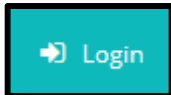


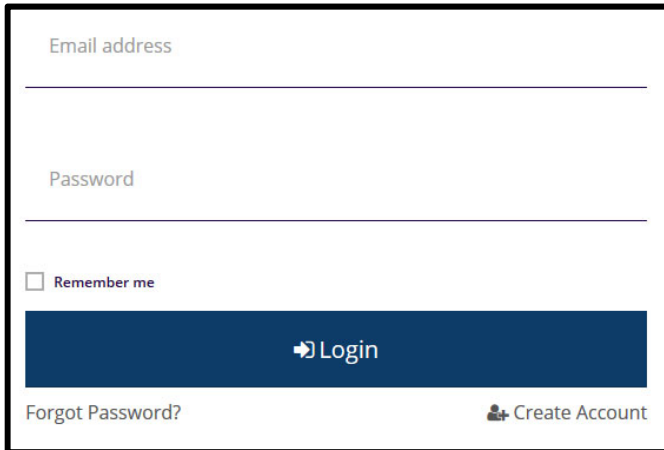
HOW TO REQUEST ADMINISTRATIVE ACCESS TO AN ORGANIZATION PROFILE

1. Go to www.papdregistry.org.

2. Click **Login** in the top right corner.

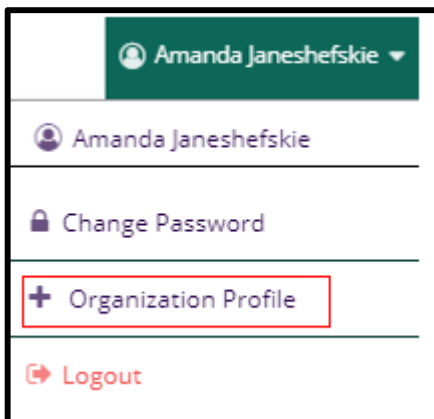


3. Enter your email address and password, then click **Login**.



A login form with a white background and a black border. It contains two input fields: "Email address" and "Password". Below the "Password" field is a checkbox labeled "Remember me". At the bottom is a dark blue button with a white right-pointing arrow icon and the text "Login". Below the button are two links: "Forgot Password?" on the left and "Create Account" on the right.

4. Click **+ Organization Profile** from the drop down in the upper right hand by your name.



5. Enter the **Organization ID** and click **Find Profile** to request administrative access to the organization profile. This is not the MPI number. If you do not know your Organization ID#, please email registry@pakeys.org.