

## Returning Privit Users (SVA physicals 4/25/2018)

<https://svasaints-ga.e-ppe.com>

Log on to your account: if you have forgotten your password, click forgot password

**\*Do Not create a new account.\***

If you are a returning user but have a new SVA student (you have a current junior with an account from last year but an entering freshmen), you can add her to your current account by clicking the add member tab on the left hand side of your home screen.

Once logged in, click on the member who needs updating.

- You will see submission complete/incomplete at the top, but underneath it will say needs update in grey.
- Click the blue update button next to each following category: joined teams, personal details, pre-participation history form, GHSA concussion form, consent for participation, and transportation policy
- Update Joined teams: choose new 2018-19 teams your child may be interested in competing in
- Update personal details: all 3 tabs to the left should be updated. Please make sure all information is current and accurate. Also, you will be asked to upload a photo of your insurance card which can be done using your smart phone or by scanning and uploading.
- Update preparticipation history form: choose new physical date (for mass physical it is 4/25/2018), then check over the form to be sure all information is correct, please add any new information. Be sure to check over the medications and allergies section thoroughly. Click submit at bottom of page. A box that says, "A document type of Pre-Participation History Form already exists. Clicking continue will archive the existing document and replace it with the new document." Click continue. Another box will pop up saying, "To review your document, click review. To electronically sign your document, **click sign**. The parent signature comes up first, click the box next to, "I attest I have read and agree to the content of this document and/or all of the information I have provided is accurate to the best of my knowledge." Then click sign document. Then you will be redirected to the manage documents page. Look to the right of the form and you will find your daughter's name and beneath it will say sign document in blue, click there. Same deal click the box next to the I attest statement then click sign document. Once complete return to home page.
- Update GHSA form, consent for participation, and transportation policy from home page: review form and click submit at the bottom of the page. Click continue. click sign. The parent signature will come up first, click the " I attest" box. Then click sign document. Then you will be redirected to the manage documents page. Look to the right of the form for your daughter to sign. Same deal click the box next to the I attest statement then click sign document. Once complete return to home page after each completed form.

Home Page: there should now be Update next to each form just like when you began. If you see "sign" next to any forms please complete that.

From home page scroll down to manage documents: Check the dates next to each document in the "signed on" column and be sure all signatures are current, April of 2018 or later. If so you have completed the updating process.

Please Print Blank Physical and preparticipation history form to bring to mass physicals (4/25) or take to your own doctor. From home page scroll down to print documents. Click download next to blank physical and clearance form and print. Then click print next to preparticipation history form and print.

\*If you have any issues or questions please click the GET HELP button in the top right corner of page. Click submit request or call PRIVIT M-F 8-5 at [1-844-234-HELP \(4357\)](tel:1-844-234-HELP)

\*Uploading documents: if you come to mass physicals on 4/25/2018 you will not have to upload your completed clearance form. IF you do not attend, then you will need to do this on your own.