Physician Self-Reporting
Web Portal Registration Instructions

2026 Data Changes - v1 | 11-2025

Overview

Physician self-reporting enables a physician's office to submit a cancer incident to the California Cancer Registry (CCR) through the CCR - Cancer Reporting Portal, url: https://cancerreporting.ccr.ca.gov. This guide provides instructions for the physician registration process on the CCR's Cancer Reporting Portal. If you have any questions regarding these processes, please email CCR at cdsrbhelp@cdph.ca.gov.

Physician Web Portal Registration

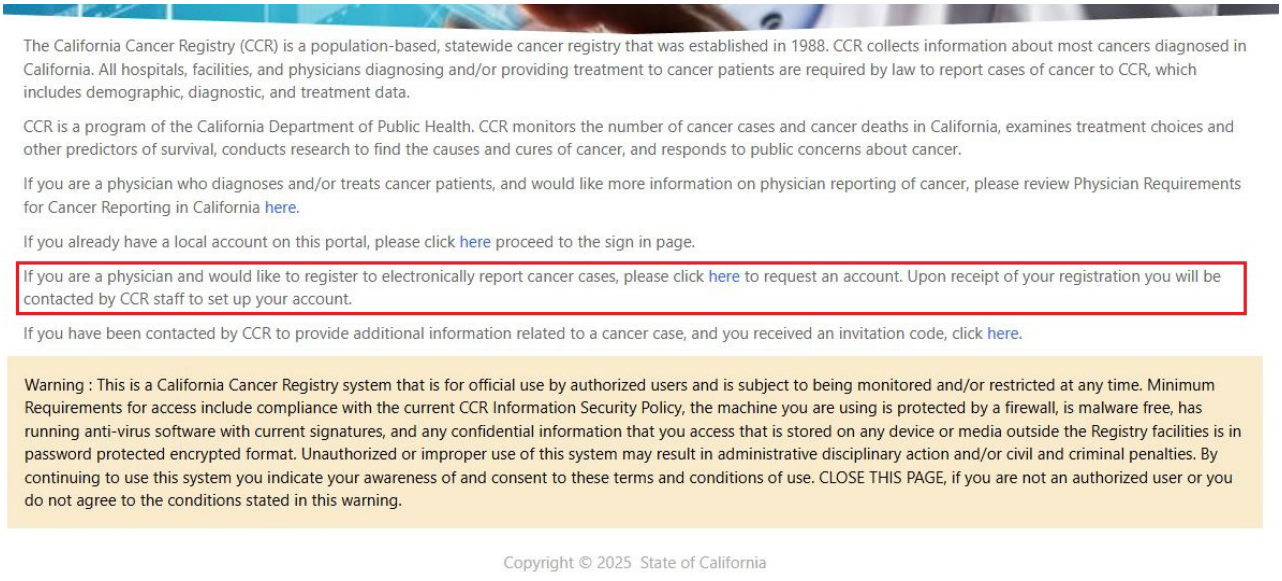
Prerequisites

Internet connection

Current internet browser

Steps

Navigate to the CCR - Cancer Reporting Portal's website url: https://cancerreporting.ccr.ca.gov. On the third option, click on the link here to request an account.



