

Register a Sponsor From the 'Enter/Edit Medical Event Report(s) by the Reporting UIC/RUC' Page (Training Guide #5)

Step 1: Login to NDRSi

Step 2: From the Main Page, click the [Enter/Edit Medical Event Reports by Reporting UIC/RUC](#) link.

Step 3: From the 'Enter/Edit Medical Event Reports by Reporting UIC/RUC' page, click [Enter New MER](#).

Step 4: In the 'Specify Sponsor for New Medical Event' page, enter the Sponsor's SSN in the SSN text box

SSN: and click [Get Sponsor Information](#).

Step 5: If the SSN is already in the database (i.e., the Sponsor is already registered), the Sponsor's name will be filled in the [Select the FMP code associated with this Sponsor's account:](#) [20 -- Henderson, Paul](#) drop-down list.

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

Step 6: If the SSN (i.e., Sponsor) is **not** registered, the message [The SSN was not found in the NDRSi database.](#) will be displayed.

Click [Click here to create an account for this Sponsor.](#) to register the Sponsor.

REGISTER a sponsor by completing the **SPONSOR PROFILE PAGE**

Step 7: Complete the Sponsor Profile Page by performing the following steps.

- Fill in all known demographic information for the Sponsor.
*Please Note: Fields marked with either ***Required** or two blue asterisks (**) must be completed.*
- When finished, click the [Submit](#) button.
- The HIPAA notification will appear. After reading the notification, click [OK](#) to close the window.



Step 8: The newly-registered Sponsor's SSN will appear in the SSN text box in the 'Specify Sponsor for New Medical Event' page, and the FMP will be selected in the FMP drop-down list.

YOU HAVE SUCCESSFULLY REGISTERED A NEW SPONSOR FROM THE 'ENTER/EDIT MEDICAL EVENT REPORTS BY REPORTING UIC/RUC' PAGE.

Well Done!

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

NDRSI Training Guide #5



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