



**FAQ Number:** 1478

**Date Published:** June 11, 2010

**Last Updated:** June 11, 2010

**Question:** Can a single individual be a Preparer for multiple facilities?

**Answer:**

Yes. A one-to-one relationship exists between a Preparer and an individual facility, but a Preparer can prepare data for more than one facility. To assign a single preparer for multiple facilities, do the following during the CSAT User Registration process:

1. After the Preparer information has been entered, select *Add Another Facility*.
2. At *Is the information for the Preparer for this facility already entered from a previous facility?*, check the Yes button.
3. Select the Preparer's name from the associated drop down box.