[Instructions to Access the USP-NF Online using your Access Point Account](#)

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I don't have an Access Point account, what do I do?

If you are a user that does not have an Access Point account, follow the steps below to get access to the *USP-NF Online* with an Access Point account:

1. Get your USP-NF Subscription Key

- To obtain your USP-NF Subscription key, please submit the [webform](#)

2. Create your Access Point account

- [Watch a video tutorial](#) on how to create an Access Point Account.
- [Create your Access Point account](#) and associate your Access Point account to your USP-NF Subscription Key (in one step).
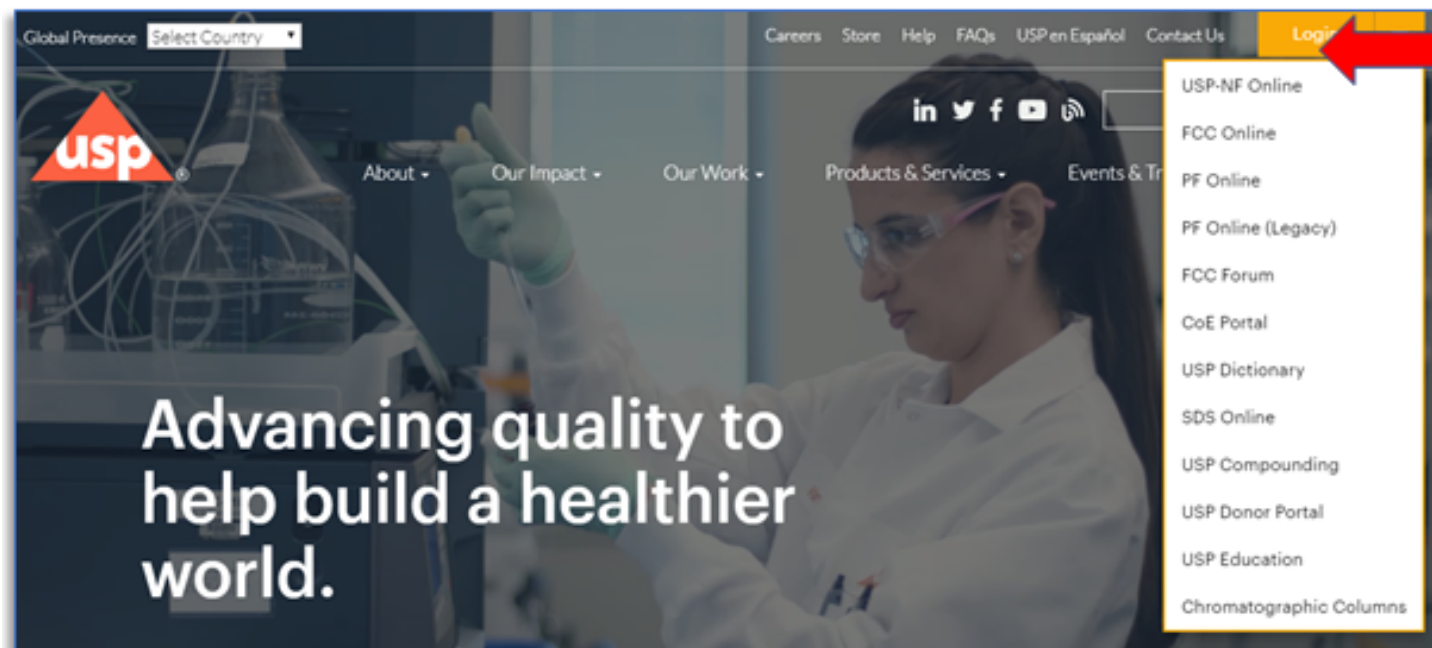
3. Activate your Access Point account

- After you have created your Access Point account, you will receive an e-mail from USP. Click on the link to activate your Access Point account.

4. Login to the USP-NF Online

- Click here to login to the *USP-NF Online* using your Access Point credentials.
- You can also click on the "Login" button found on two USP websites.
- Enter your Access Point credentials and click SUBMIT.
- Go to www.uspnf.com

- Go to www.usp.org

I already have an Access Point account, what do I do?

