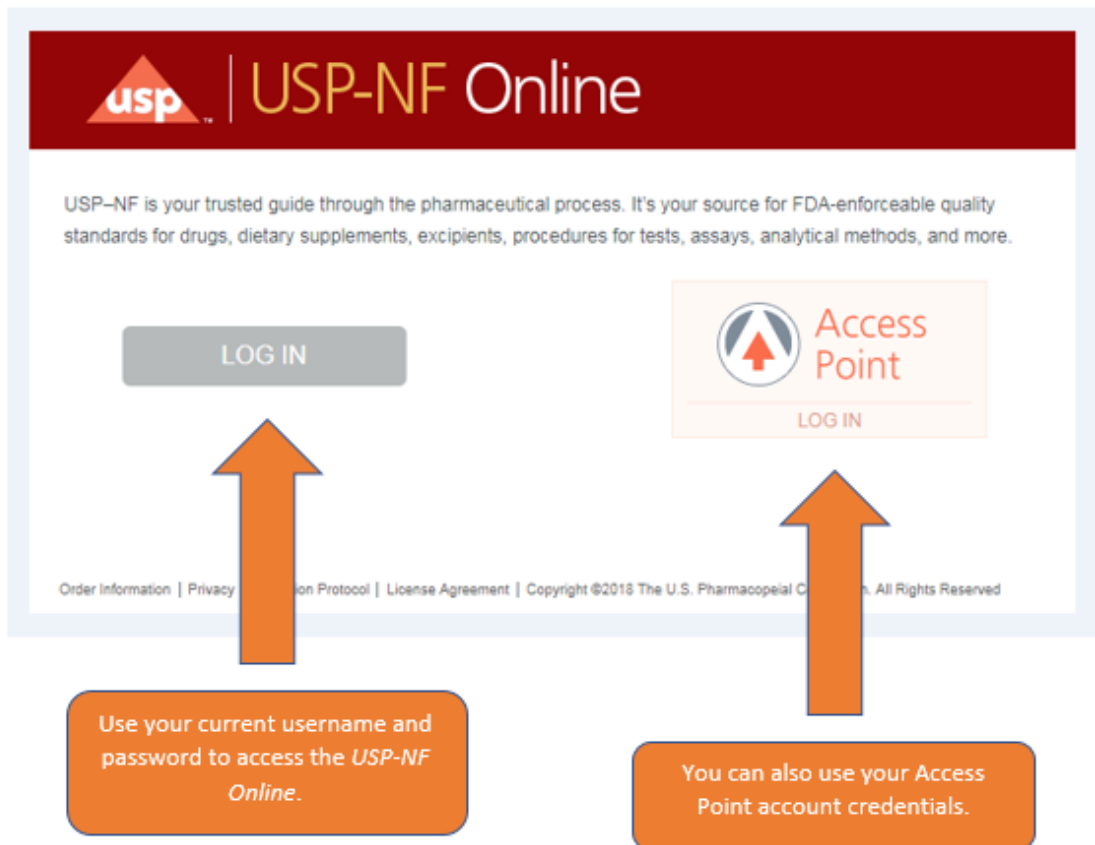

[Instructions to Access the USP-NF Online using your Access Point Account](#)

1. [I don't have an Access Point account, what do I do?](#)
2. [I already have an Access Point account, what do I do?](#)
3. [I manage/administer the USP-NF Online subscription at my company, what do I do?](#)
4. [Instructions on obtaining your USP-NF Subscription Key](#)

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
 - [Instructions on how to obtain your USP-NF Subscription Key.](#)
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
 - [Login to the USP-NF Online](#) using your Access Point credentials.
 - Note #1: You will need your Access Point account to access the new USP-NF Online platform.
 - Note #2: You can continue to access the current *USP-NF Online* using your company-wide username and password until USP retires this platform on November 1, 2018.



