



MYEBAP ACCREDITATION PLATFORM: PROVIDERS' USER GUIDE

CONTENTS

MyEBAP Accreditation Platform: Providers' User Guide	1
Introduction.....	2
Create your account	2
Providers' dashboard	4
Your dashboard's features	4
Access and follow up your applications	5
Search the list of application	7
Contact the office	7
How to submit an application	8
Create a new application.....	9
Clone an existing application.....	13
EBAP invoice	13

Introduction

We are delighted to grant you access to MyEBAP online accreditation platform. We hope that this tool will simplify your work when applying for accreditation as well as your communication with our office.

The platform is quite intuitive and self-explanatory. You will however find in the following few pages a short user guide in case you have doubts or need a reference.

The office remains at your disposal should you however have doubts after reading this manual. Please do not hesitate to contact us at ebap.info@ebap.org.

We thank you for your time and look forward to your feedback, if any.

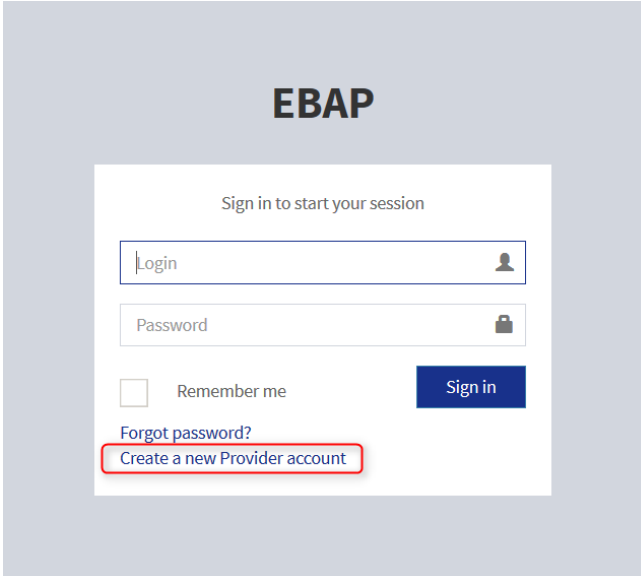
Create your account

In order to create a new reviewers account, please go to the following address:

<https://my.ebap.org/Front/Provider>

You first need to create your account before being able to complete your first application! Your account is personal. An organisation may have several employees, and several provider contact accounts. Employees from different branches or department each have their own accounts.

You will be directed to the login page of the platform. The first time you log-in, click on *Create a new Provider account* to create your profile.



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[Create new provider account](#)

New Provider

[Continue](#)

Press *continue* to create your profile.

Enter your email address and press create account



Create new provider account

Email Validation

Please enter below your email adresse

Email *

 [Create Account](#)

Complete your personal details and address



Personal details

Title *

First name *

Last name *

Organisation position *

Email *

Direct phone *

Provider (entity) *

Address information

Address *

Second line

[← Back](#) [Save](#)

Once you have completed your profile, please do not forget to press *save*

You will receive an email with your login and password. Please keep these preciously as they will be necessary each time you log-in the platform.

Providers' dashboard

This chapter aims at outlining the various features available from the providers' dashboard.

Your dashboard's features

When connecting to your account, your personal home page will be displayed, as follows:

The screenshot shows the EBAP Providers' dashboard home page. At the top left is the EBAP logo, a circular emblem with a quill pen and the text 'European Board for Accreditation in Pneumology'. To its right is the text 'EUROPEAN BOARD FOR ACCREDITATION IN PNEUMOLOGY'. Below this is a navigation bar with links for 'Home', 'My profile', 'Applications', and 'Contact'. On the right side of the navigation bar, there is a notification icon with a '1' and the user's name 'Sandy Sutter'. The main content area is titled 'Home' and features four blue rectangular cards, each with a document icon and a title: 'EBAP ACCREDITATION GUIDELINES', 'NEEDS ASSESSMENT AND OUTCOME MEASUREMENT', 'COI MANAGEMENT', and 'HOW TO WRITE SUITABLE MCQS'. Each card includes the text 'Access to all EBAP document library'. Below these cards is an 'Applications' section with a table header containing columns for ID, Activity Title, Activity Type, Status, Payment st..., Is complete?, and Submission da... The table currently shows 'No items to display' and a 'View All Applications' button. At the bottom is a 'Mails' section showing a message from 'Sandy Sutter' with the subject 'New account created in EBAP Website' and a timestamp of '07-02-2017 15:56:58'.

