



How to UPDATE Your American CME Agency Account

Purpose:

Use this document to update your American CME (A/cme) Agency Account. This document is for the use of organizations that currently have an account. Each active A/cme Agency Account currently has 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. Go to www.AmericanCME.com
2. Log in using your username and password.
 - Once logged in, you will be taken directly to your "Agency Account Dashboard".
3. Click on "Organizations" on the left side of your screen.
 - Each Organization that you are the Agency Administrator for will be listed on the screen.
 - **NOTE:** The terms "Organization" and "Agency" are synonymous on AmericanCME.com
4. Click on "Actions" to the right of the Organization that you would like to update. You will be taken directly to the Agency Account Editing page. **Complete the following steps:**
 - a. **Ensure that your agency is associated with ALL of the necessary MCAs.** You will see all of the MCAs that you are currently associated with in the upper right corner.
 - Contact American CME by email at Jeff.Latkowski@AmericanCME.com if the MCA(s) you are associated with are missing.
 - **NOTE:** Some LSAs belong to multiple MCAs. Assure that each MCA that your LSA belongs to is listed in the upper right corner.
 - b. You will see a roster of all personnel that are currently affiliated with your Agency Account. **Review this list and remove or add personnel as needed.**
 - i. **To remove personnel:**
 - Click on the "trash can" icon that is to the right of the person's name. Remove all personnel that no longer are affiliated with your Agency Account. Doing this action will not delete that person's account. It will only remove them from being affiliated with your Agency Account.

ii. To add personnel

- Type in the person's name into the "User Name" field.
- Click on the person that you would like to add.

NOTE: EMS personnel can now be associated with multiple Agency Accounts. Some of these personnel work at multiple LSAs. By adding them to your Agency Account you will have access to all of their participation reports, which include their assessment outcomes and A/cme CE records.

NOTE: EMS personnel may choose to add themselves to your Agency Account. This process is detailed in the **How to UPDATE Your American CME User Profile**. Each Agency Account Administrator must approve these requests in order to link the EMS provider to the Agency Account. Follow this process to approve a request:

1. Go to your Agency Account "Dashboard"
2. You will see any pending requests from EMS providers that have attempted to add themselves to your Agency Account. Once you approve them they will be added to your Agency roster. You may deny the request if the person is not affiliated with your Agency.

NOTE: Some of your EMS personnel may NOT have an A/cme User Profile. In this case, contact those personnel and instruct them to do the following:

1. Go to www.AmericanCME.com
2. Click on "Login/Register"
3. Click "Register for a FREE Account"
4. Complete the information on the Registration Form
5. Click on "Submit Registration"
6. EMS personnel should notify the Agency Administrator after they have created their User Profile.
7. All EMS personnel should also follow the directions as listed on the document, **How to UPDATE Your American CME User Profile**.

Contact Jeff Latkowski, owner of American CME with any questions at Jeff.Latkowski@AmericanCME.com