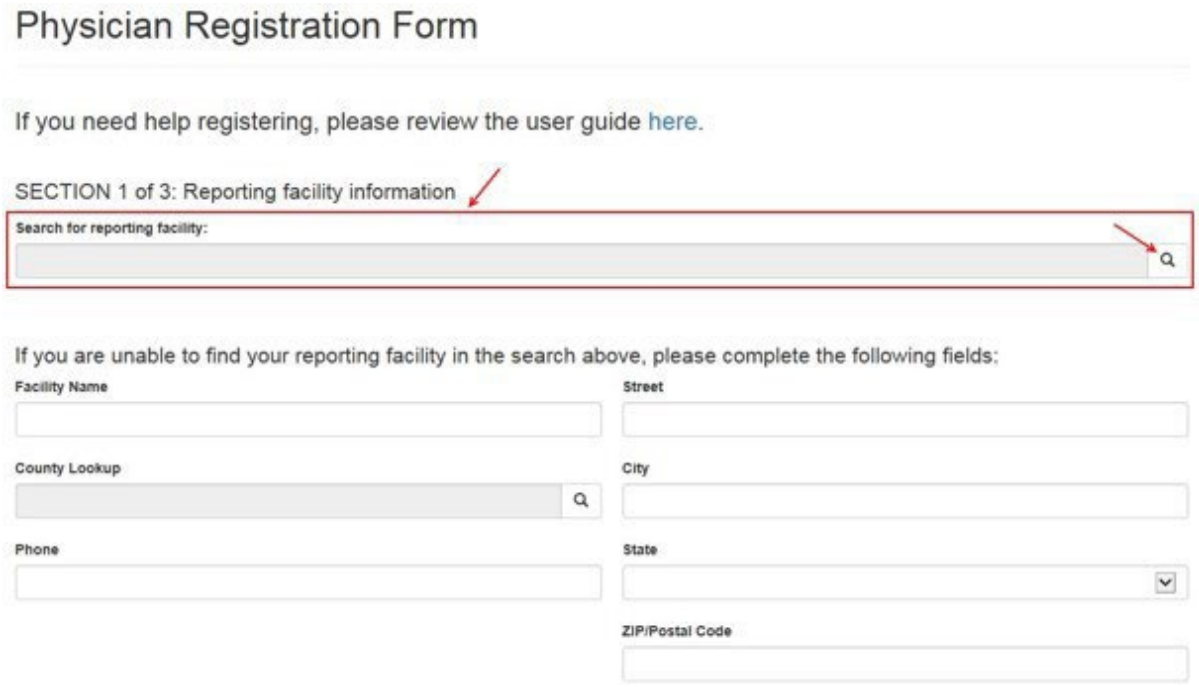
The Physician Registration Form is displayed. Next, complete the Physician Registration Form.

NOTE: Users can access the user guide by clicking on the link, here, on the top of the page below the form name.

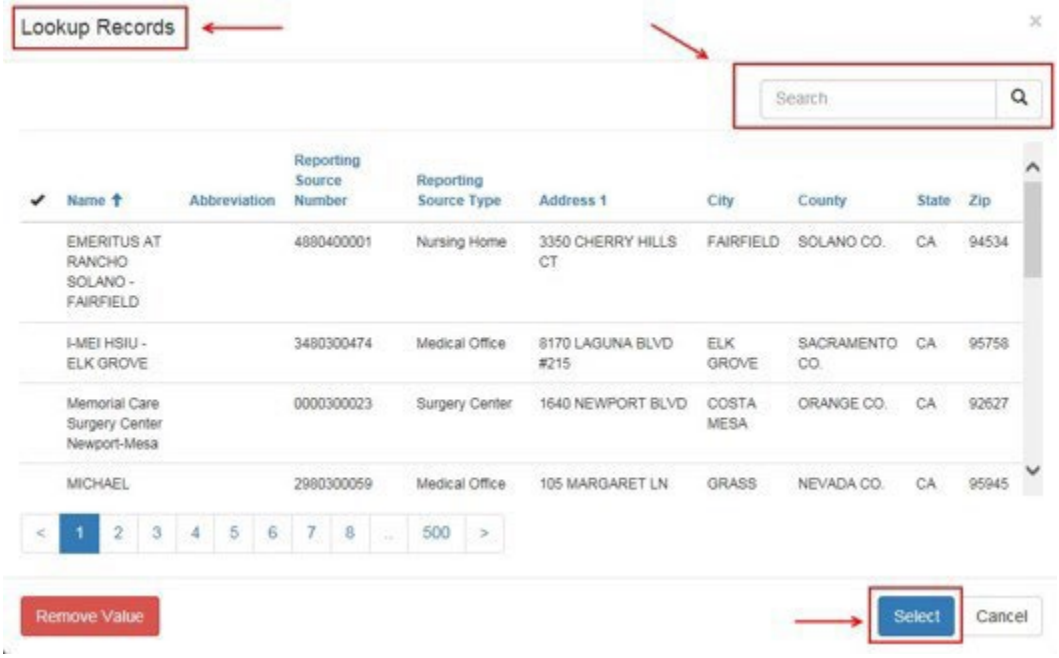
Section 1 of 3: Reporting facility information

Users should search for the provider's facility by clicking on the search icon.

