Online Claim Credit Instructions

1. Visit the **CME Portal** https://cmetracker.net/LHS and locate the activity you attended by Specialty on the navigation menu. *Ex: Pediatrics → Claim Credit for Activities*

2. Activities are listed in ascending order. You can use the **Search field** to Filter by Keyword. When you have located your event, click the **"Sign In to Claim Credit"** button to access the Sign-In window.
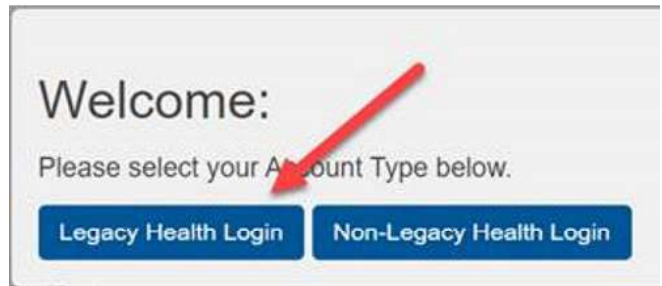

3. Sign-in to an Existing Account or Create a New Account.

   a. If you are a Legacy employee, click "Legacy Health Login", and enter your Legacy email and Legacy password. If your current log in is a personal email account, please change this to your Legacy Health email address, to enable the single sign on experience.

      i. How to change email addresses: on the CME Portal site, select the "Sign In" button located at the top right side of the page or in the navigation menu on the left. After signing in, select the "My Profile" button to update your email address and any other required fields. Finally, select the "Save Profile" button at the top or bottom of the screen.

Tips for success: If you experience issues claiming credit with Legacy Health credentials, after signing in, verify that the information in your CME Profile is updated and complete. All learners are required to answer Yes/No if they are a physician. A full Address must be entered, including City, State, and Zip Code.

Failure to answer all required fields (look for the Red Asterix) will prevent you from moving forward with claiming CME credit on activities.

b) If you are a non-Legacy user, click "Non-Legacy Health Login"

5. Click "**Submit**" to confirm the pre-set Activity Code.

Note: You may be directed to **a Survey Monkey evaluation**. If prompted, please complete the evaluation and click **"Submit and Claim Credit"** to return to the CME Portal.

6. On the **Certificate Preparation** page, enter the appropriate credit amount and click "Submit".

7. On the **Certificate** page, your Certificate of Credit is displayed. Click the "**Print Certificate**" button to print or download a copy to your desktop. You can also access the certificate later in the **"Transcript/Credit History"** area.

➤ Use the navigation menu to access **"My Profile"** or view future events.

➤ To claim credit for another activity, use the navigation as before, selecting by *Specialty* → *Claim Credit for Activities*.

➤ When finished, please sign out/exit the browser.

➤ For further assistance, contact CMERequests@lhs.org or 503-413-3401.

Online Claim Credit Instructions

Online Claim Credit with MOC Instructions

1. Follow steps 1-5 in the instructions above.

2. 2. After signing in to claim CME credit, a popup will appear asking if you are an ABMS board certified physician seeking MOC credit. Carefully review which ABMS boards are offering MOC credit. If so, click "Yes". You may choose "No" if it is not applicable, or you don't want MOC credit. If you select "No", then the process is the same as before.

3. If you select Yes, a new screen will appear where you can claim **_BOTH_** your CME and MOC credit together. Enter 1 for regular CME credit at the top, and 1 for ABS MOC below that.
**MOC reporting requests your Board ID # and Birthdate, Month/Date (not year). There is a lookup in case you need it for the board ID #.

Online Claim Credit Instructions

4. Select Submit button. CME Services will report these MOC credits to the boards after 30 days. There are no MOC certificates generated for MOC credits, but credits should be visible on the board websites within a couple weeks.

5. On the **Certificate** page, your Certificate of Credit is displayed. Click the "**Print Certificate**" button to print or download a copy to your desktop. You can also access the certificate later in the **"Transcript/Credit History"** area.

