

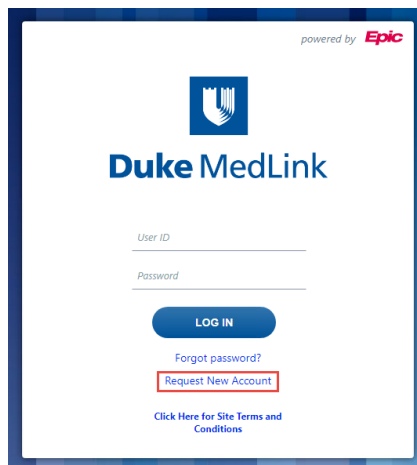
## QUICK TIP

### SUBMITTING NEW USER AND SITE REQUESTS

#### NEW SITE REQUESTS OR ADDING A LOCATION TO AN EXISTING SITE

GO TO **DUKEMEDLINK.ORG**, CLICK ON “**REQUEST NEW ACCOUNT**,” AND ON THE FOLLOWING PAGE CLICK ON THE “**SITE**” BOX.

**NOTE:** IF YOU NEED TO ADD A LOCATION TO AN EXISTING SITE, **THE SITE ADMINISTRATOR** CAN DO THIS UNDER THE “**MY GROUPS**” SECTION WHILE LOGGED INTO MEDLINK



COMPLETE ALL THE REQUIRED FIELDS AND CLICK “**NEXT**.” YOU MAY REQUEST TO ADD USERS ON THE FOLLOWING PAGE AND SHOULD HAVE AT LEAST ONE USER REQUEST FOR AN INDIVIDUAL TO BE THE **SITE ADMINISTRATOR**.

FOLLOW THE PROMPTS TO COMPLETE THE VERIFICATION AND ACCEPT THE TERMS OF USE. ONCE COMPLETED, OUR ACCOUNT TEAMS WILL WORK TO PROCESS YOUR REQUEST-FOLLOW UP STEPS WILL