

**Requesting a new QHN user is easy! Simply complete the form on our website. See below for more details.**

- ★ A New User Application will be sent to the **Designated Organizational Contact**. Then it will automatically go to the new User. The form will be sent via email utilizing the electronic signature service DocuSign.
- ★ Please note: if you are a CRN user and/or a QHN and CRN user, you will notice a page two. Please enter the information indicated on page 2 as well. Call 970.248.0033 with questions or if you need help.

### Request a New QHN User:

1

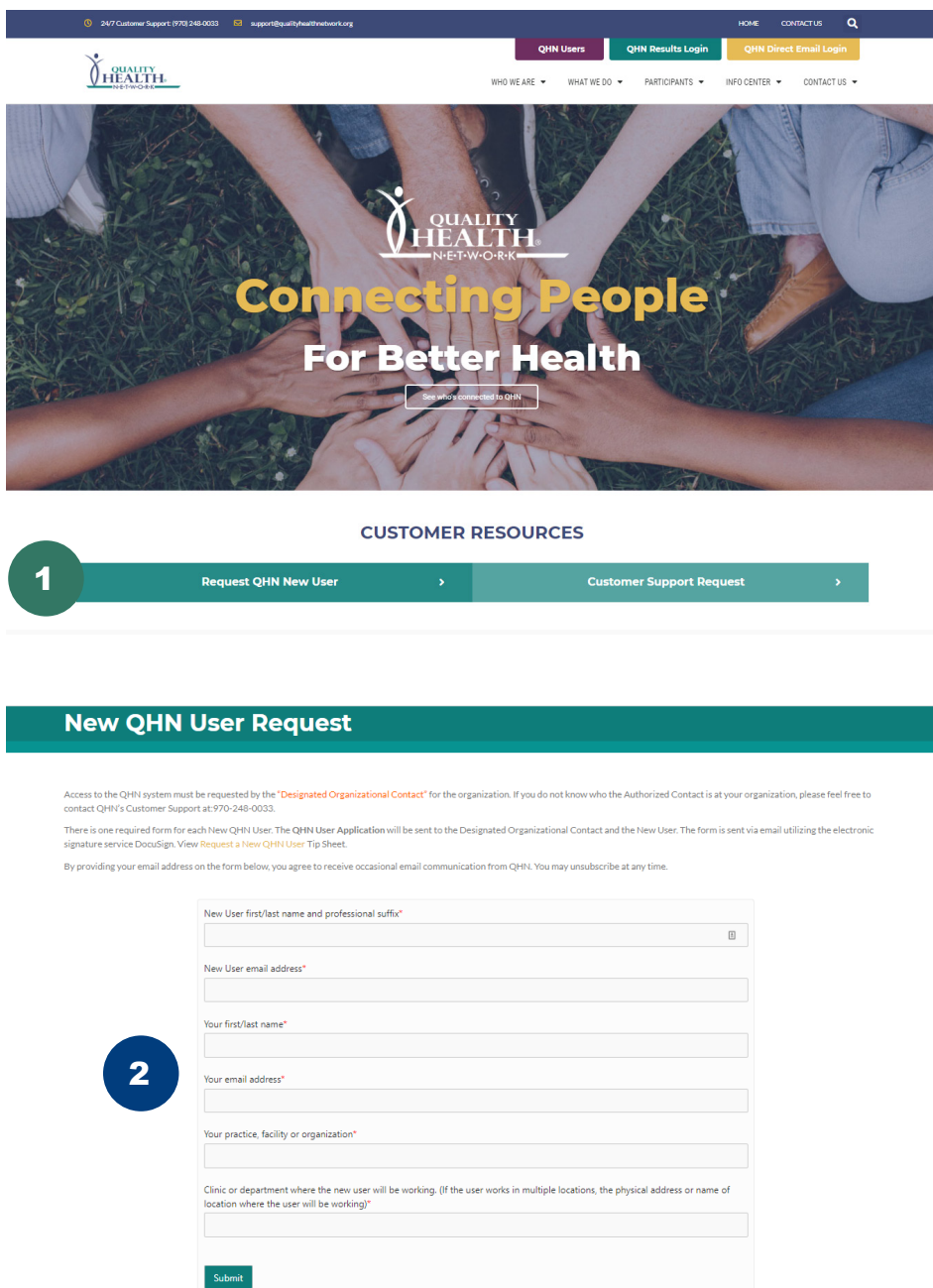
Go to [qualityhealthnetwork.org](http://qualityhealthnetwork.org)

Scroll down below the main image banner and click on the green “Request QHN New User” button.

2

Complete the required information, being sure to use an active and monitored email account, as the New User form will be directed to this email address. Click Submit.

Once the form is submitted, the person making the request will receive a reply email noting the request has been sent with a “case” number used for tracking purposes.

The screenshot shows the Quality Health Network website interface. At the top, there is a navigation bar with links for 'HOME', 'CONTACT US', and a search icon. Below the navigation bar is a main banner with the text 'Connecting People For Better Health' and a 'See who's connected to QHN' button. Underneath the banner is a 'CUSTOMER RESOURCES' section with a green button labeled '1 Request QHN New User'. Below this is a 'New QHN User Request' form with the following fields:

- New User first/last name and professional suffix\*
- New User email address\*
- Your first/last name\*
- Your email address\*
- Your practice, facility or organization\*
- Clinic or department where the new user will be working. (If the user works in multiple locations, the physical address or name of location where the user will be working)\*

A green 'Submit' button is located at the bottom of the form. A blue circle with the number '2' is overlaid on the form area.

