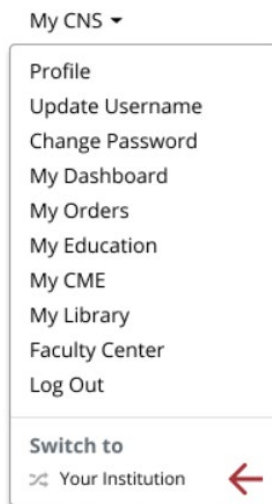


# How to purchase a SANS subscription, assign access, and create an invoice

*Institutional subscriptions can only be purchased by a program coordinator. Residents may not purchase an institutional subscription for themselves. The CNS offers [SANS for Individual Learners](#) for those who wish to purchase SANS products that are available for individual use.*

1. Program Coordinator should log into their own [CNS account](#).
2. Click on My CNS in the upper right corner next to your email. You should see “Switch to” at the bottom of the menu options. Click on your institution’s name which will switch to your institutional admin account. **(If you do not see “Switch to”, it means you have not been added as a program coordinator on the account. Please contact [education@cns.org](mailto:education@cns.org) to request access.)**



3. Click on the Education header at the top of the page
4. Click on SANS for Residency Program Coordinators
5. Click on the button to Purchase Institution Subscriptions

## Quick Links



6. You should now see all the available SANS modules with descriptions and pricing. Click on Buy Today to purchase the desired product.

- Enter the quantity needed then click Proceed. All SANS subscriptions are on a *per user* basis so each resident will need their own subscription. i.e., if you have 3 residents, you will need to purchase 3. **All subscriptions expire 1 year from date of purchase.**
- Click No Thanks if you do not wish to make a donation.
- You will be brought to the payment screen where you can submit your credit card payment. **(For payment by check, please scroll to the last page for instructions on how to generate an invoice.)**


### ASSIGN ACCESS TO YOUR RESIDENTS:

- Once you have completed your payment, go back to the Education header, go to SANS for Residency Program Coordinators, and click on the red button for Manage Subscription Users.

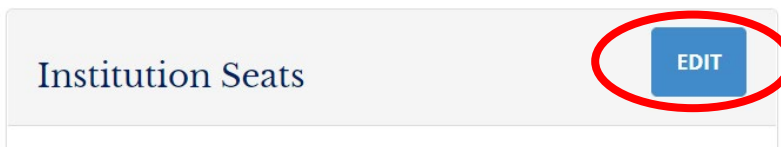
#### Quick Links



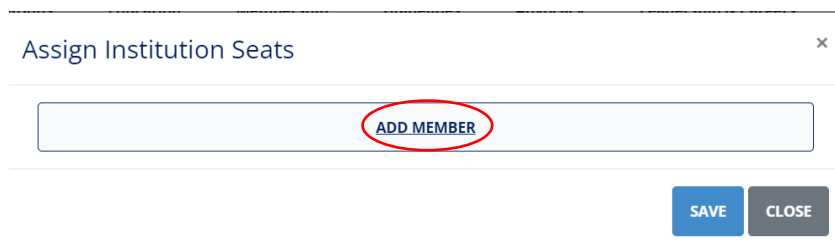
- Find the subscription you purchased. Click on the little pencil icon to assign seats (residents).

▶ SANS Module Bundle	Active	10/6/2021	10/5/2022	\$300.00 Yearly	No	
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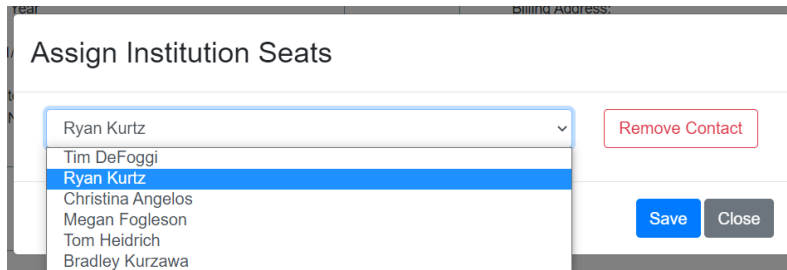
- Scroll down to Institution Seats and click on the blue Edit button.



