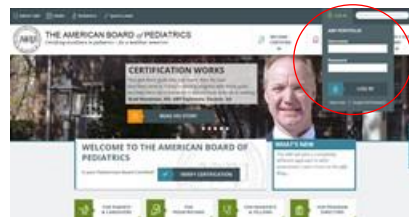# Submit Your Attestation Form

Established QI Projects for 10 or more physicians

NOTE: An attestation form only needs to be submitted if you have completed an established QI Project for 10 or more physicians in which you are applying to receive MOC credit. This does NOT pertain to any Web-based activities.
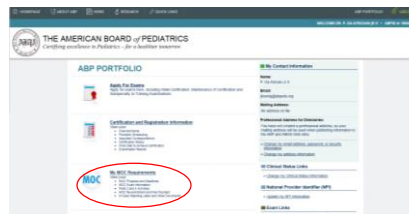
Step I: Logging In To Your Portfolio

- Go to the ABP web site at **https://www.abp.org/**

- In the upper right corner of the home page, click on LOG IN

- A drop down box will appear, you will then enter your user name and password and click **LOG IN**
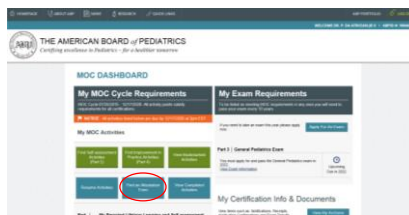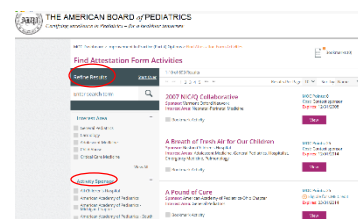

Step 2: Locate the Attestation Form
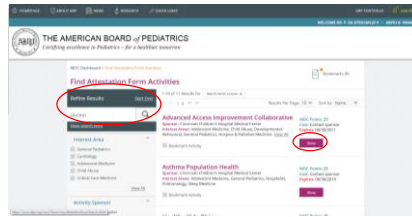
- Click on **My MOC Requirements**

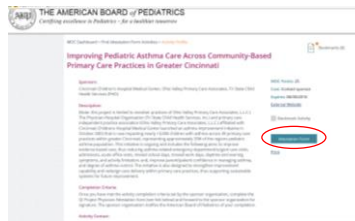- Click on **Find an Attestation Form**

- On the left hand side you will see **Refine Results**, please scroll down until you see **Activity Sponsor**. To display the full list of Activity Sponsors please click on **View All**. Scroll down to the appropriate sponsor and put a check mark in the box in front of their name. This will then display all of the approved QI projects for that sponsor.

- Scroll down until you see to the QI project you have completed. Click on the purple box that says **View.** This will display the Activity Profile.

- Click on the blue box that says **Attestation Form**. This will open the form in a separate window

- At the top of the Attestation Form you will see a button that says **Printer Friendly PDF** button, click on this. The screen will change and you should have the option to save or print (depending on the pdf software that is on your computer)

Step 3: Submit the Attestation Form to the Sponsoring Organization

- **Answer all questions** on the Attestation Form

- **Sign and date** as the participant physician

- **Submit the attestation form to your QI Project's Local Leader** or the QI Project Leader (depending upon how your project is organized) for signature

- The Project Leader will send the completed attestation form directly to the designated contact for **the sponsoring organization to enter the credit into our system**

- Once the credit has been entered **an email will immediately be sent to the email address on file stating you have received credit** and to log in to your ABP Portfolio to view how the credit was applied