

# How to Create an Individual AMA Account and Request an AMA Profiles Hub Organization Account (for Administrators)

If you have an existing AMA account that allows you to access AMA Web applications such as AMA Store, JAMA Network, or AMA Wire, you can use those credentials to sign in at [www.amaprofileshub.org](http://www.amaprofileshub.org) and then skip to Step 6 of this document to learn how to request an organization account.

## Step 1

Visit [www.amaprofileshub.org](http://www.amaprofileshub.org) to arrive at the home page of AMA Profiles Hub. Click the link to create an individual AMA account.

**Are you a new customer? Create an account**

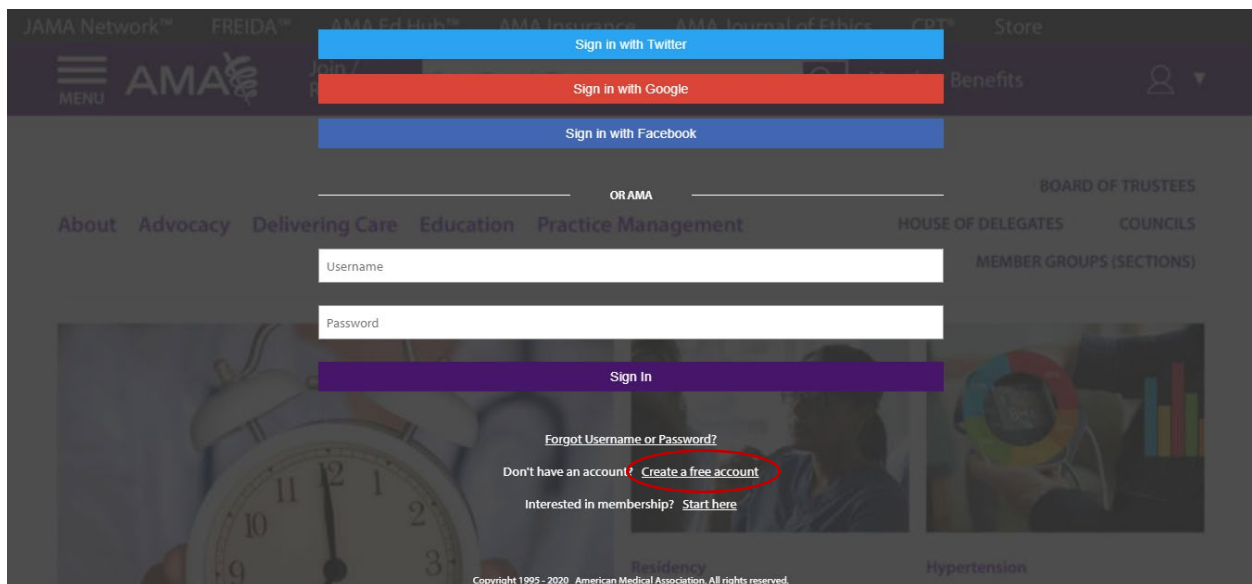
If you are the designated administrator for your organization and have never purchased from AMA Profiles Hub, please begin by [creating an account](#) now.

After your account is created and your organization is approved, you will be able to add users to the account and purchase profiles. [Learn more](#) about adding users to your organization's account.

For additional information and support, refer to our [video tutorials](#) or call (800) 665-2882 Monday through Friday from 7 am to 6 pm (CT).

