



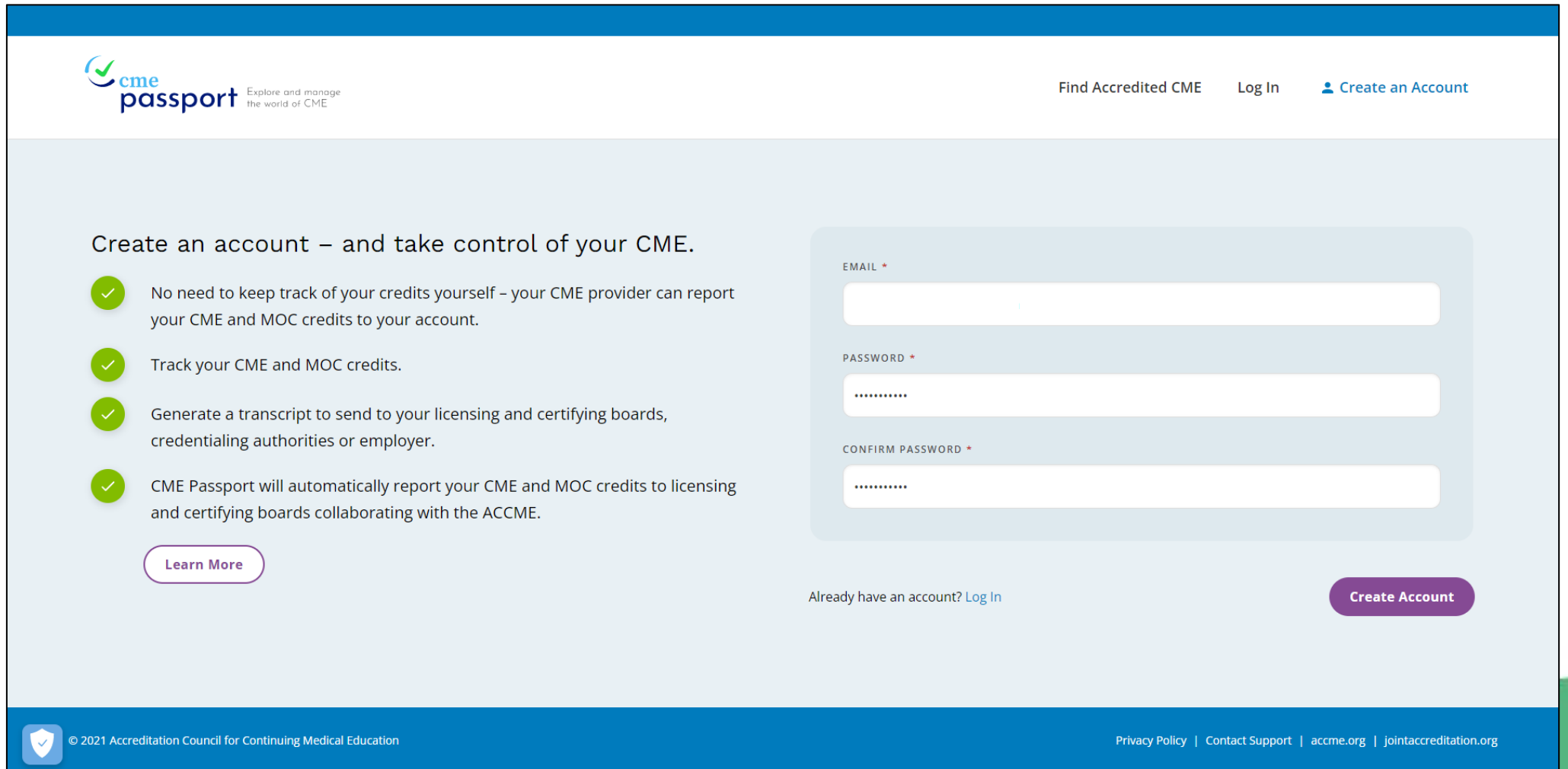
Creating a CME Passport Account – Step 1

