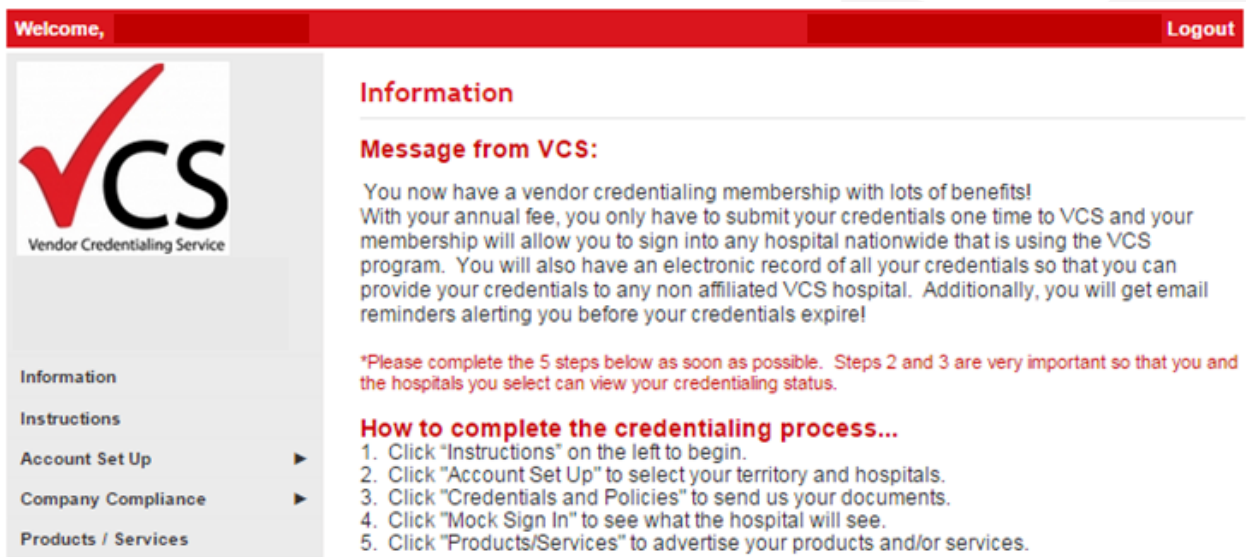


symplr Vendor Representative Registration Process


- Visit the symplr website at www.symplr.com
- Click Sign Up



- Follow the steps by searching our database for the facility, selecting an access Level, and selecting a service level package. Click the green “Continue” button at the bottom of the page.
- Complete the Account Information & Billing Information sections and click the green “Create My Account” button at the bottom of the page.
- The account is now active – documents may be submitted to the profile and policies can be acknowledged.
- Please sign into the newly created account and follow the 5 steps:



Welcome, Logout



Information

Message from VCS:

You now have a vendor credentialing membership with lots of benefits! With your annual fee, you only have to submit your credentials one time to VCS and your membership will allow you to sign into any hospital nationwide that is using the VCS program. You will also have an electronic record of all your credentials so that you can provide your credentials to any non affiliated VCS hospital. Additionally, you will get email reminders alerting you before your credentials expire!

**Please complete the 5 steps below as soon as possible. Steps 2 and 3 are very important so that you and the hospitals you select can view your credentialing status.*

How to complete the credentialing process...

1. Click “Instructions” on the left to begin.
2. Click “Account Set Up” to select your territory and hospitals.
3. Click “Credentials and Policies” to send us your documents.
4. Click “Mock Sign In” to see what the hospital will see.
5. Click “Products/Services” to advertise your products and/or services.