- Click on Add Member then click in the space where you see a name. A drop-down menu should appear of all the residents who have been added to the account. **(If you do not see your resident's name in the drop-down menu, complete step 16 below then return here when finished.)**



14. Select the name you wish to assign to the subscription. If assigning more than one resident, click on the Add Member button to continue adding new names in the subsequent drop-down fields until all residents have been assigned. i.e., if you have 5 residents, you will need to repeat this step 5 times.



15. Click Save when finished assigning all residents.

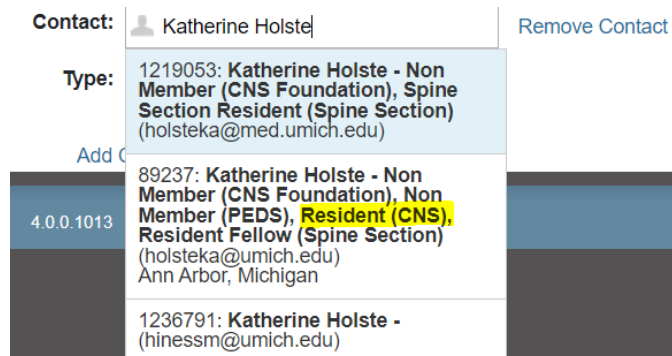
16. **If you do not see your resident’s name in the drop-down menu, you will need to add them to the account profile first.**

- Go back to the Education header at the top of the page
- Click on SANS for Residency Program Coordinators
- Scroll down to Quick Links and click on the red button for “View Institution Members”
- Click on the blue Edit button to add new residents
- To add a new resident, click on the Add Contact button. Type their name in the Contact field. The system will search for the account by name. Please allow several seconds for the system to search as it can be slow.

Contact:  [Remove Contact](#)

Type:

- If the resident has more than one account, be sure to select the one that says **Resident (CNS)** next to their name. If you do not select the one that says Resident (CNS), the subscription will not link to the right account and the user will not be able to access the exam. Select “Resident” for the account type.



- When finished adding residents to the institution, go back to Manage Subscription Users to assign them to the subscription (steps 10-13 above).

17. Once you have finished assigning seats, **you will need to notify your residents directly** when access is ready. Our system is not set up to send automatic notifications.

- a. To access subscription, residents should log into their own CNS account, click on My CNS in the upper right corner next to their email address, then click on My Education. The title(s) of the SANS subscription(s) should be listed in their account. They should click on the green button to begin.
18. **Please remember that all SANS subscription expire 1 year from date of purchase. If your resident(s) will need continued access after 1 year, you will need to purchase a new subscription. We recommend that you set a calendar reminder for yourself to purchase a new subscription in one year. The system is not set up to send reminders to coordinators or residents.**
19. To return to your personal CNS member account, click on “Switch To” (under My CNS).

## **HOW TO GENERATE AN INVOICE & PAY BY CHECK:**

After you have created an open order, you can save or print a copy of the invoice from the order confirmation page. You can also find invoices for open orders under My CNS in the upper right corner next to your email address.

Select My Orders in the drop-down menu. Click on the order # to view details and print the invoice.

### **To pay by check:**

Please send your check and a copy of the invoice (or order #) to:

Congress of Neurological Surgeons  
Attn: Finance  
10 N. Martingale Rd., Suite 190  
Schaumburg, IL 60173

It is important that you include the invoice or order # with your payment so our office knows what the payment is for upon receipt. If the CNS receives a check with no order # or invoice, it will delay the process.

Once the CNS has received and processed your payment, we will send you an email confirmation so you know when your subscription is ready. Please feel free to notify us when check has been officially mailed so we can keep an eye out for it. Be advised it can take up to 3 weeks for the check to be received and processed.

### **SUBSCRIPTIONS ARE NOT ACCESSIBLE UNTIL PAYMENT IS RECEIVED.**

Please email any questions to [education@cns.org](mailto:education@cns.org).