

HCA Corporate Sponsorship Proposal Submission Process Getting Started Guide

To submit your request for sponsorship, go to our online system at <https://hcahealthcare.versaic.com/Login.aspx> 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.

The image shows a screenshot of the HCA Healthcare login page. The page title is "Login". The main text reads: "Thank you for your interest in HCA. This site will allow you to submit a request for monetary contributions to the HCA Sponsorship Committee. Please note that proposals are reviewed on a monthly basis. All sponsorship requests must be submitted by February 1st in order to be funded in that calendar year. Please submit all other sponsorship requests by the date of the event. Only ONE REQUEST will be accepted PER ORGANIZATION PER YEAR.*"

Below this text is a question: "Are you ready to start creating your online proposal for HCA Healthcare? If you are new to this system, click 'Create new account' below. If you are an existing user, enter your username and password and click Log in."

There is a callout box pointing to the text "All sponsorship requests must be submitted by February 1st..." with the text: "Review sponsorship criteria to determine if your request is appropriate for submission."

Below the text is a form with two input fields: "Username (email)" and "Password (case sensitive)". The username field contains ".@hcahealthcare.com" and the password field contains "*****". There is a "Log in" button below the password field. Below the "Log in" button are two links: "Create new account" and "Forgot your password?".

There is another callout box pointing to the "Create new account" link with the text: "Click here to create a new account using your email address. If you already have an account, log in using your email address and password."

*FOR REQUESTS THAT INCLUDE MORE THAN ONE EVENT/PROGRAM: You are welcome to request sponsorship of multiple events/programs; however, each event/program should be submitted as a unique proposal (i.e. if you have three events, you will submit three proposals), and all proposals should be submitted at the same time so we can review them together. To make this process easier, you can copy and paste duplicate information from one proposal to another. After logging in, you will be able to access your Proposal Manager to see all previous submissions. More guidelines will be provided once you log in.

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.

Create new account

NOTE: Be sure to add noreply@versaic.com to your address book or safe sender list so all future emails get to your inbox (to learn more please go to versaic.com/spamhelp).

To create a new Versaic account, please enter your email address below so we can email you the registration information. After you've created your account, you'll be able to compose, submit, and manage your proposals and requests online.

Important: Be sure to check that your email address is correct or you will not receive a confirmation email from us and won't be able to complete your registration. If you copy and paste your email address below, be sure no extra characters or spaces are included.

email	<input type="text"/>
Re-enter email	<input type="text"/>
Registration check	<input type="text" value="341238"/>
Confirm registration check	<input type="text"/>
<input type="button" value="Create new account"/>	

Type the characters you see into the field below, without spaces. The registration check helps prevent automated registrations and increases the security of our network. Characters are not case sensitive

If you have any questions, please [Contact Us](#)

- 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:

New account details

Please complete the form below in order to complete your account registration. You will then be logged in and able to begin your proposal.

NOTE: Be sure to add noreply@versaic.com to your address book or safe sender list so all future emails get to your inbox (to learn more please go to versaic.com/spamhelp). This is important as we will be sending you status updates on your proposal using this email.

PASSWORD POLICY: Passwords must include at least 6 characters.

First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
Company or Organization Name	<input type="text" value="HCA"/>
Phone Number	<input type="text" value="615-555-5555"/>
Password	<input type="password" value="*****"/>
Re-enter Password	<input type="password" value="*****"/>
Select your time zone	<input type="text" value="(GMT-06:00) Central Time (US & Canada)"/>

Versaic will not make your contact information public without your approval. Click here to view our [Privacy Policy](#)

When you've entered your information, click "Confirm" to finish creating your account. You then will be logged in.

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:

The screenshot shows the 'Submitter Home Page' with a dark navigation bar at the top containing links for Home, Proposal Manager, My Account, Help, Contact Us, and Logout. Below the navigation bar, the page title 'Submitter Home Page' is displayed. A paragraph of text follows, starting with 'In just a few easy steps, you can submit your request to HCA:'. Below this is a numbered list of three steps: 1. Enter the information necessary to complete your proposal. 2. Provide any final comments and attach any additional files to your proposal. 3. Submit your proposal. A large block of text follows, starting with '*FOR REQUESTS THAT INCLUDE MORE THAN ONE EVENT/PROGRAM: While we ask that e...'. At the bottom of the page, there are two buttons: 'Get Started' and 'My Proposals'. Two callout boxes with red borders and arrows point to these buttons. The first callout box, pointing to the 'Get Started' button, contains the text 'Click "Get Started" to enter a new submission.'. The second callout box, pointing to the 'My Proposals' button, contains the text 'Go to "Proposal Manager" to continue working on saved proposals or access competed proposals.'

Home Proposal Manager My Account Help Contact Us Logout

Submitter Home Page

In just a few easy steps, you can submit your request to HCA:

1. Enter the information necessary to complete your proposal.
2. Provide any final comments and attach any additional files to your proposal.
3. Submit your proposal.

*FOR REQUESTS THAT INCLUDE MORE THAN ONE EVENT/PROGRAM: While we ask that e...
year, your request may include multiple events/programs. Each event/program should be sub...
three events, you will submit three proposals). To be considered part of a single request, ALL...
copy and paste duplicate info...
access your saved or submit...
between proposals.

To submit a new request, click on "Get Started" below. To access your saved or submitted proposals, click on "Proposal Manager" in the menu above or "My Proposals" below.

Get Started

My Proposals

Click "Get Started" to enter a new submission.

Go to "Proposal Manager" to continue working on saved proposals or access competed proposals.

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.

- 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.

HCA
Hospital Corporation of America®

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Corporate Sponsorship

Contact Info Organization Information Request Details Media & Advertising Terms Attachments

Contact Info

*Organization name (legal name)

If your organization is a subsidiary, please list the parent organization

Website URL of event or requesting organization

*Is your organization an Internal Revenue Service (IRS) pre-validated non-profit or public tax-exempt organization, as defined under Section 501(c)(3)?

We can only provide support to organizations who can provide us a valid IRS 501(c)(3) determination letter

Yes
 No

Select

*Organization zip code

If you were invited to submit or referred into the company
Please include full name and Department of the employee

include their information here

Cancel Save For Later Next >>

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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.

The screenshot shows the 'Corporate Sponsorship' interface, specifically the 'Attachments' section. At the top, there are navigation tabs: 'Contact Info', 'Organization Information', 'Request Details', 'Media & Advertising', 'Terms', and 'Attachments'. Below the tabs is the 'Attachments' heading and a 'Comments' section with a text area and the instruction 'Please include any final comments'. A callout box points to this text area, stating: 'If you want to review your proposal prior to submission, click “Save For Later.” Go to the “Proposal Manager” page to access any saved proposals.' Below the comments section are three 'Additional documentation to support your request (optional)' sections, each with a 'Choose file...' link. At the bottom, there are buttons for 'Cancel', 'Save For Later', '<< Back', and 'Submit'. A second callout box points to the 'Submit' button, stating: 'On the final page of the questionnaire, you’ll have the option to submit your proposal.'

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 Corp.Sponsorship@HCAHealthcare.com.