

Electronic Submission Instructions through Fabric

- Fabric is accessible at <https://accreditation.ashp.org/>
- This is the same portal that you access to update your [Residency Directory information](#)
- The size limit is 100 MB per uploaded file


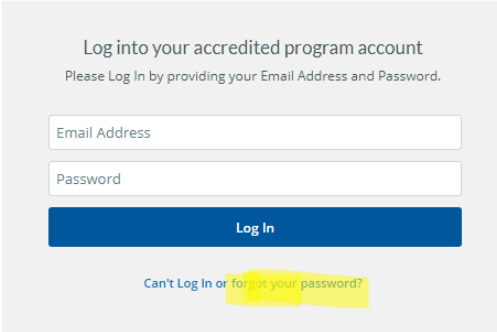
To upload your pre-survey documents, follow the Steps described below.

Note: For Multi-program surveys, please see Multi-program Process in the [OVERVIEW AND INSTRUCTIONS - PREPARING FOR YOUR SURVEY VISIT](#)

Step One: Log into your program

Log into Fabric at <https://accreditation.ashp.org/>

The email that is used will be the email that you have on file with ASHP. If you do not recall your password, there is a “forgot password” function (see image).

Log into your accredited program account
Please Log In by providing your Email Address and Password.

Email Address

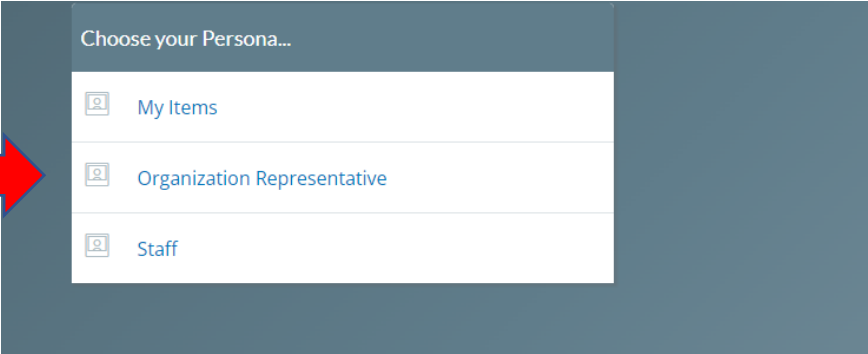
Password

Log In

[Can't Log In or forgot your password?](#)

Step Two: 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.)



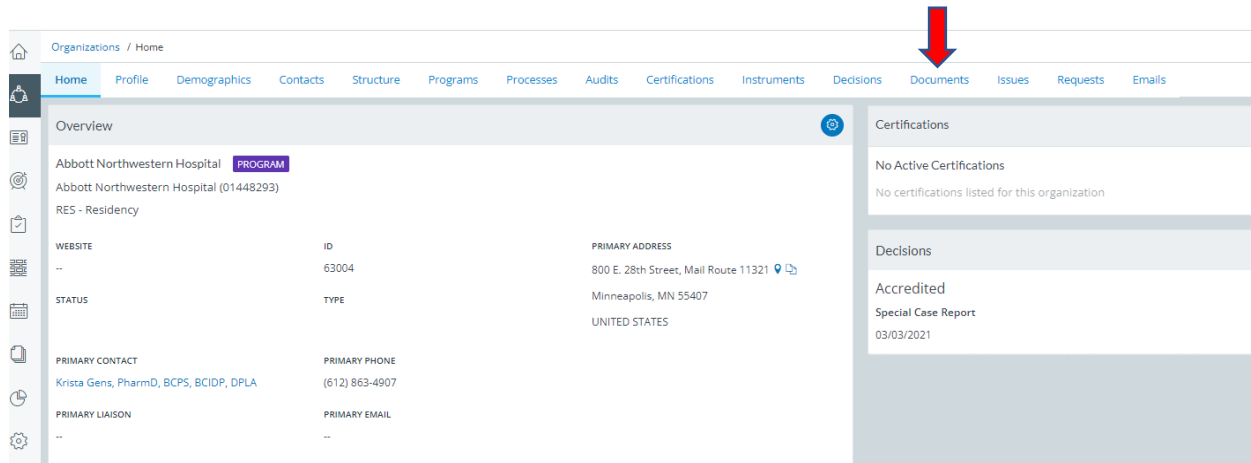
Choose your Persona...

- My Items
- Organization Representative
- Staff

A red arrow points to the 'Organization Representative' option.