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

The screenshot displays the CME Passport website interface. At the top left is the logo with the tagline "Explore and manage the world of CME". Navigation links include "Find Accredited CME", "Log In", and "Create an Account" (highlighted with a green box). A purple banner below the header contains the text "Create an account to track and manage your CME transcripts." and a "Create an Account" button. The main content area features a large image of a doctor and the heading "Take control of your CME". Below this is a list of benefits: "Find CME and track your CME credits", "Generate CME transcripts", and "Focus on your patients - not paperwork". There are search filters for "Specialty Search" and "Keyword Search", and a "Browse All Activities" link. A search bar is labeled "Search Activities...". The "FEATURED ACTIVITY SEARCHES" section includes four categories: "COVID-19" (activities related to diagnosis, treatment and research), "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 For Board Certification" (activities that offer Maintenance of Certification or Continuous/Continuing Certification credit). At the bottom, a text block states "CME Passport is the all-in-one CME management tool built by ACCME, the national accrediting authority for continuing medical education." with a "Learn More" button.

Creating a CME Passport Account – Step 2

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



The screenshot shows the CME Passport website's account creation interface. At the top left is the CME Passport logo with the tagline "Explore and manage the world of CME". To the right are navigation links: "Find Accredited CME", "Log In", and "Create an Account". The main content area features a heading "Create an account – and take control of your CME." followed by four bullet points, each with a green checkmark icon. Below the list is a "Learn More" button. On the right side, there is a registration form with three input fields: "EMAIL", "PASSWORD", and "CONFIRM PASSWORD", each with a red asterisk indicating a required field. Below the form is a link "Already have an account? Log In" and a purple "Create Account" button. The footer contains the ACCME logo, copyright information "© 2021 Accreditation Council for Continuing Medical Education", 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](#)

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](#)

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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