➢ For further assistance, contact CMERequests@lhs.org or 503-413-3401.

➢ Use the navigation menu to access **"My Profile"** or view future events.
➢ To claim credit for another activity, use the navigation as before, selecting by *Specialty* → *Claim Credit for Activities*.
➢ When finished, please sign out/exit the browser.

1. Scan the QR Code™ with your phone or tablet's camera and select the link to open the URL. On the **CME Portal** page locate the event you attended by Specialty using the **navigation menu** icon. *Ex: Internal Medicine   Claim Credit for Activities.*
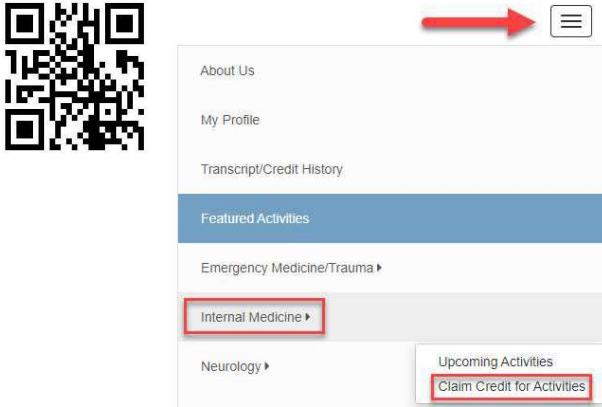
Unable to use the code? Please visit **https://cmetracker.net/LHS**

2. Activities are listed in ascending order. You can use the **Search field** to Filter by Keyword. Locate your event and select **"Sign In to Claim Credit"** to access the Sign-In window.
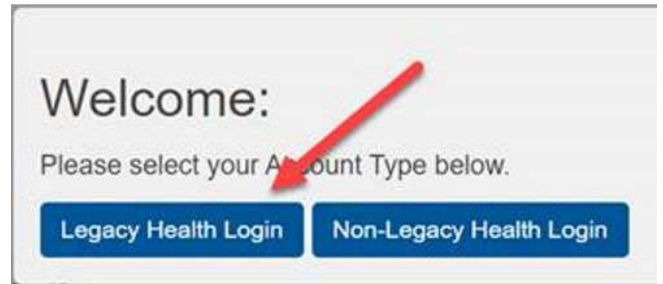

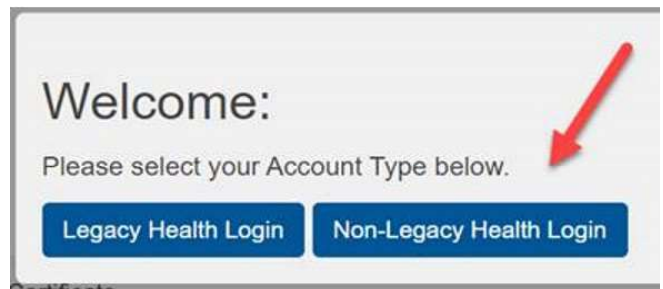3. Sign-in to an Existing Account or Create a New Account.
   a. if you are a Legacy employee, click "Legacy Health Login", and enter your Legacy email and Legacy password. If your current log in is a personal email account, please change this to your Legacy Health email address, to enable the single sign on experience.

   i. How to change email addresses: on the CME Portal site, select the "Sign In" button located at the top right side of the page or in the navigation menu on the left. After signing in, select the "My Profile" button to update your email address and any other required fields. Finally, select the "Save Profile" button at the top or bottom of the screen.

   Tips for success: If you experience issues claiming credit with Legacy Health credentials, after signing in, verify that the information in your CME Profile is updated and complete. All learners are required to answer Yes/No if they are a physician. A full Address must be entered, including City, State, and Zip Code.
   Failure to answer all required fields (look for the Red Asterix) will prevent you from moving forward with claiming CME credit on activities.

