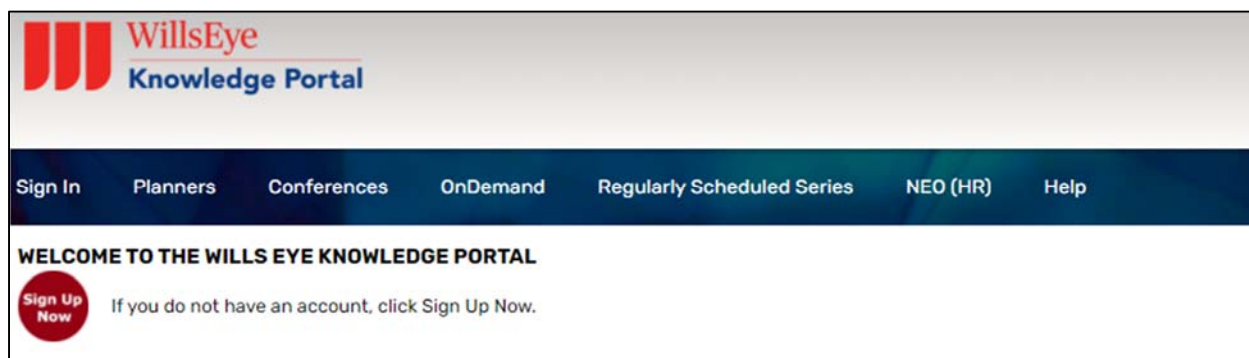


Instructions to access and complete your **CloudCME®** Profile account.

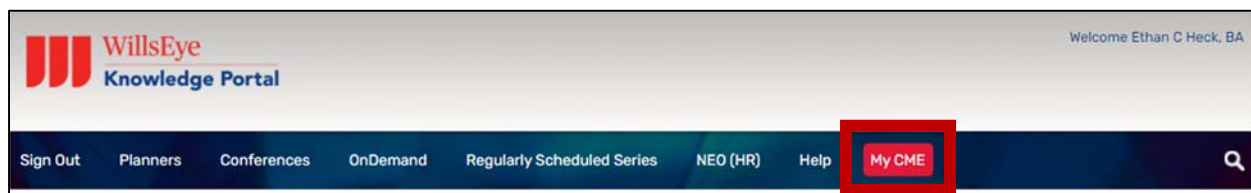
## Via computer

**Step 1:** Go to: <https://willseye.cloud-cme.com/>

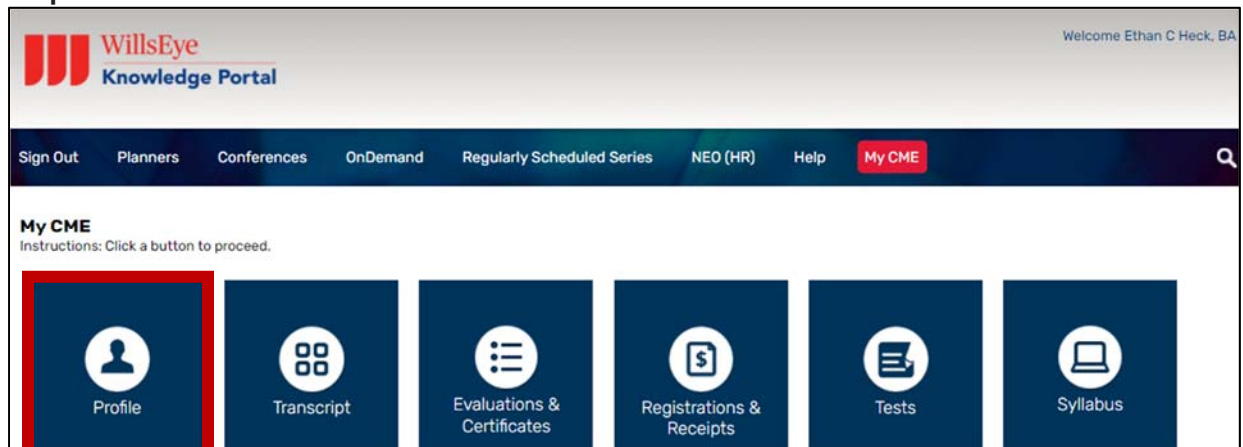
**Step 2:** Click "Sign In" on the top left, and sign in using your email address and password. If you do not already have an account, click "Sign Up Now."



**Step 3:** Click the "My CME" or "My CE" button on the top right-hand side of the screen.



**Step 4:** Click the "Profile" button.



**Step 5:** Complete all fields. NOTE: Those fields marked with an asterisk are required. You must select the credit type you want to receive and select your degree, in order to receive credit upon activity completion.

