1. TRAUMA CLOUD REGISTRATION - https://www.traumacloud.com

(If you have already registered for the Trauma Cloud™, skip this section and proceed to Step 2.)

☐ Go to the Trauma Cloud™ Website at https://www.traumacloud.com.

☐ Click on the “Register Here” button.

☐ Complete all sections of the Registration Form.

  ☐ Under the <Facility Section>, it is required that you enter your hospital’s NTDB ID in the “Facility ID” field and specify “NTDB ID” in the “Facility ID Type” field.

  ☐ Under the <Registration Requests> section, select Register – Vendor Aggregator™.

  ☐ Under the <Contact Information> section, be sure that the Primary Contact is a staff member who will accessing the Vendor Aggregator™ to submit data.

☐ Upon completion of the form, click the “Submit” Button.

☐ You will receive an e-mail notification confirming your registration for the Trauma Cloud™. The message will contain an e-mail verification link that you need to click on for verification.

☐ After registration is complete, the Primary Contact will receive an e-mail notification with Trauma Cloud™ Portal Account Log-In information. Please be sure to look for this e-mail correspondence.
Upon receipt of log-in details, proceed to the Trauma Cloud™ Portal at https://portal.traumacloud.com and complete the following:

☐ Log-in to the Trauma Cloud™ Portal using the account credentials provided to you in the e-mail notification.

☐ The system will require you to change your default password. Be sure to document your new password so you have it for future use.
Once you have successfully changed your password, log into the Trauma Cloud™ Portal. This will take you to the home page.

Click on the <Manage My Facility Profile> link to review and update all facility and contact information as needed.
☐ Click on the edit button or double click on the row containing your Facility Name.

☐ Click on the <Facility Information> tab and review all Facility Information for accuracy.
   - Be sure that the Registration ID reflects your hospital’s NTDB ID.
   - Be sure that you enter your hospital’s Time Zone.

☐ Click on the <Contacts> tab and review all contacts to ensure that all staff requiring access to the Vendor Aggregator™ are listed. To modify information simply highlight a row and double click to access the form for editing. (A maximum of 3 accounts will be provided for the Vendor Aggregator™ Portal and it is suggested that these three individuals are listed first in the contact information grid when possible).

☐ Click on the <Manage My Registrations> link on the home page to view items available for registration.
Confirm that the Vendor Aggregator™ appears in the list. At this point the <Registration Status> will read “Not Registered”. This is expected as the status will not change until Data Use and Security Agreements are complete.

### 3. DATA USE & SECURITY AGREEMENTS

Download and print out the pre-signed standard Vendor Aggregator™ Data Use and Security Agreements by clicking on the <Vendor Aggregator Registration Process> link shown below. **Signed agreements are required to support the submission of data to the Vendor Aggregator™.**

Forward these agreements to appropriate individuals/authority for review and signature.
Upload signed agreements to the Trauma Cloud™ Portal. (follow log-in instructions referenced above).

Click on the <Manage My Registrations> Link on the Trauma Cloud™ Portal Home Page.

Click the <Edit Button> or double click on the highlighted row to open up the Vendor Aggregator™ Registration Profile.

Upload completed agreements in the Vendor Aggregator™ Agreement Section.

The “Agreement Status” field will automatically be updated to read “Pending Review” once both documents are uploaded.
4. FINAL AGREEMENT STEPS

☐ After completed agreements are received, an ASN representative will review all registration information and change the Agreements Status field to “Complete” and the Vendor Aggregator™ Registration Status to “Ready for 2018 Dual Submission Test” in the Trauma Cloud™ Portal.

<table>
<thead>
<tr>
<th>Vendor Aggregator Registration Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The following information is used to provide status on the Vendor Aggregator registration process and maintained by the ASN staff.</strong></td>
</tr>
<tr>
<td><strong>Registration Status</strong>: Ready for 2018 Dual Submission Test</td>
</tr>
<tr>
<td><strong>Completion Date</strong>:</td>
</tr>
<tr>
<td><strong>Agreements Status</strong>: Complete</td>
</tr>
</tbody>
</table>

☑ At this time, limited access will be granted to the Vendor Aggregator™ Portal for your primary contact and up to (2) additional users that you have listed in the contact section of the trauma cloud portal.

☑ Vendor Aggregator™ Log-in account information will be forwarded by e-mail to the users requiring access.

5. FINAL 2019 PREPARATION STEPS

☐ A 2018 Dual Submission Test coordinated by Analytic Solutions Network and your vendors will occur between June and November of 2018 for the purpose of submission verification. More information about this process will be communicated in May of this year.

☐ Upon successful completion of the 2018 Dual Submission Test, full access to the Vendor Aggregator will be granted.

☐ At this point in time, the Vendor Aggregator™ Registration is complete.

<table>
<thead>
<tr>
<th>Vendor Aggregator Registration Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The following information is used to provide status on the Vendor Aggregator registration process and maintained by the ASN staff.</strong></td>
</tr>
<tr>
<td><strong>Registration Status</strong>: Complete</td>
</tr>
<tr>
<td><strong>Completion Date</strong>:</td>
</tr>
<tr>
<td><strong>Agreements Status</strong>: Complete</td>
</tr>
</tbody>
</table>

Support

For any questions or clarifications about the Vendor Aggregator™ Registration process, please contact your individual vendor at the addresses listed below:

- CDM - suporthub@c-d-m.com
- Digital Innovation - compliance@dicorp.com
- Lancet - support@lancettechnology.com
- All other vendors: support@analyticsolutionsnetwork.com

For any technical questions or issues regarding Vendor Aggregator™ Portal access or functionality, please contact the Analytic Solutions Network at support@analyticsolutionsnetwork.com.