

Guide for Uploading Letters of Intent and Proposals to the Physician-Focused Payment Model Technical Advisory Committee Submission System

Overview

The Physician-Focused Payment Model Technical Advisory Committee (PTAC) [submission system](#) was launched on December 1, 2016. Going forward, submitters should submit letters of intent (LOIs) and proposals through the system. Those who submitted an LOI to PTAC@hhs.gov prior to December 1, 2016, should not resubmit an LOI through this system. Their LOI has been uploaded, and they were sent an e-mail with instructions on how to access their account. Submitters having difficulty uploading their LOI or proposal may contact PTAC@hhs.gov for assistance.

In addition, the system, while customized for PTAC's purposes, is used more typically by journals. Therefore, submitters may notice residual nomenclature.

Please note that LOIs and proposals will be posted to the PTAC [website](#).

Instructions for Creating an Account

Submitters who submit their LOI on or after December 1, 2016, will first need to create an account. From the login page, click on “Create An Account” to establish a username and password.

Those who submitted their LOI prior to December 1, 2016, do not need to create an account. They were sent an e-mail with instructions on how to access their account and will have the opportunity to set their password and update their account information.

The screenshot shows the login page for the Physician-Focused Payment Model Technical Advisory Committee Submission System. At the top, there is a dark header with the system name. Below the header, there are three navigation links: "Log In", "Reset Password", and "Create An Account". The "Create An Account" link is highlighted with a red rectangular box. The main content area is divided into two columns. The left column contains a "Log In" form with fields for "User ID" and "Password", a "Reset Password" link, and "Log In" and "Create An Account" buttons. The right column contains a welcome message and instructions on how to create an account or reset a password. At the bottom left, there is a "Resources" section with links to "User Tutorials", "PTAC Home", and "Help / Site Support".

Physician-Focused Payment Model Technical
Advisory Committee Submission System

[Log In](#) [Reset Password](#) [Create An Account](#)

Log In

User ID

Password

[Reset Password](#)

[Log In](#) [Create An Account](#)

Welcome to the submission site for
Physician-Focused Payment Model Technical
Advisory Committee

To begin, [create an account](#). It only takes a few minutes.

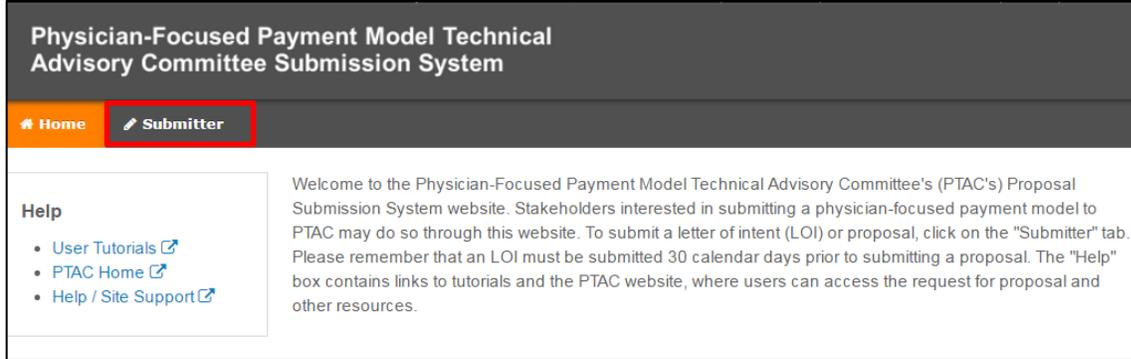
If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen.

Resources

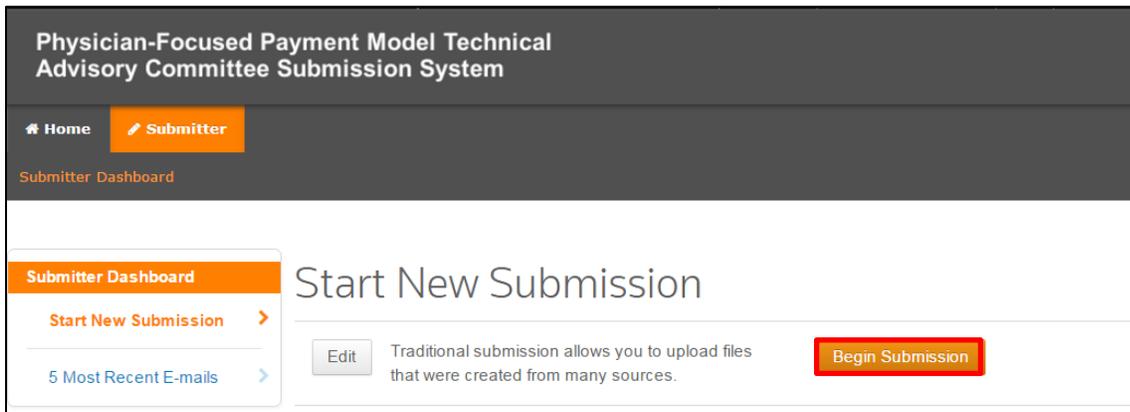
- [User Tutorials](#)
- [PTAC Home](#)
- [Help / Site Support](#)

Instructions for Submitting a Letter of Intent

After logging in, the home screen appears. To begin LOI submission, click on the Submitter tab to bring up the Submitter Dashboard.



From the Submitter Dashboard, click on “Start New Submission” and then click on the Begin Submission button.



Step 1: Type, Title & Organization

Enter the proposal title and the name of the submitting individual or organization (this information can be modified later, when submitting a proposal). Then click the Save & Continue button.