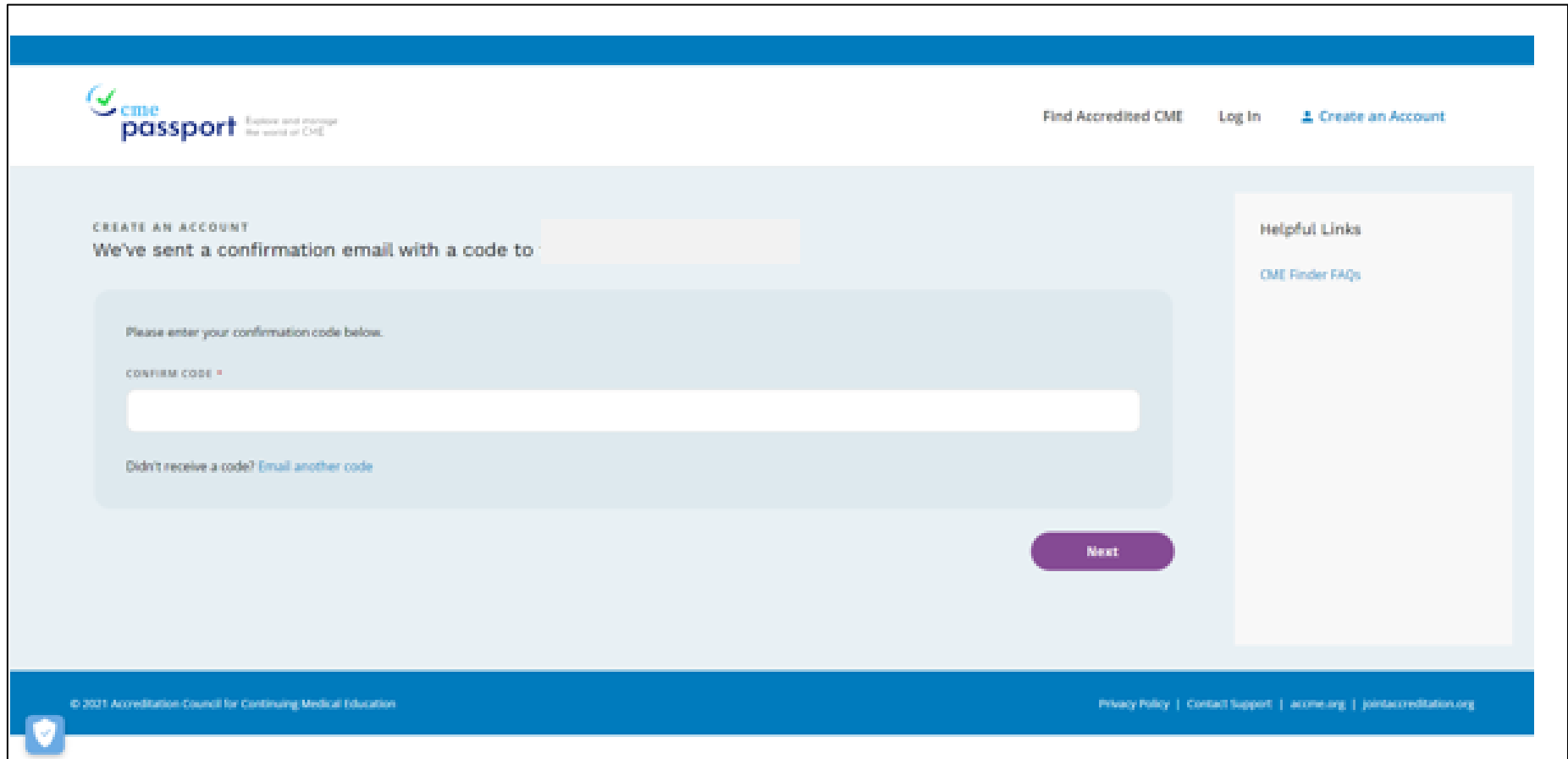
www.accme.org

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 shows the CME Passport website interface for account creation. At the top left is the CME Passport logo with the tagline "Explore and manage the world of CME". To the right are navigation links: "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 is a text input field labeled "CONFIRM CODE" with a red asterisk. 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, there is a "Helpful Links" section with a link to "CME Finder FAQs". The footer contains 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.

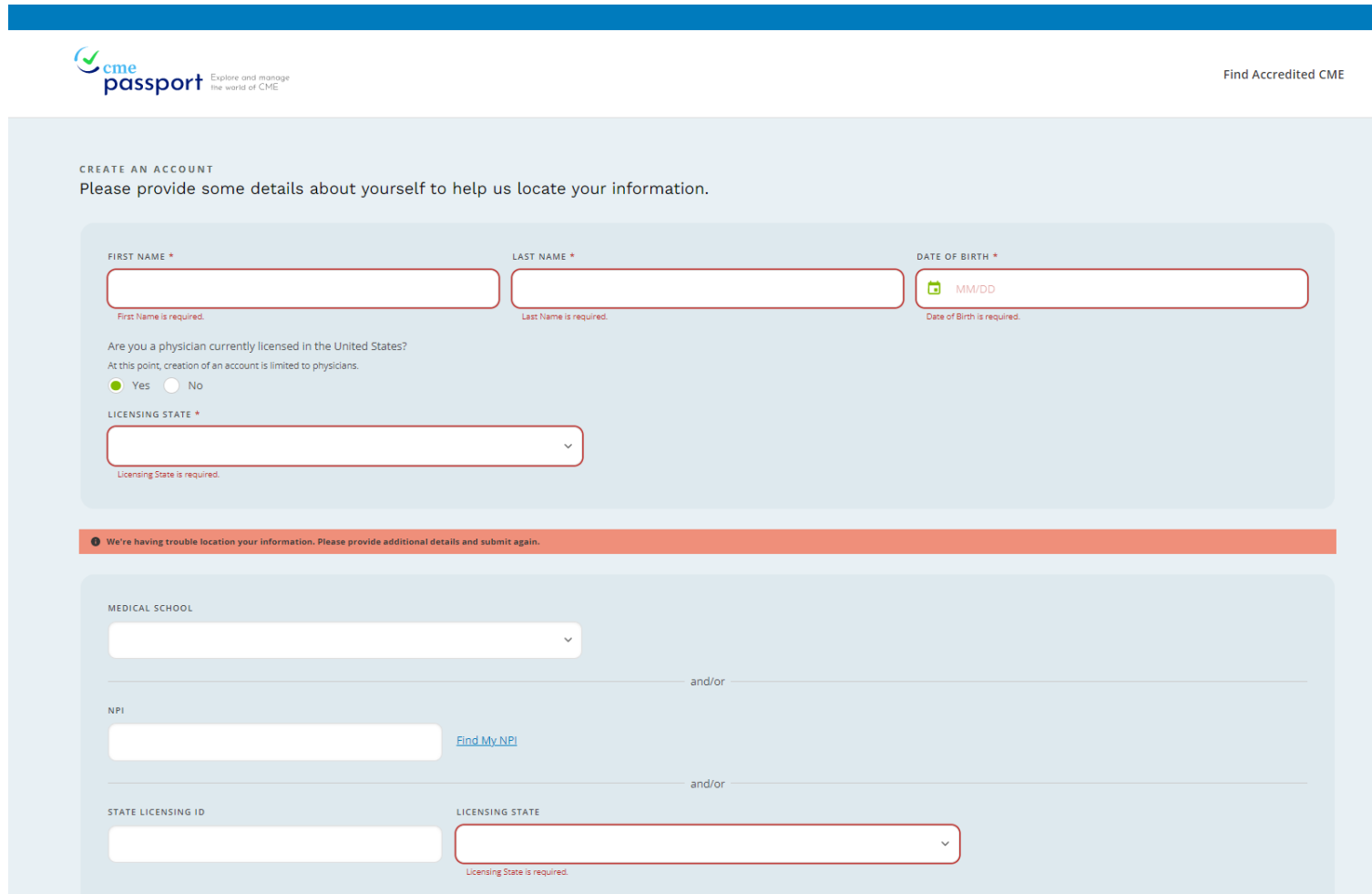
Yes No

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.



cme passport 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 * LAST NAME * DATE OF BIRTH *

First Name is required. Last Name is required. 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](#)

