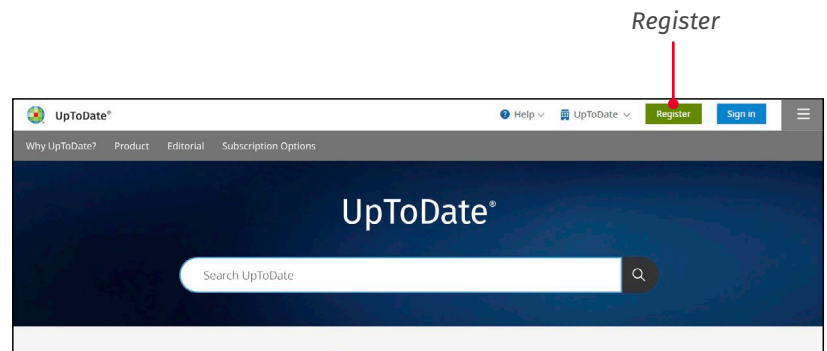


# Accessing UpToDate at Your Organization



## Getting Registered

1. Access UpToDate® by going to [www.uptodate.com/online](http://www.uptodate.com/online) from any computer connected to your hospital or organization's network.
2. Click the Register button in the upper right corner of the screen.  
*Please note: You must register from within your hospital or organization's network to gain access to the Mobile App and accrue CME credits.*
3. The registration page will allow you to register for a new account or merge your new account with an existing UpToDate account.
  - If you do not already have an UpToDate account, click "Register" and complete the Registration form.
  - If you have an existing account and want to merge with your new account, please select "Merge Accounts" to complete the process.



A new UpToDate account is being created for you.  
Please select carefully from the 2 choices below for this account:

**Complete your registration for a new account**  
Select "Register" if one of these options applies:

- If you do not already have an UpToDate account
- If you have a pre-existing UpToDate account and want to keep your new account separate

Register

OR

**Merge your new account with an existing account**  
Select "Merge accounts" if you have a pre-existing account and want to combine your new account with it to keep your CME credits in one account, if applicable.

Merge Accounts

Upon completion of the registration process, you will receive a confirmation email from UpToDate with instructions on downloading the Mobile App.

## You are now registered and able to download the Mobile App and earn CME credits!

If you already have an UpToDate username and password from a Personal Subscription or previous access, simply click the Log in button in the upper right corner of the screen.

**Complete your registration for a new account**  
Select if one of these options applies:

- If you do not already have an UpToDate account
- If you have a pre-existing UpToDate account and want to keep your new account separate.

Please complete the following:

First Name \*  
Sarah

Last Name \*  
Johnson

Contact Email \*  
sarah.johnson@gmail.com

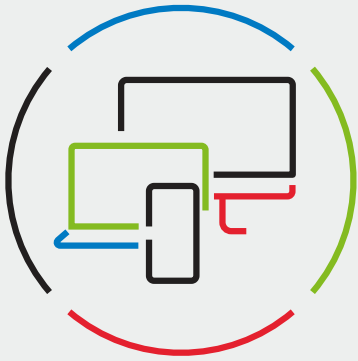
ZIP/Postal Code \*  
Enter ZIP/Postal code

Practice Setting \*  
Outpatient/Ambulatory

Role \*  
Physician

Specialty \*  
Family Medicine

Cancel Submit



## Mobile Access

Once registered, you can install the UpToDate Mobile App on up to two devices.

1. On your smartphone or tablet, search for “UpToDate” in your app store and install the free app.
2. Open the UpToDate Mobile App upon completion of download.
3. Sign in with your UpToDate username and password. *You only need to do this once – the app remembers your username and password.*

## Access UpToDate Remotely

- In addition to the Mobile App, you can access UpToDate from any computer with internet access.
- Simply go to [www.uptodate.com/online](http://www.uptodate.com/online) and click the “Sign in” button located in the top right corner of the UpToDate home page, and enter your username and password.

## Maintaining Access

- In order to maintain uninterrupted access to UpToDate, you must re-verify your affiliation with your organization every 90 days.
- To re-verify, log in to UpToDate with your username and password by going to [www.uptodate.com](http://www.uptodate.com) from any computer connected to your hospital or organization’s network. If you are accessing via an organization utilizing Single Sign-On (SSO), use your email address associated with your organization.

**Please Note:** In-application and email messaging will inform you of the need to verify affiliation if you have not done so by day 80. You will receive a second alert at day 90. If you fail to re-verify by day 90, you will lose mobile and remote access. To regain access, simply log in to UpToDate with your username and password while connected to your hospital or organization’s network.

For further training support please contact [training@uptodate.com](mailto:training@uptodate.com).

For customer service assistance, email [customerservice@uptodate.com](mailto:customerservice@uptodate.com) or call 1-800-998-6374.