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

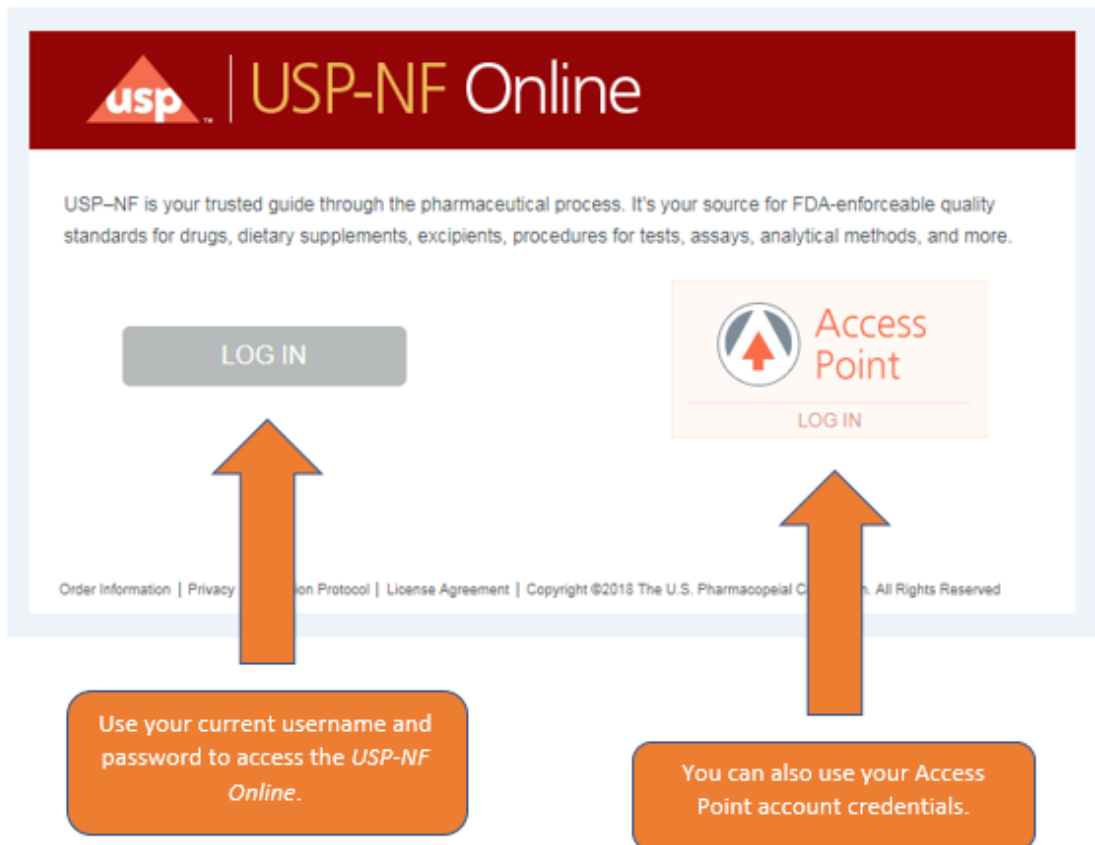
- [Instructions on how to obtain your USP-NF Subscription Key.](#)

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*

- [Login to the USP-NF Online](#) using your Access Point credentials.
- Note #1: You will need your Access Point account to access the new *USP-NF Online* platform.
- Note #2: You can continue to access the current *USP-NF Online* using your company-wide username and password until USP retires this platform on November 1, 2018.



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 ([get instructions on how to obtain your USP-NF Subscription Key](#)) and then you 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*.
- Users at your company will still be able to access the current *USP-NF Online* product using your company-wide username and passwords until USP retires this platform on November 1, 2018.

Instructions on obtaining your USP-NF Subscription Key

Step #1. Go to www.uspnf.com and you will see a "Get Subscription Key" button (see image below):



Get your USP-NF subscription key

Click below to obtain your USP-NF subscription key by entering in your current username and password.



Step #2. Click on the "Get Subscription Key" button (see image below):



Step #3. Enter your current username and password for the *USP-NF Online* Subscription (see image below). Note: if you have multiple *USP-NF Online* Subscriptions, then you will receive a separate USP-NF Subscription Key for each subscription.

Get your USP-NF subscription key

Please use your current username and password to retrieve the subscription key.

Current USP-NF Online Username

Current USP-NF Online Password

Submit

Step #4. Click on the "Submit" button and your USP-NF Subscription Key should appear (see image below).

Thank-you!

Your new subscription key is: 13511BE5