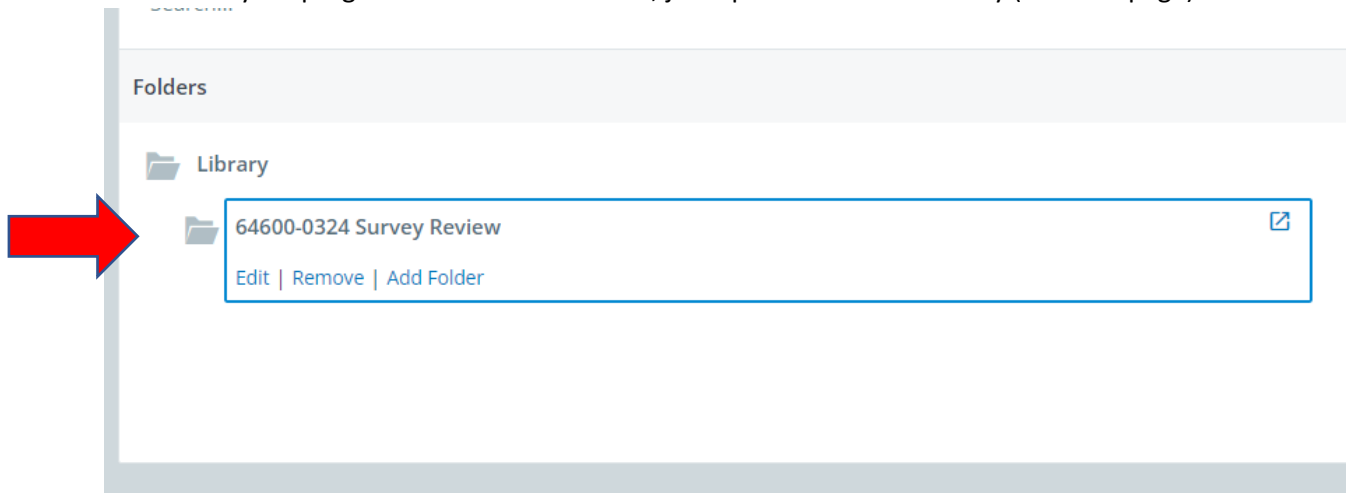
Step Three: Select Program Dashboard

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

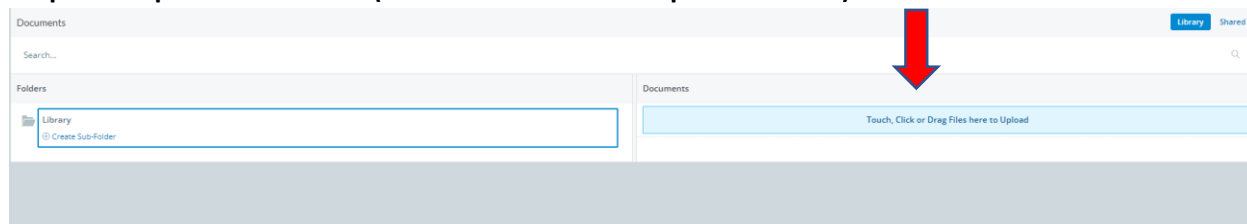


Step Four: Select appropriate folder under library

The folder to select includes your program number and the numerical month and year of the COC meeting that will review your program. If there is no folder, just upload under the library (see next page).



Step Five: Upload documents (File size limit is 100 MB per document)



- Select the “Touch, Click, or Drag” bar
- This will open your file explorer
- Select the appropriate files:
 - Bookmarked PDF of all required documents (REQUIRED)
 - For sites with more than one program, please refer to STEP 6 for items to be submitted for each program and those submitted once for all programs undergoing survey

Step Six: Communicate uploading to ASD and lead surveyor

- Send an email to ASD@ashp.org AND your lead surveyor that your presurvey materials have been uploaded to Fabric (see example)
- Subject: Your 5-digit program number, Your Program type – “Pre-survey materials uploaded to Fabric”
 - E.g., 12345 PGY1 – Pre-survey materials uploaded to Fabric
 - **For multi-program surveys**, also note to which program folder the “Common Packet” is uploaded to in the subject line
 - E.g., 54321 PGY1 Pre-survey materials uploaded to Fabric (Common Packet)
- Message: “The pre-survey materials for (Your 5-digit program number and program type) have been uploaded to the documents section of Fabric.”
 - E.g., “The pre-survey materials for 54321 PGY1 have been uploaded to the documents section of Fabric.”
 - **For multi-program surveys**, the message should also include information about the upload of the Common Packet
 - E.g., “The pre-survey materials for 54321 PGY 1 and Common Packet have been uploaded to the documents section of Fabric.”

Note: For multi-program surveys, the COMMON PACKET is usually uploaded to the PGY1 program folder in Fabric. If no PGY1 program is being reviewed, please indicate in the communications described above to which PGY2 folder the COMMON PACKET is uploaded.

Please see [OVERVIEW AND INSTRUCTIONS - PREPARING FOR YOUR SURVEY VISIT](#) for more information about uploading a Common Packet for multi-program surveys.