



Changes to Business Associate Agreement and Accreditation Agreement

- Login to www.iaconlineaccreditation.org (Please Note: At this time, you will have limited access to your account until a new Business Associate Agreement is submitted.)
- Ensure that pop-up windows are enabled in your browser.
- Fill out required fields on the main page:
 - Organization Legal Business Name
 - Facility Type
 - Legal Structure
- Select *Edit Business Associate Agreement* and complete the following:
 - Owner's Name
 - Owner's Main Business Address
 - Owner's Representative Name
 - Owner's Representative Title
 - Business Associate Agreement Authorized Representative
 - Business Associate Agreement Authorized Representative's Title
- Select from the following options:
 - Sign the IAC Business Associate Agreement; OR
 - Upload a facility-produced Business Associate Agreement and sign the IAC Business Associate Agreement addendum provided.
- To preview the documents prior to submission, select the *Preview Agreement* button.
- Once the Business Associate Agreement has been submitted, facilities will regain access to their online account, however, will be unable to start a new application or resume an application in progress until an Accreditation Agreement has been submitted.
- Select *Edit Accreditation Agreement* and complete the following:
 - Accreditation Agreement Authorized Representative
 - Accreditation Agreement Authorized Representative's Title
- Submit the Accreditation Agreement. At this time, all access to the IAC Online Accreditation will be restored and in-progress applications may be resumed.

Additional Information:

- **Recommended Browsers:** Current version of Google Chrome, Mozilla Firefox, Microsoft Edge or Internet Explorer.
- If prompted, always allow pop-ups for IAC Online Accreditation. The agreement preview and final version PDF will not open if pop-ups are blocked in the browser.
- Select 'Preview Agreement' before closing an Agreement form to save the entered information. This is useful for saving your progress without submitting an agreement.
- The newest version of the agreement can be viewed in the Facility Correspondence tab on the main page. Only one version of the agreement will be saved per day.