Submit Your Attestation Form
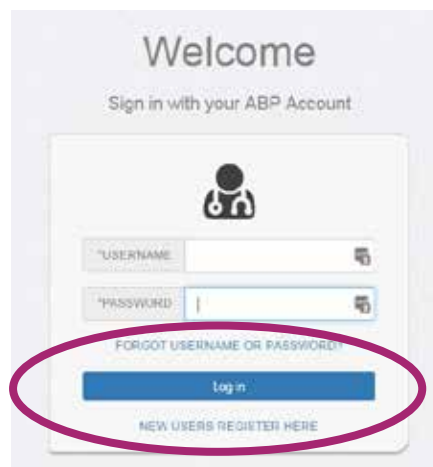
Established QI Projects for 10 or More Physicians

NOTE: *An attestation form only needs to be submitted if you have completed an established QI Project for more than 10 physicians in which you are applying to receive MOC credit. This does NOT pertain to any web-based activities.*
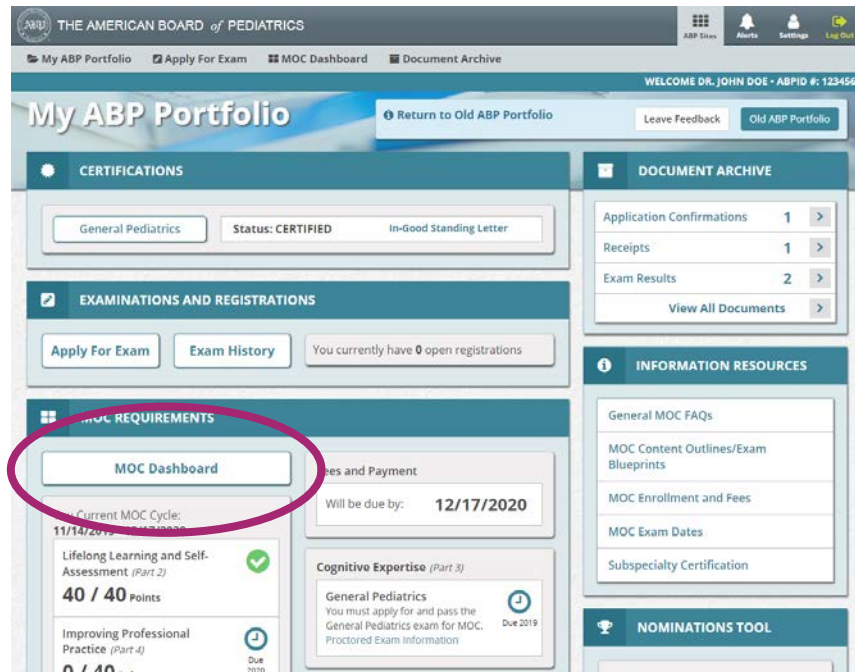
Step 1: Log into Your Portfolio

- Go to the ABP website at **www.abp.org**.
- In the upper right corner of the home page, click on **Log In**.

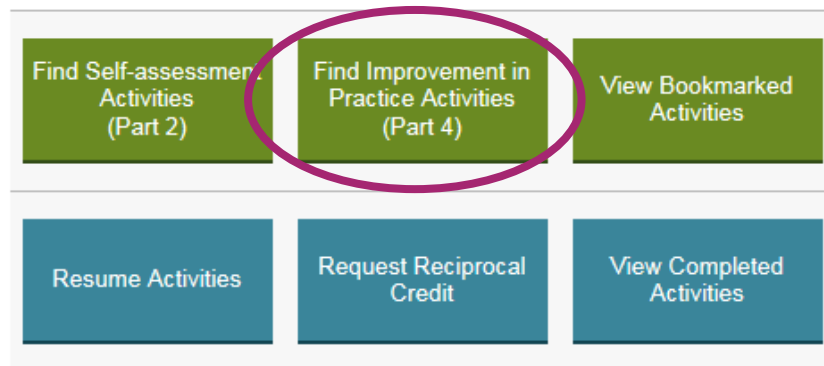- The page will change, and you will then enter your username and password and click **Log In**.

