

# RESIDENCY PROGRAM GROUP ENROLLMENT AND BILLING PORTAL

User Guide

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# Managing Residency Program Contacts

## Adding Contacts

Adding contacts allows multiple individuals at a residency program to access the residency portal. Access to the portal allows users to modify existing contacts, create new contacts and remove existing contacts. Use of this feature should only be assigned to select individual(s).

### Contacts

Show 10 entries

First	Last	Role	Facility		
Kenneth	Gray	Program Director	ACS Member Services Residency Program / Obstetrics and Gynecology	Edit	
First	Last	Role	Facility		

Showing 1 to 1 of 1 entries

Previous 1 Next

Add Contact 1

To add a contact, click the add contact button, complete the new contact form, and select SAVE.

### New Contact

Role \*

First Name \*  Last Name \*

Email \*

Use Facility Address

Address 1

Address 2

Address 3

City

Country

State  Zip

Phone

Close Save

New contact requests are processed by ACS staff. Once the contact has been processed, a notification will be sent to the requestor with information to access the portal.

### Editing Existing Contacts

Existing contacts can be edited. This feature allows residency program staff to keep contact information up to date in the portal. To edit an existing contact, click the “Edit” link.

#### Contacts

Show 10 entries

First	Last	Role	Facility			
Kenneth	Gray	Program Director	ACS Member Services Residency Program / Obstetrics and Gynecology	<a href="#">Edit</a>		1
Kenneth	Gray	Program Administrator	ACS Member Services Residency Program / Obstetrics and Gynecology			
Kenneth	Gray	Program Administrator	ACS Member Services Residency Program / Obstetrics and Gynecology			
First	Last	Role	Facility			

Showing 1 to 3 of 3 entries

Previous 1 Next

Add Contact

The Contacts form will open, allowing changes to be made. Then, select SAVE. These changes are instant and do not require ACS staff intervention.

### Deleting Existing Contacts

Program contacts can be removed from the residency program portal. This change may be needed when an administrator leaves the program or no longer serves in a role that requires them to have access to the residency portal. To remove a contact, click the “Remove Contact” link.

#### Contacts

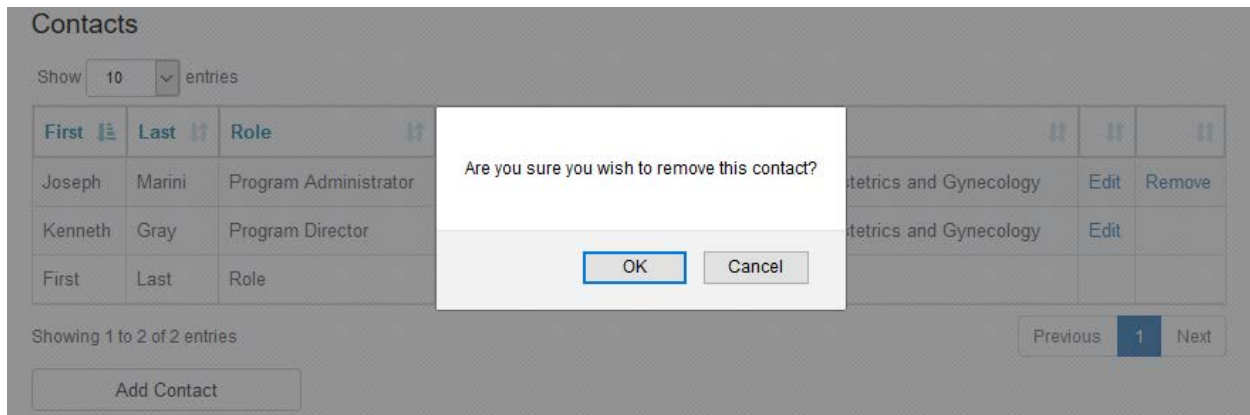
Show 10 entries

First	Last	Role	Facility			
Joseph	Marini	Program Administrator	ACS Member Services Residency Program / Obstetrics and Gynecology	<a href="#">Edit</a>	<a href="#">Remove</a>	1
Kenneth	Gray	Program Director	ACS Member Services Residency Program / Obstetrics and Gynecology	<a href="#">Edit</a>		
First	Last	Role	Facility			

Showing 1 to 2 of 2 entries

Previous 1 Next

Add Contact



A confirmation message will appear before the contact is removed. Once confirmed, the contact will be removed from the portal. The change is instant and does not require ACS staff intervention.

