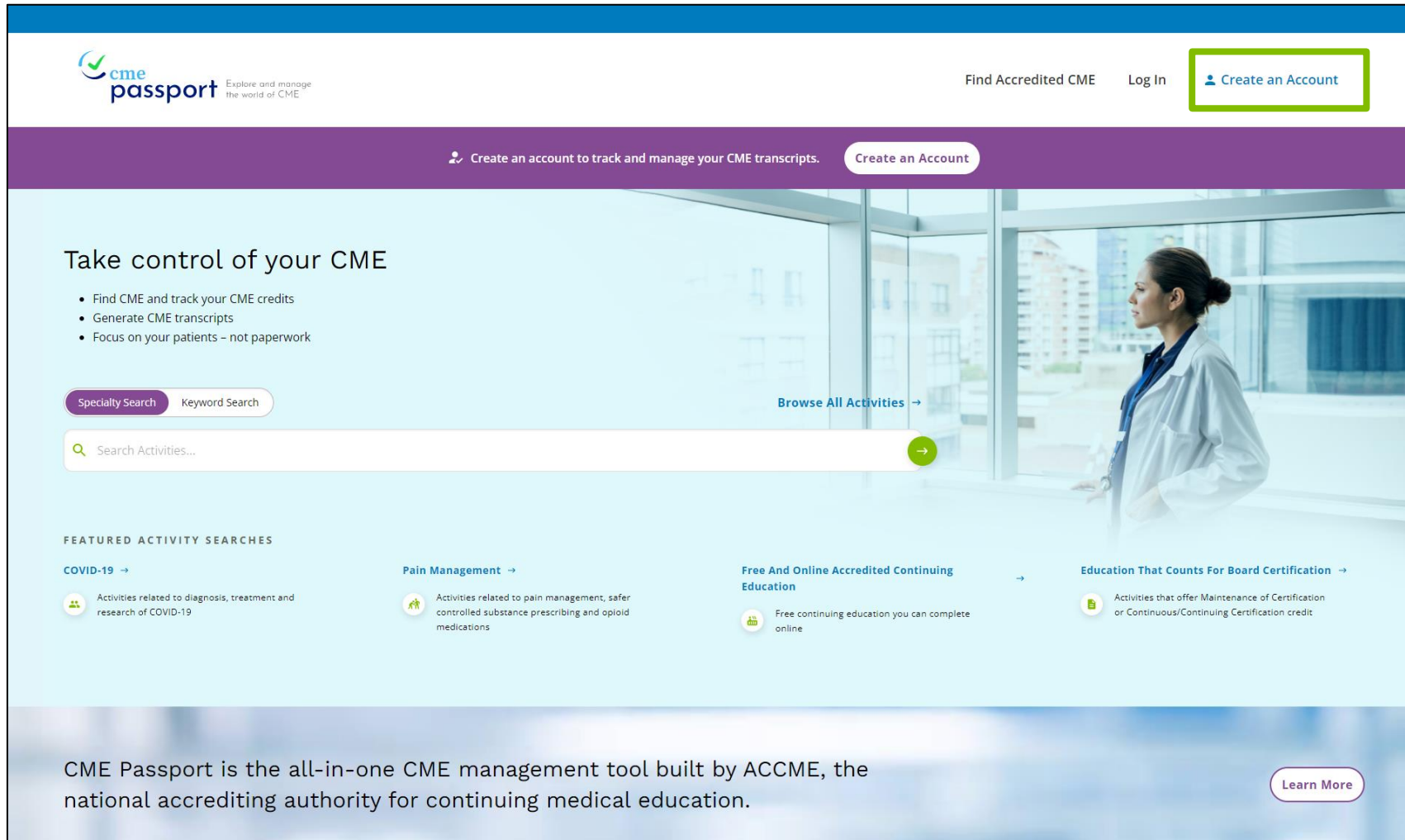


Creating a CME Passport Account – Step 1

Go to CMEPassport.org and click on Create an Account.



The screenshot shows the CME Passport website homepage. At the top, there is a blue header with the CME Passport logo on the left, which includes the text "cme passport" and "Explore and manage the world of CME". On the right side of the header, there are links for "Find Accredited CME", "Log In", and "Create an Account". The "Create an Account" link is highlighted with a green rectangular box. Below the header is a purple banner with the text "Create an account to track and manage your CME transcripts." and a "Create an Account" button. The main content area has a light blue background with a large image of a doctor in a white coat looking out a window. The text "Take control of your CME" is prominently displayed. Below this, there is a list of bullet points: "Find CME and track your CME credits", "Generate CME transcripts", and "Focus on your patients – not paperwork". There are two search buttons: "Specialty Search" and "Keyword Search". Below these is a search bar with the placeholder text "Search Activities..." and a green search button. To the right of the search bar is a link "Browse All Activities →". At the bottom, there is a section titled "FEATURED ACTIVITY SEARCHES" with four categories: "COVID-19 →", "Pain Management →", "Free And Online Accredited Continuing Education", and "Education That Counts For Board Certification →". Each category has a small icon and a brief description of the activities. At the very bottom, there is a blue banner with the text "CME Passport is the all-in-one CME management tool built by ACCME, the national accrediting authority for continuing medical education." and a "Learn More" button.

