Provider’s user guide

HOW TO MAKE A NEW APPLICATION.

(in 8 easy steps)
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**Step 1: How to log in.**

After your account has been activated, you may login to make a new application.

Click on the big red Login Button to begin.

Now just input your username and password and click on the Log In button or press Enter.
Step 2, Submitting a new application

Welcome

Welcome on the new EACCME platform.

If you have already received your login information you can login into the platform by clicking the login button in top right.

If you have not yet received your login information you can go to the the registration form with the link below and we will send you your login information as soon as possible.

New accreditations

Before starting the application process...

- You are aware that your application will only be processed upon receipt of payment of the EACCME fee for your application. The full payment must reach the EACCME no less than 10 weeks from the planned start your LEI.
- You confirm that you have read and that you accept the UEMS-EACCME Terms and Conditions.
- You confirm that you have read and that you accept the UEMS-EACCME Confidentiality Clause.

After completing each page, press the Next Step button to validate the information.

All the Sections above must be filled in in order to submit the application.
Step 3, General Information

Orange indicates that this is the part of your application you are working on.

Green indicates that you completed that part of your application.

Grey indicates the parts you still have to complete.

NEW: We have a new fee for events with up to 100 participants.

If there is a * next to a field name, it means that the field is mandatory and MUST be completed.

Hover your cursor over the i to obtain a description of the information required.

You will also find links to the specific criterion.
Step 4, Detailed information

New accreditations

You can always return to a previous page and complete/edit it at a later date by clicking on the icon.

NEW: Max characters increased to 1.000.000.

NEW: Editing tools

NEW: All information entered is saved automatically upon clicking the next step button, allowing you to complete your application in multiple sittings.
Step 5, Scientific & contact information

The information entered here will appear on all formal communication (letter of accreditation, certificate,...).

This is the person who will receive all communication regarding the application.
This is the person who will have to sign the **Director’s Declaration form**. A document to provide later in your application.
### Step 6, Supporting documents

#### New accreditations

Once you have uploaded the file, the file name turns **blue**. You can double check the document you have uploaded by clicking on it.

#### Supporting document

<table>
<thead>
<tr>
<th>Document Type</th>
<th>File</th>
<th>Template</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDI form John Smith</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDI form John Doe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detailed programme of the event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director's declaration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluation form</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Add document

- I commit to making available to the EACCME a report on the participants' feedback on the EEE and to provide responses to this feedback. I will upload the event report with my application no more than 3 weeks after the event has taken place.

Next step

#### Have you uploaded the wrong document?

Click **here** to erase it.

Click **here** to download the pre-completed template;

(This will ensure you have the latest version of our template)

- print it;
- hand it to the person concerned for signing;
- scan it and save it as a PDF file;
- upload it by clicking **here**.
Step 7, Billing information

This field will be pre-completed with the information you submitted at the time of registration.

However, you always have the possibility to edit it if necessary.

This is the address the Invoice shall be sent to.

The contact person will receive a confirmation email that the invoice has been sent to the billing contact person.
Step 8, Review and submit

For now online payment system allows transactions via the following cards:
- American Express
- Bancontact
- Visa (to come)

NEW: You may now pay directly online via Online Payment.

Review and submit your application

Details of the payment:
- Processing Fee: €
- Accreditation Fee: €
- Total: €
- VAT: €
- Grand total: €

Submit & pay online  Submit & pay via wire transfer

You may only submit once all the other pages have been completed (all green icons).

Once you have submitted your application:
- the invoice will be sent to the Billing contact’s e-mail.
- The contact person will receive a confirmation email that the application has been submitted.

WARNING: Once your application has been submitted you will not be able to edit the information you have inputted.

For any changes you’ll have to contact the EACCME department.