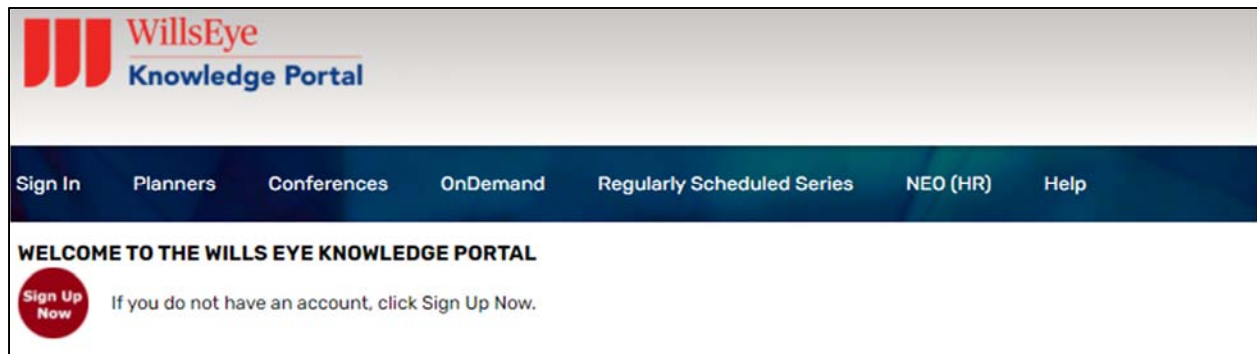


Instructions to access and manage your transcript.

Via computer

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

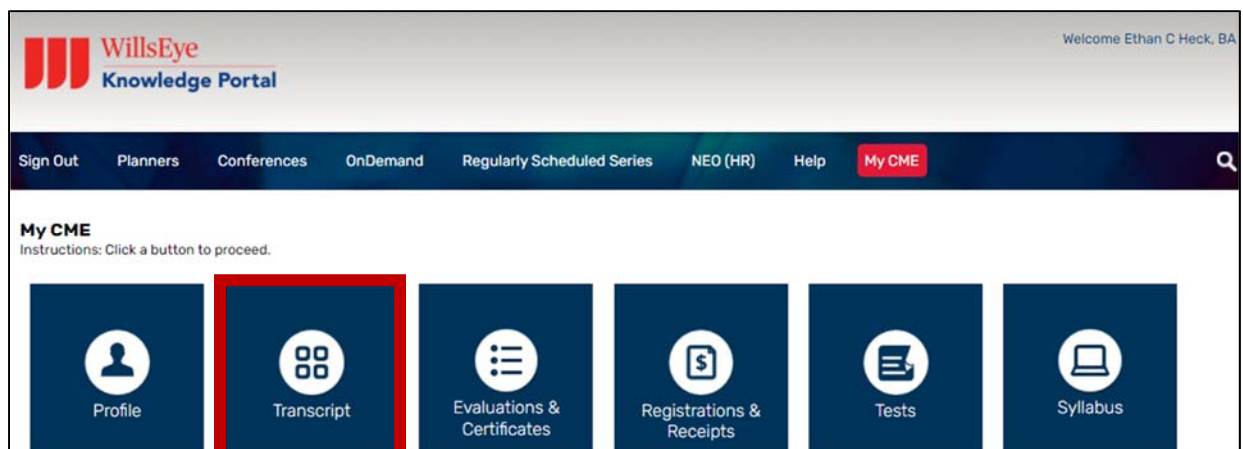
Step 2: Click "Sign In" on the top left, and sign in using your email address and password.




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



Step 4: Click "Transcript."



Step 5: Select a date range for the transcript records you wish to access by entering in a Start and End Date. You can email or download your transcript.

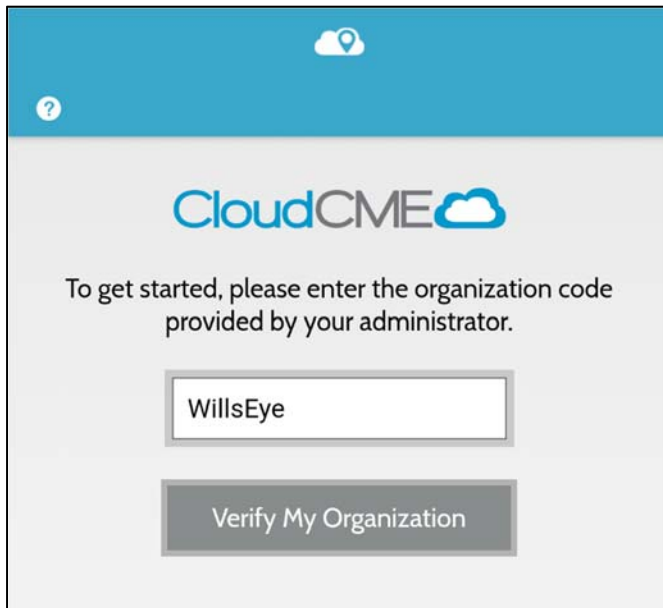
 Download Transcript	<input type="checkbox"/> Email Transcript	Start Date: <input type="text" value="1/1/2007"/>	End Date: <input type="text" value="9/27/2017"/>
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Step 6: You can upload a transcript for activities that you completed externally to your organization by clicking the “Upload” button and selecting the file you wish to add to your CloudCME® transcript. The appended transcript will display at the end of your CloudCME® transcript.

Do you have documentation, transcripts, etc. that you would like to append to your overall transcript so you have it all in one place? Click Upload to upload a PDF, Microsoft Word, or Microsoft Excel file that will be auto-appended to the end of your transcript file.

