

## Section I: Registration

Below is a link to request registration for your hospital/s and selected survey(s).

<http://survey.whainfocenter.com/Register.aspx>

**WHA Information Center LLC**

**1. Tell us about yourself...**

First Name:

Last Name:

Email:

Title:

Phone:  xxx-xxx-xxxx

Phone Ext.:  (optional)

Fax:  xxx-xxx-xxxx (optional)

**2. Username and password...**

Username:

Password:  (at least 5 alphanumeric)

Confirm Password:  (at least 5 alphanumeric)

### Registration:

- **Tell us about yourself...** Provide: first & last name, email address, title, phone, phone ext. and fax number.
- **Username and Password:** Provide a username (an email extension with an "@" is an unacceptable format). Provide an alphanumeric password with at least 5 characters.

**3. Select Hospital(s)...**

Hospital List:

- Agnesian HealthCare/St. Agnes Hospital -- (Fond du Lac)
- Amery Regional Medical Center -- (Amery)
- Appleton Medical Center -- (Appleton)
- Aspirus Wausau Hospital -- (Wausau)
- Aurora BayCare Medical Center in Green Bay -- (Green Bay)
- Aurora Lakeland Medical Center in Elkhorn -- (Elkhorn)
- Aurora Medical Center in Hartford -- (Hartford)
- Aurora Medical Center in Kenosha -- (Kenosha)
- Aurora Medical Center in Oshkosh -- (Oshkosh)
- Aurora Medical Center in Two Rivers -- (Two Rivers)
- Aurora Memorial Hospital of Burlington -- (Burlington)
- Aurora Psychiatric Hospital -- (Wauwatosa)

**4. Select Survey(s)...**

Survey List:

- ANNUAL
- FISCAL
- PERSONNEL
- UNCOMPENSATED

### Select Hospital/Select Survey:

- **Select Hospital:** Check hospital/s for which you wish to submit survey data from the "hospital" list. Only individuals who work for the hospital or hospitals' system will be granted access.
- **Select Survey(s):** Check survey(s) for which you wish to submit data from the "select survey(s)" list .
- **Submit** – Click "submit" to finalize registration. Once you have submitted your registration, an automated email will be sent confirming your request for authorization. The approval process may take up to 3 business days.

Email Notification:

Thank you for registering with [survey.whainfocenter.com](http://survey.whainfocenter.com). We are currently verifying your information and your request to access this Web site. You should receive an email within 2-3 days confirming that your registration has been approved. You will be able to log in and submit survey data beginning September 22, 2009. This will be the only time you'll need to go through this registration process. If you have any questions, contact: [whainfocenter@wha.org](mailto:whainfocenter@wha.org), with subject line WHAICSurvey.

**Request for Registration:**

- **Acknowledgement of registration** – Email will be sent as soon as you click “submit” on registration page.

Email Notification:

Your registration on [survey.whainfocenter.com](http://survey.whainfocenter.com) is now approved. The Web site will be live beginning September 22, 2009.

**Approval of Registration:**

- **Notification of Approval** – Email will be sent once WHA Information Center approves the registration request. Access to Web site will begin September 22, 2009.