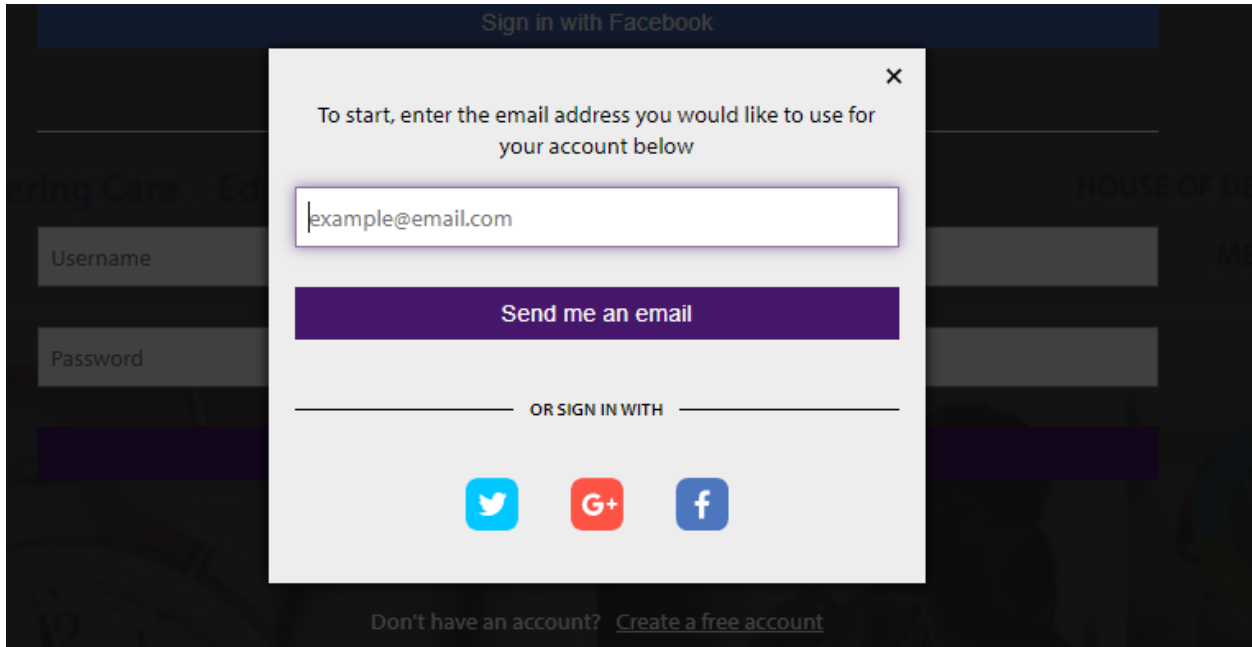
## Step 2

You will be directed to an AMA sign-in page. There you will click the link to create a free account.

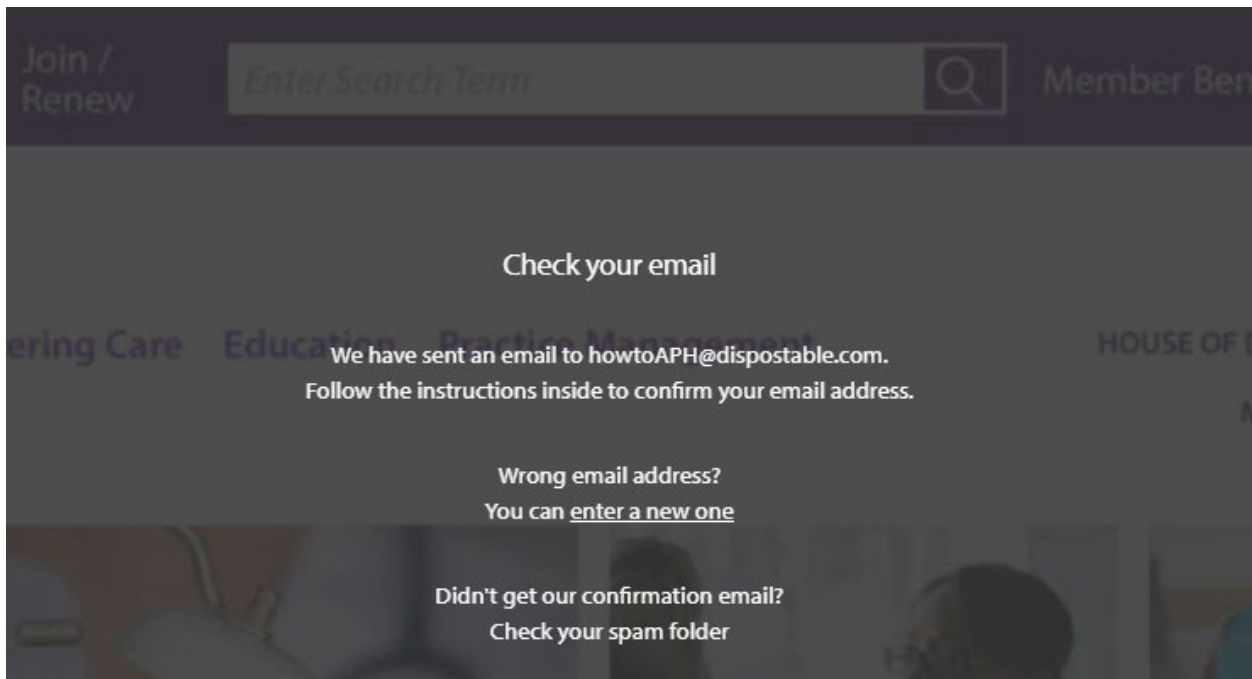


### Step 3

Follow the instructions in the pop-up box that appears.