Reporting facility: Is the provider's facility.

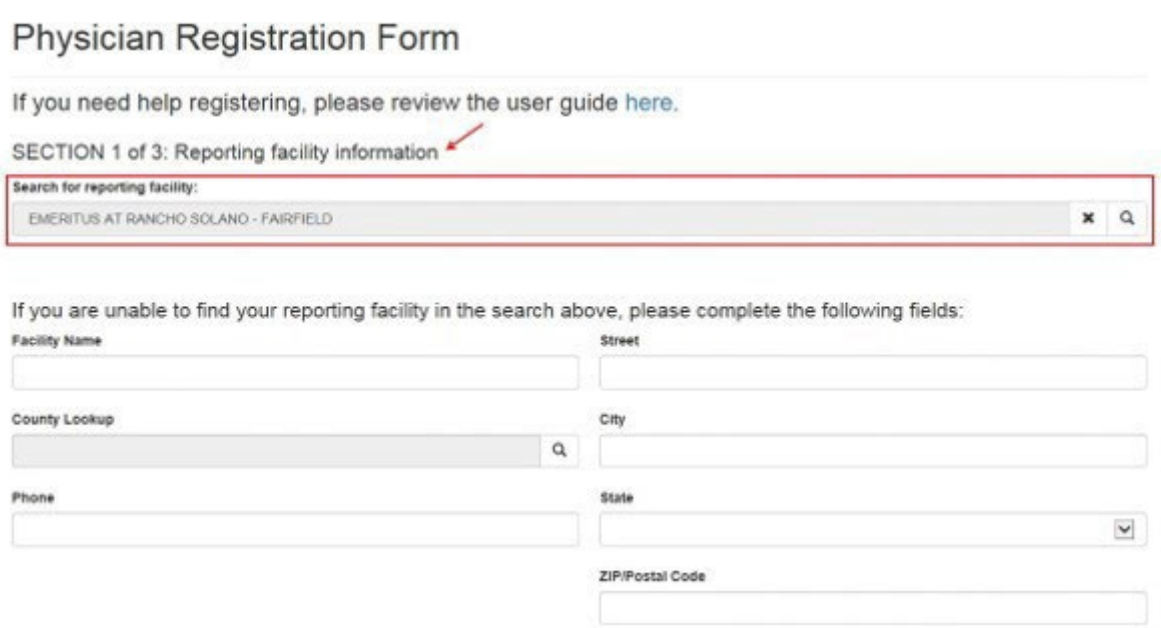


The Lookup Records search dialog box is displayed.

