Questions? Please call CME at (503) 413-3401 or email cmerequests@lhs.org

How to Claim CME Credit using Legacy Health's Online CME Certificate System

Certificate Sign-in Instructions

1. After completing the evaluation survey, you will need the CME Activity Code that was given to you at the end of the survey. If you do not remember the activity code, a list of program activity codes can be found at the certificate page sign in.

2. Select one of the following:

   - **I am a member of the Legacy Health Medical Staff:**
     - Log in with the **5-digit Provider Number and Last Name**. If you do not know your Provider Number, please call the CME Department at (503) 413-3401.
     - Enter the CME Activity Code and Sign-In.
     - After signing-in, you will be directed to the **Certificate Preparation page to claim credit**. After claiming credit, click "Continue" to print your certificate.

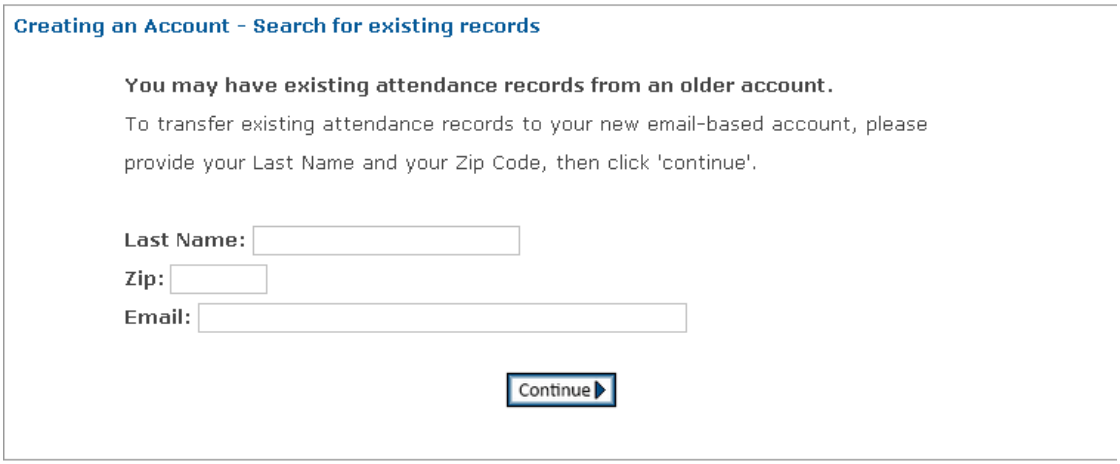
   - **I am not a member of the Legacy Health Medical Staff:**

     ENTER YOUR EMAIL ADDRESS IN THE BOX PROVIDED AND SELECT ONE OF THE FOLLOWING:

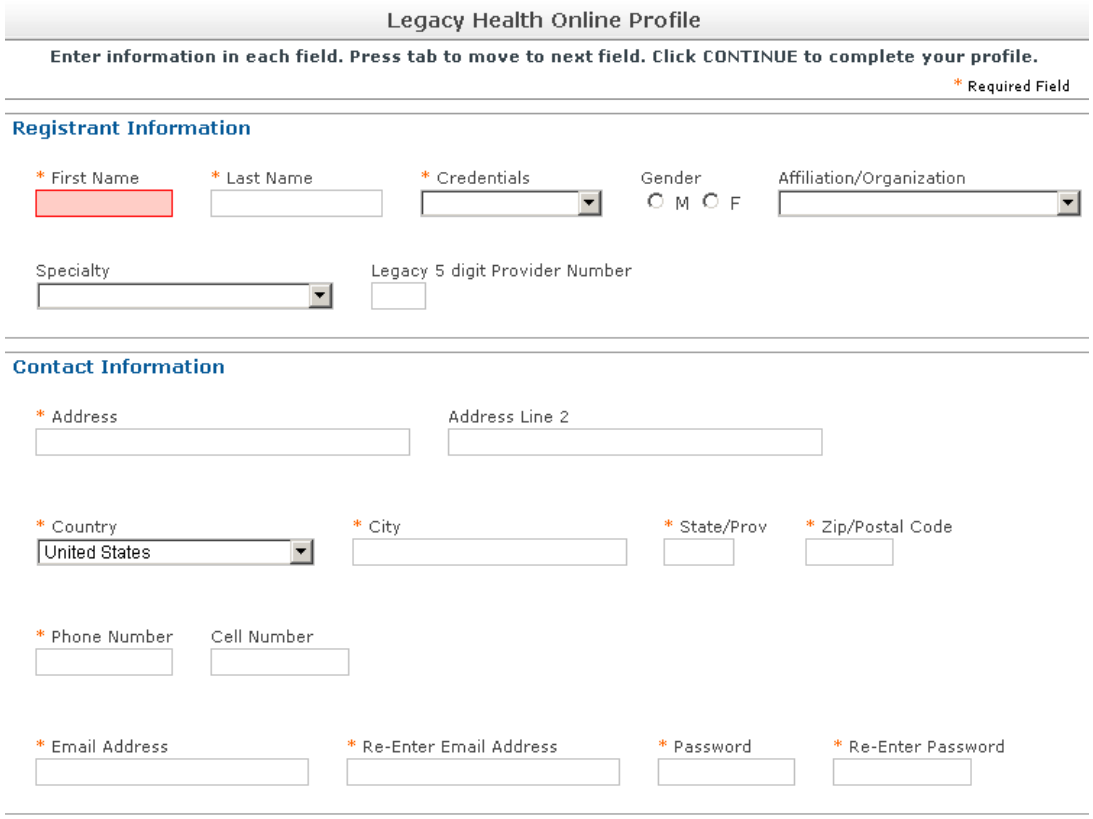
     - **I already have a profile set up on this system and my password is**: You will enter your password. If you have forgotten your password, click on "Forgot Password?".
       - Enter the CME Activity Code and Sign-In.
       - After signing-in, you will be directed to the **Certificate Preparation page to claim credit**. After claiming credit, click "Continue" to print your certificate.