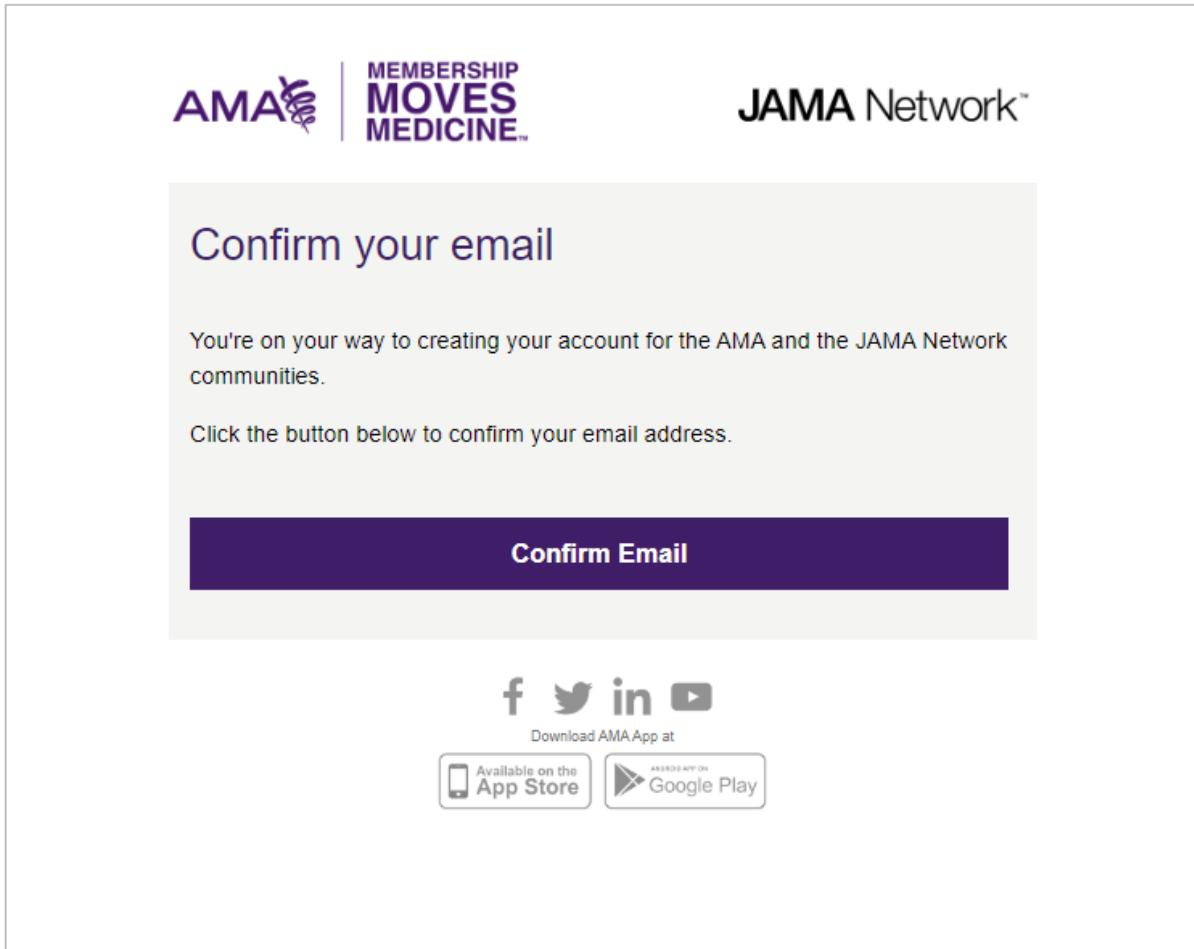


After clicking the “Send me an email” button, you will be instructed to check your email.



