

1. Click the “Join Now” button to create a CV Reviewer account. A new account is required for each review cycle.

Log in to the Submission Site

**New Users**  
Click 'Join Now' to begin your first submission.

**Join Now**

**Already a User?**

Email Address \*  
Email Address

Access Key \*  
Access Key Show

Lost your access key?

**Login**

2. Complete the profile information to create your account. Take note of your **Access Key** for future use. Click the **Create Account** button once complete.

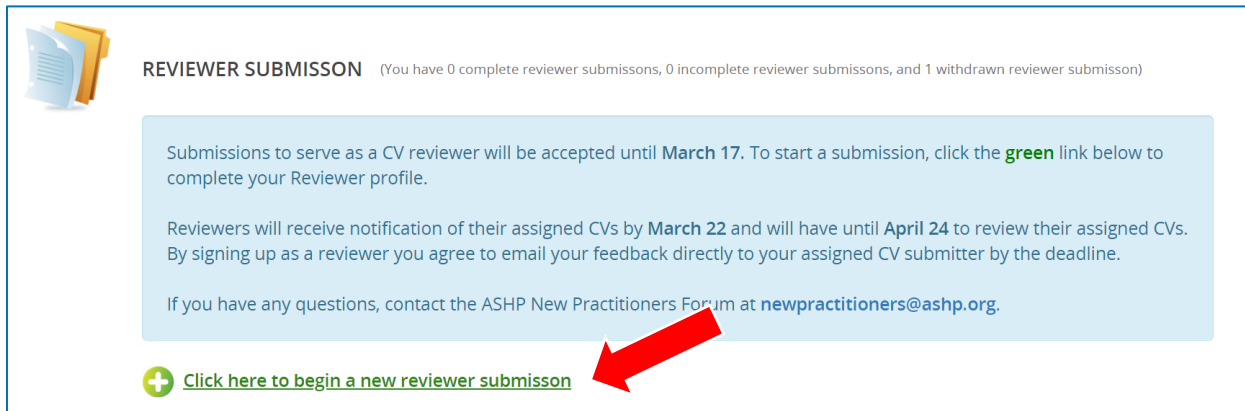
**ACCOUNT PROFILE** **Create Account**

Please complete the information below and then press the 'Create Account' button.  
You will be the contact person for all information that you submit using this account.  
*Note: This is the email ASHP will use to communicate with you about your involvement in the CV Review Program.*

\* indicates a required field

Personal Details	Mailing Address	Contact Details
Prefix * <input type="text"/>	Address Line 1 <input type="text"/>	Office Phone <input type="text"/>
First Name * <input type="text"/>	Address Line 2 <input type="text"/>	Cell Phone <input type="text"/>
Middle Initial <input type="text"/>	Address Line 3 <input type="text"/>	Fax <input type="text"/>
Last Name * <input type="text"/>	City <input type="text"/>	Email * <input type="text"/>
Suffix <input type="text"/>	State <input type="text"/>	
Pronouns <input type="text"/>	Zip <input type="text"/>	

3. On the Reviewer homepage, select the “**Click here to begin a new reviewer submission**” link to continue enrolling as a CV Reviewer.



**REVIEWER SUBMISSION** (You have 0 complete reviewer submissions, 0 incomplete reviewer submissions, and 1 withdrawn reviewer submission)

Submissions to serve as a CV reviewer will be accepted until **March 17**. To start a submission, click the **green** link below to complete your Reviewer profile.

