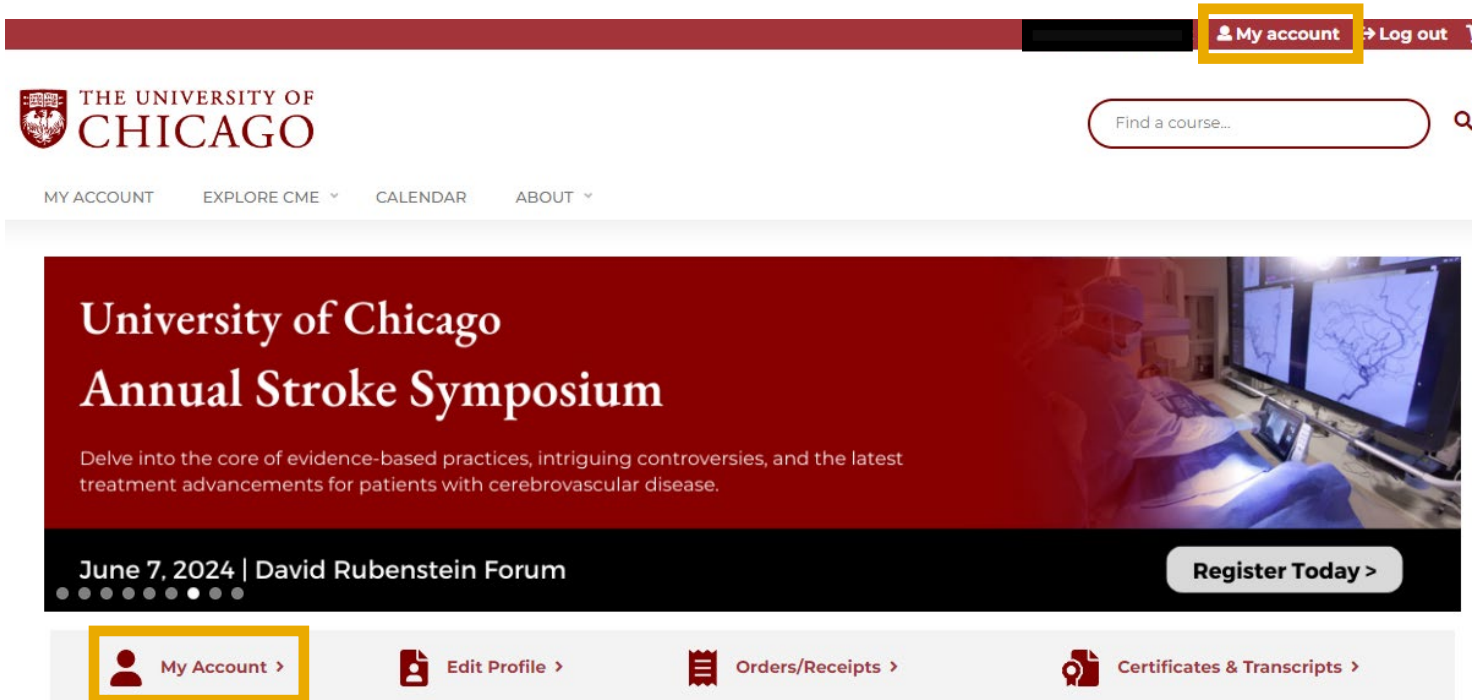


Step 1: Visit cme.uchicago.edu and log in with the credentials that apply to you.



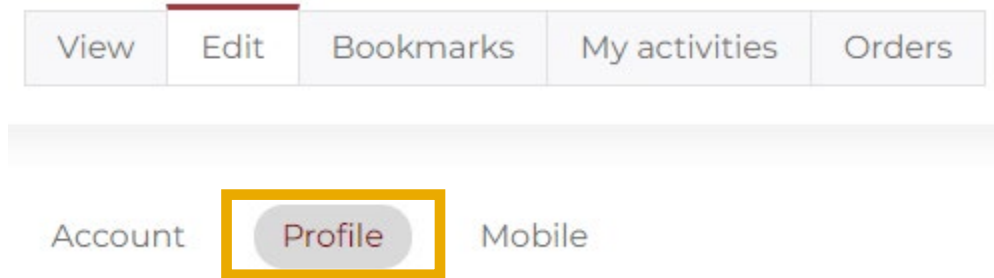
Step 2: Click “My Account” on the top right of the page or from the navigation bar on the homepage.



Step 3: Click “Edit” followed by “Profile”.



Step 4: Click the “Profile” tab and scroll to the “Optional Physician Licensing Information” section.



Step 5: Type in or select your specialty board(s) from the “Boards” dropdown and provide your diplomate number(s) in the accompanying “ID Number” field.

Enter the month and day of your birthday in the “Date of Birth” field. Click “Save”.

- 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 get in touch with your board, as we cannot obtain it for you.
 - Lookup tools: [ABIM](#) | [ABP](#)

Optional Physician Licensing Information

Note that failure to add information will prevent credit reporting to appropriate boards.

Provide your state licensing board, specialty board, and/or NPI information for physician credit reporting purposes. Use the “Add another” button to enter multiple identifiers.

By providing your Diplomate ID and date of birth, you agree to give permission for the University of Chicago, Center for Continuing Medical Education to share your name, birth month, birth date, and credit completion data with both the ACCME and/or selected medical specialties board(s).

Boards: State, Medical Specialty, or NPI **ID Number: License, Diplomate, or NPI**

- None -

Date of Birth

Month: Day: