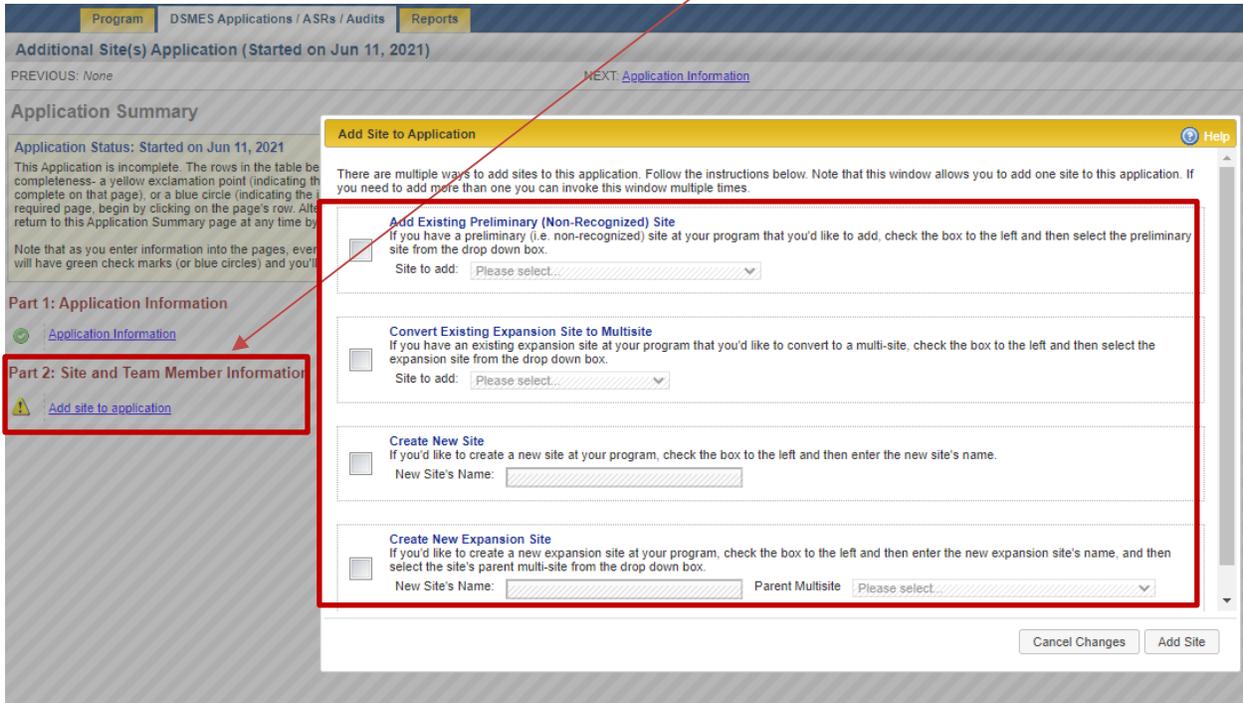


Additional Site Instructions (Expansion or Multi-Site)

Additional site applications can be submitted by the Quality Coordinator or the Assistant Coordinator.

Once you have logged into the ERP Portal (<https://erp.diabetes.org/>)

1. Click on the Applications/ASRs/Audits tab
2. Scroll down to the *Additional Site(s) Application* section.
3. Click on the *Click Here to Start a new Additional Site(s) Application*.
4. Once you have landed on the summary page, click *Add site to application* under Part 2. You will then have the option of adding an **existing preliminary site** (Site that has been already been created in the portal but not active) or **convert an expansion site to a multi-site** or create a **new multi-site or expansion site**.



Application Pearls:

- Once you start an Application (or if you open the existing one) you can save and come back to it at any time.
- Just below the Applications/ASRs tab are links for PREVIOUS and NEXT. You can use the NEXT links to step through each page of the application.
- Additional Site: You can add additional sites to the same application by clicking on add site to application under Part 2.
- There is no fee for expansion site applications.

Please email ERP@diabetes.org or call 1.888.232.0822 to reach an Education Recognition Program staff member