Take control of your CME

- Find CME and track your CME credits
- Generate CME transcripts
- Focus on your patients – not paperwork

Specialty Search Keyword Search

Search Activities...

[Browse All Activities →](#)

FEATURED ACTIVITY SEARCHES

- COVID-19 →**
Activities related to diagnosis, treatment and research of COVID-19
- Pain Management →**
Activities related to pain management; safer controlled substance prescribing and opioid medications
- Free And Online Accredited Continuing Education**
Free continuing education you can complete online
- Education That Counts For Board Certification →**
Activities that offer Maintenance of Certification or Continuous/Continuing Certification credit

CME Passport is the all-in-one CME management tool built by ACCME, the national accrediting authority for continuing medical education.

[Learn More](#)

Creating a CME Passport Account – Step 2

Enter your email address and a password for your new account and click Create Account.

 Explore and manage
the world of CME

Find Accredited CME Log In [Create an Account](#)

Create an account – and take control of your CME.

- ✓ No need to keep track of your credits yourself – your CME provider can report your CME and MOC credits to your account.
- ✓ Track your CME and MOC credits.
- ✓ Generate a transcript to send to your licensing and certifying boards, credentialing authorities or employer.
- ✓ CME Passport will automatically report your CME and MOC credits to licensing and certifying boards collaborating with the ACCME.

[Learn More](#)

EMAIL *

PASSWORD *

CONFIRM PASSWORD *

Already have an account? [Log In](#)

Create Account

 © 2021 Accreditation Council for Continuing Medical Education[Privacy Policy](#) | [Contact Support](#) | [accme.org](#) | [jointaccreditation.org](#)



Creating a CME Passport Account – Step 3

Check your email for your personal account confirmation code.

ACCME Learner Account



ACCME Physician App <physicianapp@accme.org>



1/24/2023

Hello!

Please use the following confirmation code to continue signing up for the ACCME Physician app: **1091**

Note that this code expires in 10 minutes.

Need Assistance?

If you need assistance, please contact ACCME at info@accme.org.

