

How to Access Online CME Courses

Follow these 4 steps:

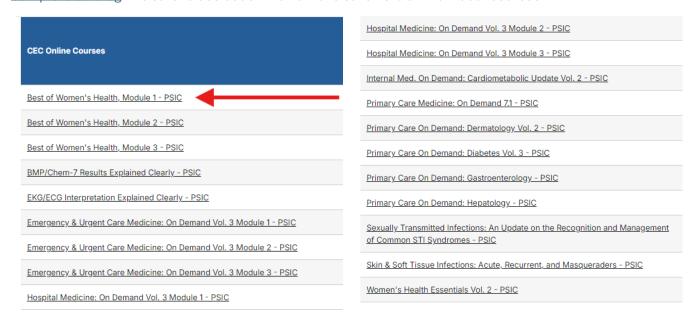
- 1. Enter www.profsolutions.com in search bar
- 2. Place the cursor over the word "physicians"
- 3. When the drop box appears select Risk Management
- 4. Scroll down—select Online CME Courses

Our on-line learning courses provide the opportunity to earn a discount on your malpractice policy.*

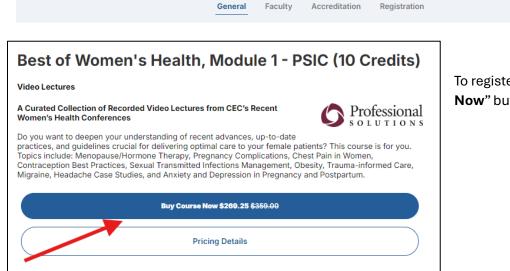
Online CME Courses:

To view the full list of featured courses for policyholders, visit <a href="https://www.cmemeeting.org/online-cme-courses/profsolutions-online-cme-courses/profsoluti

Click on a course title from the list of *Featured Online Courses* to view registration details – the featured courses are already at a special discounted price – **no code needed!** Or click the button for CEC's <u>complete catalog</u>. Be sure to use code <u>PROFS-25</u> to save 25% off individual courses.



On the course page, click the tab titles below the course's quick description to quickly access course details.



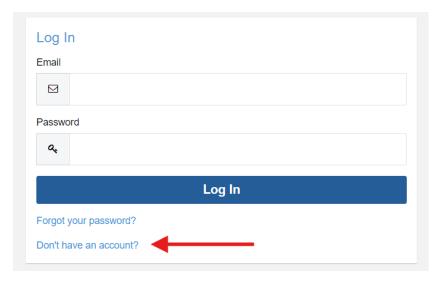
To register, click the "Buy Course Now" button.

Then, either click the button **Add to Cart**.

Add to Cart

Or, if you are not currently logged in, click the **Log In to Add to Cart** button to proceed through the registration process.

Log In to Add to Cart



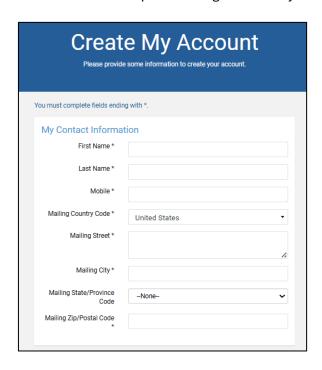
Please Note: If you have not yet registered for a course with CEC, you will need to create an account first. From the Login page, click Don't have an account? link and follow the prompts to create your account.

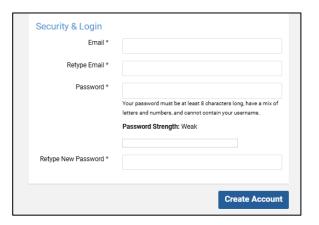
We have upgraded our system! To log in, use the same email address you have used in the past for CEC. If this is the first time you have logged in since August 5, 2024, you will need to reset your password. Click the "Forgot your password?" link below. If you have any questions or need support, please email us or call us at (800) 327-4502. If you have already changed your password, log in below.

Otherwise, enter your email and CEC password and click **Log In** to continue.

If you have not logged into your account since our system upgrade, please follow the instructions to reset your password.

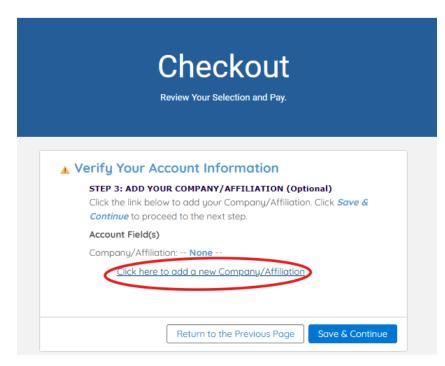
All the information required for registration is your own personal information. Click Create Account.