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From this home page, you can

1. Access EBAP guidelines and various smart guides to help you when planning an activity or completing an applications. We have included direct links to the documents that we think are the most useful to our Providers. Other smart guides are available from our document's library
2. Access EBAP document's library, should you need to access other available documents and templates.
3. View the list of all your applications
4. See the latest messages exchanged with the office



The screenshot shows the EBAP user interface. At the top, there is a navigation menu with 'Home', 'My profile', 'Applications', and 'Contact'. On the right, there is a user profile for 'Sandy Sutter' and a notification icon. Below the navigation menu, the 'Home' page is displayed. It features four blue buttons with document icons and text: 'EBAP ACCREDITATION GUIDELINES', 'NEEDS ASSESSMENT AND OUTCOME MEASUREMENT', 'COI MANAGEMENT', and 'HOW TO WRITE SUITABLE MCQS'. Each button has a sub-link 'Access to all EBAP document library'. Red arrows point from numbered circles (1 and 2) to these buttons. Below the Home page is the 'Applications' section, which contains a table with columns: ID, Activity Title, Activity Type, Status, Payment st..., Is complete?, and Submission da... The table is currently empty, showing 'No items to display' and a 'View All Applications' button. Below the Applications section is the 'Mails' section, showing a single email from 'Sandy Sutter' with the subject 'New account created in EBAP Website' and a timestamp of '07-02-2017 15:56:58'. A red circle with the number '4' is next to the Mails section.



This screenshot shows the same EBAP user interface as above, but with red circles containing numbers 1, 2, 3, and 4 placed over the navigation menu items: 'My profile', 'Applications', 'Contact', and the user profile area respectively.

The top menu gives you access to the following features

1. Your **profile** in case you wish to amend it (change in your contact details, title, or invoicing address). Please ensure the information under your profile is kept up-to-date.
2. The list of all the **applications** you have started, and their status (draft, under review, accepted/rejected, etc.).
3. A mean to **contact** the office through the platform (recommended for anything to do with an application) and to see the history of all your communication with the office (sent and received)
4. **Messages**: system notifications for unread messages from our office.

Access and follow up your applications

From your account in My.ebap.org, you will be able to follow up and access all your applications. The dashboard provides you with the following information:

1. *Edit or delete buttons*: To edit or delete the application. An application can only be edited in draft form, or if the office grants you access again (to complete information or add documents).
2. *ID*: Application ID number. Please refer to this ID number in all your correspondence with the office
3. *Activity title*: as provided in the application

4. *Activity type*: as selected in the application
5. *Status of your application*: draft, submitted, rejected or accepted
6. *Payment status*: waiting for payment, partially paid, paid. In case of credit notes by EBAP: CN-pending reimbursement, CN reimbursed
7. *Is complete?*: Indicates if your application complete or are information missing
8. *Submission date*: Date at which you submitted your application.



Home My profile Applications Contact v Sandy Sutter

Applications Home > Applications

Activity type Application status Submission from

Payment status Submission to

[Search](#) [Reset](#)

	ID	Activity Title	Activity Type	Status	Payment sta...	Is complete?	Submission date
Edit Delete	2017-0001	TEST EBAP Providers User Manual	Live Educational Events (LEE)	Draft		<input type="checkbox"/>	

1 - 1 of 1 items

[+ New Application](#)

Once an application has been submitted, it can only be viewed, and cannot be edited or deleted anymore.



Home My profile Applications Contact v Sandy Sutter

Applications Home > Applications

Activity type Application status Submission from

Payment status Submission to

[Search](#) [Reset](#)

	ID	Activity Title	Activity Type	Status	Payment sta...	Is complete?	Submission date
View	2017-0002	TEST EBAP Providers User Manual bis	Live Educational Events (LEE)	Submitted		<input type="checkbox"/>	08-02-2017
Edit Delete	2017-0001	TEST EBAP Providers User Manual	Live Educational Events (LEE)	Draft		<input type="checkbox"/>	

1 - 2 of 2 items

Search the list of application

The platform allows you to search your applications by:

- Activity type
- Application status
- Payment status
- Submission dates

Applications

Home > Applications

The screenshot shows a search form for applications. It contains four dropdown menus: 'Activity type', 'Application status', 'Payment status', and 'Submission from'. There are also two date pickers for 'Submission from' and 'Submission to'. At the bottom right, there are 'Search' and 'Reset' buttons.