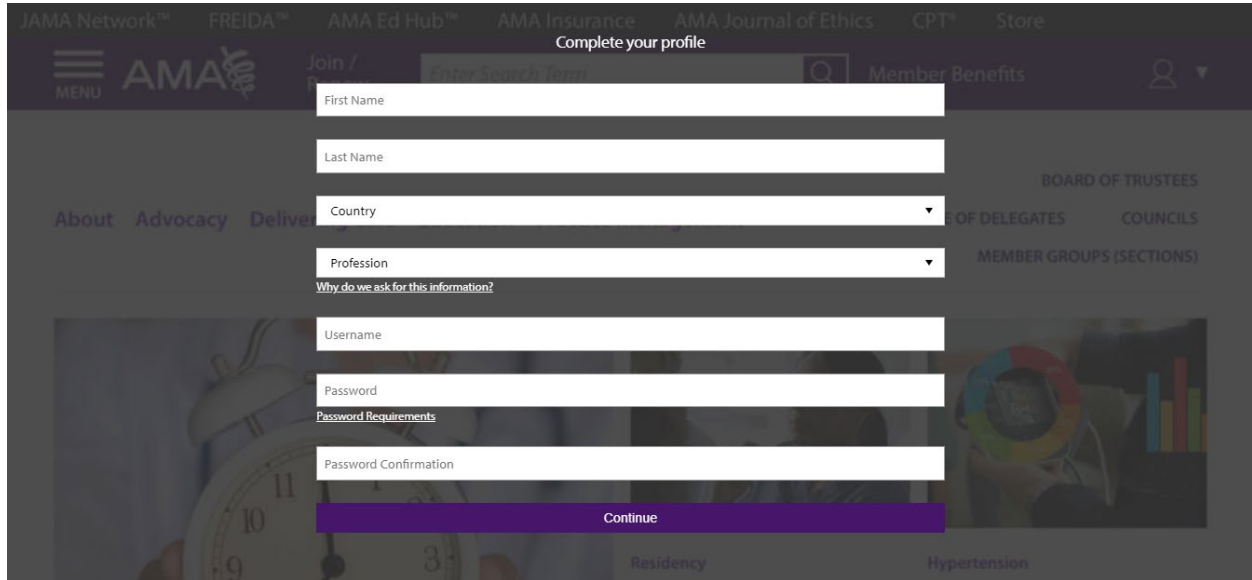
## Step 4

Check your email where you will find a message similar to the following from the sender [ama@ama-assn.org](mailto:ama@ama-assn.org). Click the “Confirm Email” button to continue the process.



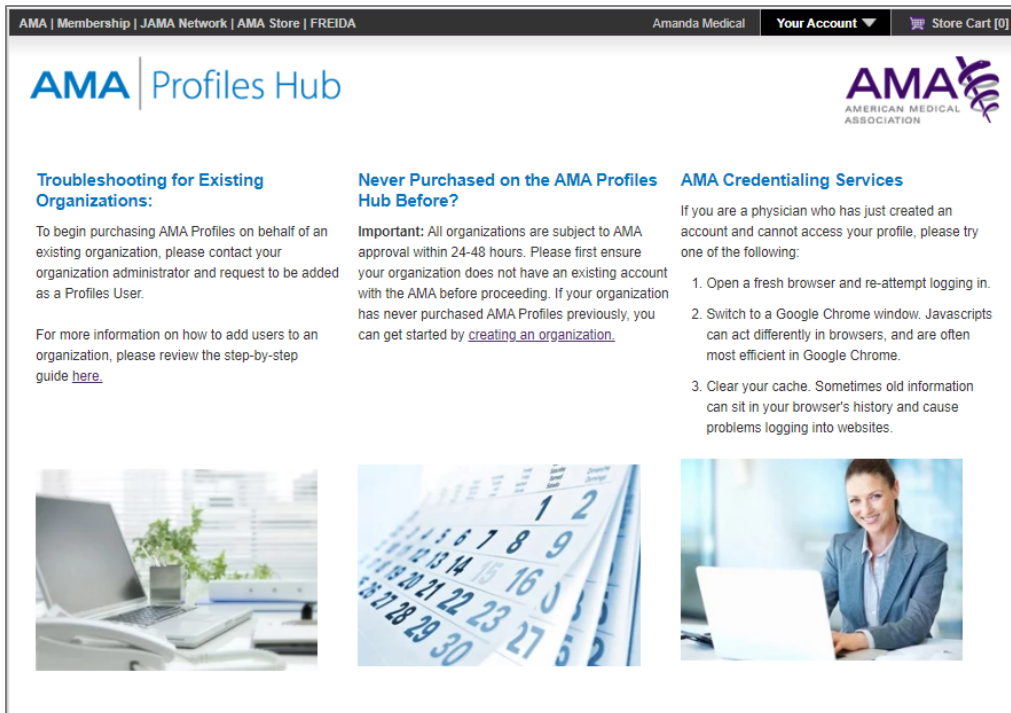
## Step 5

From the email, you will be redirected to a form to complete the account creation process. Provide the information requested and click the “Continue” button.



The screenshot shows a web form titled "Complete your profile" on the AMA Profiles Hub website. The form includes the following fields: First Name, Last Name, Country (dropdown), Profession (dropdown), Username, Password, Password Confirmation, and a "Continue" button. A link for "Password Requirements" is located below the password field. The background of the page is dark with the AMA logo and navigation menu visible.

Now that your individual AMA account is established, you are signed into AMA Profiles Hub and can begin the process of requesting an AMA Profiles Hub organization account.