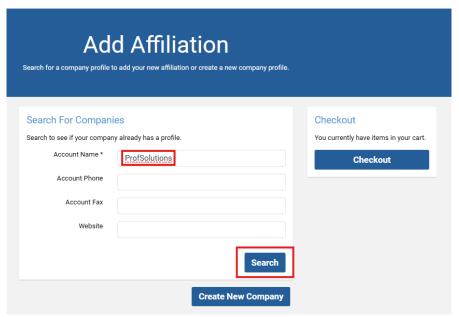
Once you have added the course, click the *View Cart* link to proceed to verifying account details, payment, and completing your order.





During checkout you will be prompted to verify your account information. On Step 3, if you are not already affiliated with ProfSolutions, please click "Click here to add a new Company/Affiliation."

Note, if you have completed a CEC course in the past, you will already be affiliated with ProfSolutions and your PMD or PPL number will already be on your account.



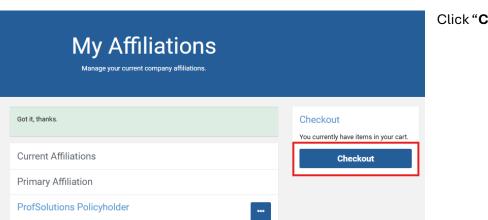
Type "**ProfSolutions**" in Account Name and then click "**Search**."

Search Results

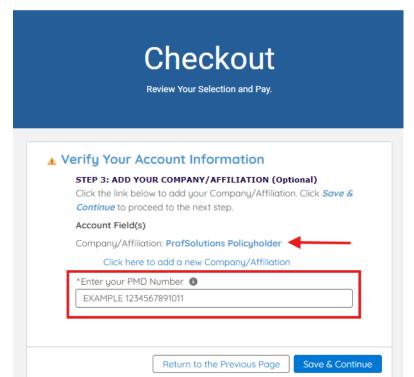
ProfSolutions Policyholder
50325

Add Affiliation

Click "Add Affiliation" for **ProfSolutions Policyholder**.

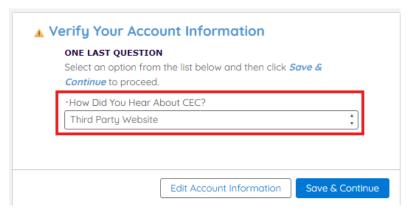


Click "Checkout."



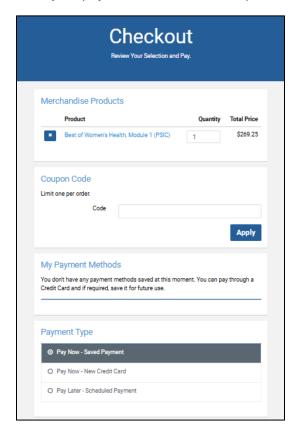
Enter your ProfSolutions PMD or PPL Number and click "Save & Continue."

This number is essential for your credits to be reported to ProfSolutions on a monthly basis.



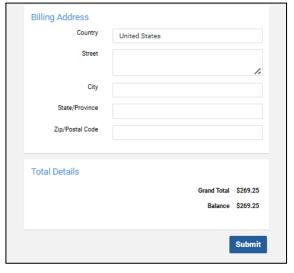
One last question, you'll select "Third Party Website" from the drop-down menu and then click "Save & Continue."

Enter your payment information, coupon code (if necessary), and billing address.





Reminder: *no coupon code* is needed for *featured courses* - prices reflect 25% discount. Use code **PROFS-25** for 25% off all other individual courses (excludes collections, bundles, and On Demand Replays).



Enter your Billing Address. Click Submit.

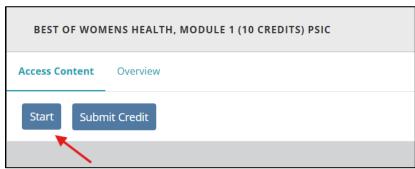
Once registered, you can gain access to your courses by clicking My Online Courses in the top navigation.

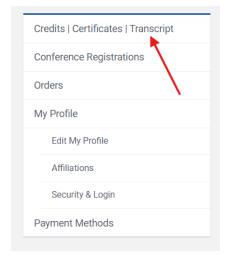


Click the Course Title and then Start to access course content.



Submit credit for the course prior to its expiration date.





After successful completion, to access your certificate, click on **Credits | Certificates | Transcript** in the left side navigation of the Personal Snapshot.

Credits are reported to ProfSolutions on a monthly basis.

Questions about your online course or CEC account?

- Chat (lower right corner on CEC's site)
- Call (800) 327-4502, ext. 105
- Email: support@cmemeeting.org