## Managing Resident Memberships

The view at the bottom of the page displays how residents at your program will appear in your portal. The list is based on information provided to the ACS in the ACS Resident Membership application. In using this portal, program administrators can:

- 1.) Enroll new residents
- 2.) Edit resident's contact and program-status information
- 3.) Remove residents from the residency program portal
- 4.) Pay ACS Membership dues for residents

## Residents

Show  entries Search:

<input type="checkbox"/>	First	Last	Specialty	PGY	Balance		
	Test	User	General Surgery	1	\$20.00	Edit <sup>2</sup>	Remove <sup>3</sup>
	Test	User2		2	\$20.00		
	Test	User3	General Surgery	1	\$0.00		
	First	Last	Specialty	PGY	Balance		

Showing 1 to 3 of 3 entries Previous **1** Next

1 4

## Enrolling New Residents

When new residents enter the program (interns or transfers from other programs) they can be added to the portal at any time by clicking the “Enroll Resident” button. This button opens a “New Resident” form allowing the residency program administrator to provide detailed information about the resident. Then, select SAVE.

### New Resident ✕

Name \*

Email \*

Use Facility Address

Address 1

Address 2

Address 3

City

Country

State  Zip

Phone

Gender  Male  Female

Post Graduate Year

Date Of Birth

Medical School

Medical School Graduation Date

Projected Date of Entry into Surgical Practice

Specialty

Level of Appointment

Once the form is submitted, ACS staff will process all enrollments. New enrollments cannot be edited or removed from the program until processed by ACS staff.

**Please note: An individual e-mail address must be entered for each resident and must belong to the resident. A coordinator’s or other staff person’s email address should not be used, as the residents’ personal information and information about their membership status will be sent directly to the email owner.**

## Editing a Resident's Membership Record

A resident's information can be updated at any point in the process by clicking the "Edit" link. This link opens a separate form allowing the resident's membership record to be updated.

### Residents

Show  entries Search:

<input type="checkbox"/>		First	Last	Specialty	PGY	Balance		
		Test	User	General Surgery	1	\$20.00	<a href="#">Edit</a>	<a href="#">Remove</a>
		Test	User2		2	\$20.00		
		Test	User3	General Surgery	1	\$0.00		
		First	Last	Specialty	PGY	Balance		

Showing 1 to 3 of 3 entries Previous **1** Next

[Enroll Resident](#) [Pay Membership](#)

## Removing a Resident from Your Program Portal

A resident can be removed from a program's portal at any point in time by clicking the "Remove" link. Clicking that link will prompt a message confirming the removal of the resident from the portal, but does not discontinue the resident's membership. Once confirmed the resident will immediately be removed from the list.

**Note:** Residents may appear in your portal that are from your institution, and are ACS members, but are not in your program's specialty. To update records for your specialty's residents, sort residents by specialty, then "Edit" only your specialty's residents. Click "Remove" only for residents who were previously in your program, but are leaving or have already left your program. If a resident was never in your program, do not "Remove" them.

### Residents

Show  entries Search:

<input type="checkbox"/>		First	Last	Specialty	PGY	Balance		
		Test	User	General Surgery	1	\$20.00	<a href="#">Edit</a>	<a href="#">Remove</a>
		Test	User2		2	\$20.00		
		Test	User3	General Surgery	1	\$0.00		
		First	Last	Specialty	PGY	Balance		

Showing 1 to 3 of 3 entries Previous **1** Next

[Enroll Resident](#) [Pay Membership](#)

## Paying Dues on behalf of Residents

Annually, in April, Resident members are billed for dues to renew their membership for the upcoming academic year. Once the dues balances are payable, residency program staff can make payments on behalf of the resident. Once inside the portal, this renewal process has three steps:

- 1) Select the residents being renewed
- 2) Click “Pay Membership”
- 3) Select payment option
  - a. Credit card
  - b. Check (selecting this option will create an invoice for printing )

