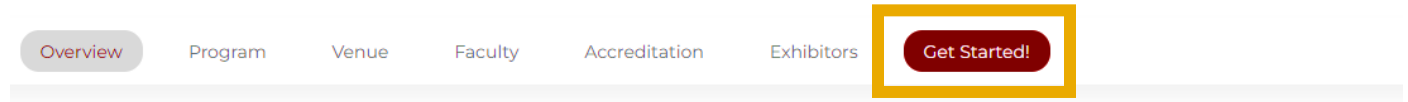




## Registration Guide

**Thank you for your interest in registering for this activity!** The guide will provide a general overview of our registration process. Activity-specific options and offerings will vary.

1. Make sure you are logged into your UChicago CME account. Learners not logged in will see a yellow warning on the “Get Started” tab instead of the registration options, prompting them to log in or create an account. Click the “login” or “create an account” hyperlinks in the warning; you will be redirected to the course page upon completion.



### REGISTRATION

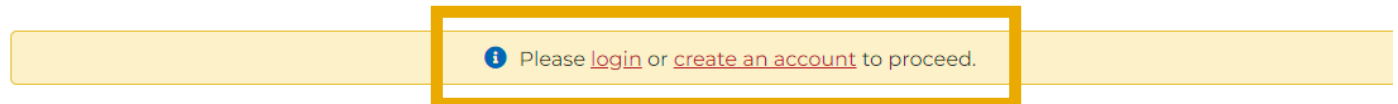
After logging in/creating an account, select your registration type below and click "Register Now!" Simply follow the prompts to complete your registration.

Profession Type	Fee
Physician	\$50
Healthcare Professional	\$25
Trainee	\$25
Industry	\$350
<p><b>CANCELLATION POLICY:</b> If you cancel your participation in this conference, your registration fee less a 50% administrative fee will be refunded when written notification is received by April 10, 2024. No refunds will be made after April 10, 2024.</p>	

### CLAIMING CREDIT

At the end of the activity, the credit-claiming process will unlock. Return to this page and click on "Complete Activity" to proceed.

Please Note: Requests to claim MOC Part II credit must be made within one month to report to ABIM. Requests to claim AMA PRA Category 1 Credit™ after three months will be subject to additional fees.



2. Once logged in, the registration options will appear at the bottom of the “Get Started” tab. Follow the on-screen registration instructions and click “Register Now” to continue.

### CLAIMING CREDIT

At the end of the activity, the credit-claiming process will unlock. Return to this page and click on "Complete Activity" to proceed.

Please Note: Requests to claim MOC Part II credit must be made within one month to report to ABIM. Requests to claim AMA PRA Category 1 Credit™ after three months will be subject to additional fees.

**REGISTRATION \***

Physician, \$50.00

Other Healthcare Professionals, \$25.00

Trainee, \$25.00

Industry, \$350.00

**REGISTER NOW!**

3. On this screen, you will see the course you're registering for and your selection. If you are eligible for or have been given any discount codes for your registration, you will enter them on this screen. Click "Checkout" to continue.

## Registration

✓ Symposium added to your shopping cart.

	Product	Attributes	Qty	Total
<a href="#">Remove</a>	<a href="#">Symposium</a> • REGISTRATION: Physician		1	\$50.00
				<b>Subtotal:</b> \$50.00

[Return to Home Page](#)

[Update](#)

[Checkout](#)

### Discounts

If you have a discount code, enter it here and click 'Apply Discount' below.

[Apply Discount](#)

4. The "Checkout" screen will display your registration selection and prompt you to enter your billing information. Complete your submission by clicking "Review Registration".

**TIP:** If you experience a registration error, the most common causes come from information entered on this screen! Keep the following in mind:

- Make sure the billing address matches the address associated with the used credit card. This is the most common reason learners experience registration errors.
- Entering too many characters, especially for company or organizational names, can result in errors.

#### Customer information

Order information will be sent to your account e-mail listed below.

E-mail address:  [\(edit\)](#)

#### Billing information

Enter your billing address and information here.

Saved addresses

Select one... ▼

\* First name

\* Last name

Company

\* Street address

5. This screen will allow you to review your registration and complete payment. Click “Pay” to enter your credit card information.

## Review Registration

Your registration is almost complete. Please review the details below and click 'Pay' if all the information is correct. You may use the 'Back' button to make changes.

Payment Information		
Qty	Products	Price
1 x	<a href="#">Symposium</a> • REGISTRATION: Physician	\$50.00

Customer information	
E-mail:	[REDACTED]


  

Billing information	
Address:	[REDACTED]

Payment method	
Subtotal:	\$50.00
Order total:	\$50.00
Paying by:	Credit card

Pay \$50.00 securely with credit card



6. Success! Once payment is successfully submitted, your registration will be complete. After submission, you will receive a sign-up confirmation and receipt via the e-mail address associated with your account.

**TIP:** Orders/Receipts are permanently stored in your account for easy access! Visit <https://cme.uchicago.edu/my/orders> to view or download your receipt(s) anytime.

## Confirmation

✔ Signup to [REDACTED] Symposium confirmed. A confirmation email will be sent shortly containing further information about this Course.

Your order is complete! Your order number is 13439.

Here are the courses you have Registered for:

- [REDACTED] Symposium - [View course page](#) or [Take course now](#)

Thank you for your registration.

[Return to the front page.](#)

## REGISTRATION FAQ

Below is a summary of some tips covered in this guide. Use it to quickly find potential answers to some of the most common questions!

### **I'm on the "Get Started" tab, but don't see any registration options.**

To access our registration process, you need a UChicago CME account. Log in to your existing account or create one if you do not have one.

Once logged in, your name should appear in the top right corner of our website. Registration options will also appear at the bottom of a conference page's "Get Started" tab.

### **I keep getting an error when trying to register.**

There are a few reasons you may experience a registration error. Here are the two most common causes:

1. The credit card is being declined because the address entered doesn't match the address associated with the card. This typically occurs when using a credit card that is not your own or when you've recently moved.
2. Too many characters are being entered in one of the billing information fields. Most commonly, learners may enter too many characters in the organization/company name field.

### **The discount code I'm entering doesn't work.**

Aside from a technical error, a discount code may not work for the following reasons:

1. The code you're trying to enter has expired. If you've missed the deadline for a discount, for example, an early-bird discount, the code will not work.
2. The code isn't intended for use under your chosen registration option. If a code is designated to apply in a specific circumstance, for example, only for residents and fellows, it will not work for a physician by design.

### **I need a receipt for my records, reimbursement, etc.**

Learners will receive a registration receipt via e-mail at the time of registration. The receipt can also be retrieved from your account at any time. Visit <https://cme.uchicago.edu/my/orders> to view and download your receipt(s).