



FAQ Number: 1470

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Question: When I return to the User Registration System, my information is no longer there. Do I need to re-enter my information?

Answer:

Yes, for security reasons, once an individual exits the User registration System, all previously entered information is unavailable. A user can enter the User registration System as many times as needed to add users and facilities.

Each time a user enters the system and adds users and facilities (and completes the process through the PDF form-creation step) new user IDs are created. For example, if an individual enters himself as the Preparer for five sites, but does it in five separate visits to the website (and creates five different PDFs), five separate usernames will be created, even though it is the same individual -- this should be avoided if possible. It is preferable to enter all facilities that belong to the same Authorizer/Submitter/Preparer Structure during the same session. If that is not possible, accounts can be transferred at a later date.