

## To obtain your CME Certificate:

- 1) Open your web browser and go to: <https://peerptlogin.com>
- 2) Login:
  - Email: your email address
  - Password: Your First Name (case sensitive: e.g. “Colleen”)
- 3) Select the Middle Tab: ‘**Complete Surveys and Tests**’

**Click on: “Name of Lecture You Attended”** (this will open Survey)

- 4) Complete your Survey and ‘Save’. Completing the Survey triggers the certificate to appear on the “**Print CME Certificates**” tab.

The screenshot shows the Peerpoint Medical Education Institute website. At the top, there is a blue navigation bar with 'MY CME V', 'FAQ', and 'LOGOUT'. Below this is a grey bar with three tabs: 'Print CME Certificates', 'Complete Surveys and Tests', and 'Upload CME Certificates'. A pink arrow points to the 'Print CME Certificates' tab with the text 'Certificates tab'. Another pink arrow points to the 'Complete Surveys and Tests' tab with the text 'Complete Surveys in this tab'. Below the tabs, there is a section for 'Colleen Kraft' with a pink arrow pointing to the name and the text 'Edit name as to be printed on certificate'. Below this is a blue bar with the text 'AAP-CA2 29th Annual Advances In Pediatrics Symposium -' and a '[ - Hide]' link. At the bottom, there is a grey bar with a '1' icon and the text 'To choose and confirm CME & MOC Credits, click on Assign Credit Hours to the right.' The 'Assign Credit Hours' button is circled in red.

**If you attended the Symposium,** you must indicate the number of hours that you are claiming:

- To your right (From the Print CME... tab) select: ‘**Assign Credit Hours**’
- A window opens stating the maximum number of credit hours for this conference
  - If you attended entire conference, select maximum number of hours from dropdown
  - If you attended less than the entire conference, select the actual number of hours you attended from dropdown
- Select: ‘Save Credit Hours’
- Select: ‘View/Print’