Before searching for a new application, click *Reset*

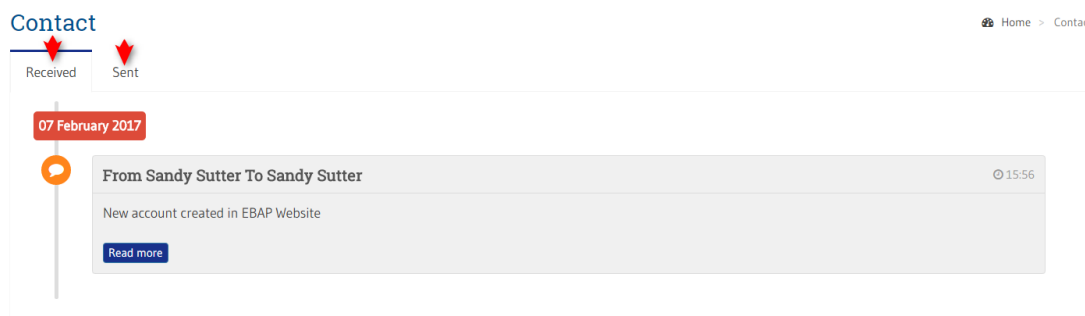
Contact the office

You can contact the office directly through the platform and access the history of your communications with the office.

To access communication history, from the top menu, select *contact*.



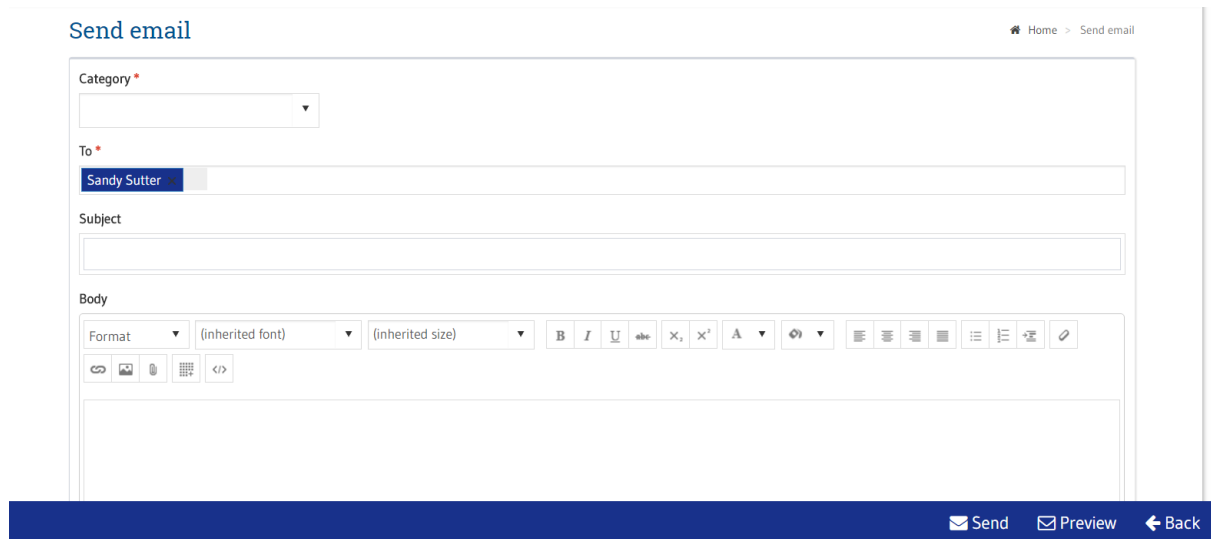
A new page will open, from where you can access all messages you have received or sent to the office. Beware that *received* and *sent* messages show in separate tabs.



To send a message to the office, select *send e-mail* from the same menu



A new window will open giving you access to the messaging system:



You have the possibility to preview your message before sending it out.

All communications pertinent to an application, payment, reimbursement, etc. will preferably be done through the platform, in order that a trace is kept.

How to submit an application

In order to initiate an application, please click on **Applications** in the top menu



To start a new application, click on **+ New Application** at the bottom of the page



Home My profile Applications Contact

Home > Applications

Activity type Application status Submission from

Payment status Submission to

Search Reset

ID	Activity Title	Activity Type	Status	Payment st...	Is complete?	Submission date
No items to display						

+ New Application

You will be asked if you want to *clone an existing application* or *create a new application* from the start. If this is your first application, you must select the second option.

Select your preferred option and click on *next*

New application

Please select one of the following options.

- Clone an existent application. A new application will be created and all fields will be copied from the application cloned.
- Create a new application with an empty form.

Cancel Next

Create a new application

You will be asked to select from a list what type of activity the application is for.

This is an important step of the process since this will determine which application form you will be directed to. **Once an application type has been selected, it cannot be changed** later on as the accreditation criteria are different for each type of activity.

