

## 37<sup>th</sup> ANNUAL MEETING INFORMATION

### How to use the "CLAIM CME" System

- Login with the Username and Password provided to you in the email sent prior to the meeting
- **IF YOU ARE NEW TO THE SYSTEM:**
  - Provide the Profile information requested (on the fields with asterisks are required)
    - Please designate the correct "Profession". **This determines which kind of credits you are awarded (Category 1, Category A, etc.)**
    - If you are a Technologist, you will be prompted to add your License #
  - Change your Password.
- Click "My Activities" in the upper right hand corner
- Then click "Search Sessions"
- Under Activity – Click 2014 "SCBT-MR Annual Meeting"
- You can click "Search" or narrow your search down further by the day or speaker.
- For each session that you attended, click "Add" on the right hand side of each lecture.
  - You can only "Add" for one session during the same time allotment.
  - \*\*\* The system will only accept claiming of credits 15 minutes prior to the end of the session. No credits may be claimed prior to that time.
- Click "Claim Sessions" at the bottom of the page
- Review the listed credits and total credit hours
- Click "I Attest" at the bottom of the page
- Click "Submit"
- On this final page – you may view or email your transcript, however this is not the official document. For the official document, click "View Certificate" or "Email Certificate"
- You must complete the 2014 Annual Meeting Evaluation and click "Submit"
- Your Certificate is now available to save or email.