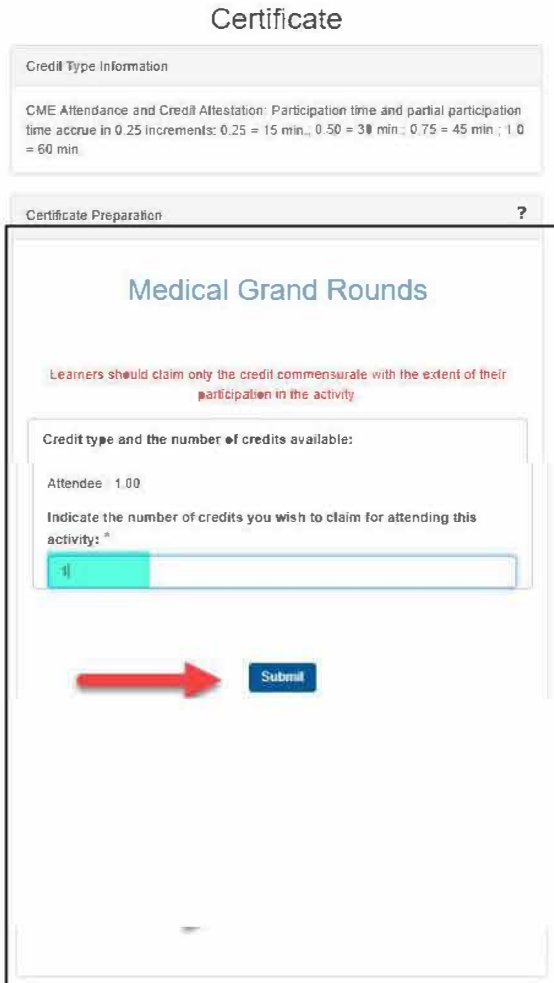   b) If you are a non-Legacy user, click "Non-Legacy Health Login"

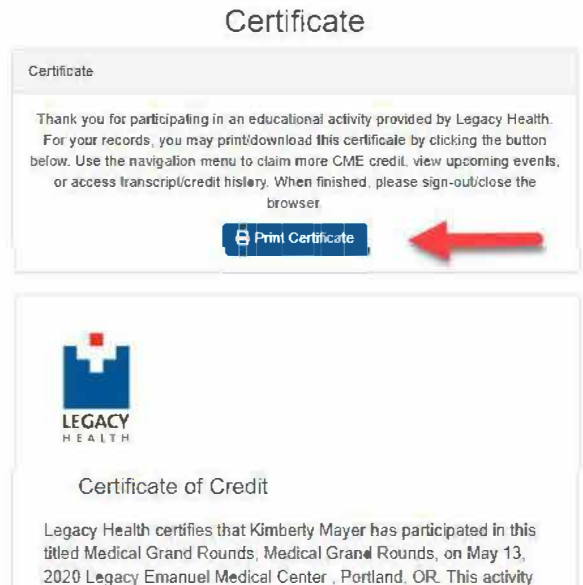5. Click "**Submit**" to confirm the pre-set Activity Code.

Note: You may be directed to **a Survey Monkey evaluation**. If prompted, please complete the evaluation and click **"Submit and Claim Credit"** to return to the CME Portal.

6. On the **Certificate Preparation** page, enter the appropriate credit amount and select **"Submit"**.

7. On the **Certificate** page, your Certificate of Credit is displayed. Select the **"Print Certificate"** button to print or download a copy to your device. You can also access the certificate later in the **"Transcript/Credit History"** area.

Use the navigation icon to access **"My Profile"** or view future events.

To claim credit for another activity, use the navigation icon as before, selecting by *Specialty   Claim Credit for Activities*.

When finished, please sign out/exit the browser.

For further assistance, contact CMERequests@lhs.org or 503-413-3401.

See Instructions: Enroll in Password Plus, powered by Duo (Required for access to MyPortal and many other key systems)