Regards,

Accreditation Council for Continuing Medical Education

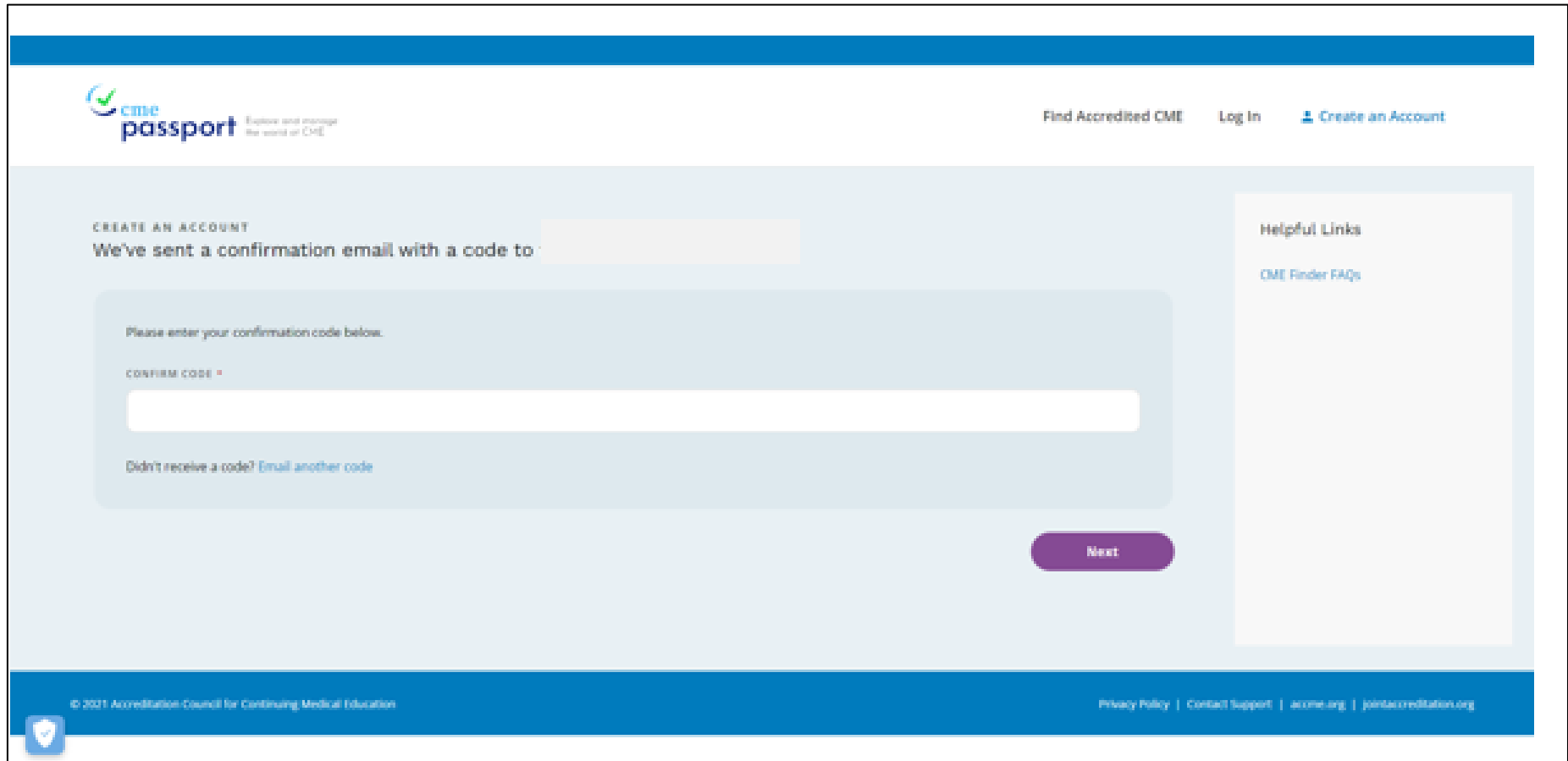
www.accme.org

401 N. Michigan Avenue, Suite 1850

Chicago, IL 60611

Creating a CME Passport Account – Step 4

Enter the confirmation code that was sent to your email and click Next.



The screenshot displays the 'CME passport' website interface during the account creation process. The header includes the 'cme passport' logo with the tagline 'Explore and manage the world of CME', and navigation links for 'Find Accredited CME', 'Log In', and 'Create an Account'. The main content area is titled 'CREATE AN ACCOUNT' and states, 'We've sent a confirmation email with a code to [redacted]'. Below this, a text prompt says 'Please enter your confirmation code below.' followed by a 'CONFIRM CODE' label and a large white input field. A link 'Didn't receive a code? Email another code' is positioned below the input field. A purple 'Next' button is located at the bottom right of the form area. On the right side, a 'Helpful Links' section contains a link to 'CME Finder FAQs'. The footer features the ACCME logo, copyright information '© 2021 Accreditation Council for Continuing Medical Education', and links for 'Privacy Policy', 'Contact Support', 'accme.org', and 'jointaccreditation.org'.

Creating a CME Passport Account – Step 5

Enter the required information to create your account. The system will attempt to make a match on you with this limited information. You may also need your license ID, so have that ready.

[Find Accredited CME](#)

CREATE AN ACCOUNT

Please provide some details about yourself to help us locate your information.

FIRST NAME *

First Name is required.

LAST NAME *

Last Name is required.

DATE OF BIRTH *

Date of Birth is required.

Are you a physician currently licensed in the United States?

At this point, creation of an account is limited to physicians.

☒ Yes ☐ No

LICENSING STATE *

Licensing State is required.

Creating a CME Passport Account – Step 6

If CME Passport is unable to match you with this first round of information, you will be asked to provide additional information, such as license ID, medical school, or NPI.

 Explore and manage
the world of CME

Find Accredited CME

Lo

CREATE AN ACCOUNT

Please provide some details about yourself to help us locate your information.

FIRST NAME *

First Name is required.

LAST NAME *

Last Name is required.

DATE OF BIRTH *

 MM/DD

Date of Birth is required.

Are you a physician currently licensed in the United States?

At this point, creation of an account is limited to physicians.

☒ Yes ☐ No

LICENSING STATE *

Licensing State is required.

We're having trouble locating your information. Please provide additional details and submit again.

MEDICAL SCHOOL

and/or

NPI

[Find My NPI](#)