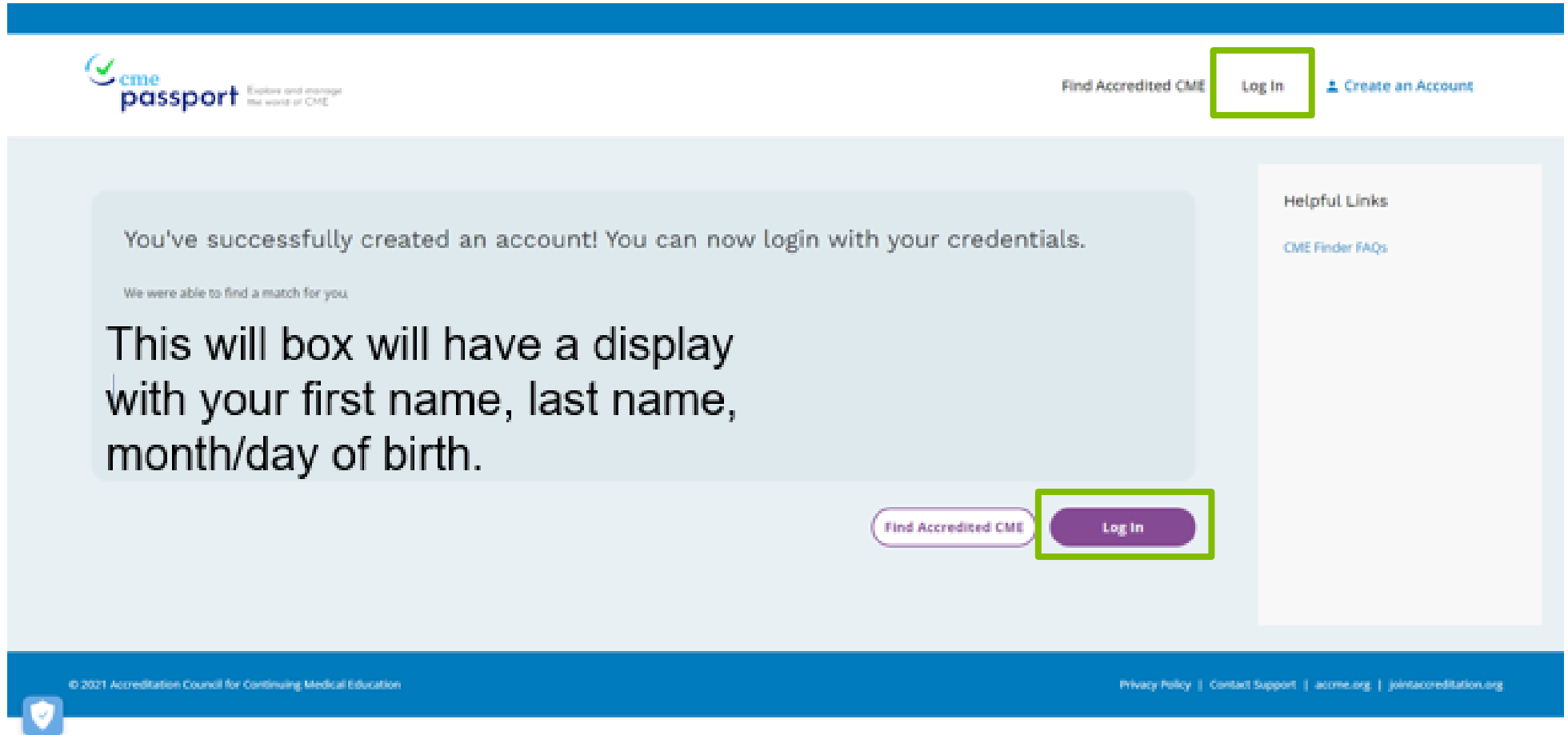
and/or

STATE LICENSING ID LICENSING STATE

Licensing State is required.

Success!

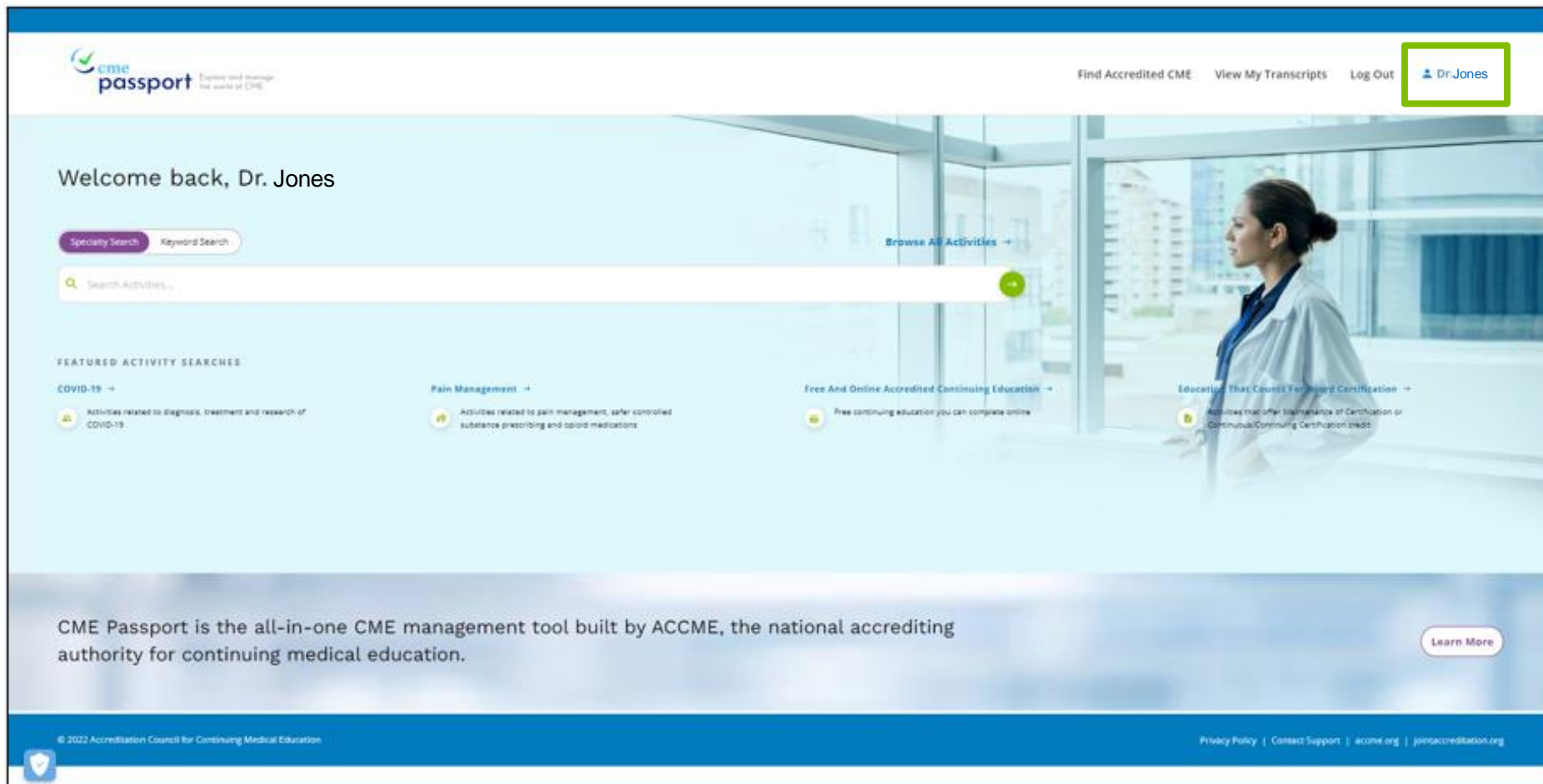
You have successfully created an account once you have received this message. You can then log-in using your email and the password you created at Step 1.



