

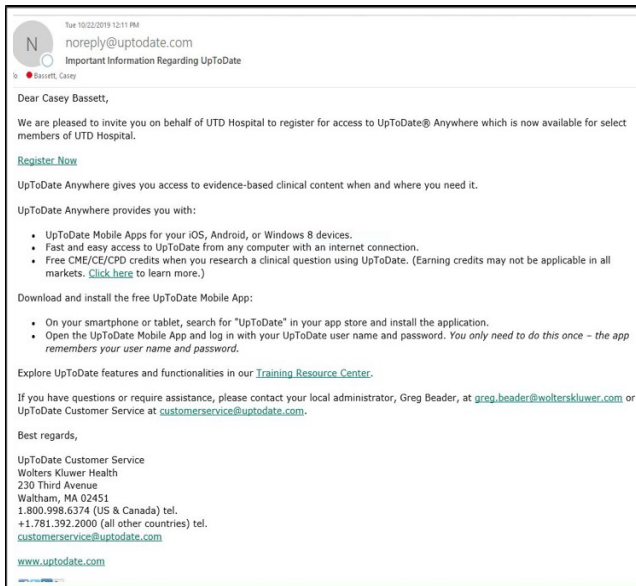
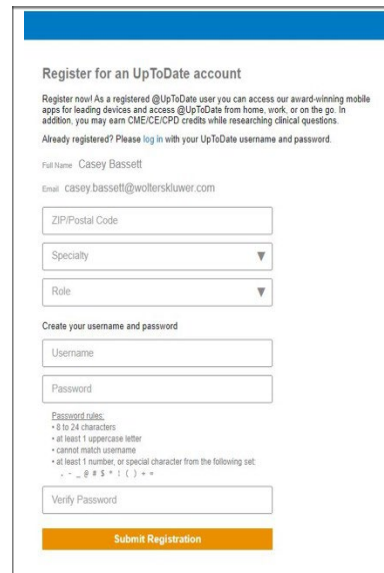
# Access to UpToDate® for Healthcare Businesses

Your organization provides you access to sign in to UpToDate with a username and password. Activating a personal UpToDate account allows you to download the UpToDate mobile app, earn CME/CE/CPD, and access personalization features, such as History & Bookmarks.

Depending on your organization's UpToDate license, you may register by invitation only, or you may have the ability to self-register. Check with your organization's administrator for more information.

## How to Register by Invitation

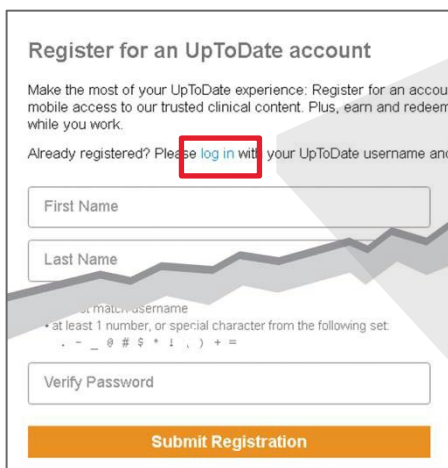
1. You will receive an exclusive email invitation to register. The email will contain a link to the registration page, valid for 30 days.
2. The registration link will bring you into the application to complete registration, or to sign in with existing credentials.
3. On the registration portion of the page, your first name, last name, and email address will be pre-loaded based upon the information the administrator provided.

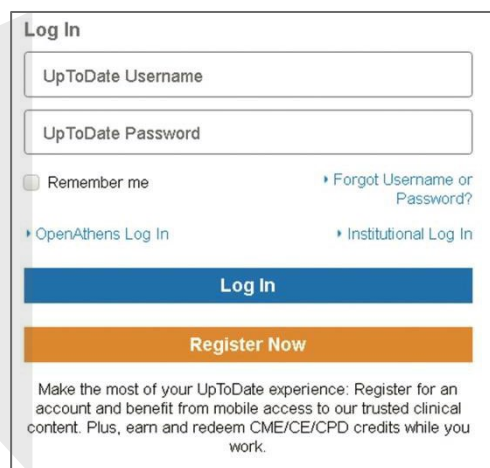
The registration form for an UpToDate account. It includes fields for 'Full Name' (pre-filled with 'Casey Bassett'), 'Email' (pre-filled with 'casey.bassett@wolterskluwer.com'), 'ZIP/Postal Code', 'Specialty' (dropdown), and 'Role' (dropdown). Below these are fields for 'Username' and 'Password', with a 'Verify Password' field. A 'Submit Registration' button is at the bottom. Password rules are listed: 8 to 24 characters, at least 1 uppercase letter, cannot match username, and at least 1 number or special character from a specific set.

## How to Self-Register

1. Access UpToDate by visiting [www.uptodate.com](http://www.uptodate.com) from any computer connected to your organization's network. Click **Register** in the upper right corner.
2. If you already have an UpToDate Username and Password, click the blue sign in hyperlink at the top of the Registration page. Sign in with your existing credentials. This will retain your current CME/CE/CPD data from any previous UpToDate user record.



