

1. Click the “Join Now” button to create a CV Reviewer account. A new account is required for each review cycle.

**Log in to the Abstract ScoreCard**

**New Users**  
Click 'Join Now' to begin your first submission.

**Join Now**

**Already a User?**

Email Address \*

Access Key \*

Lost your access key?

**Login**

2. Complete the profile information to create your account. Take note of your **Access Key** for future use. Click the **Create Account** button once complete.

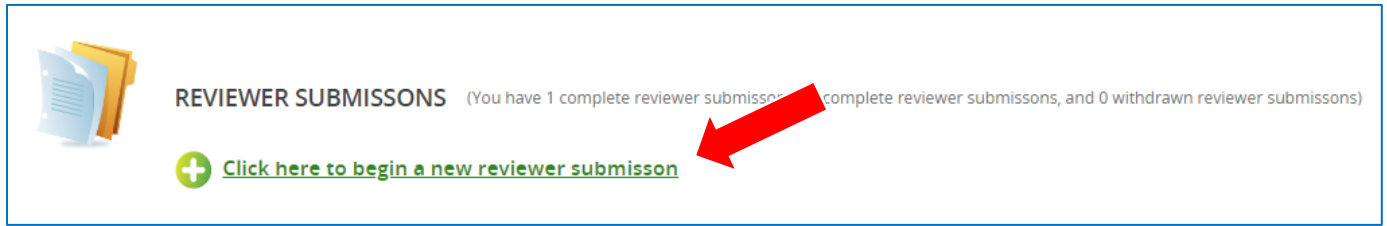
**ACCOUNT PROFILE** **Create Account**

Please complete the information below and then press the 'Create Account' button.  
You will be the contact person for all information that you submit using this account.  
*Note: This is the email ASHP will use to communicate with you about your involvement in the CV Review Program.*

\* indicates a required field

Personal Details	Mailing Address	Contact Details
Prefix *	Address Line 1	Office Phone
First Name *	Address Line 2	Cell Phone
Middle Initial	Address Line 3	Fax
Last Name *	City	Email *
Suffix	State	
Pronouns	Zip	

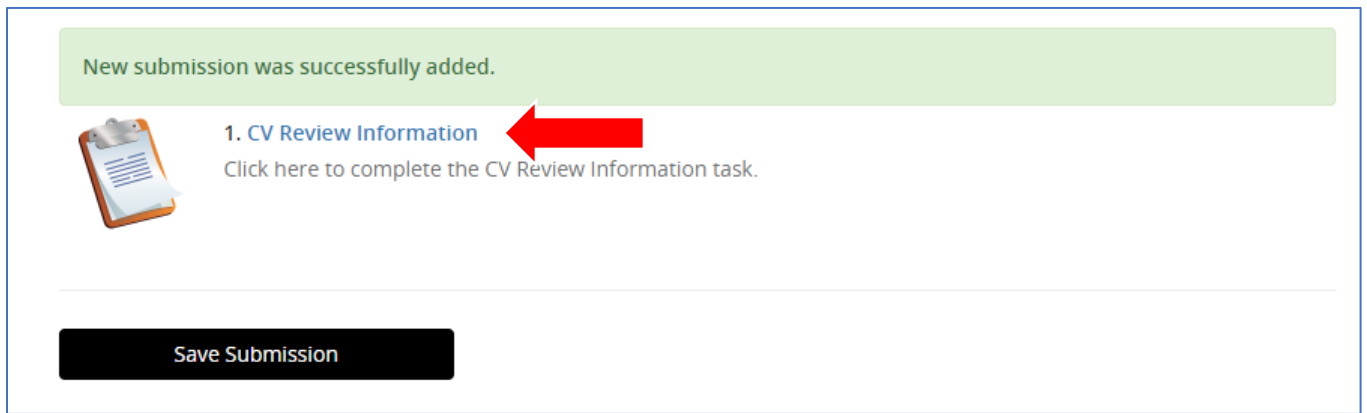
3. On the Reviewer homepage, select the “**Click here to begin a new reviewer submission**” link to continue enrolling as a CV Reviewer.




**REVIEWER SUBMISSIONS** (You have 1 complete reviewer submission, 0 complete reviewer submissions, and 0 withdrawn reviewer submissions)

[+ Click here to begin a new reviewer submission](#)

4. Follow the prompts to complete your Reviewer submission. Click **CV Review Information** link to select your preferences for the number and types of CVs you would like to review.

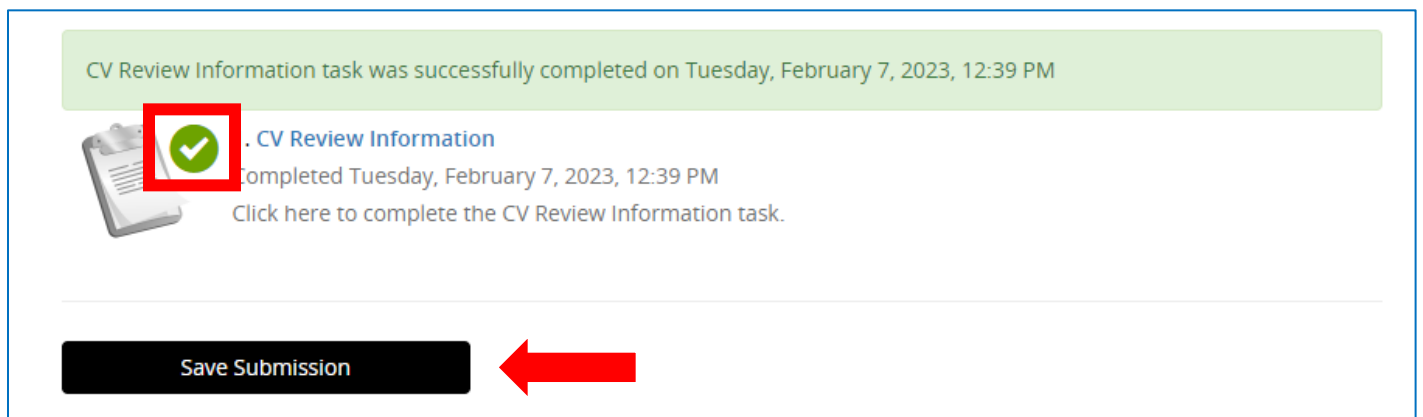


New submission was successfully added.


