



To activate an account, please do the following:

1. Visit <http://icheckup.com/enroll.aspx>
2. Look up the doctor/practice you wish to activate

A screenshot of a web form titled "Enrollment". The form has a blue header bar with the word "Enrollment" in white. Below the header, the text "Please find yourself in our database using the search tool below." is centered. The form contains several input fields: "Enter Your NPI Number :", "First Name :", "Middle Name :", "Last Name :", and "State :". The "State" field is a dropdown menu with "State" and a downward arrow. At the bottom of the form are two buttons: "SEARCH" and "CANCEL".

If the system cannot find the doctor you have entered, please use only the doctor's last name and verify the spelling. Alternatively, you may use the NPI number. If the system continues to report no matching data, please contact customer support for assistance.

3. Select the doctor/practice from the list

4. Complete the required fields on the enrollment screen

The screenshot shows a web form titled "Enrollment" with two main sections: "Personal Information" and "Additional Information".

Personal Information

- Entity Type* : SELECT (dropdown menu)
- Clinic Name* : [text input]
- First Name* : [text input] Middle Name : [text input]
- Last Name* : [text input] Credential : [text input]
- Phone No * : [text input] NPI : [text input]
- Email * : [text input]
- Specialty* : Individual or Groups (of Individuals) (dropdown menu)

Additional Information

- Name of Practice Manager : [text input] URL of Practice Website : [text input]
- Email of Practice Manager : [text input] Registration Code : [text input]
- Additional Information : [text area]

At the bottom of the form are two buttons: "SAVE" and "CANCEL".

You should enter the doctor's email address if you know it. However, this is NOT a required field. NOTE: The system will not email the doctor until you authorize this to occur.

IMPORTANT: You MUST enter your Registration Code in order to receive credit for the account activation.

5. The system will automatically aggregate reviews about the doctor from the various online review sites (eg. Yelp, Vitals, RateMDs, Google, etc).

6. When the aggregation process is complete, you will receive an email notifying you that the doctor's account is ready.

At this point, the account is in "Demo" mode and all features are live except publication.

Although the practice will not be able to "publish" reviews back out to third party review sites until the membership fee has been processed, the practice can use all of the other features of the system.

NOTE: This account does not have an email address associated with it. They will not be able to login until an email address has been assigned using the "Notify Provider of Report Card" option (below). At that time, they will be able to initiate a "Password Reset" request.

Date Activated: 6/10/2014 1:06:27 PM

Theodore Val Benderev
26732 Crown Valley Pkwy, Mission Viejo, CA
949-364-4400

iPad/Tablet App Key: sQvuEj2Uk

Reputation Report Password: wSs1KK04AR

[View the Report](#)

[Notify provider of Report Card](#)

Note: This account is available for 60 days as a Demo. The account will be deactivated if it not converted from Demo status within 60 days.

The email contains an "App Key" and a "Reputation Report Password". The App Key is used to register the iCheckup Patient Survey application on an iPad or Android tablet. You can load the Patient Survey application and enter the App Key for the practice.

7. View the Reputation Report by clicking on the "View the Report" link.

You will need to enter the password provided in the email (copy and paste the password).

If desired, you may print the Reputation Report (a color laser or inkjet printer is recommended). This makes a great sales tool as you can send it to the practice via regular mail or present it to the practice in person.

8. You have the option to send the Reputation Report to the doctor.

The easiest way to do this is to click on the “Notify provider of Report Card” link. If you previously entered the doctor’s email ID, the system will send a automatically generated message to the doctor with the link and their password. Otherwise, you will need to enter the doctor’s email ID for this feature to work.