Reviewing Scientific and Educational Material
(submission by the journal editor on behalf of its reviewers)

1. **Create a user account**

Go to [https://eaccme.uems.eu](https://eaccme.uems.eu)

Click on the red button SIGN IN

Select “I am a journal editor”
Start completing the registration form with some general information:

**Registration information**

Please fill out the form below to register as a journal editor provider.

All fields marked with an * are mandatory.

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**Journal Editor Registration**

**Person information**

- First Name *
- Last Name *
- Title *
- Organisation *
- Acronym
- Address *
- Address
- Zip *
- City *
- Country: (none) *
- Email *
- Phone number

And then with your company’s billing details:
Once you have submitted your registration information, it will take the EACCME office 2–3 days to confirm your logins as our accounting department needs to check the information you provided as billing details. You will be notified by email of the validation of your logins.

2. **Access my user account**

Once your logins have been confirmed, you access your account by clicking on the red button SIGN IN:

![Sign in button](image)

and by entering your logins here:

![Login form](image)
You are now signed in.

Welcome, UEMS2019.

To access your submitted applications or to submit a new application, select “Accreditation”, “Publication review (editor)”:  

SIGN OUT
3. Submit a new application

Once you have selected the option “Submit New Application”, you access the table below. You have the possibility to apply for the whole year 2017, the whole year 2018 and the first semester of 2019. The possibility to apply for the whole year 2017 and the whole year 2018 will expire after a while.

Select the year for which you wish to apply by clicking on the name of the journal:

<table>
<thead>
<tr>
<th>Code</th>
<th>Journal name</th>
<th>Article review period</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt;</td>
<td>New</td>
<td>Unpaid</td>
</tr>
<tr>
<td>&gt;</td>
<td>New</td>
<td>Unpaid</td>
</tr>
<tr>
<td>&gt;</td>
<td>New</td>
<td>Unpaid</td>
</tr>
</tbody>
</table>
You access the following application form. There are three steps to complete before you can submit your application. The colour code is the following:

- Green: page completed
- Orange: page you are currently working on
- Grey: page to be completed

**Step 1: General Information**

General Information

<table>
<thead>
<tr>
<th>Journal name</th>
<th>UEMS Newsletter</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Article review period</th>
<th>01/01/17 - 31/12/17</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Journal's impact factor</th>
<th></th>
</tr>
</thead>
</table>

Use this link to download an Excel template which can be used to upload the article information below.

Fill articles data form file

<table>
<thead>
<tr>
<th>Article name</th>
<th>Review date</th>
<th>Reviewer name</th>
<th>PubMed reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

No data to display

Next step

Mandatory fields *
On this page, you will need to provide us with the following information:

- Journal’s impact factor
- Information on the articles reviewed: article name, review date, reviewer’s name, PubMed reference

Regarding the information on the articles reviewed, you have the possibility to enter the information

- either by hand
- or to download an Excel sheet which you can complete and upload on our platform later (see printscreen below)

Please make sure that the information you provide either manually or in the Excel sheet corresponds to the period for which you are applying.
**Step 2: Articles documents**

On this page, you will need to provide in an anonymized way the reviewers’ comments for every article reviewed. You can provide the information in doc, docx or PDF format.

The UEMS-EACCME® reviewer(s) will then review 5% of randomly selected reviews as a quality control measure.
Step 3: billing information

The third page of the application is pre-completed with the billing information you provided at the time of registration. Please do not change anything on this page (except for the “billing contact email”).

If you wish to change anything on this page, please contact our accounting department at comptable@uems.eu.
Step 4: review and submit

Please check that your application is complete before submitting it. Once the application is submitted, it will not be possible to add any further information.

You have the possibility to either pay online (VISA, American Express, Bancontact) or by bank transfer.

Review and submit

Submit & pay online  Submit & pay via wire transfer

4. Check the status of a submitted application

Select “Accreditation”, “Publication review (journal)” and “Submitted applications”

NB: for further information on the submission and review process, please read our criteria “Reviewing scientific and educational material (application by journal editor)”