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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.

Press continue to create your profile.

Enter your email address and press create account
Complete your personal details and address

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:

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 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.

Once an application has been submitted, it can only be viewed, and cannot be edited or deleted anymore.
Search the list of application
The platform allows you to search your applications by:

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

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.
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

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.
Enter the title of your activity and click on *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 recommend 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.
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.

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!
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.

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*.

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

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