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 navigation links: 'Find Accredited CME', 'Log In' (highlighted with a green box), and 'Create an Account'. The main content area features a light blue message box with the text: 'You've successfully created an account! You can now login with your credentials.' Below this, it says '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 of the message box 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 contains the copyright notice '© 2021 Accreditation Council for Continuing Medical Education' and links for 'Privacy Policy', 'Contact Support', 'accme.org', and '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.

A screenshot of the CME Passport web application interface. The top navigation bar includes the "cme passport" logo, navigation links for "Find Accredited CME", "View My Transcripts", "Log Out", and a user profile dropdown menu for "Dr. Jones" which is highlighted with a green box. The main content area features a "Welcome back, Dr. Jones" message, search filters for "Specialty Search" and "Keyword Search", a search bar, and a "Browse All Activities" link. Below this are "FEATURED ACTIVITY SEARCHES" for COVID-19, Pain Management, Free And Online Accredited Continuing Education, and Education That Counts For Board Certification. A footer section contains a description of CME Passport and a "Learn More" button. The bottom of the page includes copyright information and links for Privacy Policy, Contact Support, accme.org, and jonsaccreditation.org.

cme passport Empower and manage the world of CME™

Find Accredited CME | View My Transcripts | Log Out | **Dr. Jones**

Welcome back, Dr. Jones

Specialty Search | Keyword Search

Browse All Activities →

Search 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 trainings of Certification or Continuous/Continuing Certification credits.

CME Passport is the all-in-one CME management tool built by ACCME, the national accrediting authority for continuing medical education. [Learn More](#)

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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?

+ 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.

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.



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.