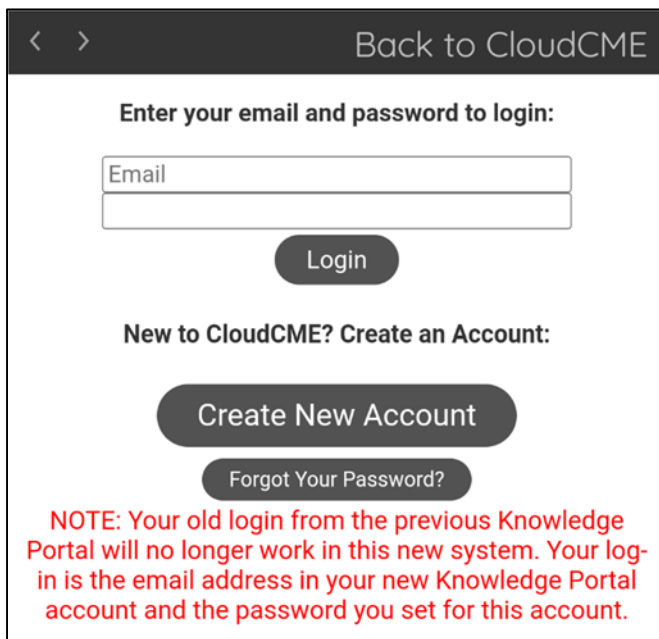
Via CloudCME App

Step 1: Open the CloudCME App.



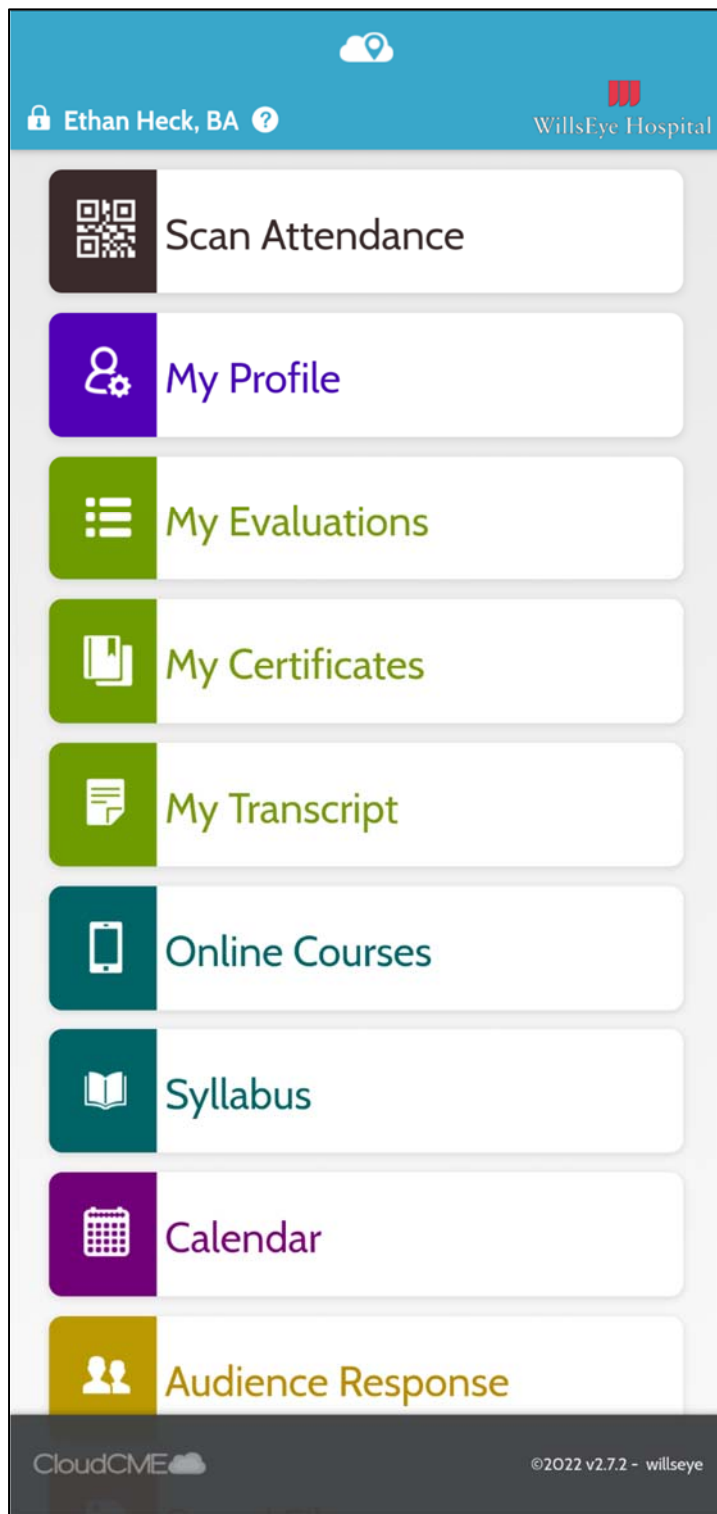
The screenshot shows the CloudCME app interface. At the top, there is a blue header with a white cloud icon and a question mark icon. Below the header, the CloudCME logo is displayed. The main text reads: "To get started, please enter the organization code provided by your administrator." Below this 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 login screen of the CloudCME app. 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 "Enter your email and password to login:" is displayed. Below this text is a text input field labeled "Email". Below the input field is a dark grey button labeled "Login". Below the "Login" button, the text "New to CloudCME? Create an Account:" is displayed. Below this text is a dark grey button labeled "Create New Account". Below the "Create New Account" button is a dark grey button labeled "Forgot Your Password?". At the bottom of the screen, there is a red text 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 "My Transcript" on the menu.



Step 4: Select "View," "Email" or "Save to My Device" depending on the action you wish to take.