

Register an FMP for a Registered Sponsor From the 'Enter/Edit Medical Event Report(s) by SSN' Page (Training Guide #4)

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:

Unregistered Sponsors must register before proceeding.

Step 4: Click to open the Sponsor Profile Page.

Step 5: The Sponsor's demographic information is automatically displayed. Update or complete the Sponsor's information as needed.

Step 6: Click to open the FMP Profile Page.

Use the drop-down menu to add another FMP. Click the down arrow and select "Add New Family Member."

Step 7: Registered FMPs will be listed in the drop-down list. Select ***Add New Family Member** from the drop-down list

to register a new FMP for this Sponsor. If no FMPs exist for the Sponsor, "Add New Family Member" will be selected by default.

Step 8. Complete the FMP Profile Page for the New Family Member you are adding.

a. Fill in all known demographic information for the FMP.

Please Note: All fields marked with a red asterisk () are **Required**.*

b. Click to register the FMP. The following message will appear when the FMP profile saves successfully.

c. To register another FMP, select ***Add New Family Member** from the drop-down list and repeat Steps 8a and 8b.

d. Click to return to the 'Sponsor Profile Page.'

Step 9. Click to return to the 'Enter/Edit Medical Event Reports by SSN' page.

Step 10. The Sponsor's SSN will be displayed in the SSN text box, and the newly registered FMP(s) will be in the list of FMP's associated with the Sponsor. Use the drop-down list to find and select your newly-registered FMP.

YOU HAVE SUCCESSFULLY REGISTERED A NEW FMP FROM THE 'ENTER/EDIT MEDICAL EVENT REPORT(S) BY SSN' PAGE. **Well Done!**

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

NDRS! Training Guide #4



Navy and Marine Corps Public Health Center
620 John Paul Jones Circle, Suite 1100
Portsmouth, Virginia 23708-2103
757.953.0938

<http://www.nmcphc.med.navy.mil>