- **I am a New User to this system (you will create a new profile and password and return to this page to sign in): You do NOT need an activity code at this point.**

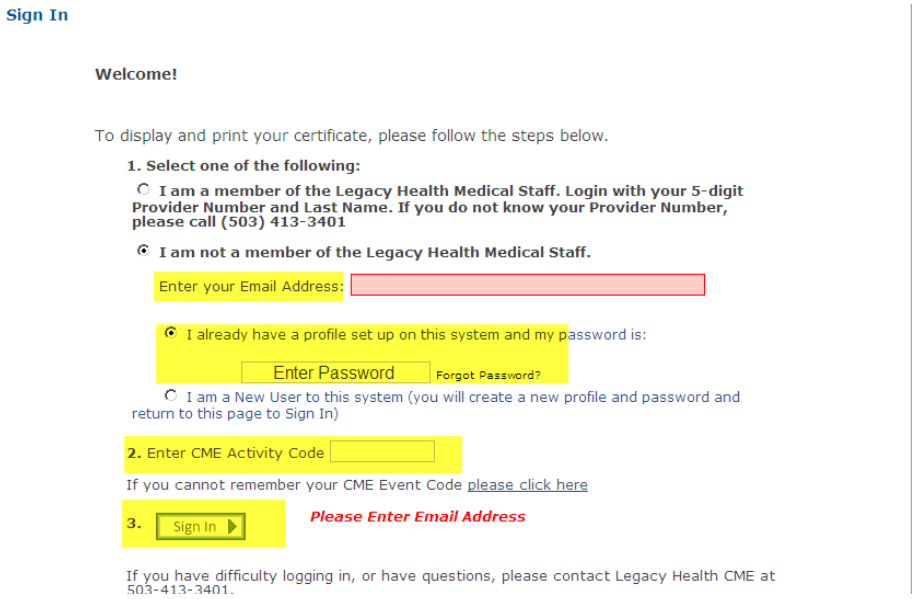
  - **For new users <u>this screen will pop up next</u>.** Click continue to bypass.



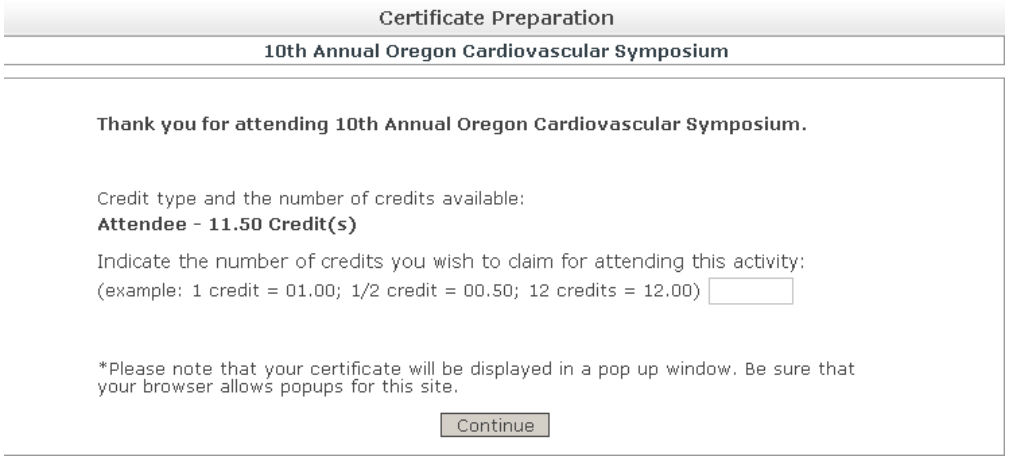
  - You will be directed to Legacy Health's Online Profile page to create your CME password. **You only need to fill in the required * areas** to create a **CME password located at the bottom of the page**.



- After you have registered and created your password the system **will return you back to the CME Certificate Log In screen** to **enter your email**, **newly created password** AND **your activity code**.
- **Choose "I am not a member of the Legacy Health Medical Staff", enter your email address.**
- **Choose "I already have a profile set up on this system", enter your password.**
- **Enter the program activity code and sign in.**



- After signing-in, you will be directed to the **Certificate Preparation page to claim credit**. After claiming credit, click "Continue" to print your certificate.



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