and/or

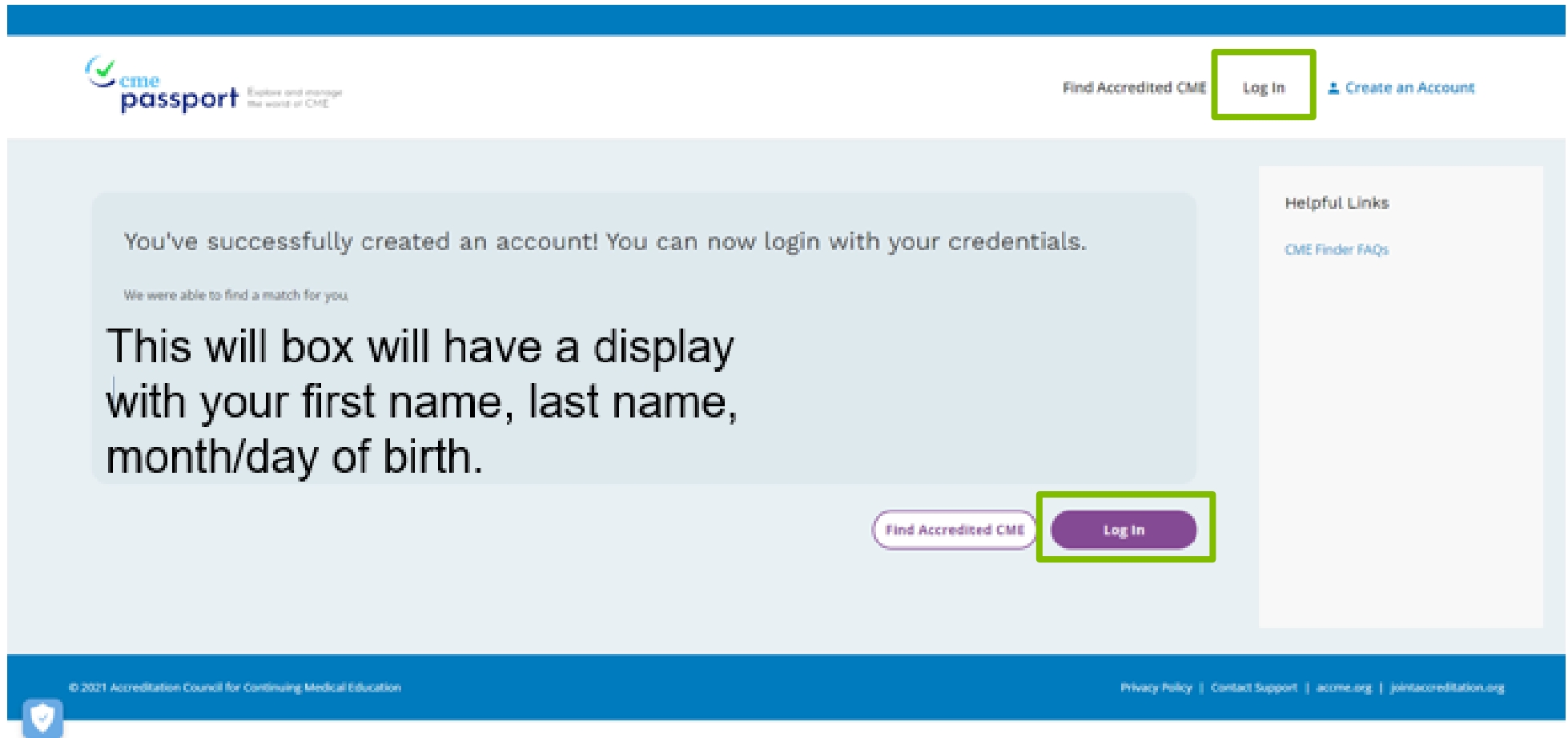
STATE LICENSING ID

LICENSING STATE

Licensing State is required.

Success!

You have successfully created an account once you have received this message. You can then log-in using your email and the password you created at Step 1.



The screenshot displays the CME Passport website interface. At the top left is the 'cme passport' logo with the tagline 'Explore and manage the world of CME'. To the right are links for 'Find Accredited CME', 'Log In' (highlighted with a green box), and 'Create an Account'. The main content area features a light blue box with the message: 'You've successfully created an account! You can now login with your credentials.' Below this, it states 'We were able to find a match for you.' A large text box contains the instruction: 'This will box will have a display with your first name, last name, month/day of birth.' At the bottom right of this section are two buttons: 'Find Accredited CME' and 'Log In' (highlighted with a green box). On the right side, there is a 'Helpful Links' section with a link to 'CME Finder FAQs'. The footer includes the copyright notice '© 2021 Accreditation Council for Continuing Medical Education', a shield icon, and links for 'Privacy Policy', 'Contact Support', 'accme.org', and 'jointaccreditation.org'.

cme passport Explore and manage the world of CME

Find Accredited CME **Log In** Create an Account

You've successfully created an account! You can now login with your credentials.

We were able to find a match for you.

This will box will have a display with your first name, last name, month/day of birth.