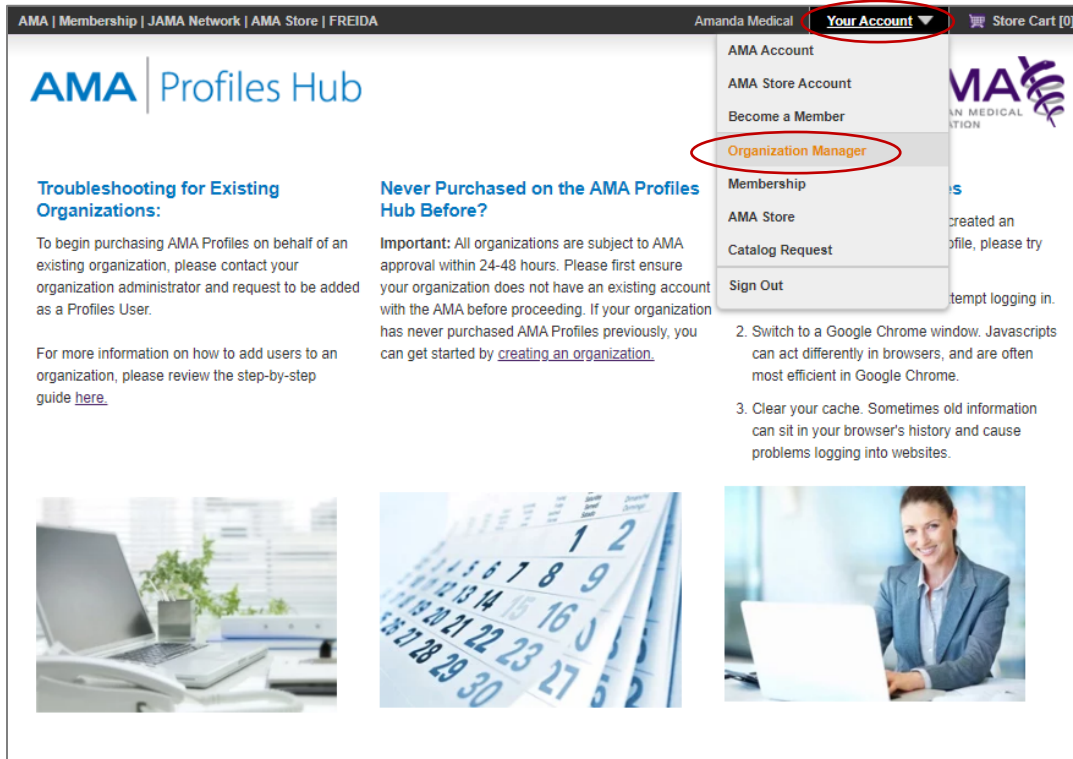
The screenshot shows the AMA Profiles Hub dashboard. The header includes the AMA logo and navigation links for "Membership", "JAMA Network", "AMA Store", and "FREIDA". The user is logged in as "Amanda Medical" and has a "Your Account" dropdown menu and a "Store Cart [0]" icon. The main content area is divided into three columns:

- Troubleshooting for Existing Organizations:** To begin purchasing AMA Profiles on behalf of an existing organization, please contact your organization administrator and request to be added as a Profiles User. For more information on how to add users to an organization, please review the step-by-step guide [here](#).
- Never Purchased on the AMA Profiles Hub Before?** **Important:** All organizations are subject to AMA approval within 24-48 hours. Please first ensure your organization does not have an existing account with the AMA before proceeding. If your organization has never purchased AMA Profiles previously, you can get started by [creating an organization](#).
- AMA Credentialing Services** If you are a physician who has just created an account and cannot access your profile, please try one of the following:
  1. Open a fresh browser and re-attempt logging in.
  2. Switch to a Google Chrome window. Javascripts can act differently in browsers, and are often most efficient in Google Chrome.
  3. Clear your cache. Sometimes old information can sit in your browser's history and cause problems logging into websites.

Below the text are three images: a laptop on a desk, a calendar, and a woman sitting at a desk with a laptop.