If you are a user that already has an Access Point account, follow the steps below to get access to the *USP-NF Online* with an Access Point account:

1. Get your USP-NF Subscription Key

- To obtain your USP-NF Subscription key, please submit the [webform](#)

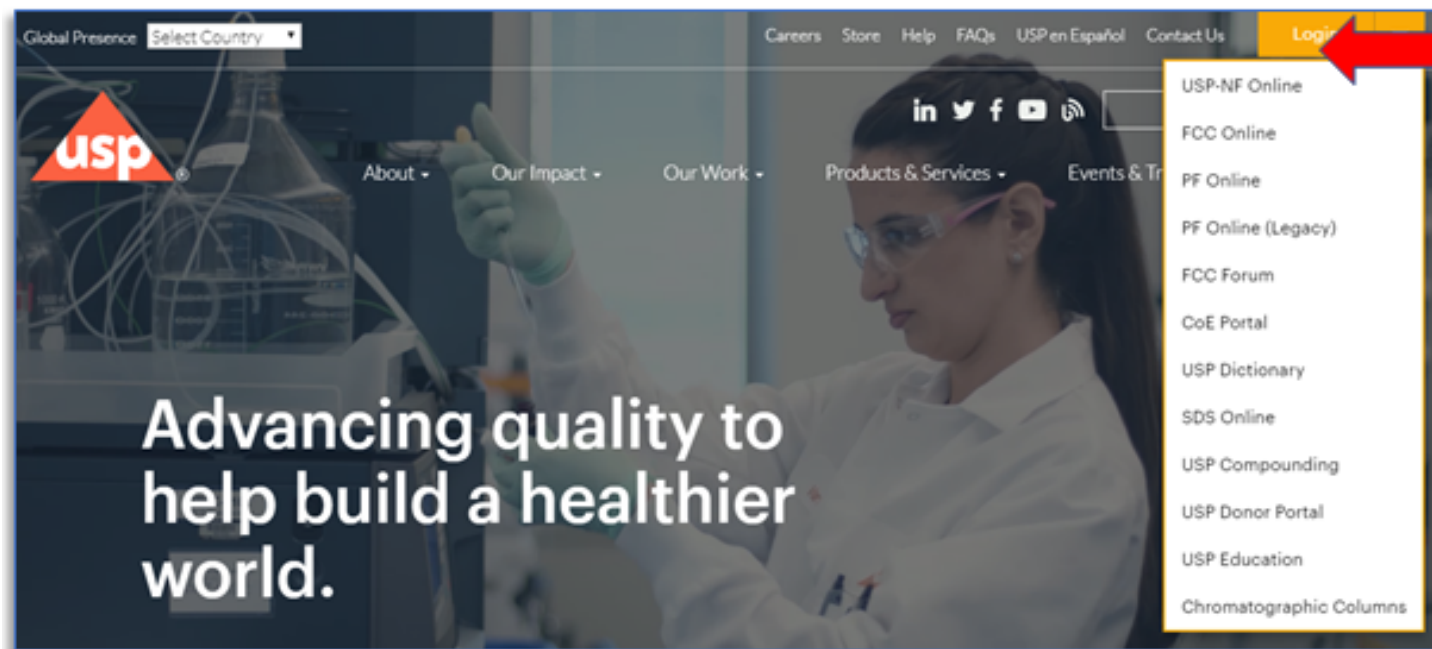2. Associate your Access Point account to your USP-NF Subscription Key

- [Watch a video tutorial](#) on how to associate your Access Point account to your USP-NF Subscription Key.
- [Associate your Access Point account](#) to your USP-NF Subscription Key.

3. Login to *USP-NF Online*

- [Click here to login to the USP-NF Online using your Access Point credentials](#).
- You can also click on the "Login" button found on 2 USP websites.
- Enter your Access Point credentials and click SUBMIT.
- Go to www.uspnf.com

- Go to www.usp.org

I manage/administer the *USP-NF Online* subscription at my company, what do I do?

If you manage/administer licenses at your company, you will first need your USP-NF Subscription Key by submitting the webform with your Sales Order number. You then have two options to help users at your company to create Access Point accounts:

Option A:

1. Individuals create their own Access Point accounts and associate themselves to the company's USP-NF Subscription Key.

- You should send out instructions to users at your company to create their own Access Point accounts and associate their Access Point account to your company's USP-NF Subscription Key. Note: this can be done in one step; watch a video tutorial.

2. For those individuals that already have an Access Point account, they can also associate their Access Point account to the company's USP-NF Subscription Key. Watch a video tutorial.

3. [Contact USP](#) to find out how many remaining seats are on your company's USP-NF Subscription Key.

Option B:

If your company anticipates that you will need to manage more than sixty (60) individual users, contact uspnf-info@usp.org to gain access to USP's System Administration Management Tool (Admin Tool). You can designate up to five (5) individuals to be the "system administrator" to access the Admin Tool. Below is an image of how the Admin Tool will appear (as a tab) in Access Point if you are a system administrator.

With this Admin Tool, you will be able to:

1. Associate users that have an active Access Point account

2. Create Access Point accounts in bulk

3. Associate Access Point accounts to a USP-NF Subscription Key in bulk.

[Read FAQs on the Admin Tool](#) – scroll down to the last section once the window opens

Please remember the following:

- You are responsible for sharing the USP-NF Subscription Key(s) with your company's users.
- You can associate up to twenty (20) individual Access Point accounts for each concurrent license owned by your company.
- Access Point account users that have been associated to USP-NF Subscription Keys can access the new *USP-NF Online*.