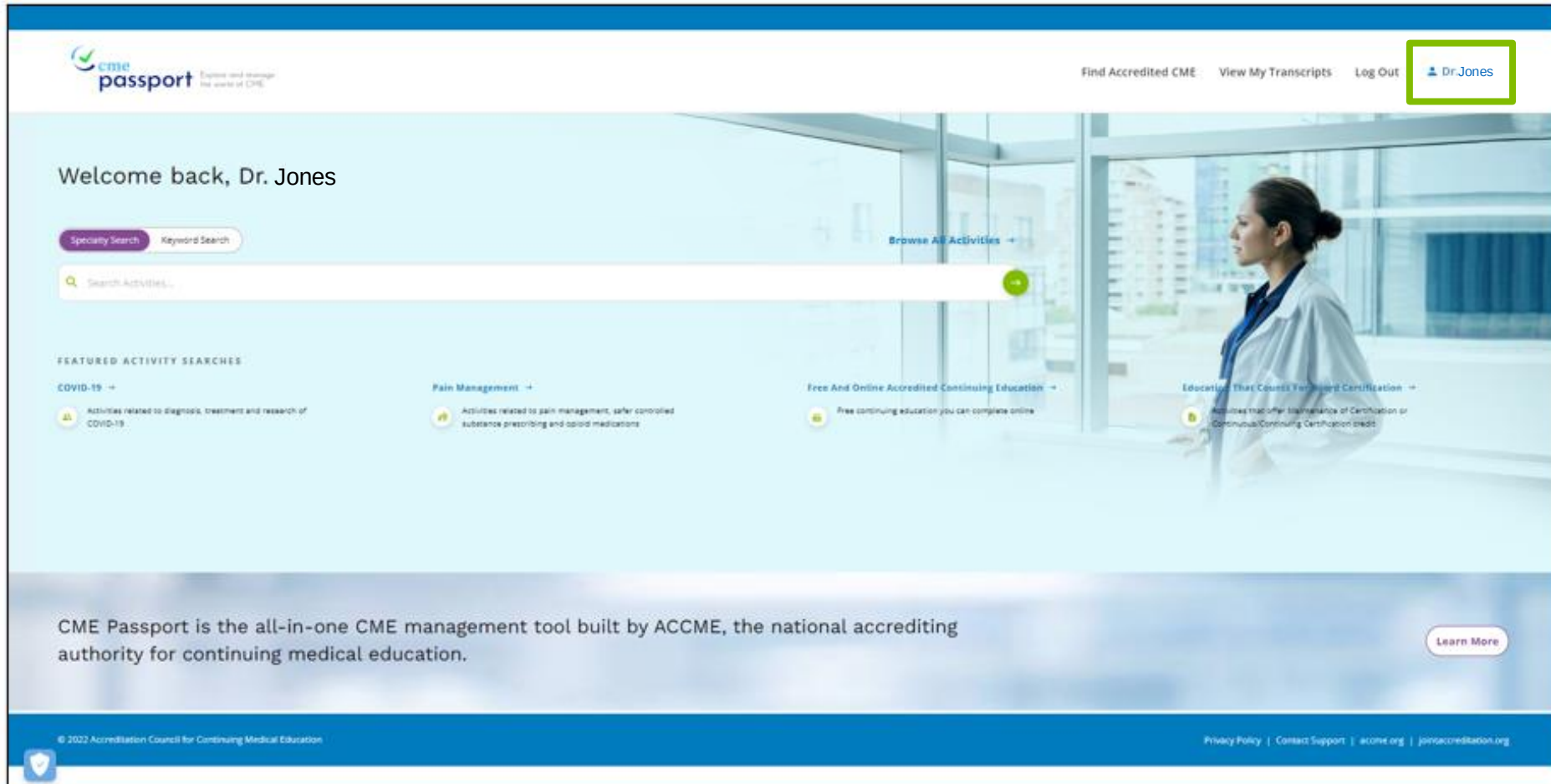
Find Accredited CME **Log In**

Helpful Links
CME Finder FAQs

© 2021 Accreditation Council for Continuing Medical Education Privacy Policy | Contact Support | accme.org | jointaccreditation.org

Complete the Onboarding Process

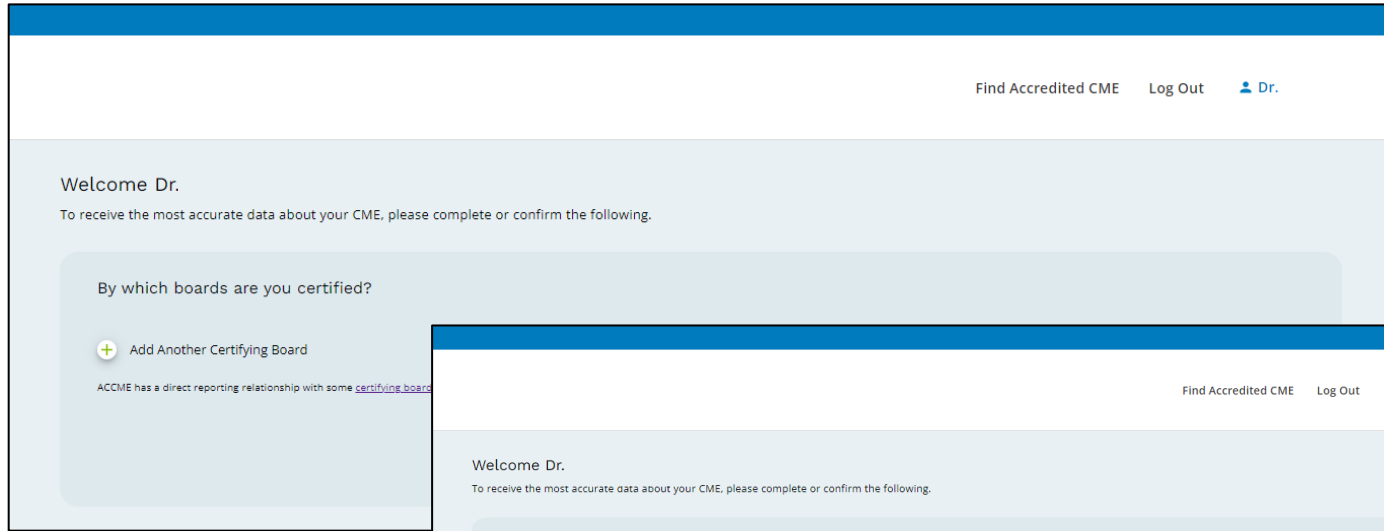
Once the system has matched you to our records and you are logged in you will see the following. Click on your name in the upper right-hand corner, to complete a few more steps.