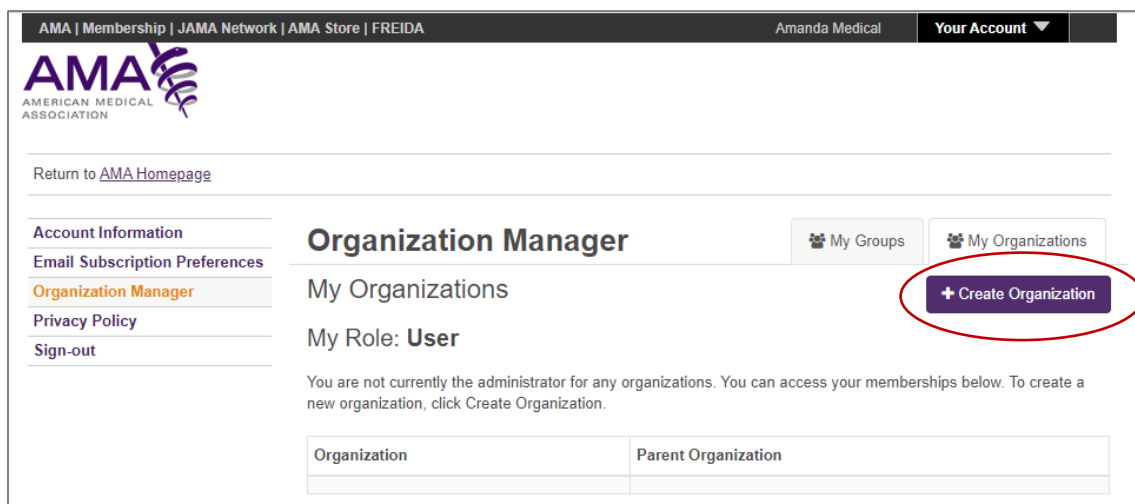
## Step 6

Click the “Your Account” link at the top right of the window and then select “Organization Manager.”



## Step 7

You will be redirected to Organization Manager, a tool of AMA Profiles Hub that allows you to create an organization account and then add and remove users who can order profiles on behalf of your organization. Click the “Create Organization” button to move to the next step.



## Step 8

Complete the form that appears by entering your organization name, choosing your organization type from the drop-down menu (to help you with your selection, see the note at the end of this step that describes each option), skipping the parent organization field (this option is available to you after AMA staff validate your organization request), and entering address information. Under rights,” check the “Profiles User” option.

**Organization Manager** My Groups My Organizations

My Organizations << View All

**Create Organization**

Organization Name

Organization Type

Parent Organization

My parent organization isn't listed

**Address**

Address Line 1

Address Line 2 (optional)

City State Zip Code

**Rights**

Admin

Profiles User ⚠

Cancel Submit >

See the note on page 7 of this guide when making your selection for this field.

Checking the “Profiles User” option will open a new field about the number of providers at your facility. Please provide a number (actual or approximate) if such information is readily known by you.

**Rights**

Admin

Profiles User ⚠

How many providers are privileged at your facility?

*Note:* Please see the following to help you in selecting your organization type.

- **Ambulatory Care** defined as a facility providing ambulatory care services
- **American Board** not to be used if a Medical Licensing Board
- **Consulting** defined as a consulting firm other than a CVO
- **County Medical Society** stop at this point and contact [ProfilesLevel2@ama-assn.org](mailto:ProfilesLevel2@ama-assn.org) for further assistance
- **Credentialing Board** defined as an MSO or internal CVO that is completing state licensure on behalf of a physician and requesting a profile for that physician be sent to a medical licensing board
- **Credit Verification Organization** this should be understood to mean Credentials Verification Organization
- **Government** defined as a state or federal government office, branch of military service, or Veterans Affairs health facility; not to include medical licensing boards
- **Group** defined as a physician practice of three or more physicians
- **Health Related** defined as our Other category to be used if no other organization type applies
- **Hospital** defined as an independent hospital or a health system
- **Law** defined as lawyer or law firm
- **Long Term Care** defined as a facility that provides long-term care services
- **Managed Care** defined as a managed care organization (MCO) or managed care group (MCG)
- **Medical Board** defined as a medical licensing board
- **Medical Doctors** stop at this point and contact [ProfilesLevel2@ama-assn.org](mailto:ProfilesLevel2@ama-assn.org) for further assistance
- **Recruitment** defined as an office within a facility or a business that conducts recruitment or human resources work
- **Research** stop at this point and contact [ProfilesLevel2@ama-assn.org](mailto:ProfilesLevel2@ama-assn.org) for further assistance
- **Social Security Admin** defined as the US Social Security Administration or an office of that administration
- **Specialty Medical Society** stop at this point and contact [ProfilesLevel2@ama-assn.org](mailto:ProfilesLevel2@ama-assn.org) for further assistance
- **State Medical Society** stop at this point and contact [ProfilesLevel2@ama-assn.org](mailto:ProfilesLevel2@ama-assn.org) for further assistance

When you have completed this form, click the “Submit” button to continue to the next step.

## Step 9

You will be redirected to the main page of Organization Manager and a pop-up box will appear giving you next steps. Click “OK” to close this pop-up.

Your request to create an organization account will be approved by AMA Staff within two business days.