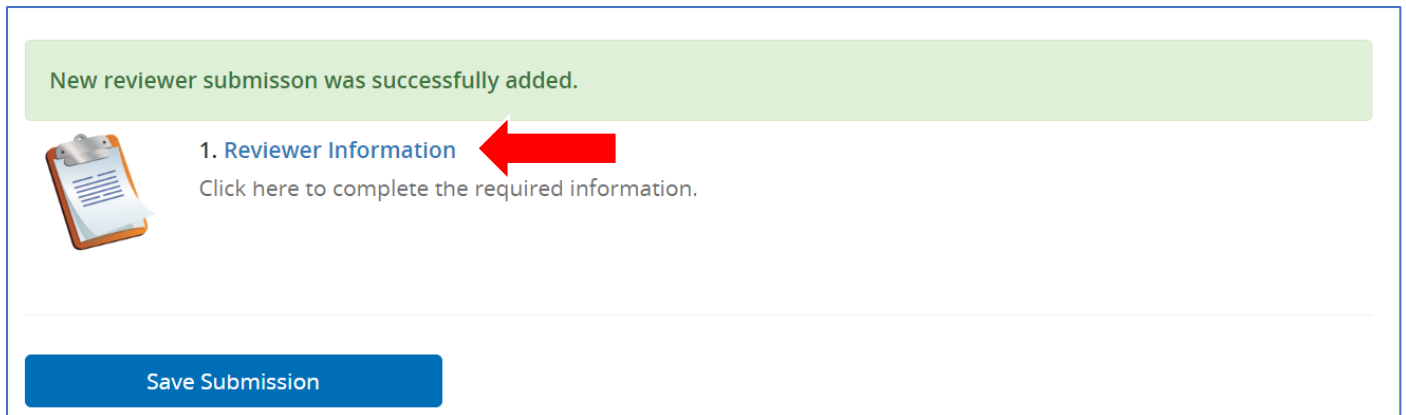
Reviewers will receive notification of their assigned CVs by **March 22** and will have until **April 24** to review their assigned CVs. By signing up as a reviewer you agree to email your feedback directly to your assigned CV submitter by the deadline.

If you have any questions, contact the ASHP New Practitioners Forum at [newpractitioners@ashp.org](mailto:newpractitioners@ashp.org).



[+ Click here to begin a new reviewer submission](#)

A red arrow points to the green link.

4. Follow the prompts to complete your Reviewer submission. Click the **Reviewer Information** link to select your preferences for the number and types of CVs you would like to review.

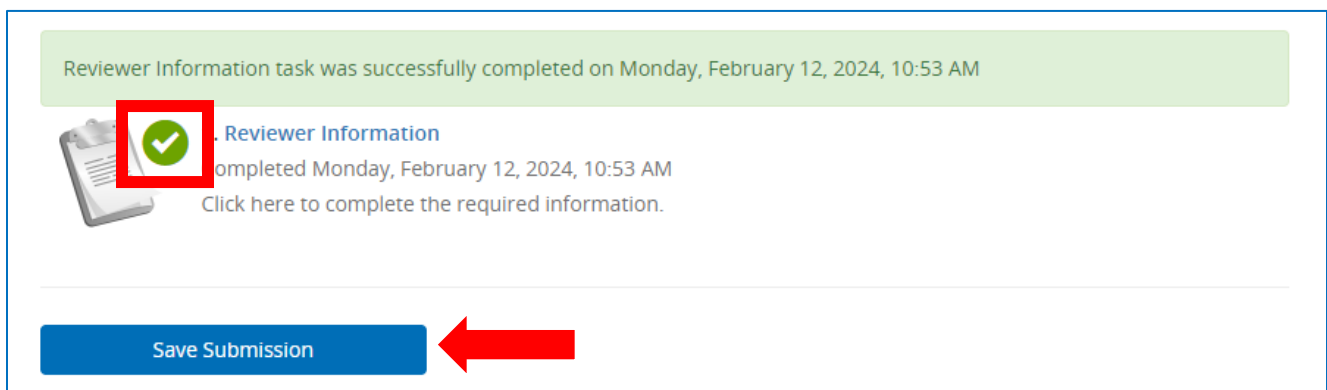


New reviewer submission was successfully added.


 **1. Reviewer Information**   
Click here to complete the required information.


**Save Submission**

5. Your CV Reviewer Information task is complete once a green check mark appears next to the **Reviewer Information Link**. Click the **Save Submission** button.

