1. Create a Reptrax Account

If you do not have a Reptrax account, **choose one** of the two options below:

A. On-site at a Facility Self Check-In Station

1. At a self check-in station, click the blue button that reads "Signup to Reptrax."
2. Enter your details on the New User Signup page.
3. Click "Signup." Your account has been created, and the details have been sent to your email address. The badge printer should print out your ID number for your reference.
4. Click "Go to Login Page."
5. Click the green "Check In" button.
6. Enter your email address and Reptrax password or ID number.
7. Click "Check In."
8. Enter your visit details and click "Enter Visit Details."
9. Your facility access will be approved or denied. If approved, a badge will print. If denied, you will be given additional instructions on the self check-in screen.

   Please note: After you create an account at a self check-in station, you must log into www.reptrax.com to COMPLETE your registration. See Step 2 below.

or

B. Off-site at a Home/Office Computer

1. Go to www.reptrax.com
2. Click "Register now!" in the upper right-hand corner.
3. Enter your details on the Register Now page and click "Submit."
4. Follow Step 2 below to complete your registration.

2. Complete Your Registration

a. After you have created your Reptrax account, go to www.reptrax.com and enter your email address and password. **Please note:** You cannot complete your registration from a self check-in station.
b. Click "Sign In."
c. Edit your account details and click "Save Changes."
d. Complete the Scope of Service Questionnaire. Once you have completed the Scope of Service Questionnaire, you will be assigned a rep category.
e. Click "Finish."
f. Select facilities in your territory to associate with your profile.
g. After adding facilities to your Reptrax account, go to the Requirements tab at the top of the page and select Outstanding Requirements. This page shows your outstanding requirements by facility.
h. Click "How to Submit Credentials" for next steps. To submit credentials, you must upgrade to a premium membership.

Compliance Guide

reptrax

214-222-7484, Option 1
Monday-Friday, 7 a.m. - 5:30 p.m. CST
reptrax@intellicentrics.com

reptrax

We are committed to providing the best patient care available.

As a healthcare industry representative, you are an integral part of this process, and it is a priority of ours to ensure that we, and our vendors, are compliant with hospital policy and Joint Commission standards.

In order to help with this credentialing process, we have joined Reptrax's nationwide community. Reptrax provides an Internet-based service that allows our reps and healthcare departments to navigate our compliance goals in an efficient, easy, and comprehensive manner.

Reptrax is the industry standard for vendor credentialing. By using Reptrax, we are one of the thousands of facilities immediately available to you if you have satisfied your outstanding requirements.

It is a requirement that all reps successfully register and satisfy outstanding requirements through www.reptrax.com.

Simple Process

If you do not have a Reptrax account, create one using the brochure instructions.

Once you have completed your registration and submitted any required credential documents, Reptrax will review and process your submissions.

Please note that all of our reps must be part of Reptrax. If you fail to comply with this requirement, you will not be permitted inside our facilities.

For questions regarding the registration and credentialing process, please call Reptrax at 214-222-7484, Option 1.

Nothing. Nada. Zilch.

Zero.

Reptrax doesn't believe reps should pay for something they don't need. That's why Reptrax works with healthcare facilities to create fair and reasonable credentialing requirements based on a rep's role within a facility.

If a rep isn't required to submit credential requirements for review and storage, the membership is free. Reps who are required to submit credentials purchase an annual premium membership, which is valid at all Reptrax facilities. Individuals will not pay a separate fee for each facility they visit.

Below is a chart showing what features each membership offers.

Base v. Premium Memberships

Features for Reps	Base	Premium
Universally accepted in all Reptrax healthcare facilities	X	X
Upload contact information	X	X
Upload professional photo	X	X
Receive REPmail communication from healthcare facilities	X	X
Receive all healthcare facility policies	X	X
Digitally "accept" healthcare facility policies	X	X
Credential processing (vaccinations, insurance, training, etc.)		X
Upload marketing materials		X
Upload custom product keywords for facilities to search		X
Cost	**FREE**	**$229/year**

Reptrax opens doors for you — literally

Reptrax is the most trusted vendor credentialing organization in the country.

For one annual fee, you get access to each of Reptrax's healthcare facilities across the country and the ability to submit credential documents.

Reptrax helps you reach your customers

Reptrax makes it possible for you to upload marketing materials, giving you an audience in front of administrators when you're not even in the facility.

Reptrax gives you a backstage pass

Access the resources you need, like exclusive online training and insurance coverage with just one click.

Reptrax promises to never . . .

- Resell your personal information
- Request Social Security or driver's license numbers
- Store your credit card information
- Share revenue with your facilities, eliminating opportunities for anti-kick back violations