

## Subscriber Manager: Pre-invite Staff

Send an internal email before inviting users to register to ensure they know how to access their invitation.

**Subject Line:** Access to UpToDate® at <Organization Name>

I am pleased to announce that UpToDate is now available for select members of our staff. You have been selected for an UpToDate account and will receive an invitation via email. Please keep a lookout for your invitation with the subject line: "Important Information Regarding UpToDate" delivered to your inbox from noreply@uptodate.com. If you do not see this email within <X> days, please check your Junk or Spam Email folder.

It is important that you open this email and click on the Register Now link, as the UpToDate subscription requires that you register in order to access <Organization Name's> subscription. **The registration link is unique to you and it's valid for 30 days only, so don't delay.**

### New UpToDate Users

You will need to register the first time you access UpToDate and create your access credentials.

1. Upon receipt of the email from UpToDate, click the "Register Now" link and you will be brought to the registration page.
2. Complete the "Register" section which will allow you to create a username and password to gain access.

### Existing UpToDate Users

If you already have a username and password for UpToDate, you need to affiliate it with this new access. Simply visit the registration page and sign in with your existing UpToDate username and password in order to move over your credentials and any CME credits you have accrued thus far.

1. Upon receipt of the email from UpToDate, click the "Register Now" link and you will be brought to the registration page.
2. Click the "Sign in" link and enter your existing UpToDate username and password. This will allow you to maintain the CME credits you have accrued to date.

For more information on registration for new or existing users, please [review the registration tip sheet](#).

If you have any questions or require assistance, please email me at <Subscriber Manager Administrator email address>, or [contact UpToDate Customer Support](#).