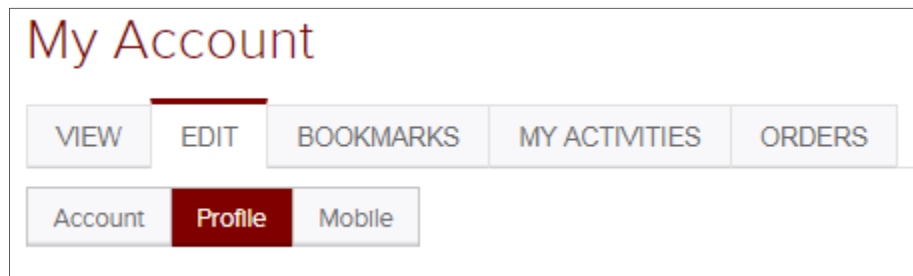


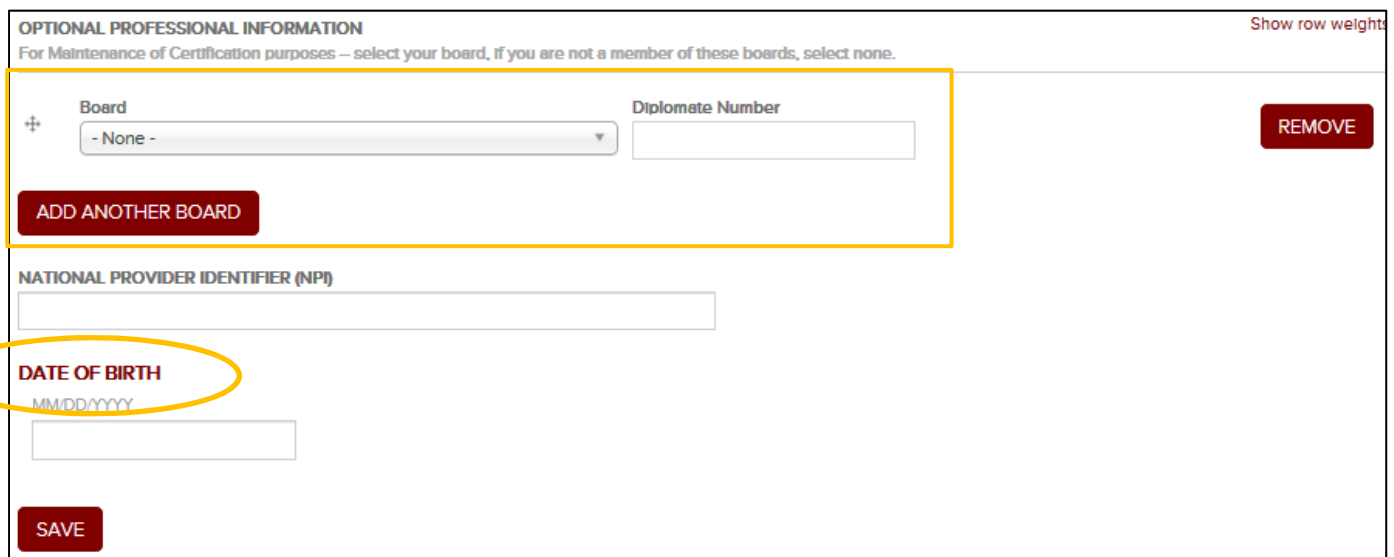
How To | Adding Specialty Board Information

Step 1: Log into your account with us at <https://cme.uchicago.edu>

Step 2: Click on “My Account” -> “Edit” -> “Profile”



Step 3: Scroll down to the section called “Optional Professional Information”

A screenshot of the 'Optional Professional Information' form. The form is titled 'OPTIONAL PROFESSIONAL INFORMATION' and includes a sub-header: 'For Maintenance of Certification purposes – select your board, if you are not a member of these boards, select none.' The form contains several fields and buttons. A yellow box highlights the 'Board' dropdown menu (currently set to '- None -') and the 'Diplomate Number' text input field. Below these fields is a red 'REMOVE' button and a red 'ADD ANOTHER BOARD' button. Further down, there is a 'NATIONAL PROVIDER IDENTIFIER (NPI)' text input field. Below that, the 'DATE OF BIRTH' label is circled in yellow, with the format 'MM/DD/YYYY' indicated below it. At the bottom of the form is a red 'SAVE' button.

Step 4: Select your specialty board(s) and then provide your diplomate number(s).

- If you do not know your diplomate number, you may be able to locate it by searching on the specialty board’s website (lookup links below) or by logging into your account. If you cannot locate it, please contact your board as we cannot obtain it for you.
 - Lookup tools: [ABIM](#) | [ABP](#)

Step 5: Input your date of birth and click SAVE!

Please Note: When applicable, you will be asked for consent to have your information shared with the appropriate board(s) for credit claiming purposes. Information will not be shared without your consent.