# NCCAOM PDA Provider Log-in Instructions

Step 1:  On the NCCAOM website, click on the "Log In" button in the top right corner. This action will take you to all of the NCCAOM online portals. Scroll to the bottom of the page and look for the "PDA Provider Portal" box.

Step 2:  Click on *Login* which will take you to the NCCAOM PDA Provider Portal Log-in page.

Step 3:  Enter the Provider username and password as written below. **Please Note: There is only one log-in account per Provider. If a Contact Person is identified, the Responsible Party will need to share the account log-in information.**

> **Provider Username**
> NCC plus your PDA Provider#
> (example: NCC12345)
>
> **Provider Password**
> The first word of the Provider Name_PDA Provider#
> (example: National_12345)

Step 4:  You are now in the PDA Provider information page. Please review the information and enter any missing data fields. Fields with red asterisks are required. **Please note:  The Responsible Party is the only one who can change the Provider Profile information.** You can reset the password by clicking on "Change Password" in the Account box to the left. When you are done, click the "Save" button in the lower right corner.

Step 5:  You are now in your PDA Provider Account Overview page that is set up in sections. You will see the Provider information and a listing of courses if any are ready for renewal and another section for ones that are currently active.

Step 6:  Explore!!  There are three orange action buttons at the top left:  New Course, Renew Course, and ADR Package. If the Renew Course button is not visible, the Provider does not have any courses that are within 90 days of expiration. This system is set up to step you through different pages where you will fill in the information. Remember, the required information and documents for each course type have not changed. Another new feature is the ability to "Save and Resume Later".

**Reminder**:  Live courses that do not have a presentation date and location will NOT be posted to the PDA Search Engine OR the recert education tracking system for Diplomates. *We highly recommend that Providers go into the system and post the date and location as soon as the event is scheduled.*

**Instructional slides and videos** for creating course applications are available at
http://www.nccaom.org/pda-providers/provider-resources/.

The ***PDA Webinar* is** posted to the NCCAOM website at
http://www.nccaom.org/nccaom-webinars-posted/pda-webinars.