Instructions for Confirming Your Preferred eRA Commons User ID

- 1. Log in to <u>eRA Commons (https://public.era.nih.gov/commons/</u>).
- 2. Click on Admin and then Account Verification.
- **3.** Review each Commons account to determine if the information belongs to you.
- 4. Indicate whether each account is yours in the Account Ownership dropdown boxes.
- 5. If an account shows some involvement that is not yours, please provide details in the Comments text box.
- 6. Select your preferred account or User ID. This will be the User ID you will use from now on. All of your other accounts and involvement will be merged into this account. If you have current committee or grant involvement, please select that Commons account as preferred.
- 7. Click on the Submit button at the bottom of the page.

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