 **1. CV Review Information** [Click here to complete the CV Review Information task.](#)

**Save Submission**

5. Your CV Reviewer Information is complete once a green check mark appears next to the **CV Review Information Link**. Click the **Save Submission** button.



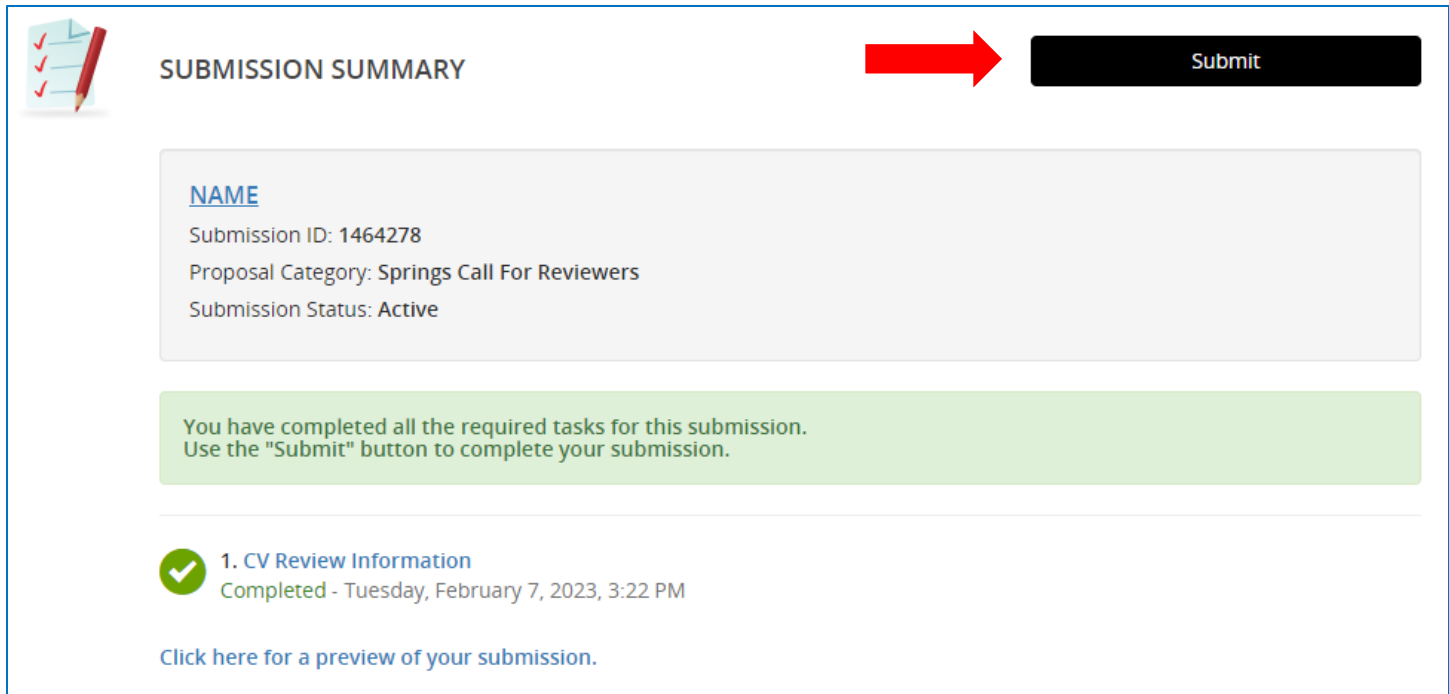
CV Review Information task was successfully completed on Tuesday, February 7, 2023, 12:39 PM

 **1. CV Review Information** [Click here to complete the CV Review Information task.](#)

Completed Tuesday, February 7, 2023, 12:39 PM

**Save Submission**

6. Click the **Submit** button in the top right corner to save and complete your CV Reviewer Submission.



The image shows a 'SUBMISSION SUMMARY' interface. At the top left is an icon of a notepad with a pencil. The title 'SUBMISSION SUMMARY' is centered at the top. To the right of the title is a red arrow pointing to a black 'Submit' button. Below the title is a light gray box containing the following information: 'NAME' (a blue link), 'Submission ID: 1464278', 'Proposal Category: Springs Call For Reviewers', and 'Submission Status: Active'. Below this is a green box with the text: 'You have completed all the required tasks for this submission. Use the "Submit" button to complete your submission.' At the bottom, there is a green checkmark icon followed by the text '1. CV Review Information' and 'Completed - Tuesday, February 7, 2023, 3:22 PM'. Below this is a blue link: 'Click here for a preview of your submission.'

7. Your submission is now complete. You will receive a confirmation email from [doNotReply@abstractscorecard.com](mailto:doNotReply@abstractscorecard.com) with a copy of your responses. You can log into your account at any time to preview your submission. You will be notified via email when CV(s) have been assigned for your review.