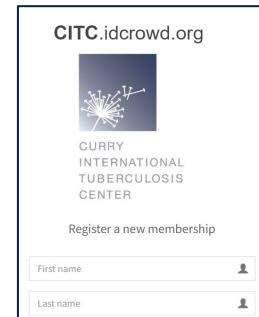


ID Crowd Tip Sheet

Register for ID Crowd

1. Go to citic.idcrowd.org/Account/Register.
2. Register for a new membership; this is a one-time process for new users. *Note: your email will be your username, and all correspondence will be sent to the registered email.*
3. Agree to all terms and select submit.
4. Check the email you used to register and confirm your account by selecting the link provided.
5. Once your email has been confirmed, your account will be active, and you can log in to ID Crowd at citic.idcrowd.org.



Submit a Consultation Request

1. Log in to ID Crowd at citic.idcrowd.org. Once logged in, you will see the dashboard.
2. Select **Add Case**. Please **do not include** the patient's name or any other unique identifiers. Below is a list of the required fields:
 - Preferred method of contact
 - Age group
 - HIV status
 - Drug Resistance
 - Case question (s) for the consultant
 - Case narrative
3. Scroll down to the bottom, agree that there is no PHI, and submit your request; you can 'invite' other colleagues you would like to be notified of the consultation (they would have to create their own ID Crowd profile).
4. Once the case is created, you may upload relevant photos/documents in the **Photo/Doc** tab on the left side. Please ensure that no PHI is included in the documents you upload.
5. The consultant will reach out to you via no_reply@idcrowd.org or a phone call within 48 business hours of the consultation request being processed and assigned to the consultant on duty.
6. The discussion page for the case is where you can read replies from the consultant and others, as well as reply to the consultant and ask additional questions if needed.