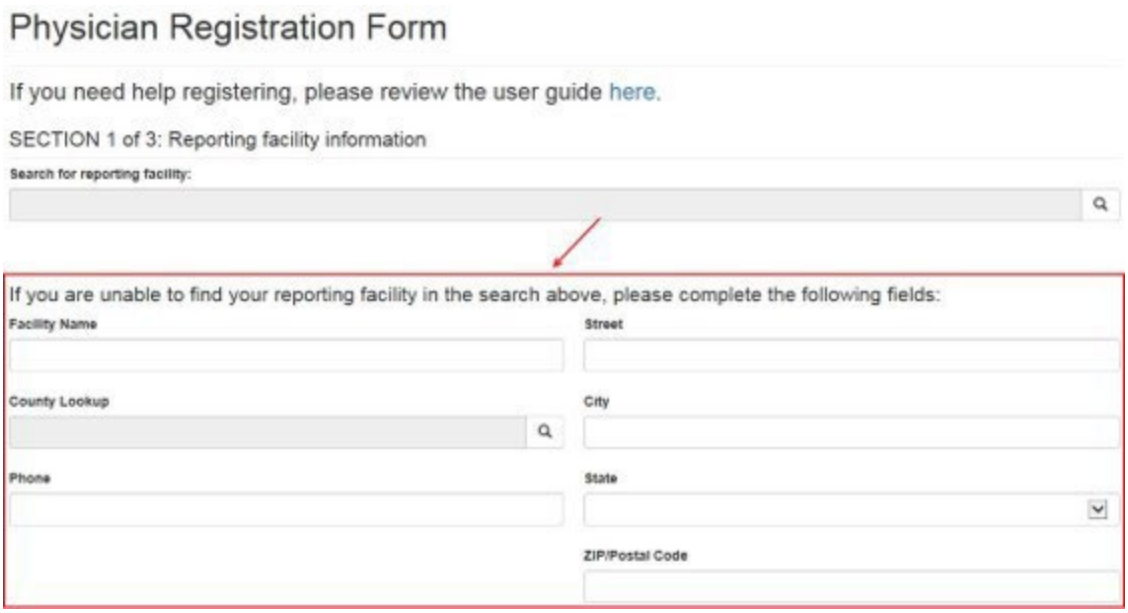


Next, users should conduct a search and select the appropriate facility from the displayed search results, by clicking once on the facility and then click on the Select button.

Once selected the users are redirected to the Physician Registration Form with the Reporting Source search field prepopulated with the selected information.



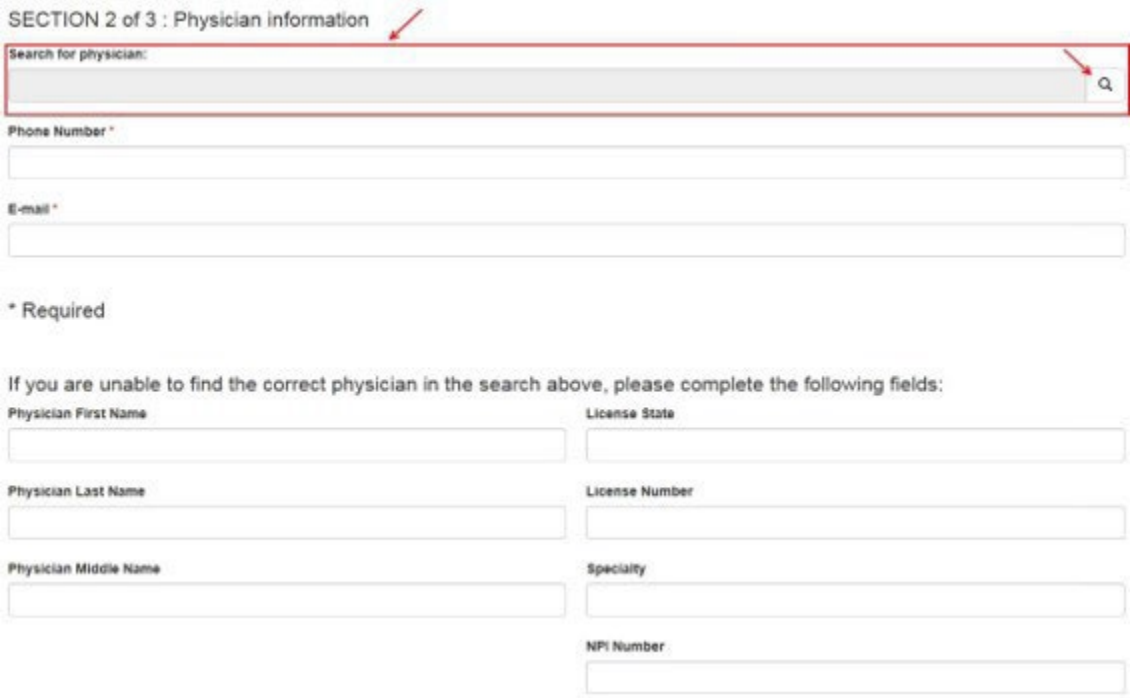
If the provider's facility is not found, then fill out Section I.