The self-registration form. It has fields for 'First Name', 'Last Name', 'Email' (with a note 'Email must match username'), and 'Password'. Below the password field is a 'Verify Password' field. A 'Submit Registration' button is at the bottom. A red box highlights the 'log in' link in the text 'Already registered? Please log in with your UpToDate username and password.'



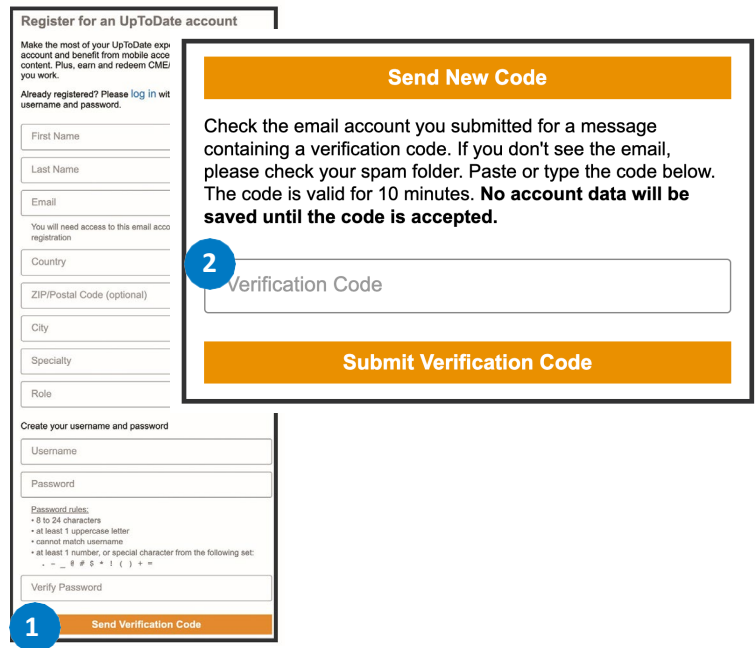
The login form. It has fields for 'UpToDate Username' and 'UpToDate Password'. There is a 'Remember me' checkbox and a link for 'Forgot Username or Password?'. Below these are links for 'OpenAthens Log In' and 'Institutional Log In'. A blue 'Log In' button is prominent. Below it is an orange 'Register Now' button. At the bottom, there is a short paragraph encouraging registration.

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If this is your first time accessing UpToDate and you do not have an existing Username and Password, complete all fields on the registration form.

**1** Once the fields on the registration form are complete, verify your email address. Click **Send Verification Code**. A code will be sent to the email you entered in the form. **Check your email.**

**2** Enter the code you received in the box at the bottom of the registration form. You will have 10 minutes to retrieve the code, enter it, and click Submit Verification Code.



The screenshot shows the 'Register for an UpToDate account' form. It includes fields for First Name, Last Name, Email, Country, ZIP/Postal Code (optional), City, Specialty, and Role. Below these are fields for Username, Password, and Verify Password. A 'Send Verification Code' button is at the bottom left, marked with a blue circle and the number 1. To the right, a separate box titled 'Send New Code' contains instructions: 'Check the email account you submitted for a message containing a verification code. If you don't see the email, please check your spam folder. Paste or type the code below. The code is valid for 10 minutes. No account data will be saved until the code is accepted.' Below this is a 'Verification Code' input field and a 'Submit Verification Code' button. A blue circle with the number 2 is placed over the 'Verification Code' field.

5. Upon completion of your first-time registration, you will receive a confirmation email from UpToDate with instructions on downloading the **Mobile App** using your new UpToDate account Username and Password.

## Mobile Access

Once registered, you can install the Mobile App on up to two devices by completing the following steps:

1. On your smartphone or tablet, search for “UpToDate” in your app store and install the free app.
2. Open the UpToDate Mobile App upon completion of download.
3. Sign in with your UpToDate Username and Password. *You only need to do this once – the app remembers your Username and Password.*

## Maintaining Access

To maintain uninterrupted access to UpToDate, **you must re-verify your affiliation with your organization once every 90 days. To re-verify**, sign in to UpToDate by visiting [www.uptodate.com](https://www.uptodate.com) from a computer or device connected to your organization’s network. This method requires you to sign in to UpToDate with your UpToDate Username and Password.

*Please note: In-application & email messaging will inform you of the need to verify affiliation if you have not done so by day 80. You will receive a second alert at day 90. If you fail to re-verify by day 90, you will lose mobile and remote access. To regain access, please complete the re-verification process outlined in steps 1 or 2.*

Email: [customerservice@uptodate.com](mailto:customerservice@uptodate.com)

Phone: 800-998-6374 or +1-781-392-2000 Monday through Friday, 7 a.m. – 9 p.m. (Eastern)

For training resources, please visit <https://www.wltsklwr.com/uptodate-user-academy>

For further training support, please contact: [training@uptodate.com](mailto:training@uptodate.com)