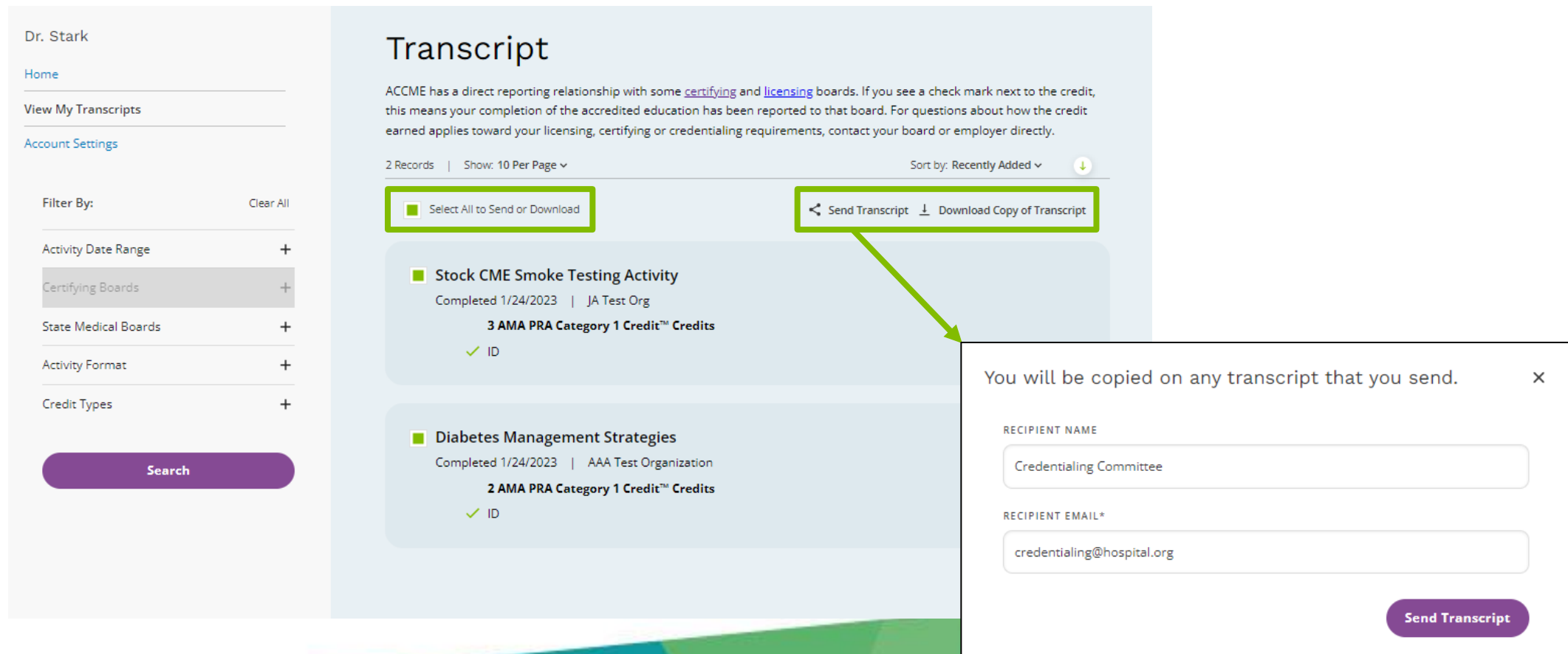
2 Records | Show: 10 Per Page Sort by: Recently Added

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 is a sidebar with navigation options: Home, View My Transcripts, and Account Settings. Below these are filter options for Activity Date Range, Certifying Boards, State Medical Boards, Activity Format, and Credit Types, along with a Search button. The main content area is titled "Transcript" and includes a note about reporting relationships with certifying and licensing boards. It shows 2 records, with 10 per page and sorted by Recently Added. Two transcript entries are listed: "Stock CME Smoke Testing Activity" (3 AMA PRA Category 1 Credits) and "Diabetes Management Strategies" (2 AMA PRA Category 1 Credits). Both have a checkmark and "ID" next to them. A green box highlights the "Select All to Send or Download" button. Another green box highlights the "Send Transcript" and "Download Copy of Transcript" buttons. A green arrow points from the "Send Transcript" button to a modal window. The modal contains a message: "You will be copied on any transcript that you send." and two input fields: "RECIPIENT NAME" (with "Credentialing Committee" entered) and "RECIPIENT EMAIL*" (with "credentialing@hospital.org" entered). A "Send Transcript" button is at the bottom right of the modal.