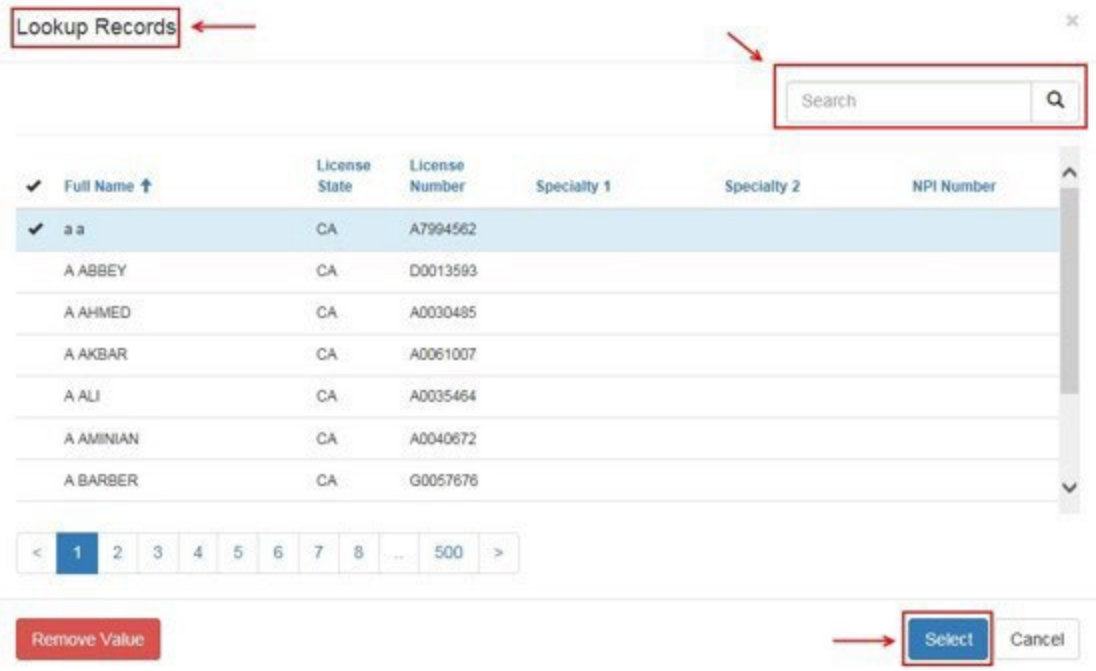
Section 2 of 3: Physician information

Users should search for the physician by clicking on the search icon.

Physician: Is the physician at the facility who will be submitting the cancer incidents.



The Lookup Records search dialog box is displayed.

