How to Register with Sysmex without Your CRC Site ID

Before you start
Before you start the registration process, you need to gather the following information:
1. Your license number, if you want to receive PACE/Florida CEU’s for Sysmex educational opportunities
2. Your site’s zip code
3. Your CRC Site ID (The instructions contained in this document explain how to look up your CRC Site ID).
   a. There is only one CRC ID per site. This is used by every individual in your lab who registers for CRC access.
   b. The CRC Site ID was sent to your Lab Manager or other primary contact by email or mail when your instrument was purchased.

Next, determine whether you have previously created a profile for Sysmex Webinars at www.sysmex.com/us or with Sysmex Insight™.

Updating Your Account Information
If you have previously created a profile, request your CRC Site ID by sending an email to crc@sysmex.com and update your CRC Account Information once it is provided. For more details, refer to the “How to Upgrade Your Sysmex Webinar-Only Account” instructions.

Creating a New Account
If you have not previously registered and created a profile to access Sysmex Webinars, use the following instructions to register with the CRC:

1) Go to www.sysmex.com/register using your web browser. (i.e. Internet Explorer, Net Scape, Fire Fox)
2) Enter your CRC ID and zip code and click [Submit] (then go to step 5). If you don’t know your CRC ID, click “Find My CRC ID” (then go to step 3) or click “Register and request my CRC ID” (then go to step 6).
Find My CRC ID

3) You may look up your CRC Site ID by either Contract Number & zip code or by Instrument Serial Number & zip code. Enter the information in applicable area as shown below and click [Look Up]. If more than one site is associated with your Contract Number, then select your site from the drop down list that appears.

4) Your CRC Site ID and zip code will be displayed on the next screen. Note the information for your future reference and then click “here” to return to the registration form as shown below.

Note: If you are unable to locate your CRC ID using the “Find my CRC ID” function, you may still request CRC access. See step 6.
5) A) Verify your lab information. 
   B) Fill in your user information. 
   C) Click the check box to opt-in to receive emails containing information on products and promotions or leave it blank if you don’t wish to receive them, and then click [Register]. (Skip to step 7)
Register and Request My CRC ID

6) If you clicked “Register and Request My CRC ID,” complete the registration form
   A) Verify your lab information.
   B) Fill in your user information.
   C) Click the check box to opt-in to receive emails containing information on products and promotions or leave it blank if you don’t wish to receive them, and then click [Register].

7) Registration confirmation will be sent to the email address on the registration form within a few minutes. If you have requested a CRC ID, your account will be updated within one business day. You will have access to Sysmex Webinars until the update has occurred.

If you have difficulties logging in, please contact us at crc@sysmex.com.