The screenshot displays the CME Passport web application interface. At the top left is the "cme passport" logo with the tagline "Empower and manage the world of CME". To the right of the logo are navigation links: "Find Accredited CME", "View My Transcripts", "Log Out", and a user profile dropdown menu labeled "Dr. Jones" which is highlighted with a green box. Below the header, a large banner area features the text "Welcome back, Dr. Jones" on the left. In the center of the banner is a search bar with a magnifying glass icon and the placeholder text "Search Activities...". To the right of the search bar is a link "Browse All Activities" with a right-pointing arrow. The banner background shows a woman in a white lab coat looking out a window. Below the banner, there is a section titled "FEATURED ACTIVITY SEARCHES" containing four cards: "COVID-19" (Activities related to diagnosis, treatment and research of COVID-19), "Pain Management" (Activities related to pain management, safer controlled substance prescribing and opioid medications), "Free And Online Accredited Continuing Education" (Free continuing education you can complete online), and "Education That Counts Toward Certification" (Activities that offer trainings of Certification or Continuous/Continuing Certification credits). At the bottom of the page, a footer contains the text "CME Passport is the all-in-one CME management tool built by ACCME, the national accrediting authority for continuing medical education." followed by a "Learn More" button. The very bottom of the page has a blue bar with copyright information "© 2022 Accreditation Council for Continuing Medical Education" on the left and links for "Privacy Policy", "Contact Support", "accme.org", and "jonaaccreditation.org" on the right.

Complete the Onboarding Process

Follow the prompts to complete the onboarding. The information presented will vary depending on the certifications and licenses you hold.



Find Accredited CME Log Out Dr.

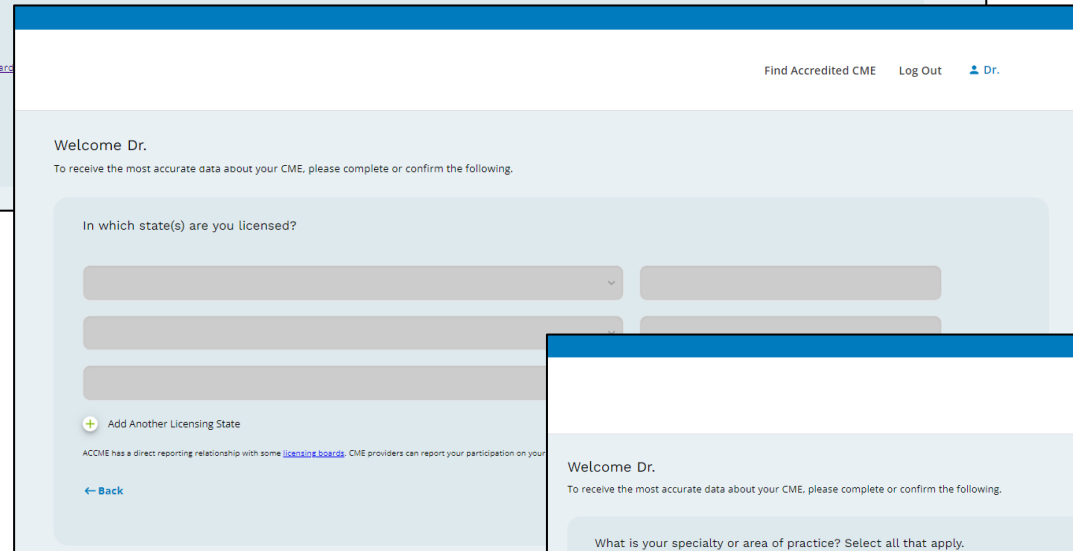
Welcome Dr.

To receive the most accurate data about your CME, please complete or confirm the following.

By which boards are you certified?

+ Add Another Certifying Board

ACCME has a direct reporting relationship with some [certifying boards](#).



Find Accredited CME Log Out Dr.

Welcome Dr.

To receive the most accurate data about your CME, please complete or confirm the following.

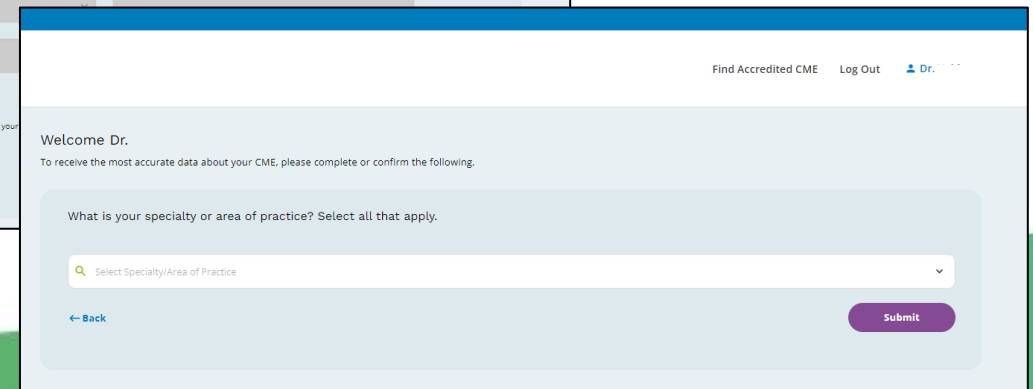
In which state(s) are you licensed?

State 1 State 2

+ Add Another Licensing State

ACCME has a direct reporting relationship with some [licensing boards](#). CME providers can report your participation on your behalf.

← Back



Find Accredited CME Log Out Dr.

Welcome Dr.

To receive the most accurate data about your CME, please complete or confirm the following.