Basic Information				
Salutation	First	MI	Last	Suffix
<input type="text"/>	<input type="text" value="Jennifer"/>	<input type="text"/>	<input type="text" value="Donnelly"/>	<input type="text"/>
Degree	Other Degree	Profession	Other Profession	
<input type="text" value="Other"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Organization/Company *	Title	First Name on Badge		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Birth Month	Birth Day	Spouse Name		
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>		
Credentials				
<a href="#">If you need to lookup your ABIM number, click here.</a>				
If you will be claiming MOC points in this system, please enter your ABIM number below. Click the lookup link to go to the ABIM site and search for your ID.				
NPI	<input type="text"/>	AMA1	<input type="text"/>	
ASRT	<input type="text"/>	State License	<input type="text"/>	
AANA	<input type="text"/>			
Please Enter Your Primary Address				
Address 1 *	City *			
<input type="text"/>	<input type="text"/>			

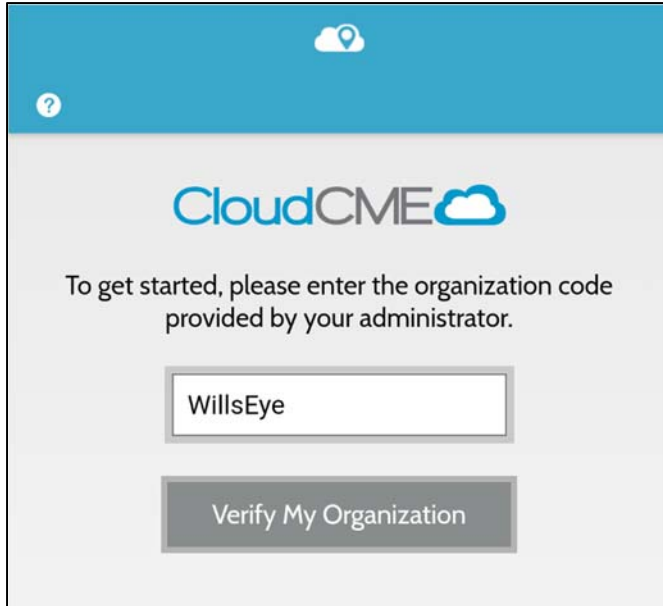
I am eligible for the following credit categories

<input type="checkbox"/> AMA PRA Category 1 Credits™	<input checked="" type="checkbox"/> Non-Physician Attendance
<input type="checkbox"/> IJHN contact hours	<input type="checkbox"/> AAFP - American Academy of Family Physicians
<input type="checkbox"/> AANA - American Association of Nurse Anesthetists	<input type="checkbox"/> AANP - American Association of Nurse Practitioners
<input type="checkbox"/> AAP - American Academy of Pediatrics	<input type="checkbox"/> AAPA - American Academy of Physician Assistants
<input type="checkbox"/> ACPE - Accreditation Council for Pharmacy Education	<input type="checkbox"/> ADA - American Dental Association
<input type="checkbox"/> ANCC - American Nurses Credentialing Center	<input type="checkbox"/> AMA PRA Category 2™
<input type="checkbox"/> AART - Category A	<input type="checkbox"/> APA - American Psychological Association
<input type="checkbox"/> ASRT - American Society of Radiologic Technologists: Category A	<input type="checkbox"/> ARRT - American Registry of Radiologic Technologists: Category A
<input type="checkbox"/> CEU - Continuing Education Unit	<input type="checkbox"/> CEPTC - Continuing Education Points for Transplant Coordinators: Category 1
	<input type="checkbox"/> CRNA - Certified Registered Nurse Anesthetists

**Step 6:** When all information has been entered, click the “Submit” button at the bottom of the screen. Your **CloudCME®** account has been created.