Create application

Please fill the following fields

Activity type *

- Live Educational Events (LEE)
- Online modules/CD rom/webcasts
- Webinars/live online lectures
- Journal articles
- Book
- App
- Assessment
- Reviewing activity

Enter the title of your activity and click on *create application*.

Create application

Please fill the following fields

Activity type *

Live Educational Events (LEE)

Activity title *

Cancel Create application

The application form will open and you can start completing it. At any point in time, you can **save** the data you have keyed in and come back at another time to complete the application with missing information or documents.

Amendments can be made until the application is **officially submitted**. We recommends you save the data regularly to prevent information from being lost.

Please select the activity's sub-specialty(ies). There can be more than one and we recommend you are as precise as possible when selecting sub-specialties to ensure your application is reviewed by experts in those specific fields.

To add a subspecialty, just click on it so it is added.



Home My profile Applications Contact v 3 Sandy Sutter

Application: #2017-0001

Main details Activity details

Activity details

1) Activity type *
Live Educational Events (LEE)

2) Activity sub-specialty(ies) *
Allergy and immunology x Cystic fibrosis x
Asthma
Cell and molecular biology
Diffuse parenchymal lung diseases
Exercise
Epidemiology
Genes and environment
Imaging
Interventional pulmonology

3) Is the activity developed to enhance the learner's *

4) Activity title *
TEST EBAP Providers User Manual

Back Contact Administrator Delete Save Submit application

If you have added a sub-specialty by mistake, you can remove it by clicking on the **X** by the specialty

2) Activity sub-specialty(ies) *

Allergy and immunology x Cystic fibrosis x

The same applies to all fields allowing for multiple selections.

Provider entity

Field 34 refers to the provider entity, which you will be asked to select. We kindly ask you to carefully select the provider entity and to only create a new provider if your institution/society/company is not already in our database.

34) Provider entity *

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Create a new provider

The application is composed of two sections, divided in two tabs:

- *Main details*: Generic information required for all applications, irrespective of the type of activity
- *Activity details*: Information specific to the activity

Please ensure you complete both tabs!



Home My profile Applications Contact

Application: #2017-0001

Main details Activity details

Activity details

1) Activity type *
Live Educational Events (LEE)

2) Activity sub-speciality(ies) *
Allergy and immunology Cell and molecular biology Cystic fibrosis Exercise

3) Is the activity developed to enhance the learners *
knowledge attitude

4) Activity title *
TEST EBAP Providers User Manual

5) Activity main language *
English

Back Contact Administrator Delete Save Submit application

The active tab is identified with a blue line above its title.

Once you have completed both section of the application, click on *submit application* at the bottom of the page.



Home My profile Applications Contact

Application: #2017-0001

Main details Activity details

Activity details

1) EACCME Reference Number *
12335

2) Event start date *
13/04/2017

3) Event end date *
15/04/2017

4) Estimated number of hours of education *
12

5) Estimated number of learners *
500

Back Contact Administrator Delete Save Submit application

Once you have submitted your application, our office will be notified accordingly.

The review process consists of two phases:

1. **Eligibility:** The office will check that your application complies with our accreditation criteria and that it is complete. If your application is eligible and no further information is necessary, it will be sent out for review. If information is missing, the office will notify you through the platform and you will be asked to complete your application accordingly.

2. *Review:* Your application will be sent to two experts in the field, when possible with specific expertise in the activity's sub-specialty. In the event both reviewers do not agree on the outcome of your application, a third reviewer, member of our Management Council, will be appointed to review your application and make a final decision.

The review process takes a few weeks and we therefore thank you for your patience. You can contact our office through the platform at any time should you have questions or concerns.

Clone an existing application

This option is very handy for activities that are repeated, so that you do not need to key in everything again. The beginning of the process is as described above. You need to select *clone an existent application*.

New application

Please select one of the following options.

- Clone an existent application. A new application will be created and all fields will be copied from the application cloned.
- Create a new application with an empty form.

Cancel Next

Then you will be asked which existing application you wish to clone. Select and click on *duplicate application*.

Clone application

Please indicate which application you want to clone.

Activity title *

TEST EBAP Providers User Manual

Duplicate application Cancel

All fields will be copied from the application you have cloned. You just need to amend those fields that need amendments and upload the appropriate documents prior to submitting the application.

EBAP invoice

As soon as your application has been confirmed as eligible, the office will issue the invoice accordingly. This will be sent to you through the platform.

EBAP requires advance payment before the application can be sent to review. We therefore thank you in advance for ensuring that:

1. The invoicing information in your profile are up-to-date, including VAT number
2. Our invoice is settled as soon as possible in order to speed up the review process