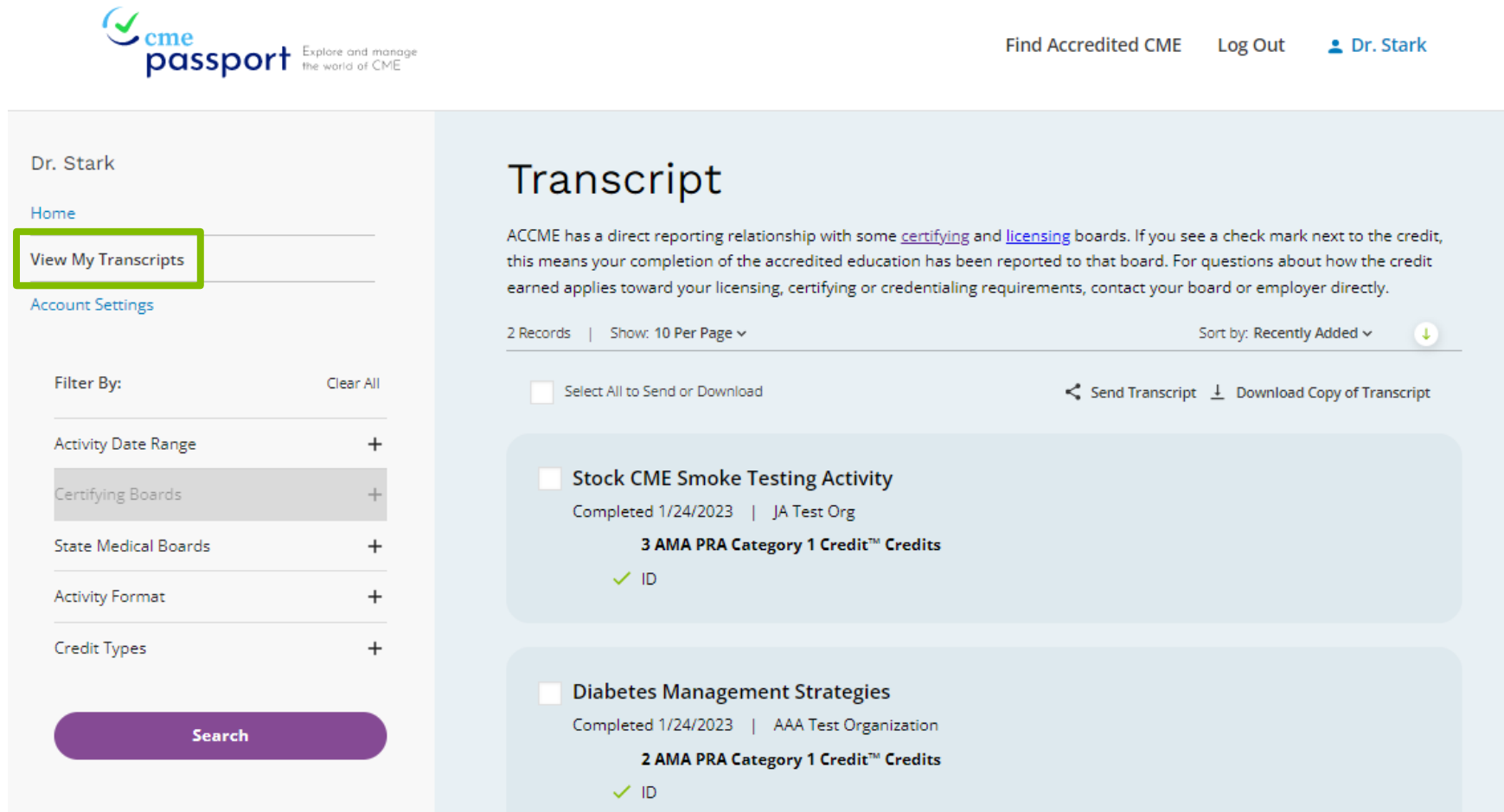
What is your specialty or area of practice? Select all that apply.

Search Select Specialty/Area of Practice

← Back Submit

Viewing CME Transcripts

Click on View My Transcripts in the left navigation panel to see the credit that has been reported on your behalf.



 Explore and manage the world of CME

Find Accredited CME Log Out  Dr. Stark

Dr. Stark

[Home](#)

View My Transcripts

[Account Settings](#)

Filter By: Clear All

Activity Date Range +

Certifying Boards +

State Medical Boards +

Activity Format +

Credit Types +

Search

Transcript

ACCME has a direct reporting relationship with some [certifying](#) and [licensing](#) boards. If you see a check mark next to the credit, this means your completion of the accredited education has been reported to that board. For questions about how the credit earned applies toward your licensing, certifying or credentialing requirements, contact your board or employer directly.