## Selecting All Residents vs Individual Residents

- 1) To select all residents, check the box in the top row of the first column
- 2) Individual residents can be manually selected/deselected by checking the box adjacent to the resident’s name
- 3) Once the residents being renewed have been selected, click the “Pay Membership” button

**Note:** Residents may appear in your portal that are from your institution, and are ACS members, but are not in your program’s specialty. To pay only for your specialty’s residents, sort residents by specialty, then select only the residents you are paying for. Click “Remove” only for residents who were previously in your program, but are leaving or have already left your program. If a resident was never in your program, do not “Remove” them. Simply leave the box adjacent to their name unchecked and they will not be included in your payment.

## Residents

Show  entries Search:

<input type="checkbox"/>	First	Last	Specialty	PGY	Balance		
<input type="checkbox"/>	Test	User	General Surgery	1	\$20.00	Edit	Remove
	Test	User3	General Surgery	1	\$0.00		
<input checked="" type="checkbox"/>	Test	User2		2	\$20.00		
	First	Last	Specialty	PGY	Balance		

Showing 1 to 3 of 3 entries Previous **1** Next



Once the “Pay Membership” button is clicked, a payment page will appear allowing the residency program staff to pay the dues.

All the residents selected from the list should appear in the “Make Payment” screen. Use this page to verify that all residents are accounted for prior to making payment.

#### Make Payment

Bill To			
Name	Kenneth Gray		
Facility	ACS Member Services Residency Program / Obstetrics and Gynecology		
Address	633 N Saint Clair Chicago, IL 60611		
Role	Program Director		

Residents to be paid

Name	Specialty	PGY	Balance
Test User2		2	\$20.00

#### Paying by Credit Card

Credit card transactions are processed immediately. A receipt will be sent to the person initiating the payment and the residents’ memberships will be renewed once ACS staff processes the order.


#### Make Payment

Bill To			
Name	Kenneth Gray		
Facility	ACS Member Services Residency Program / Obstetrics and Gynecology		
Address	633 N Saint Clair Chicago, IL 60611		
Role	Program Director		

Name	Specialty	PGY	Balance
Test User2		2	\$20.00

I am paying with credit card      Total: \$20.00  
 I am paying with check

Payment Details	
	
CARD NUMBER	
<input type="text" value="Valid Card Number"/>	
EXPIRATION DATE	CV CODE
<input type="text" value="MM / YYYY"/>	<input type="text" value="CVC"/>
<input type="button" value="Make Payment"/>	

## Paying by Check

Check transactions require generating an invoice through the portal and mailing a check to the address listed on the invoice. Once ACS receives payment, ACS staff will process the order and renew the residents' membership.

### Make Payment

Bill To	
Name	Kenneth Gray
Facility	ACS Member Services Residency Program / Obstetrics and Gynecology
Address	833 N Saint Clair Chicago, IL 60611
Role	Program Director

Name	Specialty	PGY	Balance
Test User2		2	\$20.00

I am paying with credit card

I am paying with check

Total:  
\$20.00

To pay by check:

- 1.) Click the generate print button.
- 2.) Send Check to:

American College of Surgeons  
Dept. #8028  
PO Box 87618  
Chicago, IL 60680

- 3.) You will receive notification once the payment has been received.

[Generate and Print Invoice](#)

Clicking the "Generate and Print Invoice" button will redirect to a confirmation page with a link to the invoice.




- [Member Services](#)
- [Quality Programs](#)
- [Education](#)
- [Advocacy](#)
- [Publications](#)
- [About ACS](#)

You have successfully submitted your payment.

Order ID: 784924

**A Attention**

1.)  Print Invoice

2.) Include Invoice with Payment

3.) Mail To:

American College of Surgeons

Dept. #8026

PO Box 87618

Chicago, IL 60680

[Return Home](#)

**Important: ACS uses an automated service to process checks, making it imperative that all checks are accompanied by the portal-generated invoice. Failure to include the invoice with the payment will significantly delay the processing of payments. If the invoice is lost or misplaced, contact ACS at 800-293-4029 or [enroll@facs.org](mailto:enroll@facs.org) to generate a new one.**