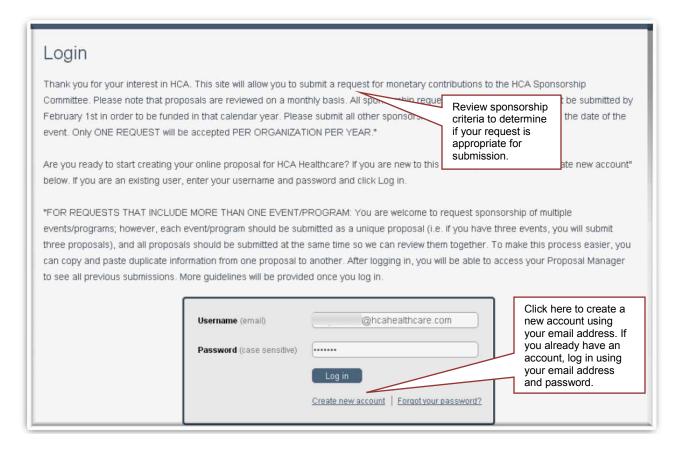
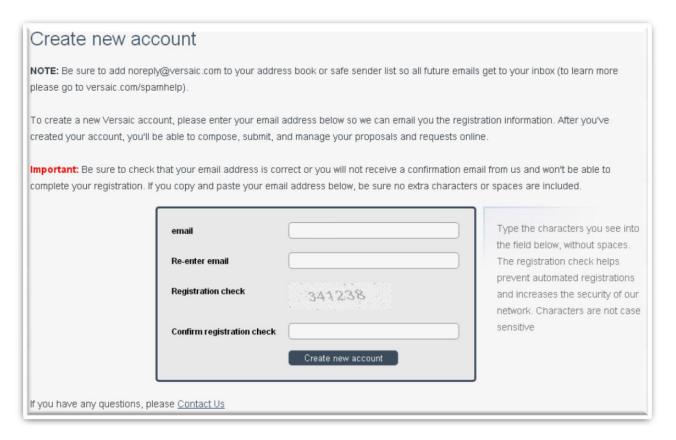
## HCA Corporate Sponsorship Proposal Submission Process Getting Started Guide

To submit your request for sponsorship, go to our online system at <a href="https://hcahealthcare.versaic.com/Login.aspx">https://hcahealthcare.versaic.com/Login.aspx</a> and follow these steps:

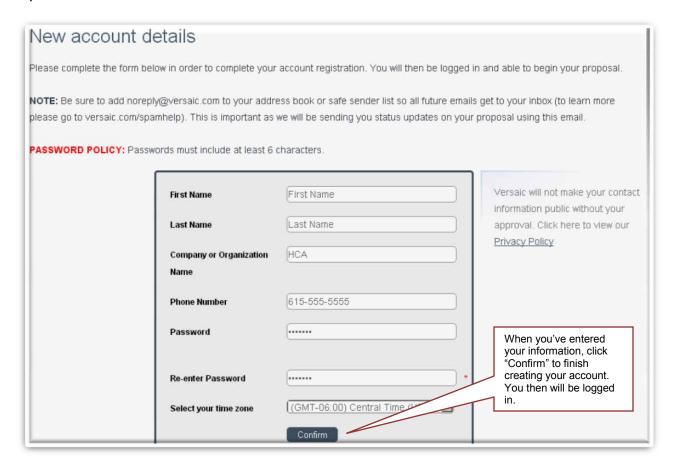
1. If this is the first time your organization is submitting a request for sponsorship, start by creating a new account. If you already have already created an account, skip to Step 5 below.



2. To create a new account, enter your email address and registration check. Then click "Create new account." For security purposes, the system will send you an email from noreply@versaic.com to confirm registration. Click the "Begin process URL" in the email to create your account.

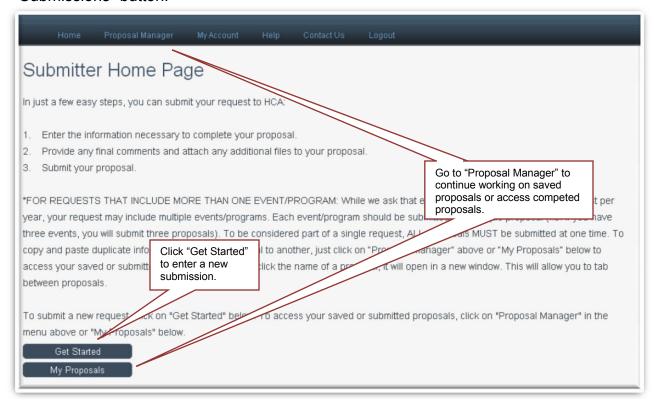


3. The "Begin process URL" link from the registration email will take you to a page to finalize your account creation. There you will create a password, which you will use for future log ins. Be sure to follow the policy requirements when creating your password:

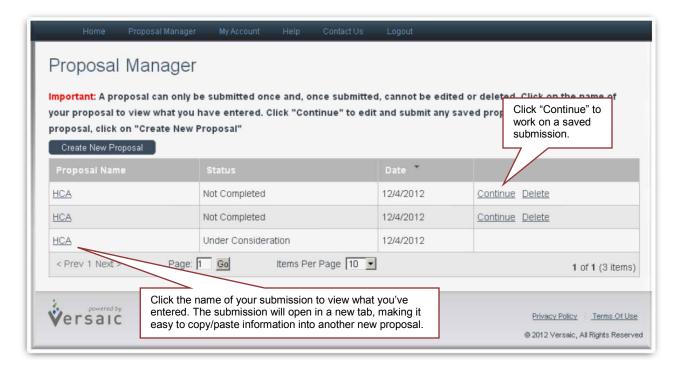


When you click "Confirm" and create your account, you will be logged into the system and ready to start the submission process. Please remember your password. You will need it to log back into the system to submit new information, complete saved drafts, or check the status of your request.

