

## How to Claim Credit Using the CME Portal

1. Open an Internet browser, go to <https://cmetracker.net/MORE/>



or Scan the QR code

2. Click **Sign In** on left navigation area
3. Enter your **email address** and click **create account**
  - a. The system will attempt to locate an existing account using the email you enter.
  - b. Enter your last name and phone number, click submit.
  - c. Account not Found will appear. Click **CONTINUE**
4. Follow all prompts and enter requested information.
5. Click **Save Profile** to complete your account

### START HERE IF YOU HAVE AN ACCOUNT

6. In the left navigation area, click **My Portal** and then select **Claim Credit**
7. Enter Activity code \_\_\_\_\_ Click **Submit**
8. The Survey Monkey evaluation will display. Make your selections on the survey and Click **Done**
9. You are directed to the Certificate Preparation Page. The type and amount of credit that matches your test profile is displayed. Attest to the amount of credit you wish to claim and Submit.
10. Your certificate is now displayed. Your profile is now registered and credited for the activity.

### To REPRINT later:

Click Credit History & Past Certificate from the left navigation menu. Locate the event from the listing and click Print Certificate. This is a reprint of the certificate that you just received. The reprint will stay with your record and be available for re printing when needed.