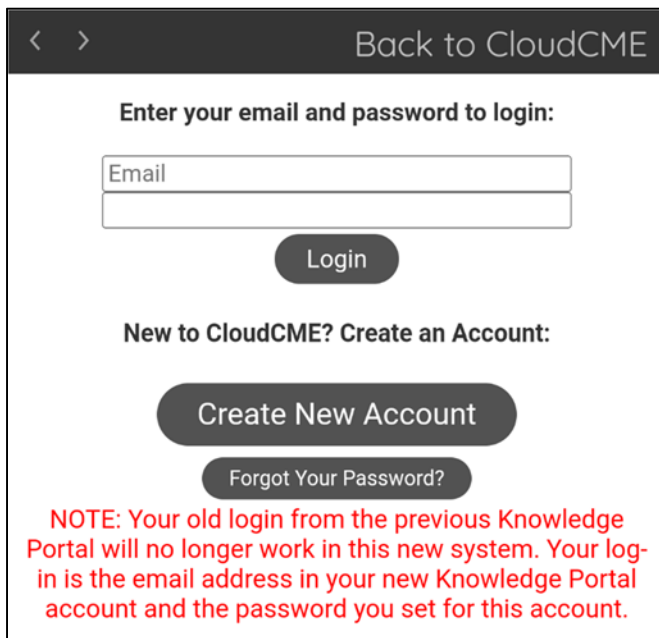
## Via CloudCME App

**Step 1:** Open the **CloudCME®** App and enter the organization code “WillsEye.”



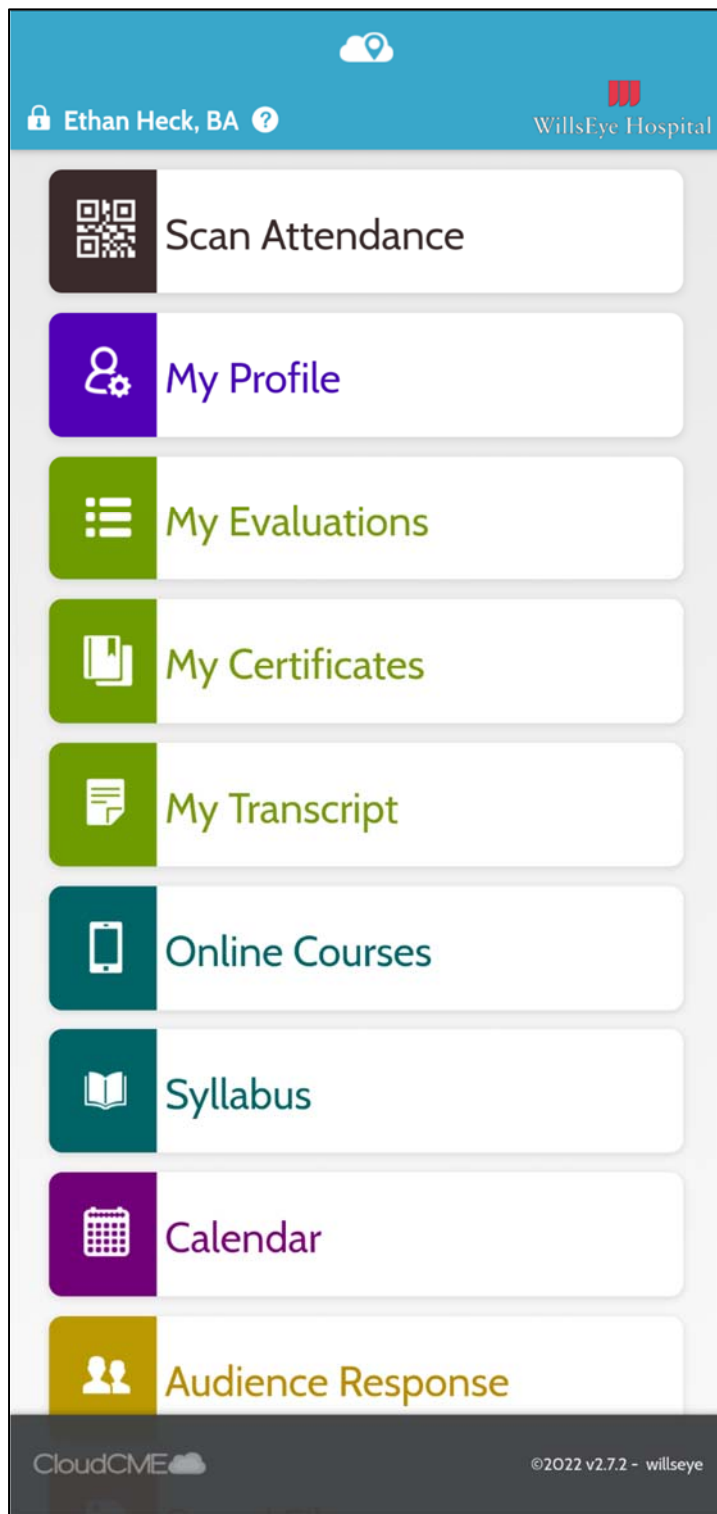
The screenshot shows the CloudCME app interface. At the top, there is a blue header with a white cloud icon and a question mark icon. Below the header, the CloudCME logo is displayed. The main text reads: "To get started, please enter the organization code provided by your administrator." Below this text is a text input field containing the text "WillsEye". Below the input field is a grey button labeled "Verify My Organization".

**Step 2:** Login using your email address and password.



The screenshot shows the CloudCME app login screen. At the top, there is a dark grey header with a back arrow, a forward arrow, and the text "Back to CloudCME". Below the header, the text reads: "Enter your email and password to login:". Below this text are two stacked text input fields, the top one labeled "Email". Below the input fields is a dark grey button labeled "Login". Below the "Login" button, the text reads: "New to CloudCME? Create an Account:". Below this text are two dark grey buttons: "Create New Account" and "Forgot Your Password?". At the bottom of the screen, there is a red note: "NOTE: Your old login from the previous Knowledge Portal will no longer work in this new system. Your login is the email address in your new Knowledge Portal account and the password you set for this account."

**Step 3:** Select "Profile" on the menu.



**Step 4:** Complete all the fields and click "Submit."