



NON-MEMBER PAID PARTICIPATION IN HL7 BALLOTS

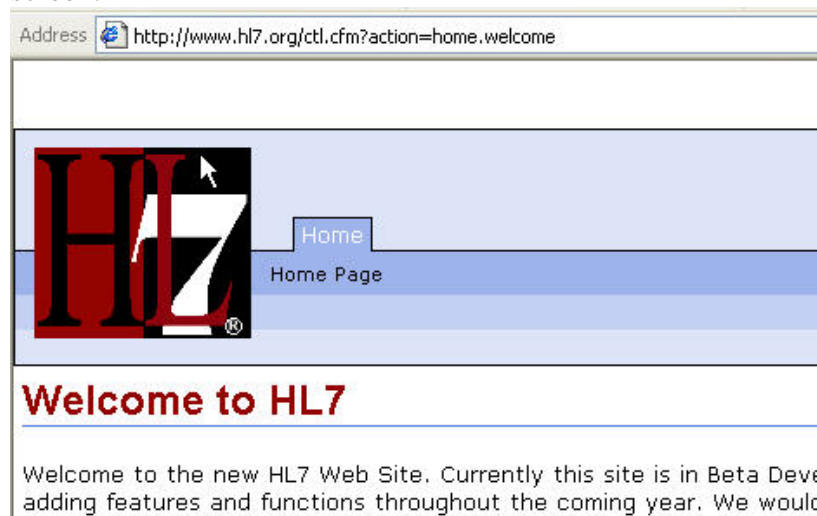
Participation in HL7 ballots is available to non-members for a small administrative fee. These fees are detailed on the Paid Participation page identified in this document. Once you have paid for participation in a ballot, you will automatically be included in subsequent ballots of that item until it achieves its final stage for that ballot type.

Requesting participation can be done in just a few minutes on the HL7 Ballot Desktop, the same site on which voting takes place. If you do request participation in a ballot, please be aware that it can take 2 to 3 business days to process your request and enable your user ID. In addition, the deadline for non-member paid participation requests is fourteen days (two weeks) before ballot close for each ballot cycle. Requests received after this deadline will not be processed. Anyone having difficulties signing up for paid participation can get support by calling the HL7 Office (+1 734-677-7777) during regular office hours (8 AM to 5 PM M-F EST) or emailing support@hl7.org.

[Please note that these instructions assume you are visiting the HL7 Ballot Desktop from a Browser that is not signed in to the site and that has cookies enabled.]

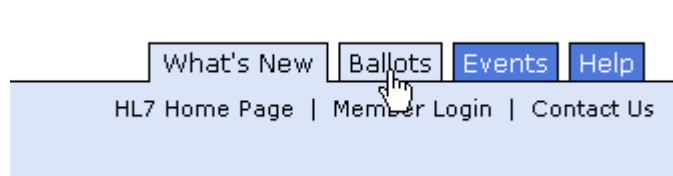
Navigating to the HL7 Ballot Desktop Paid Participation Link

Begin by pointing your browser to the HL7 Ballot Desktop Welcome page at: <http://www.hl7.org/ctl.cfm?action=home.welcome>. You will see the following screen:



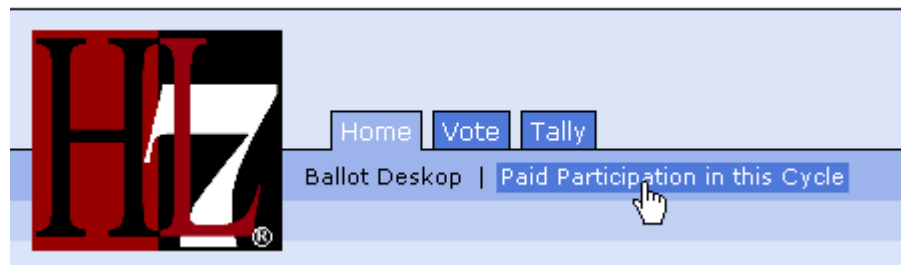
Instructions for Paid Participation in HL7 Ballots

In the upper right-hand corner of the web page you will see several tabs. Click on the **Ballots** tab.

