Instructions for Submitting a Category II Code Change Application

Category II Coding Change Application:
- Email the application and any signature pages to **ccpsubmit@ama-assn.org**.
- **Only the Coding Change Application and any signature pages should be emailed to ccpsubmit@ama-assn.org.**

Supporting documents for your Category II code change application should be uploaded to the AMA CPT Submissions page (https://connection.ama-assn.org/sites/CPT/Submit/default.aspx).
- You will be required to sign in to have access to this site.
- Any AMA website login account that you currently have (including your CPT Collaboration website username and password) should allow access to this site.
- If you do not have an AMA login account, press the link that says **Create an Account** on the login page in order to establish access to the **AMA CPT Submissions site**.

To use the drag and drop option for submissions of documents:
- The AMA CPT Submissions site is compatible with the following browsers: Internet Explorer, Chrome and Firefox. We have found that using Mozilla Firefox provides optimum performance. This browser can be obtained with a free download through the Mozilla website.
- **Open the AMA CPT Submissions** site using the link shown above. (Click the AMA CPT Submissions link or copy and paste the URL onto your browser address bar.)
- On the login screen, enter your username and password.
- Open the file on your computer that contains the documents to be uploaded.
- To make things easier, decrease the size of the window that you just opened as well as the size of the AMA CPT Submissions window. You may do this by clicking the icon that has the "2 overlapping boxes" located in the upper right hand corner of each page.
- **Hold the Ctrl key down** and highlight the files on your computer that you want to upload to the AMA CPT Submissions site.
- Place your curser in this group of highlighted files, hold down the left button on your mouse and drag the documents from the source file directly to the AMA CPT Submissions site just below the heading **Drop Off Library**.
- When you see the notice **Drop Here** on the AMA CPT Submissions site, release the mouse button, and the files will transfer over. You will see the titles to the documents that you just submitted.
- If you decide to **upload each document separately**, press the "New Document" link. An "upload dialog box" will open allowing you to submit an individual document. These documents will not appear on the CPT Submission home page. They will be uploaded directly to the CPT staff site.

For security reasons, the files that you upload or drag and drop to the AMA CPT Submissions page will not be visible by any person other than you. Within approximately one hour, these items will be transferred to a different site that will allow the CPT Staff to review them.