Submission

- Step 1: Type, Title & Organization >
- Step 2: Submitter >
- Step 3: File Upload >
- Step 4: Review & Submit >

Step 1: Type, Title & Organization

Enter your proposal title (you will have the opportunity to change the title when you submit your full proposal). Enter the name of the official submitting individual or organization (which may differ from the individual who created the account). If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

* = Required Fields

* Type: [Edit](#)

CHOICE	TYPE
<input type="radio"/>	PTAC Submission

* Title: [Edit](#)

[Preview](#) [Special Characters](#)

0 OUT OF 50 WORDS

* Submitting individual or organization name:

[Save](#) [Save & Continue >](#)

Step 2: Submitter

This screen provides the opportunity to edit some account information and associate other accounts with this submission. However, most submitters will simply click on the Save & Continue button.

Step 3: File Upload

On this screen, click on the Select File button, navigate to and select the document for upload, and then click on the Upload Selected Files button. After uploading, click on the Save & Continue button.

Submission

- ✓ Step 1: Type, Title & Organization
- ✓ Step 2: Submitter
- Step 3: File Upload
- Step 4: Review & Submit

Step 3: File Upload

Submit only the Letter of Intent (LOI) at this time. You will receive an email with instructions on how to submit your full proposal after you submit an LOI. You must submit an LOI at least 30 days prior to submitting your proposal. [Read More ...](#)

* = Required Fields

Files [Edit](#)

0.00 OUT OF 97.56 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

[Update Order](#)

File Upload [Edit](#)

SELECTION	FILE DESIGNATION
Select File 1 ...	* Letter of Intent

[Upload Selected Files](#)

[Previous Step](#) [Save](#) [Save & Continue](#)

Step 4: Review & Submit

This screen provides an opportunity to review and edit information from the prior screens. Submitters must view the proof of their LOI before submitting. Click on the view HTML Proof button or View PDF Proof button. Please note that even if material appears distorted on the proof, the system also conveys documents in their original form. After viewing the proof, click on the Submit button. When the pop-up box appears, click the Yes button.

FIELD	RESPONSE
File 1	New Payment Model LOI.docx

* View Proof

View the PDF to submit

[View HTML Proof](#) [View PDF Proof](#)

[Previous Step](#) [Submit](#)

Instructions for Submitting a Proposal

LOI submitters will receive an email with a unique link and information on uploading their proposal. Submitters may not upload their proposal until they receive this email. Clicking on the unique link in the email will take submitters directly to the first step in uploading their proposal, without the need for logging in and navigating to the appropriate screen.¹

Step 1: Type, Title & Organization

On this screen, submitters can modify the proposal title and submitting individual or organization if necessary. Enter the proposal abstract. Then click the Save & Continue button.

Submission

- Step 1: Type, Title & Organization
- ✓ Step 2: Submitter
- Step 3: File Upload
- Step 4: Review & Submit

Step 1: Type, Title & Organization

If necessary, edit your proposal title and/or the official submitting individual or organization name (which may differ from the person who created the account). Enter your abstract. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

* = Required Fields

* Type: [Edit](#)

CHOICE	TYPE
<input checked="" type="radio"/>	PTAC Submission

* Title: [Edit](#)

[Preview](#) [Special Characters](#) **3 OUT OF 50 WORDS**

New Payment Model

* Submitting individual or organization name:

XYZ Medical Group

* Abstract:

Save Save & Continue >

¹ Submitters that choose to log into their accounts rather than use the unique link will need to click on the Submitter tab and then click on "Submit a Proposal." When the pop-up box appears, click the Create Proposal button.

Step 2: Submitter

This screen provides the opportunity to edit some account information and associate other accounts with this submission. However, most submitters will simply click on the Save & Continue button.

Step 3: File Upload

On this screen, click on the Select File button, navigate to and select the document for upload, and then click on the Upload Selected Files button. After uploading, select on the Save & Continue button. Do not edit or remove the LOI.

Submission

- ✓ Step 1: Type, Title & Organization
- ✓ Step 2: Submitter
- Step 3: File Upload**
- Step 4: Review & Submit

Step 3: File Upload

Upload as many files as needed for your submission in groups of five or fewer. If you have more than five files for your submission, upload the first five and then you will have the option to upload an additional five files. This process will continue until ALL files have been uploaded. These files will be combined into a single PDF document.

To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. Do not edit or remove your letter of intent. When you are finished, click "Save and Continue". [Read More ...](#)

* = Required Fields

Files [Edit](#) 0.01 OUT OF 97.66 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select: ▾	New Payment Model LOI.docx 13 KB	Letter of Intent	29-Nov-2016	Amy Submitter

[↻ Update Order](#) [View HTML proof](#) [View PDF proof](#)

File Upload [Edit](#)

SELECTION	FILE DESIGNATION
Select File 1 ...	* Proposal

[Upload Selected Files](#)

[← Previous Step](#) [Save](#) [Save & Continue >](#)

Step 4: Review & Submit

This screen provides an opportunity to review and edit information from the prior screens. Submitters must view the proof of their proposal before submitting. Click on the view HTML Proof button or View PDF Proof button. The LOI will be included in the proof. Again, do not edit or remove the LOI. Please note that even if material appears distorted on the proof, the system also conveys documents in their original form. After viewing the proof, click on the Submit button. When the pop-up box appears, click the Yes button.

FIELD	RESPONSE
File 1	New Payment Model LOI.docx
File 2	New Payment Model Proposal.docx

* View Proof

View the PDF to submit