The screenshot shows the AMA Organization Manager interface. At the top, there is a navigation bar with links for 'AMA | Membership | JAMA Network | AMA Store | FREIDA', the user name 'Amanda Medical', and a 'Your Account' dropdown menu. The main content area features the AMA logo and a sidebar with navigation links: 'Return to AMA Homepage', 'Account Information', 'Email Subscription Preferences', 'Organization Manager' (highlighted), 'Privacy Policy', and 'Sign-out'. A central pop-up box titled 'Create Organization' with a checkmark icon contains the message: 'Your Organization has been created. If you do not see it on your My Organizations list, it is pending approval by an AMA Administrator. You will receive an email when your request is approved.' Below this message is an 'OK' button. To the right of the pop-up, there is a 'My Organizations' section with a '+ Create Organization' button. Below the pop-up, the user's role is identified as 'User', and a message states: 'You are not currently the administrator for any organizations. You can access your memberships below. To create a new organization, click Create Organization.' At the bottom, there is a table with two columns: 'Organization' and 'Parent Organization', which is currently empty.

## Step 10

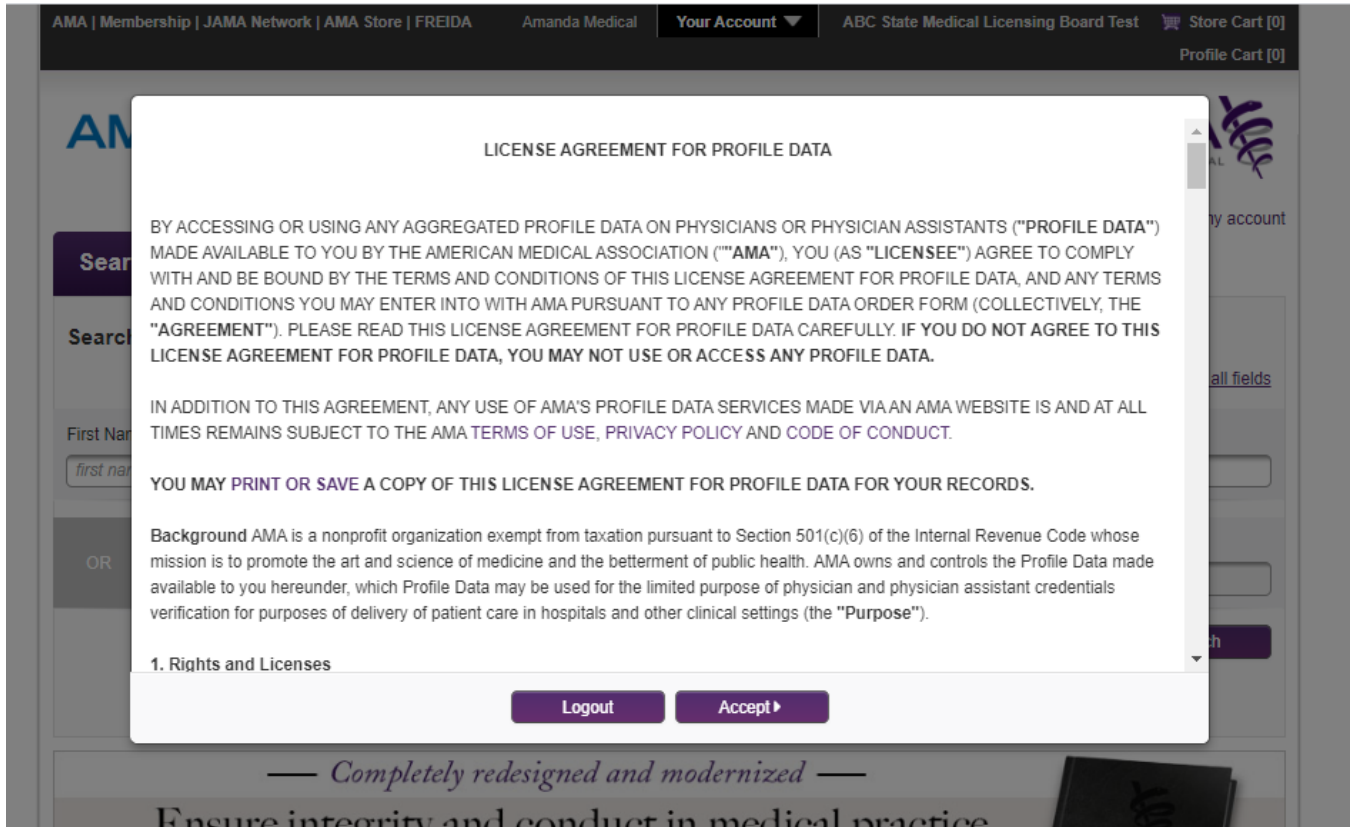
Check your email. When your organization request is approved, a confirmation email will be sent to the email address you entered when creating your individual AMA account. The email will come from AMA Org Manager by way of [ama@ama-assn.org](mailto:ama@ama-assn.org). If you do not receive an approval within two business days, please contact [ProfilesLevel2@ama-assn.org](mailto:ProfilesLevel2@ama-assn.org) for assistance.

