Outline of Steps for Participation	**Step 1:** Obtain the NCQA-issued *Prevalidation Summary Approval Table, NCQA Letter of Product Autocredit Approval* as well as a *Letter of Product Implementation* from the vendor, indicating which prevalidated tool(s)/modules approved for autocredit have been implemented at the practice.*
	Step 2: Complete an application and enter into required agreements for the NCQA Recognition program.
	Step 3: Upload the vendor *Prevalidation Summary Approval Table*, implementation letter and a copy of the *NCQA Letter of Product Autocredit Approval* and Product Implementation Letter from the vendor into the "Organizational Background" section of the ISS Survey Tool.
	Step 4: For all factors awarded Autocredit, enter the "Attestation Statement" into the associated factor's "notes" field.*
	Step 5: Submit the Survey Tool.
	*The *Letter of Product Implementation* is drafted by the vendor on their organization's company letterhead and will include dates of implementation. All tools/modules with indicated version must be in place a minimum of 3 months prior to submission of the Survey Tool to NCQA for review.
	*Attestation language is located in the <u>NCQA Letter of Product Autocredit Approval</u> provided by the vendor.