



How to CREATE Your American CME Agency Account

Purpose:

Use this document to create an American CME (A/cme) Agency Account. This document is for the use of organizations that DO NOT currently have an account. Each A/cme Agency Account must have an associated Agency Administrator. Agency Administrators will have the ability to manage their user rosters and generate participation reports of all assessment tests and A/cme CEs. Contact American CME by email at Jeff.Latkowski@AmericanCME.com if you would like to add or change your current Agency Administrator. Agencies may have multiple Administrators. Follow the instructions below to assure that your account is up to date and accurate.

Directions:

1. Complete the A/cme Agency Account Import Form

- This form should have been sent to you by your MCA. Contact Jeff Latkowski to obtain a new form, as needed.
- Each area with an * is mandatory.
- List **ALL** of your EMS personnel and complete all of the mandatory fields. All of your personnel may or may not have an A/cme User Profile. American CME will affiliate your personnel that DO have an A/cme User Profile to your Agency Account. In addition, American CME will create a User Profile for your personnel that DO NOT have one and affiliate them to your Agency Account.

2. Once completed, email the form to Jeff.Latkowski@AmericanCME.com.

- American CME will ensure that all EMS personnel that you listed on this form, that currently have an A/cme user profile, will be affiliated with your Agency Account.
- American CME will ensure that an A/cme User Profile will be created for all personnel that you listed on this form that DO NOT currently have a user profile. These new profiles will also be affiliated with your Agency Account.

3. Once your Agency Account is complete you will receive a confirmation email from A/cme with further details and information.

4. After your Agency Account is completed, your EMS Personnel MUST complete the directions that are clearly listed in the How to Update Your American CME User Profile.

Contact Jeff Latkowski, owner of American CME with any questions at

Jeff.Latkowski@AmericanCME.com