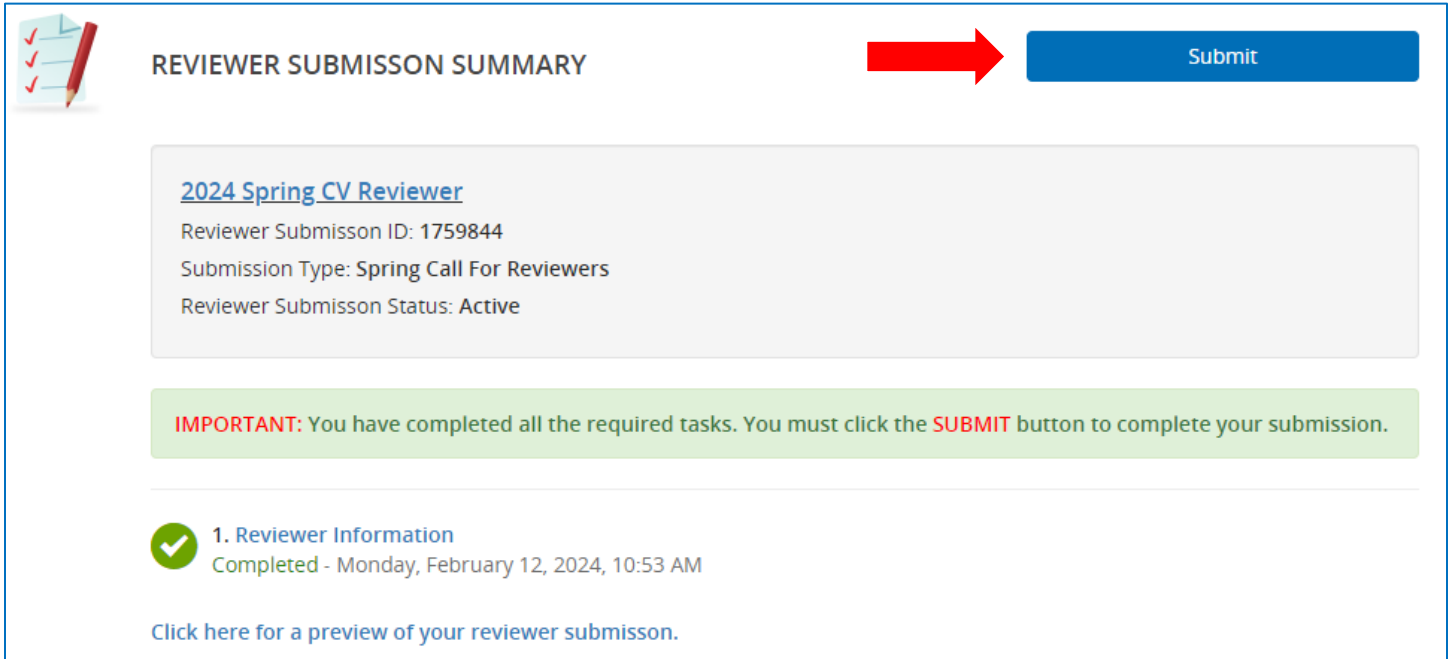




Reviewer Information task was successfully completed on Monday, February 12, 2024, 10:53 AM

 **1. Reviewer Information**  
Completed Monday, February 12, 2024, 10:53 AM  
Click here to complete the required information.

**Save Submission** 


6. To save and complete your CV Reviewer submission, be sure to click the blue **Submit** button in the top right corner.



 **REVIEWER SUBMISSION SUMMARY**  [Submit](#)

[2024 Spring CV Reviewer](#)  
Reviewer Submission ID: 1759844  
Submission Type: Spring Call For Reviewers  
Reviewer Submission Status: Active

**IMPORTANT:** You have completed all the required tasks. You must click the **SUBMIT** button to complete your submission.

 **1. Reviewer Information**  
Completed - Monday, February 12, 2024, 10:53 AM

[Click here for a preview of your reviewer submission.](#)

7. Your submission is now submitted. You will receive a confirmation email from [doNotReply@abstractscorecard.com](mailto:doNotReply@abstractscorecard.com) with a copy of your responses. You can log into your account at any time to preview your submission. You will be notified via email when CV(s) have been assigned for your review.