2 Records | Show: 10 Per Page ▾ Sort by: Recently Added ▾

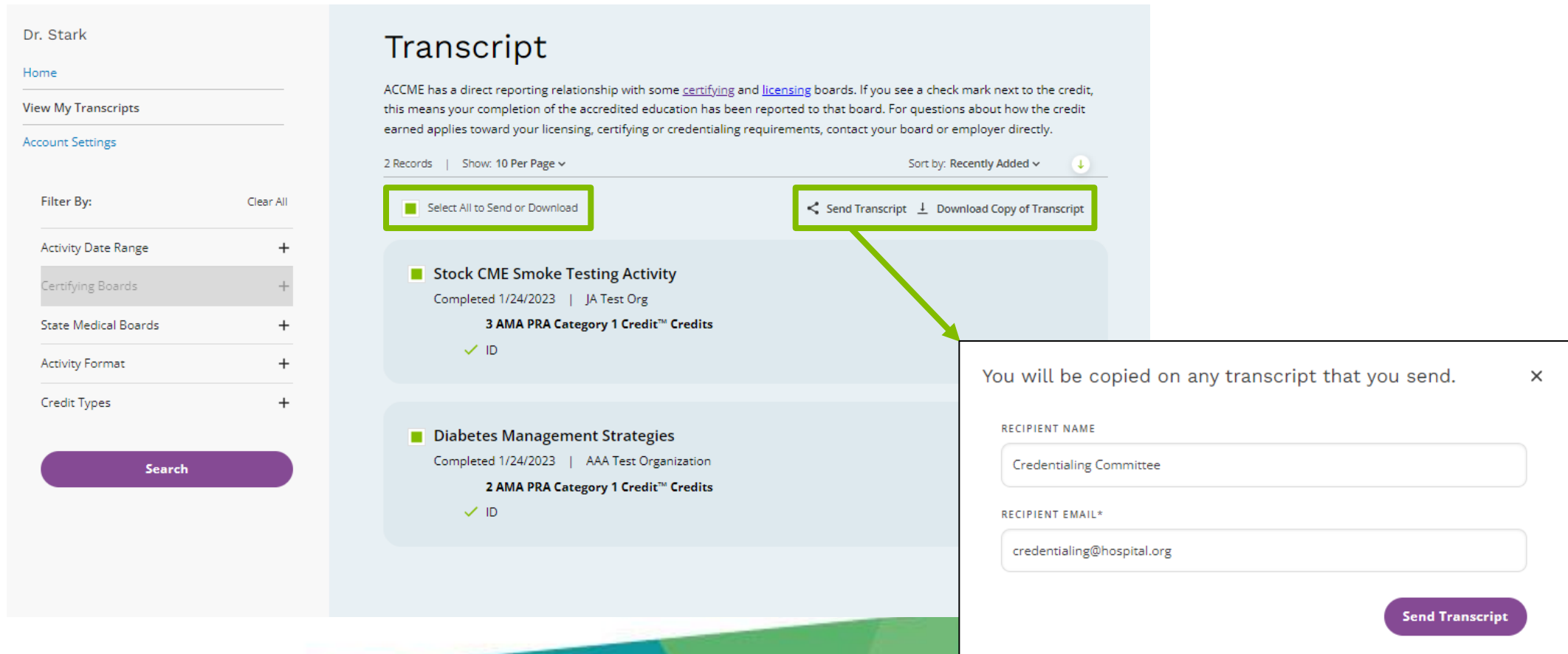
☐ Select All to Send or Download [Send Transcript](#) [Download Copy of Transcript](#)

☐ **Stock CME Smoke Testing Activity**
Completed 1/24/2023 | JA Test Org
3 AMA PRA Category 1 Credit™ Credits
✓ ID

☐ **Diabetes Management Strategies**
Completed 1/24/2023 | AAA Test Organization
2 AMA PRA Category 1 Credit™ Credits
✓ ID

Sending or Downloading a CME Transcript

Either click Select All to Send or Download or check the boxes next to the credit records you want to include in your transcript. Then click on Send Transcript or Download Copy of Transcript. If sending a transcript, enter the name and email address of the person you want to receive the transcript.



The screenshot displays the ACCME Transcript management interface. On the left, a sidebar for Dr. Stark includes links for Home, View My Transcripts, and Account Settings, along with filter options for Activity Date Range, Certifying Boards, State Medical Boards, Activity Format, and Credit Types, and a Search button. The main content area, titled 'Transcript', contains a list of two records. The first record, 'Stock CME Smoke Testing Activity', is highlighted with a green box around its selection checkbox and the 'Send Transcript' button. A green arrow points from this button to a modal form on the right. The modal form, titled 'You will be copied on any transcript that you send.', contains fields for 'RECIPIENT NAME' (filled with 'Credentialing Committee') and 'RECIPIENT EMAIL*' (filled with 'credentialing@hospital.org'), and a 'Send Transcript' button.

Dr. Stark

[Home](#)

[View My Transcripts](#)

[Account Settings](#)

Filter By: [Clear All](#)

Activity Date Range +

Certifying Boards +

State Medical Boards +

Activity Format +

Credit Types +

[Search](#)

Transcript

ACCME has a direct reporting relationship with some [certifying](#) and [licensing](#) boards. If you see a check mark next to the credit, this means your completion of the accredited education has been reported to that board. For questions about how the credit earned applies toward your licensing, certifying or credentialing requirements, contact your board or employer directly.

2 Records | Show: 10 Per Page | Sort by: Recently Added

☒ Select All to Send or Download

[Send Transcript](#) [Download Copy of Transcript](#)

☒ **Stock CME Smoke Testing Activity**
Completed 1/24/2023 | JA Test Org
3 AMA PRA Category 1 Credit™ Credits
✓ ID

☒ **Diabetes Management Strategies**
Completed 1/24/2023 | AAA Test Organization
2 AMA PRA Category 1 Credit™ Credits
✓ ID

You will be copied on any transcript that you send. ✕

RECIPIENT NAME
Credentialing Committee

RECIPIENT EMAIL*
credentialing@hospital.org

[Send Transcript](#)