**Process to comply with the Secretary's Order for Skilled Nursing Facility data reporting**

The **First Time** you submit data:

1. To start, click this link: https://arcg.is/1jranv0
2. Log in using the facility username in the attached spreadsheet
   a. The default password is Password#1234
   b. You will be required to create a new password at this time – make sure that all relevant staff within your facility are aware of this password for daily reporting
3. Enter all of your facility information and click "Submit"

For **All Subsequent Data Submissions:**

1. Click this link: https://arcg.is/1mn8r0
2. Sign in with the username and password set up during the first data submission
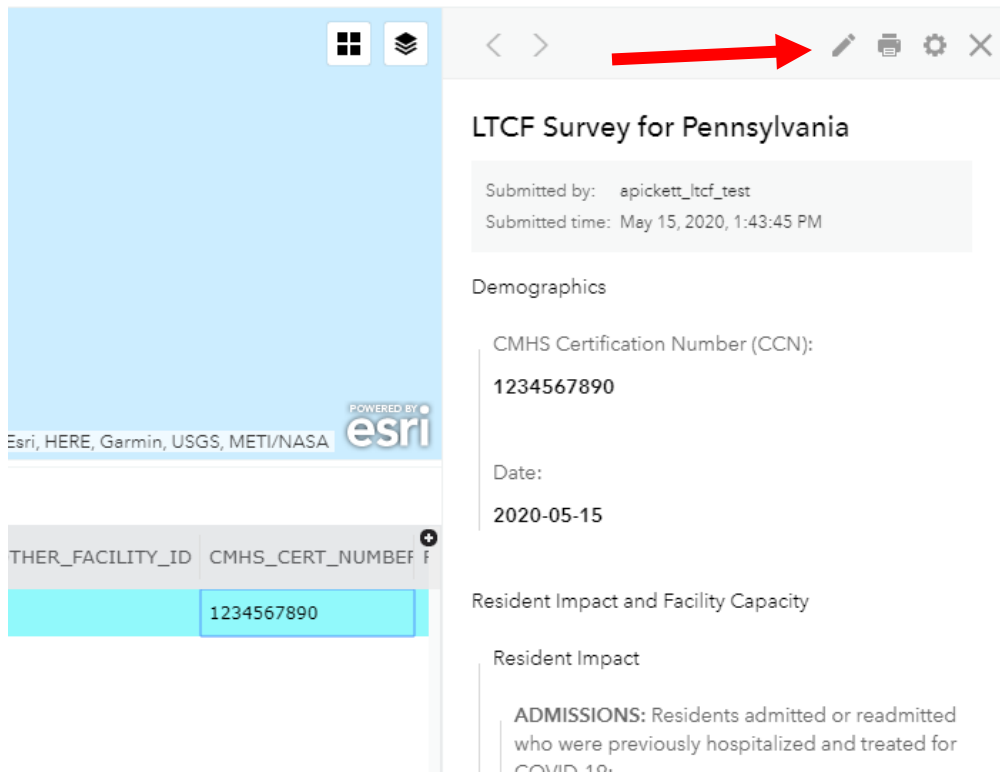3. Click on the Green "Data" button in the upper right hand corner
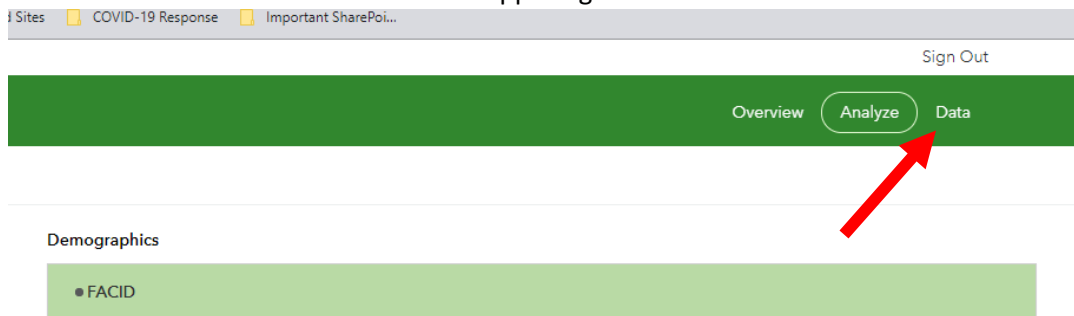
4. Click on the row in the data field for your facility name/NHSN/CCN data – the line should turn blue and a window will open up on the right side of the screen.

5. Click the Pencil icon in the box that appears
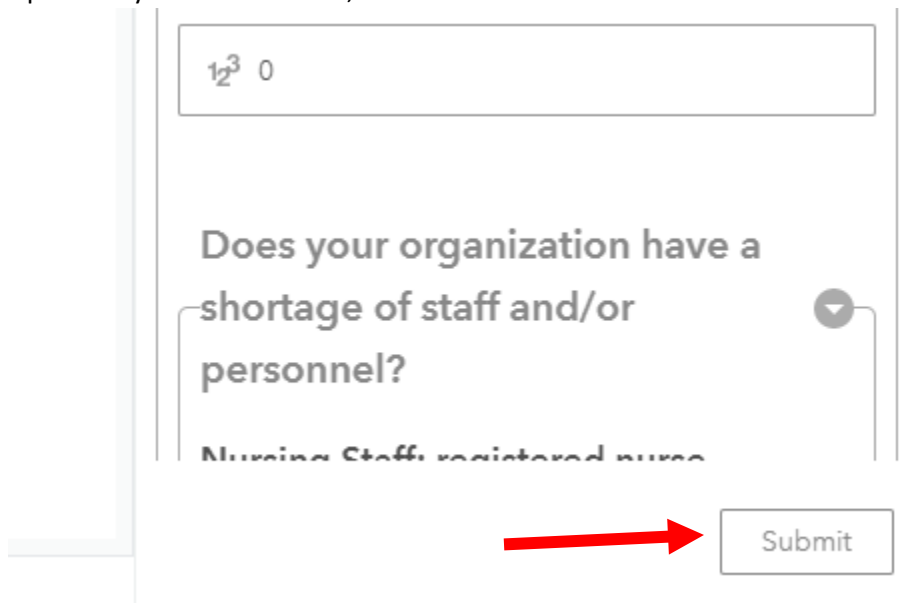
6. Update any relevant records, then click the Submit button at the bottom