

## Guide for Cloud Account Creation for PCA 500 System

Please use a computer web browser (Chrome, Firefox or Safari. Note: IE is not supported).

Type in the following URL:

<https://dashboard.qtmedical.com/activate>

Follow the step-by-step guides to create: 1) Administrator Account; 2) Physician Account; and 3) Operator (User) Account.

### Administrator Account:

1. Enter organization information (required fields are marked by \*).
2. To locate the serial number for your device, please check the back of the recorder (see picture below):



3. Check your email for the verification link (if you don't find it in Inbox, please also check your Spam folder).
4. Click on "Verify Email Address" and it will redirect back to the dashboard login.
5. From My Account, go to Change Password, then copy and paste the password provided in the email into the old password field, and reset your new password (minimum 6 characters).
6. Once the Administrator Account is set up, you can now create Physician and Operator Accounts under "Organization Member" on the left side of the dashboard.



**Physician Account:**

1. Fill in the required fields.
2. It is ok to use the same email address as Administrator.
3. Click on "Submit."
4. Follow the same Steps 3-5 above in setting up the Administrator Account.

**Operator Account:**

1. Fill in the required fields.
2. It is ok to use the same email address as Administrator.
3. Click on "Submit."
4. Follow the same Steps 3-5 above in setting up the Administrator Account.

\*In case you have forgotten your password, click on "forgot your password" and input the email address associated with your account to reset your password.

\*The PCA 500 system will allow 1 Administrator account, 100 Physician accounts and 100 Operator accounts per device serial number. You will not be able to change your info once it is set up. If you need to make changes or have any questions, please email customer service at [service@qtmedical.com](mailto:service@qtmedical.com).