



Create an Account

1. Open the CME Portal and select “Register” in the top right-hand corner.
2. Enter the required information.
 - a. Use your Prisma Health email address, if possible.
3. If you are board certified, include your specialty board information to claim MOC/CC credit for designated activities.
4. Enter your mobile number to utilize the text-in code feature.
 - a. Click "Confirm Number."
 - b. A text will be sent to your phone containing a 4-digit code. Type that code in the appropriate field in the CME Portal to confirm your mobile number.
5. Once you have finished adding your information, select the "Save" button at the bottom of the "My Account" page.
6. A confirmation email will be sent to the email address you provided. Please save this email for future reference.

Please contact the CME office at cme@prismahealth.org with any questions or concerns.

Claim CME Credit

1. At each regularly scheduled series (RSS) activity, you will receive a six letter text-in code.
 2. Text this code (not case sensitive) to **864-362-3332**.
 3. You should receive an immediate response confirming your attendance.
 4. All credit must be claimed within **32** days of the activity.
- Please Note:** *If you did not add and verify your mobile number when you created your CME Portal profile, you will need to complete those steps (see ‘Create an Account’) before you submit the text-in code.*

CME Certificates & Transcripts

1. Go to “My Account” and select “Transcripts & Certificates.”
2. Select “Course Credits” to view claimed credits and download your certificates and/or transcript as a PDF file.
3. Select “Enrolled Activities” to view all of your CME activities regardless of if you have claimed credit.
4. Select “External Credits” to upload credit(s) earned for activities completed elsewhere.