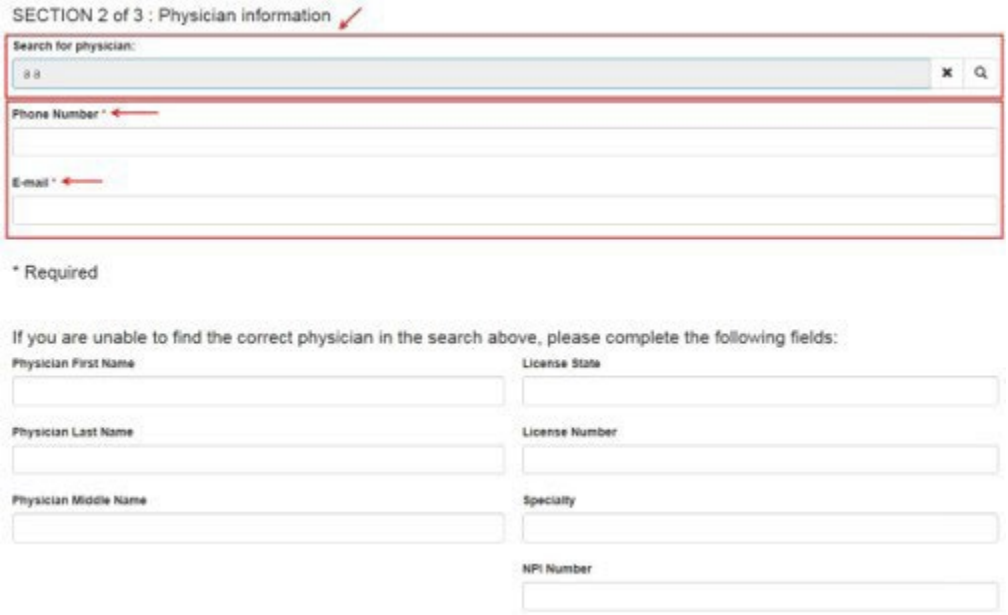


Users can search by typing the Physician's Name (first and/or last name) or the physician's California License Number, in the search field and clicking on the search icon.

NOTE: To search with a license number, please precede the license number with an asterisk, for example: *123456

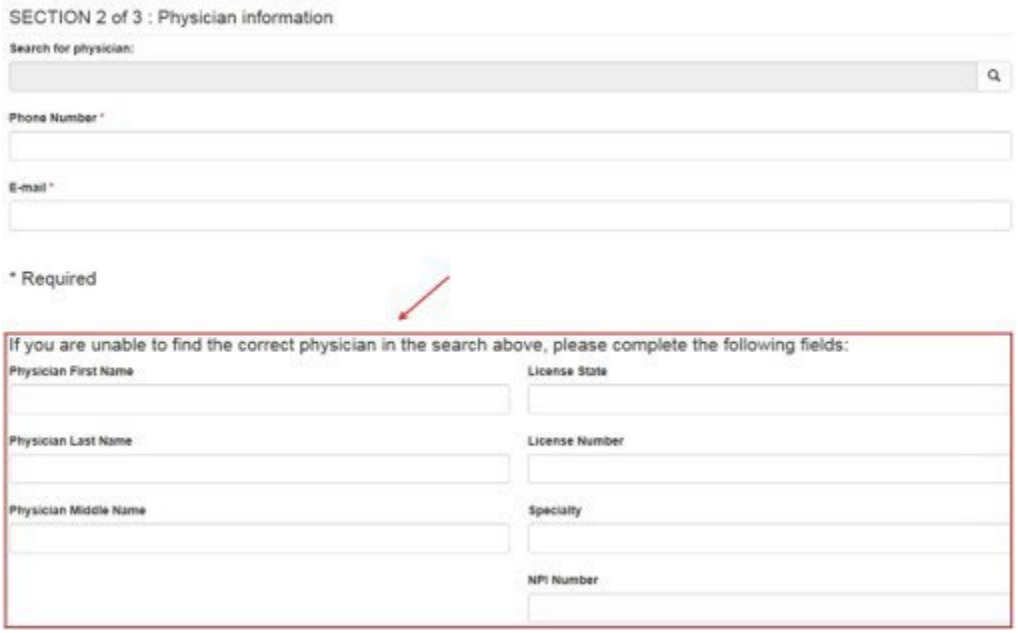
Next, users should select the appropriate physician from the displayed search results, by clicking once on the physician's name and then click on the Select button.

Once selected, the users are redirected to the Physician Registration Form with the physician's search field pre-populated with the selected information.



