

Get Started with AMA Profiles Hub

Thank you for your interest in AMA Credentialing Services. This quick guide will help you set up so you can order clinician profiles on AMA Profiles Hub.

1. Create your individual AMA account



Visit [AMA Profiles Hub](#) to create a new individual AMA account.

Once your account is created, you may purchase profiles for an existing organization or create an organization of your own.

If you already have a username and password to access other AMA applications like AMA Store, JAMA Network, or AMA Wire, then you may use those same credentials to [sign in to AMA Profiles Hub](#).

2. Create an organization account (*for new organizations only*)



To begin purchasing on AMA Profiles Hub, your organization must first be established and approved by the AMA. Each organization is required to appoint at least one organization administrator. An administrator is responsible for creating and editing organizations as well as adding and removing users.

If you are serving as administrator, click the “Your Account” dropdown on the black header bar of the AMA Profiles Hub (top right of the Web page) and select “Organization Manager.” Within Organization Manager, click the “Create Organization” button to complete a set-up form.

AMA staff will approve requests within two business days. Contact ProfilesLevel2@ama-assn.org if you do not receive confirmation within this timeframe.

3. Add profiles users



Within Organization Manager, you can add as many coworkers or employees as needed to serve as AMA Profiles Hub users.

- Click on the “Edit” button next to your organization’s name.
- From the “Users” tab, select “Add User” or “Add Multiple Users.”
- Submit each employee’s email addresses to add them as purchasers.

These individuals, known as profiles users, will be given permission to purchase profiles on behalf of your organization.

You’re all set! Once you have received organization approval and added profiles users, [you may begin purchasing profiles](#). See the following resources for step-by-step instructions:

- [How to Create an Individual AMA Account and Request an AMA Profiles Hub Organization Account](#)
- [How to Add Users to an Organization](#)
- [How to Re-send a System-Generated Email to a Profiles User](#)