

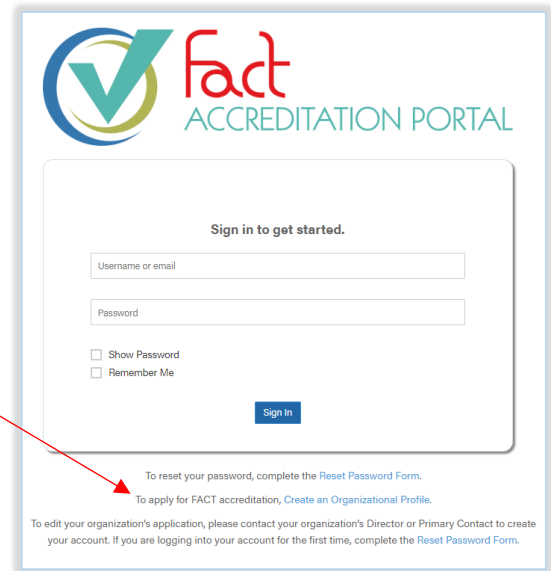
HOW-TO: REQUEST ACCESS

FOR: Applicants

DESCRIPTION: The process for an unaccredited organization to request an account in the FACT Accreditation Portal.

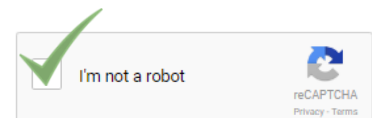
PROCESS:

1. Navigate to <http://portal.factwebsite.org>.
2. At the bottom of the page, select:
“To apply for FACT accreditation, [Create an Organizational Profile](#)”.
3. Complete the form. Items with a red * are required.
 - *Official Organization Name : to appear on the Accreditation Certificate
 - *Organization Director Name
 - *Organization Director Email Address
 - *Primary Contact Name
 - *Primary Contact Email Address
 - *Primary Contact Phone Number
 - *Organization’s Primary Mailing Address
 - *Field of Accreditation: Cellular Therapy, Cord Blood, Other
If “Other” is selected, a text area appears to describe the specific accreditation your organization is seeking.
 - Other Comments

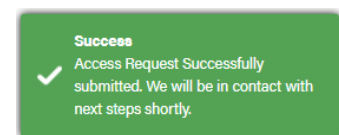


FACT Accreditation Portal Login

4. Check the “I’m not a robot” box.
5. Submit the request.



A success notification displays at the top right corner of the page.



Allow up to seven (7) days for your account to be created. You will be notified via email when your account is activated. If you have questions, contact us at portal@factwebsite.org.

FACT Accreditation Portal Training Materials are available at <http://www.factwebsite.org/portal/>.