Getting Your Q-PASS Account

Making sure you are set up to move forward with your PCMH Recognition.
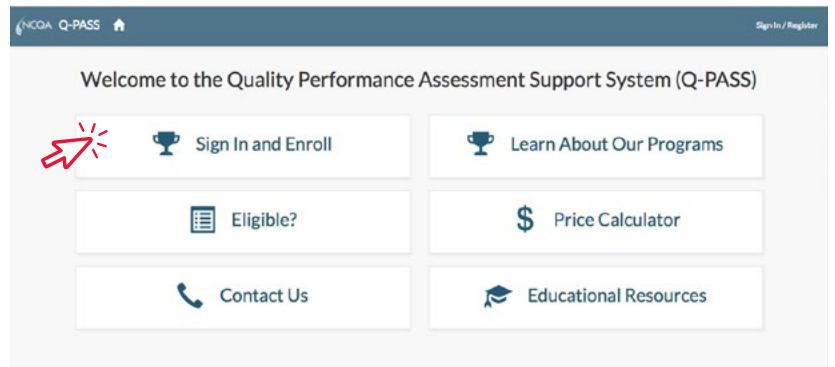
WHO IS THIS SHEET FOR?

Anyone who will be managing a Recognition and needs a Q-PASS account.

I MIGHT HAVE AN ACCOUNT...

If you have ever created an account in my.ncqa.org, the same username and password may work.
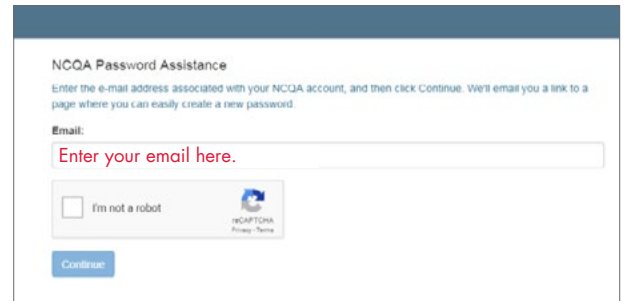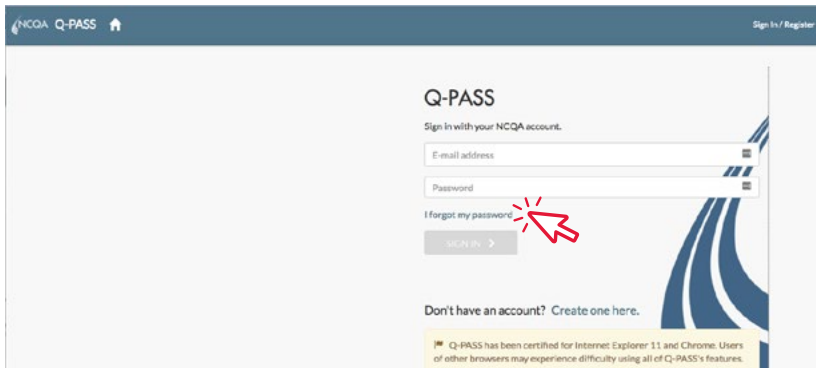
Go to **qpass.ncqa.org**

Click "Sign In and Enroll."

CAN'T REMEMBER YOUR PASSWORD?

If you know your username but can't remember your password, just click "I forgot my password."
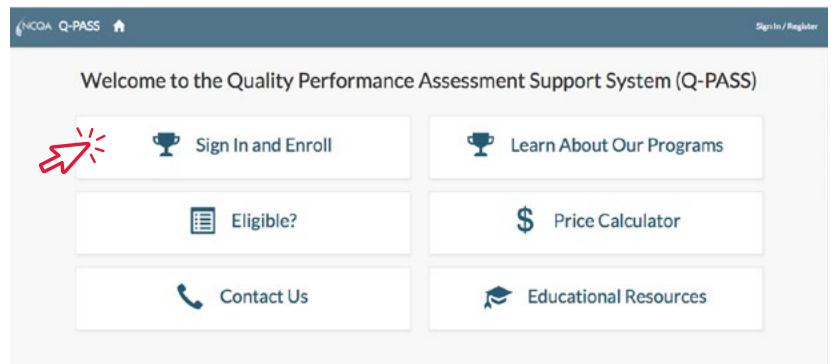
Enter your email on the following screen.

TIP: Your username is your email address.

I DON'T KNOW IF I HAVE A Q-PASS ACCOUNT

Go to **qpass.ncqa.org**

Click "Sign In and Enroll."

Click "Create one here" in the lower right to see if your email address is already attached to an account.

Enter your email address and the system will tell you if you already have an account.

If Q-PASS says you have an account, just "click here" to reset your password and then log in.

❯ I DON'T HAVE A Q-PASS ACCOUNT

If you don't have a Q-PASS Account, you will need to set one up.

Go to **qpass.ncqa.org**

Click "Sign In and Enroll."

Click "Create one here" on the lower right

Enter your email address. If it is not associated with an account or you get a message that a password is required, complete the account registration. Remember to create a password!

To contact customer support, use the "Contact Us" link at bottom of page. If you don't see the link, hit Ctrl-F5 to refresh the screen.

Once you have completed the registration, you will need to be associated with your organization.

To be associated with your organization, you can either:

- Ask the person who originally set up the organization with NCQA (the Administrator) to log into the system and add you as a user to the existing organization, *OR*

- If you don't know who the Administrator is, or they are no longer available, you can request that you be associated with your organization by contacting NCQA Customer Support or call (888) 275-7585.