Step 2: Click on the MOC Dashboard

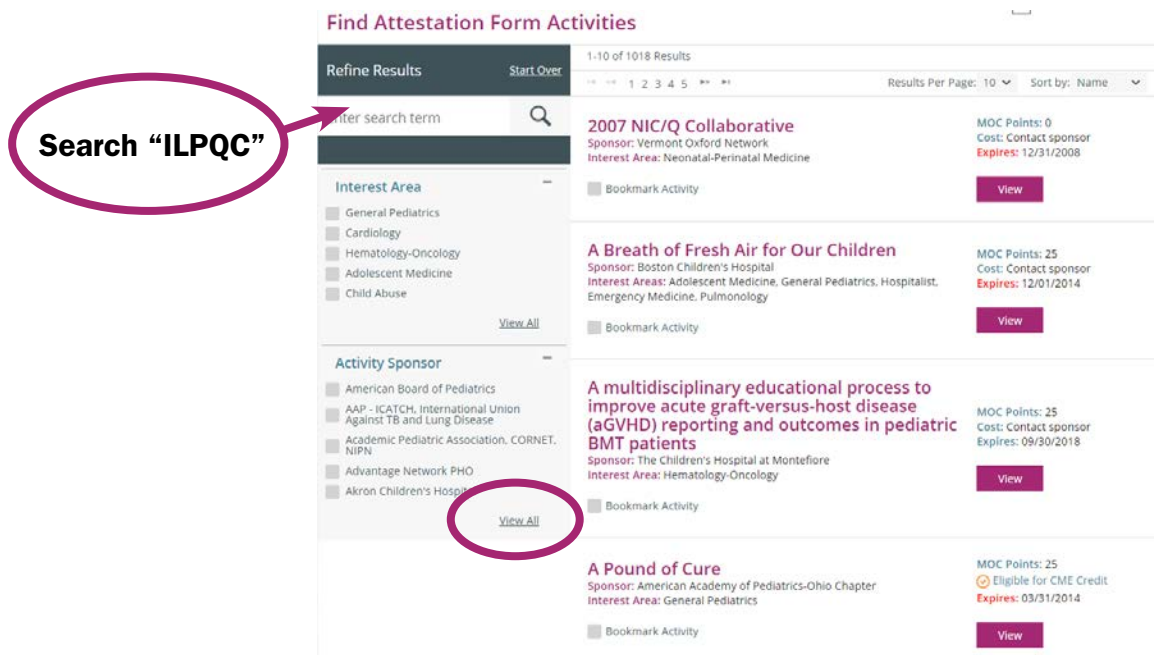## Step 3: Click on Find Improvement in Practice Activities (Part 4)

Step 4: Click on "Find an Attestation for Approved Sponsored QI Projects"

Step 5: Refine Your Results

- On the left-hand side, you will see **Refine Results.** Please scroll down until you see **Activity Sponsor**. To display the full list of Activity Sponsors please click on <u>View All</u>. Scroll down to the appropriate sponsor and put a check mark in the box in front of their name. This will then display all the approved QI projects for that sponsor.

- Scroll down until you see to the QI project you have completed. Click on the purple box that says **View**. This will display the Activity Profile.

- Click on the blue box that says **Attestation Form**. This will open the form in a separate window.

- At the top of the Attestation Form, you will see a button that says **Printer Friendly PDF** button. Click on this. The screen will change, and you should have the option to save or print (depending on the PDF software that is on your computer).

Step 6: Submit the Attestation Form to the Sponsoring Organization

- **Answer all questions** on the Attestation Form.
- **Sign and date** as the participant physician.
- **Submit the attestation form to your QI Project's Local Leader** or the QI Project Leader (depending upon how your project is organized) for signature.

PLEASE NOTE: *The sponsoring organization will enter your credit directly in our system and keep the attestation form with their project records. Once your credit is posted, you will be sent an automated email telling you to check your ABP Portfolio.*