

Register a Sponsor From the 'Enter/Edit Medical Event Report(s) by SSN' Page (Training Guide #3)

Step 1: Login to NDRSi

Step 2: From the Main Page, click the [Enter/Edit Medical Event Report\(s\) by SSN](#) link.

Step 3: Enter the Sponsor's SSN in the SSN text box and click Submit. The page will be displayed one of two ways, depending on the following:

1. If the Sponsor is already registered, previously-submitted MER cases for this patient will be displayed in a table at the bottom of the page.

****If the Sponsor is already registered, no additional action is needed.****

2. If the Sponsor is not registered, the following message will be displayed:

The SSN was not found in the NDRSi database. Select 'Register New Sponsor' to create an account for this Sponsor in the NDRSi database. A Sponsor profile must be created before submitting a MER for the Sponsor or a Dependent.

If you get this message, click to register the Sponsor.

Step 4: Complete the Sponsor Profile Page by performing the following actions.

- a. Fill in the demographic information for the Sponsor. Fields marked with either ***Required** or ****** must be completed.
- b. Click the button to save the Sponsor's information.
- c. The HIPAA notification will appear. After reading the notification, click to close the window.



- d. The following message should appear at the bottom of the page if the save was successful.

This Sponsor's Profile has been saved. Click 'Close' to return to the Manage Medical Event by SSN page.

- e. Click to return to the 'Enter/Edit Medical Event Report(s) by SSN' page.

YOU HAVE SUCCESSFULLY REGISTERED A NEW SPONSOR FROM THE 'ENTER/EDIT MEDICAL EVENT REPORTS BY SSN' PAGE. **Well Done!**

Registering Sponsors from the 'Enter/Edit
Medical Event Reports by SSN' Page

NDRS! Training Guide #3



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