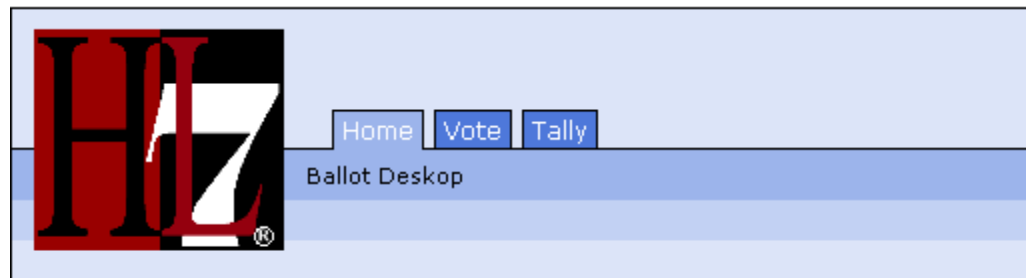


This will take you to the Home page of the Ballot Desktop.

[Please note that if someone has previously signed on to the site with the browser you are using, you will not see the **Paid Participation link**.]



Click on the **Paid Participation in this Cycle** link. You will be taken to the **Paid Participation** page.



[Pay for Participation in Ballot Cycle's Pools](#)

Signing Up for Participation in Ballot Pools

Signing up for participation is a three-step process.

1. Creating a Non-Member Profile

Complete the **Non-Member Profile form** on the screen, making sure to include all of the required fields. Please choose an appropriate classification from among the values listed. These include Provider, Vendor, and Pharmaceutical, among others. This helps us to understand the general area of the Health Care industry you are involved in and, further, to help ensure that we have a balance of industry perspectives represented on the draft standards being balloted. Please also be sure to include a valid email address.

Once you have completed the form, click on the **Go on to Step 2** button at the bottom of the page.

2. Selecting Ballot Pools

The next form allows you to select the ballot pools you would like to participate in. Select the checkbox for each ballot pool you would like to participate in. Pricing may vary on individual pools, and occasionally, through organizational agreements, some pools may be available for free to select groups of people.

When you have selected the pools you would like to participate in, click on the **Go on to Step 3 button** at the bottom of the page.

3. Agreeing to Balloting Terms and Choosing Method of Payment

The final form requires you to indicate your acceptance of the balloting terms. In addition, you will need to provide a user name and password so that your User ID can be set up. Finally, if payment is required, you can select an appropriate form of payment. Please be aware that currently credit card payments cannot be processed on line. Subsequently, you should allow 2 to 3 days for processing of whichever form of payment you require.

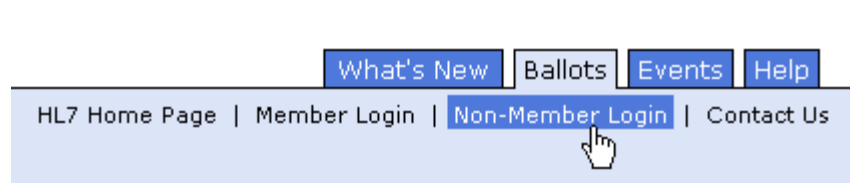
When you have finalized your choices and agreed to the ballot terms, click on the **Send Participant Information button**. You will receive an initial email confirming your request, and, once your User ID has been set up, you will receive a second email from the HL7 Webmaster informing you that your User ID is active. You can now sign on to the HL7 Ballot Desktop and sign up for the specific pools you would like to vote on.

Important notes: the deadline for non-member paid participation requests is seven days before ballot close for each ballot cycle. Requests received after this deadline will not be processed. Anyone having difficulties signing up for paid participation can get support by calling the HL7 Office (+1 734-677-7777) during regular office hours (8 AM to 5 PM M-F EST) or emailing support@hl7.org.

Logging on to the HL7 Ballot Desktop

Once your User ID is activated, you can browse to the HL7 Ballot Desktop at: <https://www.hl7.org/ctl.cfm?action=ballots.home>.

Click on the **Non-Member Login link**.



Once you have logged in, you can download any appropriate ballot packages and log your votes.

Instructions for Paid Participation in HL7 Ballots

If at any time you need help using the HL7 Ballot Desktop, you can call HL7 headquarters at 734-677-7777, or email support@hl7.org.