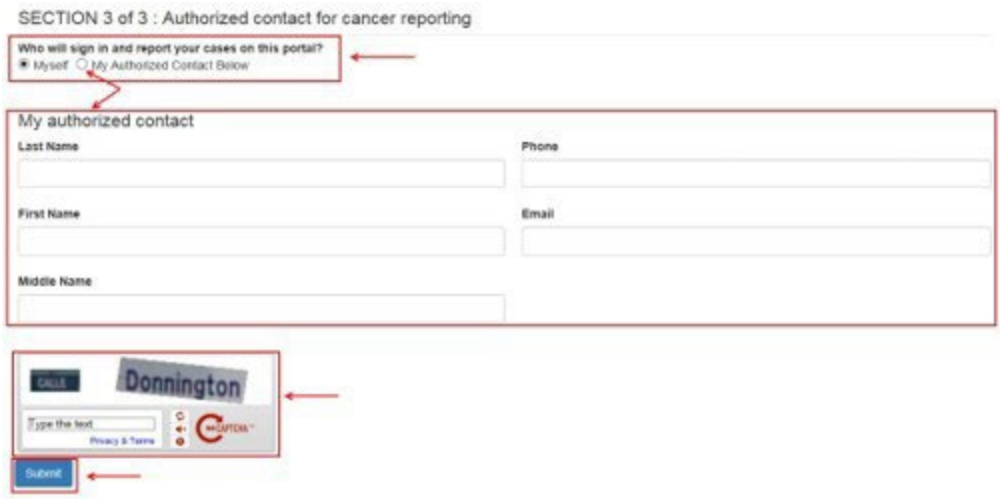
Next, users should fill out the required fields denoted with an asterisk (*).

If the physician's information is not found, then users should fill out Section 2.



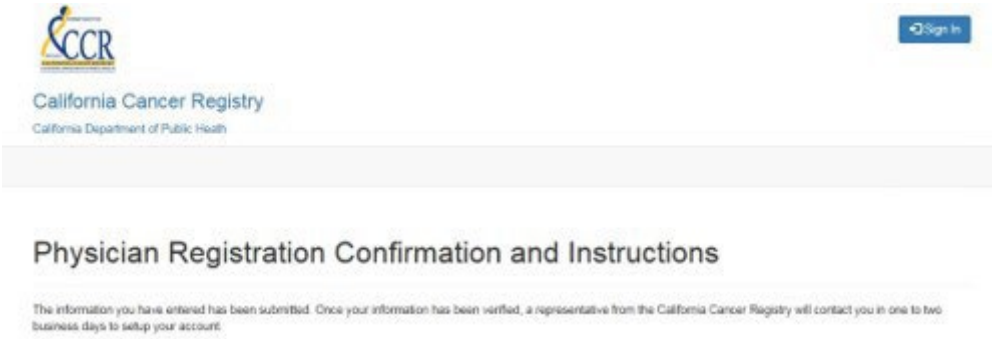
Section 3 of 3: Authorized contact for cancer reporting

By default the Authorized Contact in Section 3 of 3 has "*Myself*" selected. Users can change this option depending on their sign-up needs.



Next, complete the challenge question and then click on the Submit button to send the Physician Registration Form. *NOTE*: The password for the challenge question at the end of the form is not case sensitive.

The Physician Registration Confirmation and Instructions screen is displayed advising users that a representative from CCR will contact them in one to two business days, and will provide additional information on account setup once CCR has verified their information.



Upon verification of registration information by CCR, the Physician User will receive an e-mail with a link for account registration and an invitation code from CCR.

