<p style="text-align:center">**ASHP Accreditation Services Office**</p>

<p style="text-align:center">**Electronic submission of survey responses**</p>

Step One: Prepare documents for submission

Required files for survey response are as follows:
- Transmittal letter
- Survey response addressing all findings of non- compliance (NC) and partial compliance (PC) using one of the following required templates:
  - single program response template **OR**
  - multi-program response template
- Combined and bookmarked PDF of appendices of evidence for each NC and PC finding

Step Two: Log into your program

Log into Fabric using your email and password at https://accreditation.ashp.org/
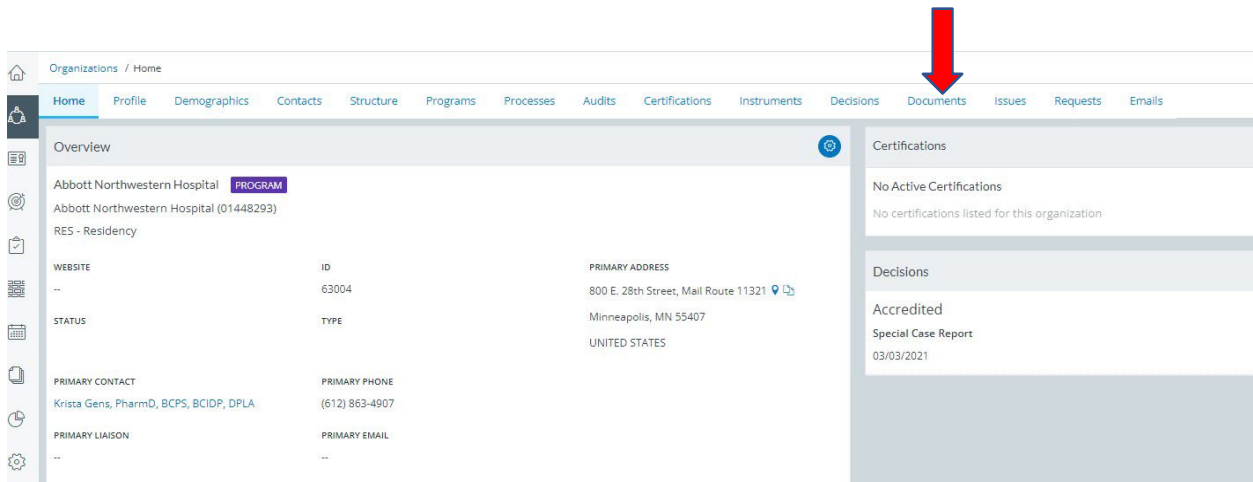
Step Three: Choose "persona"

Choose the "Organization Representative" persona. (NOTE: A person must be associated as a trusted contact for a program to have access to the dashboard for that program.)
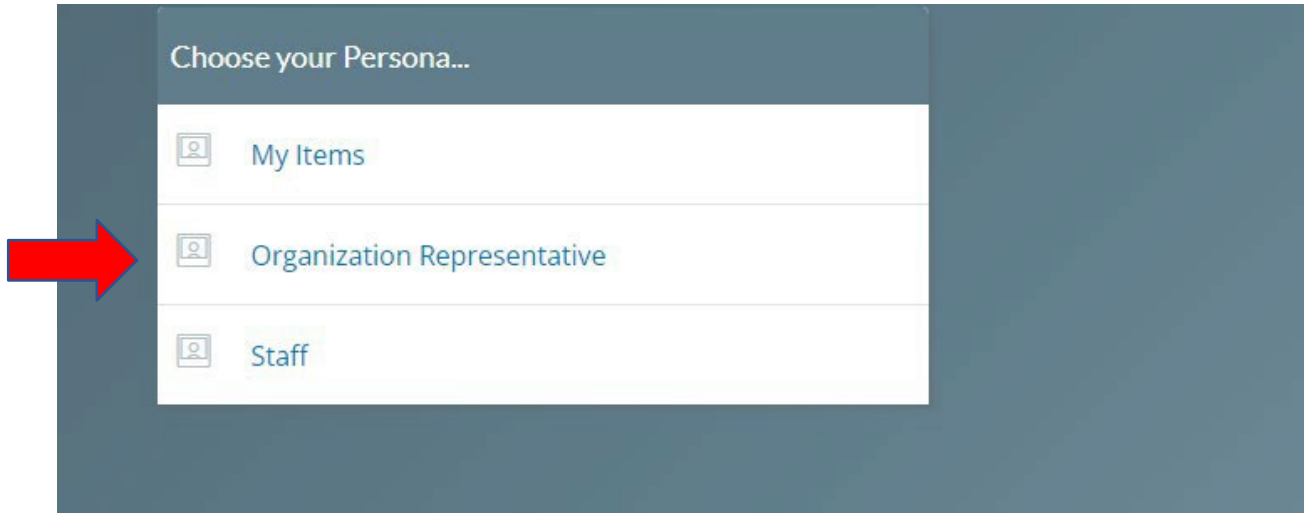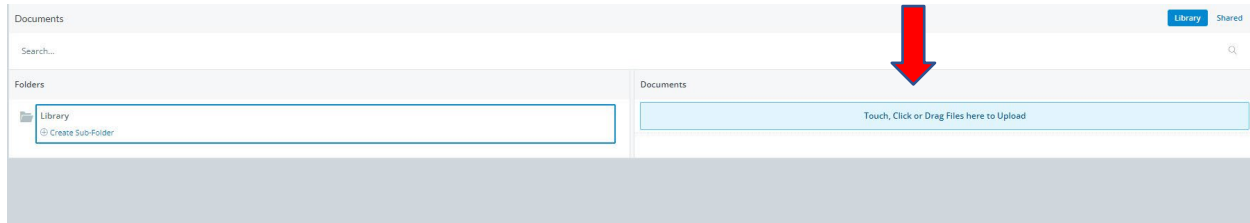

Step Four: Select Program Dashboard

From the program dashboard, click the "Documents" tab at the top of the screen.

Step Five: Upload documents

- Select the "Touch, Click, or Drag" bar
- This will open your file explorer
- Select the appropriate files (ALL REQUIRED):
    - Your transmittal letter
    - Your survey response using the response template
    - Combined and bookmarked pdf of ALL appendices of evidence*
      * Instructions for how to combine and bookmark files for submission can be found HERE

Step Six: Communicate uploading to ASD AND lead surveyor

- Send an email to ASD@ashp.org **AND** your lead surveyor that your survey response has been uploaded to Fabric (see example)
- Subject: Your 5-digit program number survey response uploaded to Fabric
- Message: The survey response for Your 5-digit program number has been uploaded to the documents section of Fabric.