The NTQR credentials individuals, not practices. A practice administrator may deposit money in an account that all credentialed participants in the practice may draw on to pay NTQR education and participation fees.

To establish an education and registration practice administrator account:

1. Go to [http://www.ntqr.org](http://www.ntqr.org)
2. Click “Are you a Practice Administrator? Register Now.” (green button).
3. Select and record a username and password. If you later forget your login information seek help from ntqrsupport@ntqr.org. Do not create duplicate accounts!
4. Fill in contact and practice information.
5. Under “account funding” select shared account (in most cases).
6. On the “account funding” screen insert a promo code of your choice in the yellow colored square. Be sure and record the promo code selected.
7. Deposit moneys sufficient to pay fees for participants in your practice. You can find the balance of moneys and a record of spending in the account under “account history.”
8. Give the promo code for your account to participants for whom you want to pay fees. These participants may log on and pay their fees by inserting the promo code at the payment screen. The money will be deducted from your practice administrator account. You will be notified by e-mail when the account balance is insufficient to pay a requested fee.
9. Alternatively you may pay fees for participants in your practice by using their usernames and passwords and logging in for them. After logging on you pay individual fees using the practice administrator promo code. You will have to log on separately for each participant. If you do not know usernames and passwords send a list of practice participants to ntqrsupport@ntqr.org and we will send a list of usernames and a common password. You may then change individual passwords to one that fits your practice.
10. E-mail, passwords, and other information can be standardized for the practice by logging in as individuals and editing their profile under “home” on the summary page.
11. If you have questions or need further guidance contact NTQR.

**Contact Information**

For additional information, frequently asked questions, or to register go to: Website URL: [http://www.ntqr.org](http://www.ntqr.org)

For technical consultation or help:
- e-mail: ntqrsupport@ntqr.org
- phone: 405-753-6534

To contact the program director:
- Jean Lea Spitz, MPH, RDMS
- e-mail: jspitz@ntqr.org