If you have questions during the registration process or have technical questions during the submission process, please use the "Contact Us" link provided at the bottom or top of the screen anywhere in the system. 4. Once you've logged into your account, you will be on the Home Page. From here, you can start working on a new submission by clicking the "Get Started" button. You also can access any previously submitted or saved submissions by clicking the "My Submissions" button:



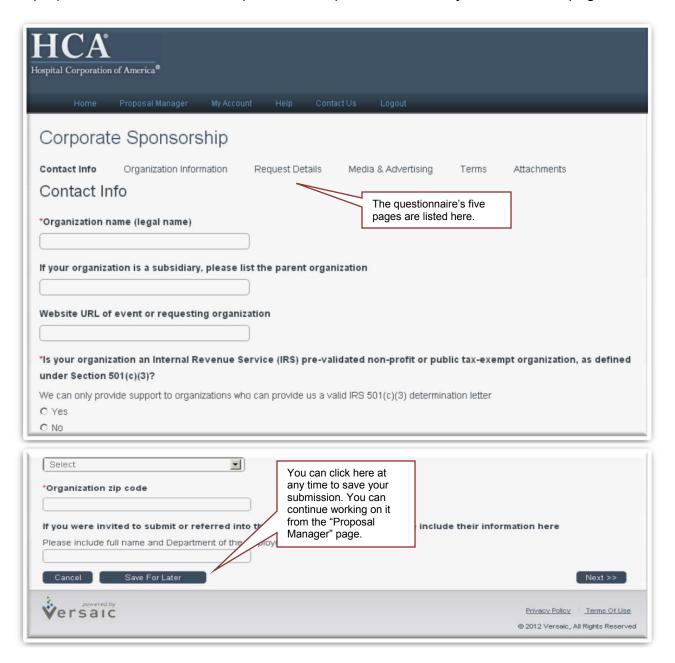
5. To access saved or completed submissions, go to the "My Submissions" page. On this page, you will see a list of your proposals. Click "Continue" to work on proposals you saved, but have not completed. You also can review proposals you've already completed by clicking the name of the proposal.



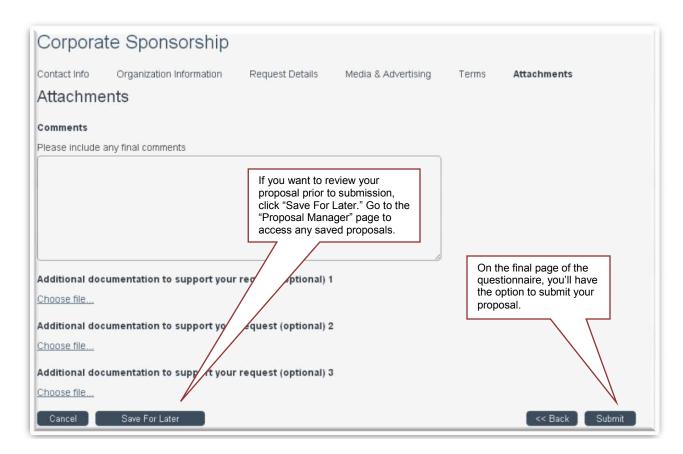
6. To begin a new submission, click "Get Started" from the Home Page; to continue working on a saved submission, go to the "My Submissions" page and click the name of the submission—either will link to the actual questionnaire.

The questionnaire includes five pages. The page you are on will be highlighted at the top of the questionnaire. Questions marked with a \* are mandatory fields, which must be completed before you can progress to the next page.

At any point in the questionnaire, you can click the "Save For Later" button. Your proposal will be available to open and complete from the "My Submissions" page.



7. On the final page of the questionnaire you will have the option of clicking the "Submit" button. *This will finalize your submission*. PLEASE NOTE: Once submitted, you will not be able to make additional edits. If you want to review your submission before submitting, click the "Save For Later" button. This will bring you to the "My Submissions" page where you can click the name of your submission and review your answers.



## FOR REQUESTS THAT INCLUDE MORE THAN ONE EVENT/PROGRAM:

While we ask that each organization make only one request per year, your request may include multiple events/programs. Each event/program should be submitted as a unique proposal (i.e. if you have three events, you will submit three proposals). To be considered part of a single request, ALL proposals MUST be submitted at one time.

To copy and paste duplicate information from one proposal to another, just click on "Proposal Manager" above or "My Proposals" below to access your saved or submitted proposals. When you click the name of a proposal, it will open in a new window. This will allow you to tab between proposals.

If you have any questions regarding the questionnaire, the submission process, or HCA's Policy and Criteria, please click "Contact Us" or email <a href="mailto:Corp.Sponsorship@HCAHealthcare.com">Corp.Sponsorship@HCAHealthcare.com</a>.