The screenshot shows an email confirmation message. The header features the AMA logo and the text 'AMA Profiles Hub'. The main body of the email contains the message: 'Your request for creating the new organization ABC State Medical Licensing Board Test has been approved.' The footer includes the contact information for the American Medical Association: 'American Medical Association • AMA Plaza • 330 N. Wabash Ave. • Suite 39300 • Chicago, IL 60611-5885 • (800) 665-2882' and the copyright notice: 'Copyright 1995-2015 American Medical Association. All rights reserved.'

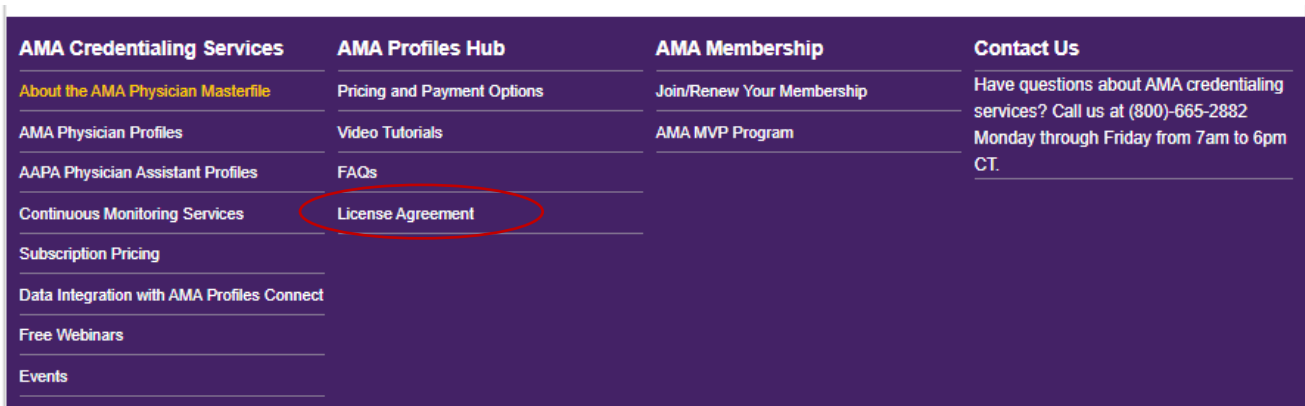


## Step 10

Return to [AMA Profiles Hub](#). Click the “Sign in” button to sign in. The first time you sign in after approval of your organization, you will be presented with a license agreement. Please read and “Accept” the agreement to gain full access to AMA Profiles Hub.



If you ever wish to return to the license agreement, it can be accessed by scrolling to the bottom of the AMA Profiles Hub Web page and clicking the “License Agreement” link.



## Step 11

Begin using AMA Profiles Hub. From this point you can start to search for clinician profiles, submit an order, and download your profiles. You can also return to Organization Manager (see Step 6, if you need a refresher) to update information about your organization or add users (see a [step-by-step guide](#) for adding users).

The screenshot shows the top navigation bar of the AMA Profiles Hub website. It includes links for 'AMA | Membership | JAMA Network | AMA Store | FREIDA', the user name 'Amanda Medical', a 'Your Account' dropdown menu, 'ABC State Medical Licensing Board Test', 'Store Cart [0]', and 'Profile Cart [0]'. The main header features the 'AMA Profiles Hub' logo on the left and the 'AMA AMERICAN MEDICAL ASSOCIATION' logo on the right, with a 'Manage my account' link. Below the header is a navigation menu with buttons for 'Search', 'Order History', 'Profile Manager', 'Discrepancies', and 'Account Activity'. The 'Search' button is active. The search section is titled 'Search for' with a radio button selected for 'Physician'. A 'Clear all fields' link is on the right. The search form contains three rows of input fields: 'First Name\*' (placeholder 'first name'), 'Last Name\*' (placeholder 'last name'), and 'Date of Birth\*' (placeholder 'MM/DD/YYYY'). Below these are two rows for 'NPI Number\*' (placeholder '10 numeric characters') and 'ECFMG Number\*' (placeholder '8 numeric characters'), separated by 'OR' labels. A 'Search' button is located at the bottom right of the form.