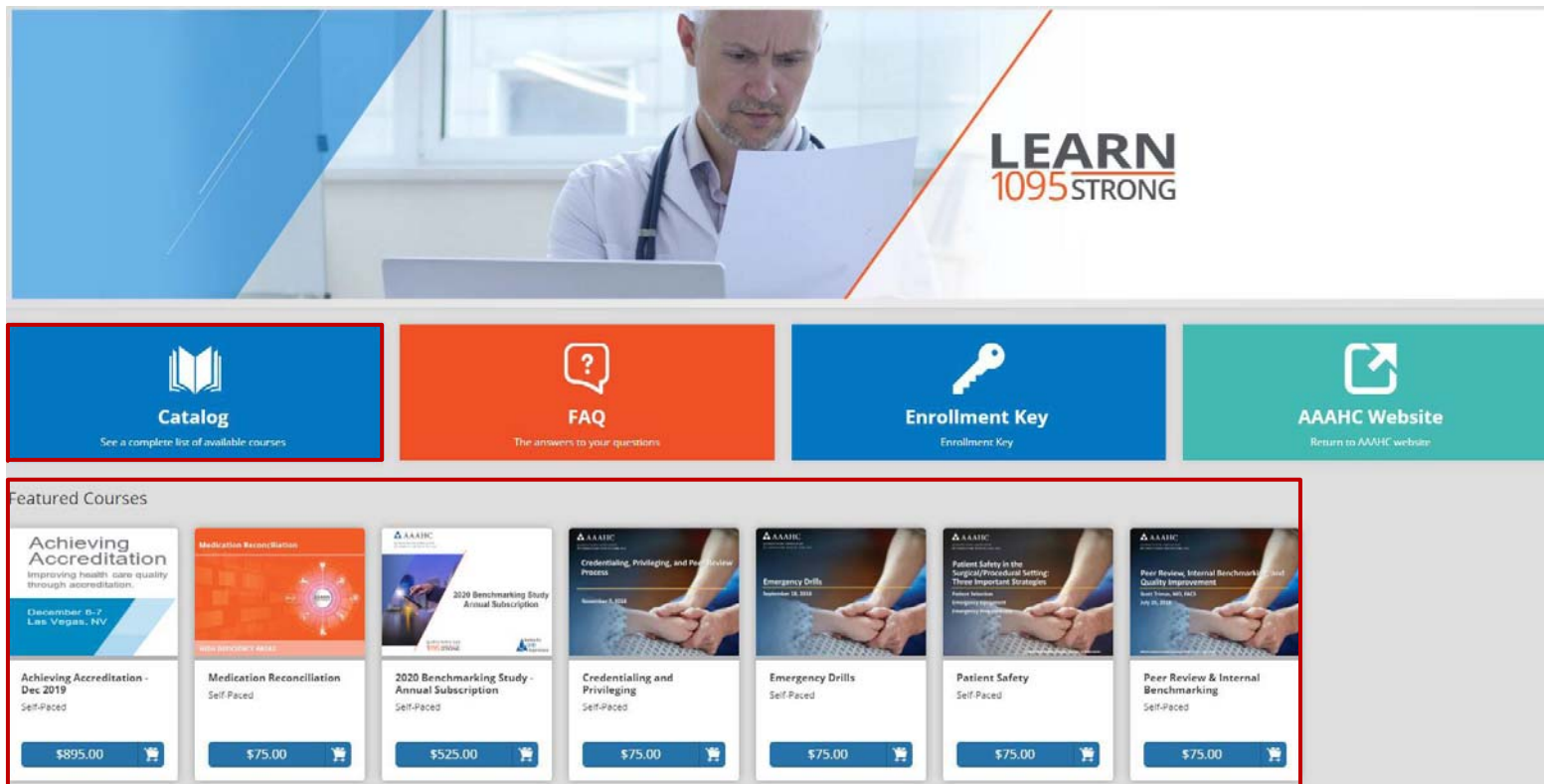


## How do I register for the AAAHC Benchmarking Studies?

To register for the AAAHC Benchmarking Studies, go to [learn.aaahc.org](http://learn.aaahc.org) and select the Benchmarking Study course that you would like to participate from the Catalog or Featured Courses, then follow the purchasing process to either sign up a new user account OR to log in with your existing account, to register for the Benchmarking Study.

Below is the step-by-step instruction with screenshots.

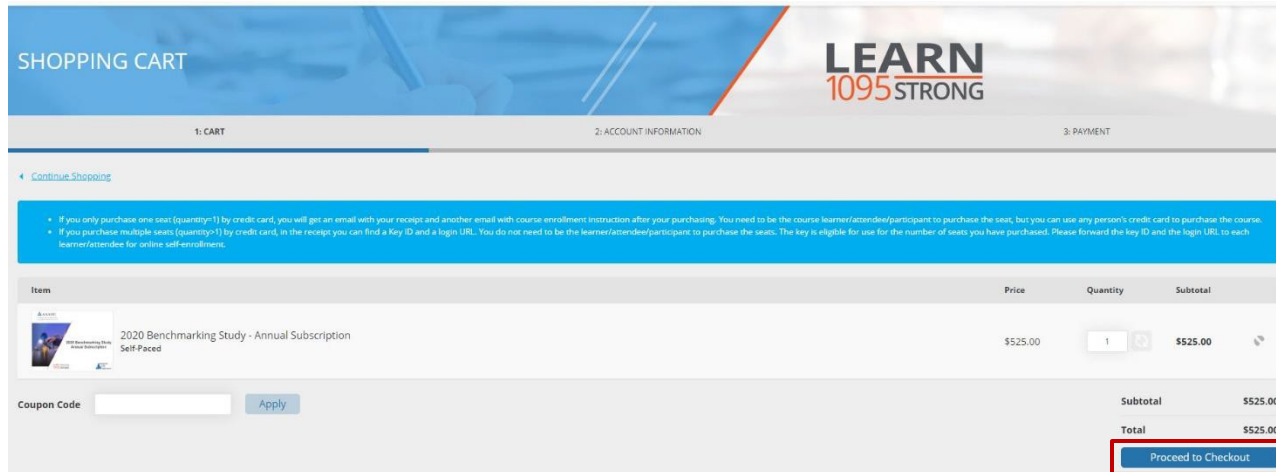
1. Choose the Benchmarking Study – Annual Subscription course you would like to participate, by clicking the **course icon** under the Featured Courses or searching the course under the Catalog.



