type="text"/>	<input type="text"/>
First Name: *	Middle Name:
<input type="text"/>	<input type="text"/>
Last Name: *	Email: *
<input type="text"/>	<input type="text"/>

11. Please fill out all the provider information and hit “Save”.

12. After you’ve entered all the necessary providers, confirm that everything has populated into the screen. Hit “Location” on the left hand side to fill in the information about practice location before continuing.

**DataDerm™** Logout

1 Provider & Location      2 TIN Information      3 Agreement

**Provider** | **Location**

There are two methods to add individual Provider data in the web portal:  
 1. Click the "Add New Provider" button to enter the Provider information.  
 2. Upload a CSV file with relevant Provider information, click the 'Upload Data' button to upload data.

Provider Information

MEMBER ID	PROVIDER NAME	EMAIL	NPI	EDIT	DELETE
No records available.					

Total Records : 0

[Add New Provider](#)   [Upload Data](#)   [Download Template](#)

[Next →](#)

13. You should be taken to this screen after selecting "Location":

**DataDerm™** Logout

1 Location & Provider      2 TIN Information      3 Agreement

**Location** | **Provider**

Location Information

LOCATION NAME	ADDRESS	CITY	STATE	ZIP CODE	EDIT	DELETE
Test	930 E. Woodfield	Schaumburg	Illinois			

Total Records : 1

[Add New Location](#)

[Next →](#)

14. Please select “Add new location” to enter location information for your selected practice.

15. You should see this pop when you select “Add New Location”:

**Add New Location**

Location Name:\*

Address1 :\*

Address2:

Type: - Select -

State/Province: \* --Select--

City/Town: \* --Select--

Zip code: --Select--

Area: - Select -

Save Cancel

16. Be sure to enter all the information about your practice’s location.

17. After all your information is complete for **provider & location**, select “Next”.

18. You will now be able to enter **TIN** information which is the next step of the process.

19. Please select “Add New TIN” to complete this section.

**DataDerm™** Logout

1 Provider & Location 2 TIN Information 3 Agreement

TIN Information

TIN	VALID FROM	VALID THROUGH	EDIT	DELETE
No records available.				

Total Records : 0

Previous Add New TIN Next

\*\*\*Please note that on this section you are asking for TIN valid from and valid through dates.

Please be sure to indicate the submission year if you are using the same TIN. Enter January 1<sup>st</sup> 2017 to December 31<sup>st</sup> 2017. You will validate your TIN in the dashboard.

20. Be sure all the information is correct for TIN and hit “Save” and then hit “Next”.

21. You are now entering the agreement portion of the sign-up portal. You have received this agreement template earlier with your outreach email.

22. Please enter all the information on the screen in order to complete the process.

The screenshot displays the DataDerm™ sign-up portal. At the top left is the AAD (American Academy of Dermatology) logo. The main header features the DataDerm™ logo and a 'Logout' button. Below the header is a progress bar with three steps: 1. Provider & Location, 2. TIN Information, and 3. Agreement. The current step is 'Sign Agreement'. The form contains three fields: 'Please enter your email address:\*', 'Please re-enter your email address:\*', and 'Please select agreement signing option:\*. The signing options are 'E-sign the agreement now' and 'E-sign the agreement later (Agreement will be emailed to you.)'. There are 'OK' and 'Reset' buttons at the bottom right of the form. At the bottom of the page, there are 'Previous' and 'Finish' buttons.

\*\*Please note that you have the ability to E-sign the agreement now or E-sign the agreement later.

23. If you are selecting to sign the agreement now, you should be taken to a screen with the actual legal document. Please scroll down to view the full document and all aspects that need to be signed.

## Sign Agreement

Agreement already generated for this practice.

SIGNING OPTION	CREATED ON	EMAIL ADDRESS	STATUS	SIGNED ON	RESEND/RE-GENERATE AGREEMENT
<input type="text"/>					
Sign through portal	08-23-2016	sbruno@aad.org	Not Signed		<a href="#">Re-generate</a>

Total Records : 1

[Refresh](#)

[Resend or Re-sign Agreement](#)



24. Please complete this step ENTIRELY or you will NOT be able to complete the process.

Please also be sure the information in the document is correct. There will be 2 spots you will need to type in your name or the provider's name to generate a signature: page 7 and page 18.

25. After you have entered all necessary information and confirmed the accuracy of the document, you may select "Click to Sign" in the bottom, right hand side of your screen.

26. You will be able to download a copy of the signed agreements for your reference. You will then need to click "Finish" to close out of the agreement section.

27. You should receive a pop up thanking you for participating with information on the next steps.

28. Congratulations, you are now done with the sign-up process and have finished this portal!

The next step will be FIGmd sending you an email with the link to the DataDerm EHR questionnaire. This link should be sent immediately to you after finishing the sign-up portal.

You may enter it at any time and be sure to login with your same AAD **member ID credentials**. Please look for this link from ([aad.dashboard@bot.figmd.com](mailto:aad.dashboard@bot.figmd.com)) and thank you again for completing the sign-up portal for DataDerm.

\*\*\*For questions please email [dataderm@aad.org](mailto:dataderm@aad.org)