Notification for Cancer Reporting

THIS IS A TIME-SENSITIVE REQUEST

PLEASE SET UP YOUR ACCOUNT WITHIN 2 WEEKS

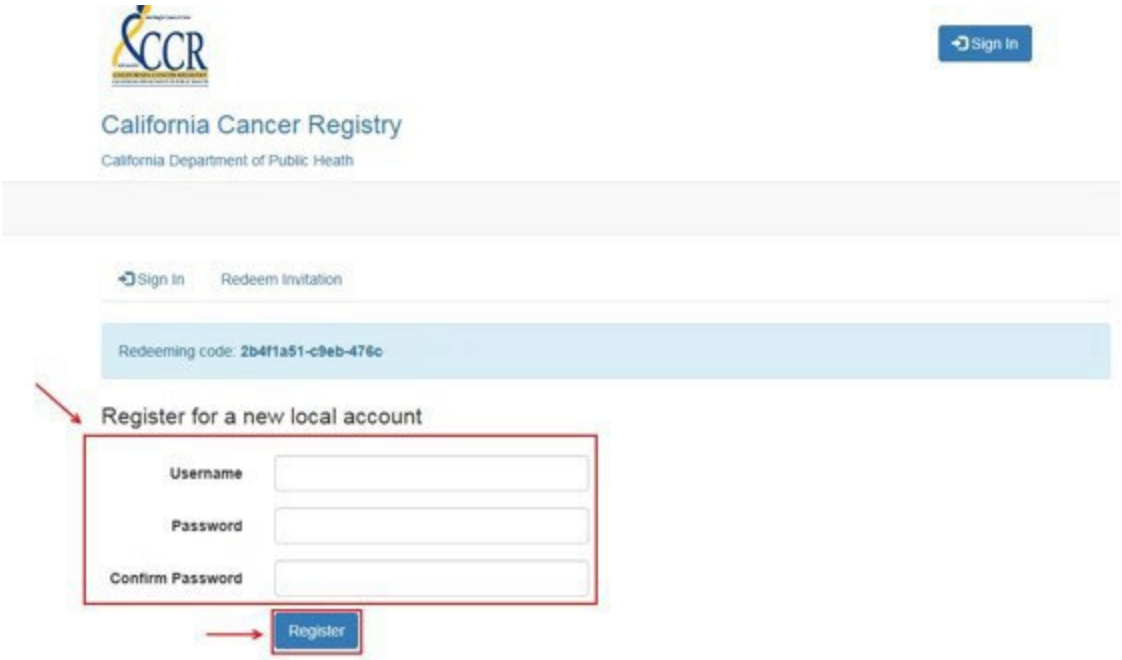
Attn: J DOE

Link to Register

Invitation Code

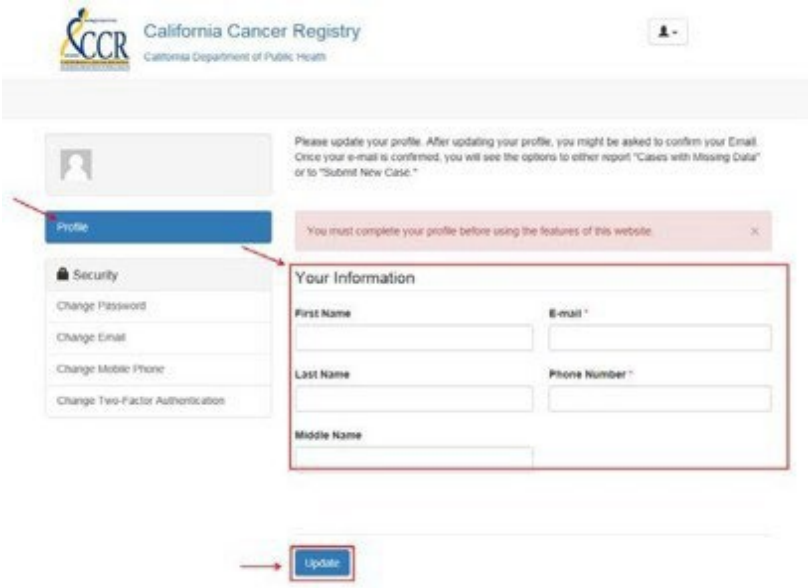
Copy the Invitation Code and click on the account registration link in the email. Sign up with an invitation code is displayed in the browser. Copy and paste the invitation code in the Invitation Code field.

Click on the Register button to set up your portal account. Then create a username and password for your account, and then click on the Register button.



NOTE: The password must have at least one non-letter and non-digit character. Passwords must have at least one uppercase ('A'-'Z') letter.

Finally, create your Profile and click on the Update button to register the changes.



Upon completion of the above step, the browser redirects the user to the CCR - Cancer Reporting Portal and the top right of the screen will display the user as being logged in, and users can now submit a new case.