How to Create an Individual AMA Account and Request an AMA Profiles Hub Organization Account (for Administrators)

If you have an existing AMA account that allows you to access AMA Web applications such as AMA Store, JAMA Network, or AMA Wire, you can use those credentials to sign in at www.amaprofileshub.org and then skip to Step 6 of this document to learn how to request an organization account.

Step 1
Visit www.amaprofileshub.org to arrive at the home page of AMA Profiles Hub. Click the link to create an individual AMA account.

Step 2
You will be directed to an AMA sign-in page. There you will click the link to create a free account.
Step 3

Follow the instructions in the pop-up box that appears.

After clicking the “Send me an email” button, you will be instructed to check your email.
Step 4

Check your email where you will find a message similar to the following from the sender ama@ama-assn.org. Click the “Confirm Email” button to continue the process.

![Confirm your email image]

You're on your way to creating your account for the AMA and the JAMA Network communities.

Click the button below to confirm your email address.

Confirm Email
Step 5

From the email, you will be redirected to a form to complete the account creation process. Provide the information requested and click the “Continue” button.

Now that your individual AMA account is established, you are signed into AMA Profiles Hub and can begin the process of requesting an AMA Profiles Hub organization account.
Step 6

Click the “Your Account” link at the top right of the window and then select “Organization Manager.”

Step 7

You will be redirected to Organization Manager, a tool of AMA Profiles Hub that allows you to create an organization account and then add and remove users who can order profiles on behalf of your organization. Click the “Create Organization” button to move to the next step.
Step 8

Complete the form that appears by entering your organization name, choosing your organization type from the drop-down menu (to help you with your selection, see the note at the end of this step that describes each option), skipping the parent organization field (this option is available to you after AMA staff validate your organization request), and entering address information. Under rights,” check the “Profiles User” option.

Checking the “Profiles User” option will open a new field about the number of providers at your facility. Please provide a number (actual or approximate) if such information is readily known by you.
Note: Please see the following to help you in selecting your organization type.

- **Ambulatory Care** defined as a facility providing ambulatory care services
- **American Board** not to be used if a Medical Licensing Board
- **Consulting** defined as a consulting firm other than a CVO
- **County Medical Society** stop at this point and contact ProfilesLevel2@ama-assn.org for further assistance
- **Credentialing Board** defined as an MSO or internal CVO that is completing state licensure on behalf of a physician and requesting a profile for that physician be sent to a medical licensing board
- **Credit Verification Organization** this should be understood to mean Credentials Verification Organization
- **Government** defined as a state or federal government office, branch of military service, or Veterans Affairs health facility; not to include medical licensing boards
- **Group** defined as a physician practice of three or more physicians
- **Health Related** defined as our Other category to be used if no other organization type applies
- **Hospital** defined as an independent hospital or a health system
- **Law** defined as lawyer or law firm
- **Long Term Care** defined as a facility that provides long-term care services
- **Managed Care** defined as a managed care organization (MCO) or managed care group (MCG)
- **Medical Board** defined as a medical licensing board
- **Medical Doctors** stop at this point and contact ProfilesLevel2@ama-assn.org for further assistance
- **Recruitment** defined as an office within a facility or a business that conducts recruitment or human resources work
- **Research** stop at this point and contact ProfilesLevel2@ama-assn.org for further assistance
- **Social Security Admin** defined as the US Social Security Administration or an office of that administration
- **Specialty Medical Society** stop at this point and contact ProfilesLevel2@ama-assn.org for further assistance
- **State Medical Society** stop at this point and contact ProfilesLevel2@ama-assn.org for further assistance

When you have completed this form, click the “Submit” button to continue to the next step.
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Step 9
You will be redirected to the main page of Organization Manager and a pop-up box will appear giving you next steps. Click “OK” to close this pop-up.

Your request to create an organization account will be approved by AMA Staff within two business days.

Step 10
Check your email. When your organization request is approved, a confirmation email will be sent to the email address you entered when creating your individual AMA account. The email will come from AMA Org Manager by way of ama@ama-assn.org. If you do not receive an approval within two business days, please contact ProfilesLevel2@ama-assn.org for assistance.
Step 10

Return to AMA Profiles Hub. Click the “Sign in” button to sign in. The first time you sign in after approval of your organization, you will be presented with a license agreement. Please read and “Accept” the agreement to gain full access to AMA Profiles Hub.

If you ever wish to return to the license agreement, it can be accessed by scrolling to the bottom of the AMA Profiles Hub Web page and clicking the “License Agreement” link.
Step 11

Begin using AMA Profiles Hub. From this point you can start to search for clinician profiles, submit an order, and download your profiles. You can also return to Organization Manager (see Step 6, if you need a refresher) to update information about your organization or add users (see a step-by-step guide for adding users).