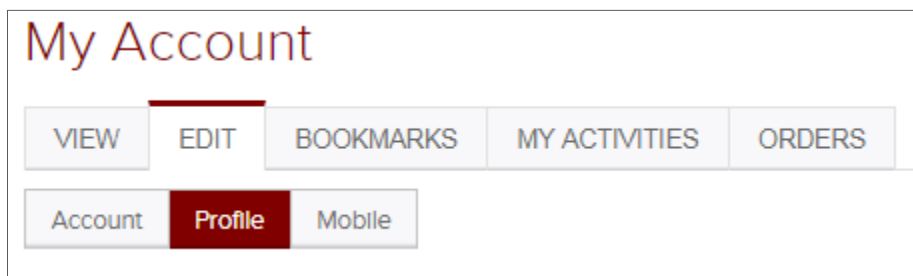


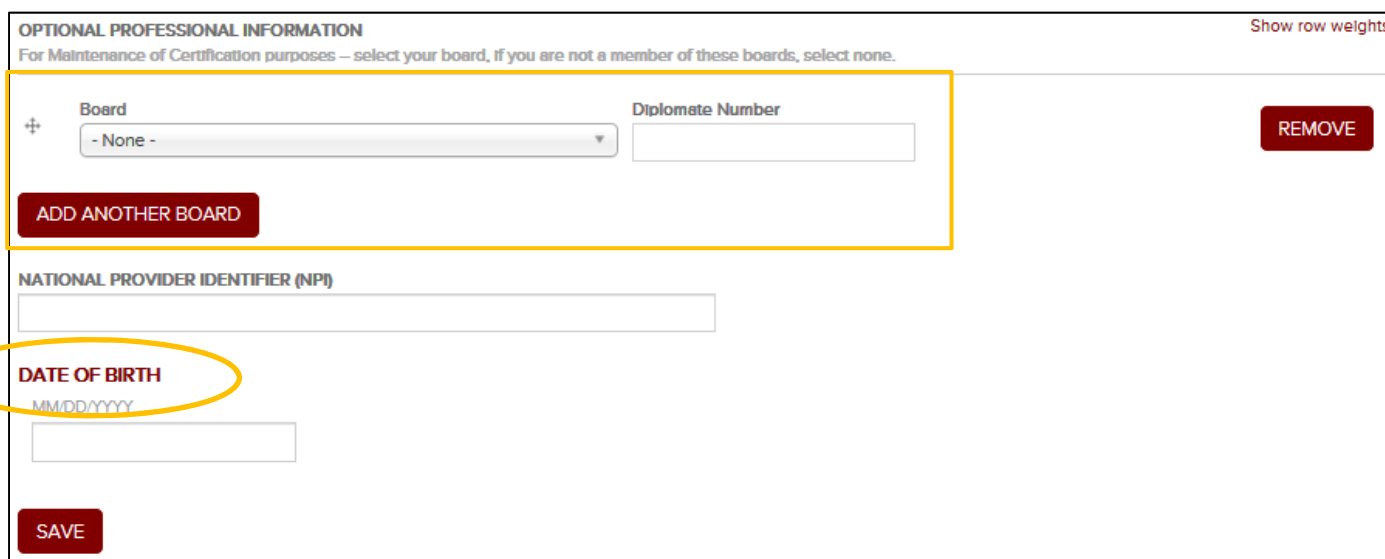
# How To | Adding Specialty Board Information

**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 title is 'OPTIONAL PROFESSIONAL INFORMATION' with a 'Show row weight' link on the right. Below the title is a note: 'For Maintenance of Certification purposes – select your board, if you are not a member of these boards, select none.' The form contains a table with one row. The first column is 'Board' with a dropdown menu showing '- None -'. The second column is 'Diplomate Number' with an empty text input field. To the right of the table is a red 'REMOVE' button. Below the table is a red 'ADD ANOTHER BOARD' button. Below this is a text input field for 'NATIONAL PROVIDER IDENTIFIER (NPI)'. Below that is a red 'DATE OF BIRTH' label with a yellow circle around it, followed by a text input field with the placeholder 'MM/DD/YYYY'. At the bottom left 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 (find a couple links below). If you cannot locate it, please contact your specialty board as we cannot obtain this information for you.
  - [ABIM LOOKUP](#) | [ABP LOOKUP](#) | [ABA LOOKUP](#)

**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.