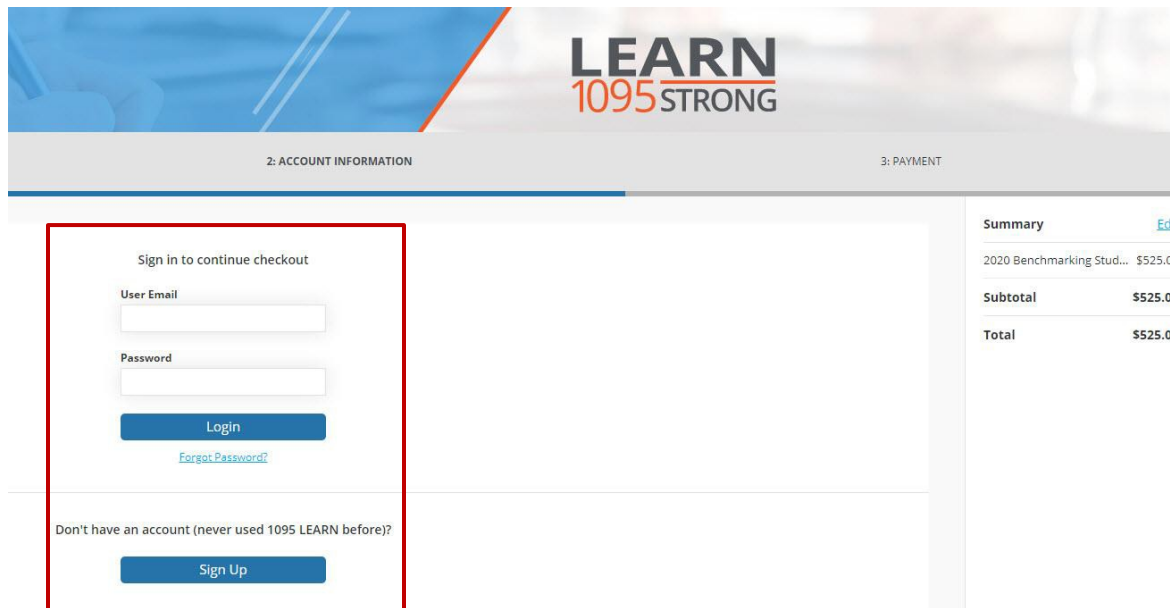
2. Click the **down arrow** to view the full description of the Benchmarking Study – Annual Subscription, and then click the **pricing button** of the course on the upper right to add it to the Shopping Cart.

The screenshot shows a course page for "2020 Benchmarking Study - Annual Subscription" on a platform called "LEARN 1095 STRONG". The page has a blue header with the course title and "Self-Paced" below it. In the top right corner, there is a pricing button labeled "\$525.00" with a shopping cart icon, highlighted with a red box. Below the header, there are two tabs: "Course Description" (active) and "Resources". The main content area is divided into two columns. The left column contains the course description, including a registration fee of \$525 for AAAHC accredited organizations and a note about a \$600 fee for non-AAAHC organizations. A red box highlights a small downward-pointing arrow icon in the text area. Below this, there is a section titled "Course Description" with a sub-section "Online Registration" (1 Lesson(s)). Under "Online Registration", there is a radio button labeled "Online Study Registration" and a paragraph of instructions: "Please click the Start button to choose the benchmarking studies you would like to participate in 2020. You may change your choices by navigating through the number buttons below each question and resetting the question, before you submit the whole survey." The right column is titled "Resources" and contains a link "Description of 2020 Benchmarking Studies" with a right-pointing arrow.

3. Enter the **Quantity** (you can purchase multiple seats) and click the **Proceed to Checkout** button to continue.



4. Either enter your email and password to **Login** (if you ever used the 1095 LEARN); or click the **Sign-Up** button to create a new user account.



5. Proceed to checkout with the shipping information and **credit card** information.
  - If you only purchase one seat (quantity=1), you will get an email with your receipt and another email with course enrollment instruction after your purchasing. You need to be the benchmarking study participant to purchase the seat, but you can use any person's credit card to purchase the course.
  - If you purchase multiple seats (quantity>1), in the receipt you can find a Key ID and a login URL. You do not need to be the benchmarking study participant to purchase the seats. The key is eligible for use for the number of seats you have purchased. Please forward the key ID and the login URL to each participant for online self-registration.

After purchasing, the participant can log in the 1095 LEARN to access the Benchmarking Study - Annual Subscription from "My Courses":

- The participant must complete the online registration to choose the benchmarking studies for the year 2021.
- The participant will then receive emails which include the study IDs, information on study materials/instructions and the first online survey.
- About two to three months after each study period ends (mid-September 2021 for the Jan-Jun segment and mid-March 2021 for the Jul-Dec segment), the participant can download and/or print the all study reports through the Resources tab.

If you have questions, please contact us via email at [quality@aaahc.org](mailto:quality@aaahc.org).