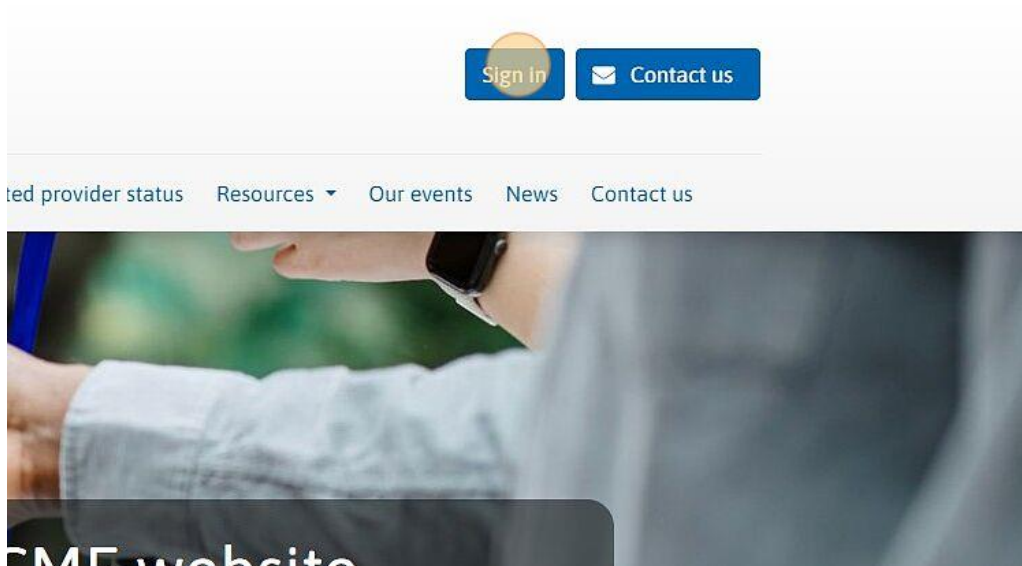


PROVIDER MANUAL

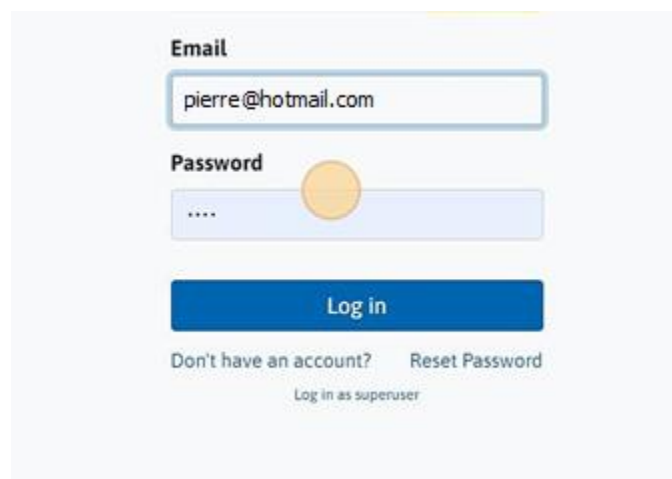
Logging in the EACCME Accreditation platform	2
My account	3
Submit an application	4
My applications	10
Message and communication history, in the application form	13
My invoices	14

Logging in the EACCME Accreditation platform

1. Open your web browser and enter the following URL: eaccme.uems.eu
2. Click on the "Sign in" button.



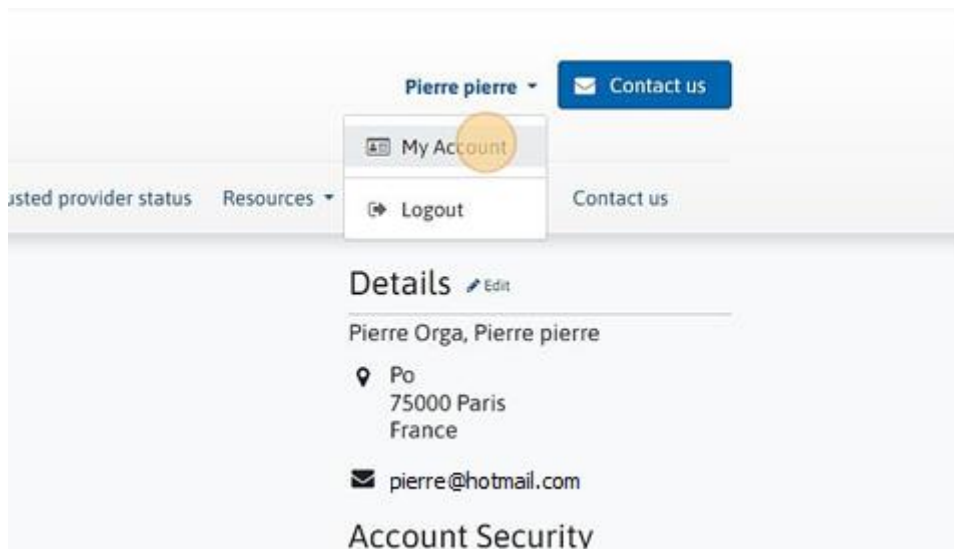
3. Enter your email address and password. The first time you access the EACCME platform, you will need to register to create a user account. In this case you will have to select "Don't have an account" to create your user account.

A screenshot of the login form on the EACCME Accreditation platform. The form has a light blue background. It contains two input fields: "Email" with the value "pierre@hotmail.com" and "Password" with four dots. Below the password field is a yellow circular icon. A blue "Log in" button is positioned below the input fields. At the bottom of the form, there are two links: "Don't have an account?" and "Reset Password". Below these links is the text "Log in as superuser".

4. Click on the "Log in" button.

My account

1. Once you are logged in, you can view your ongoing applications by clicking on "My Account".



2. To view the full list of applications (draft applications and submitted applications), click on "All my applications".



3. You can easily navigate back to your account dashboard by clicking on the "House icon" located next to "All my applications".

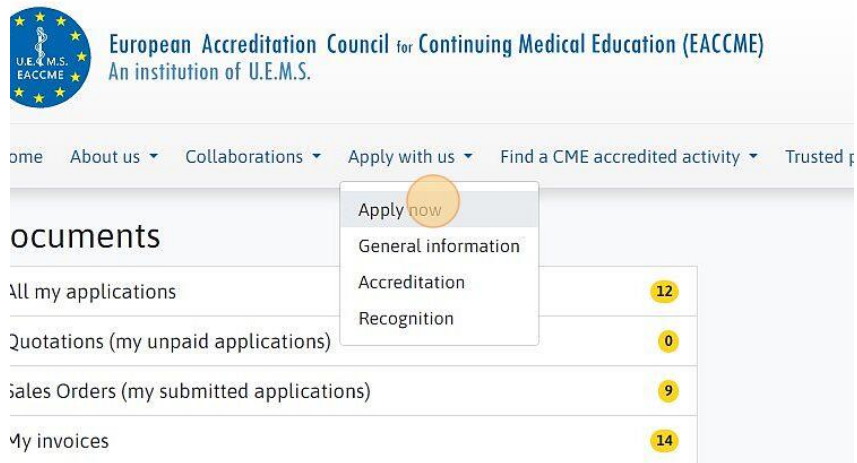


Submit an application

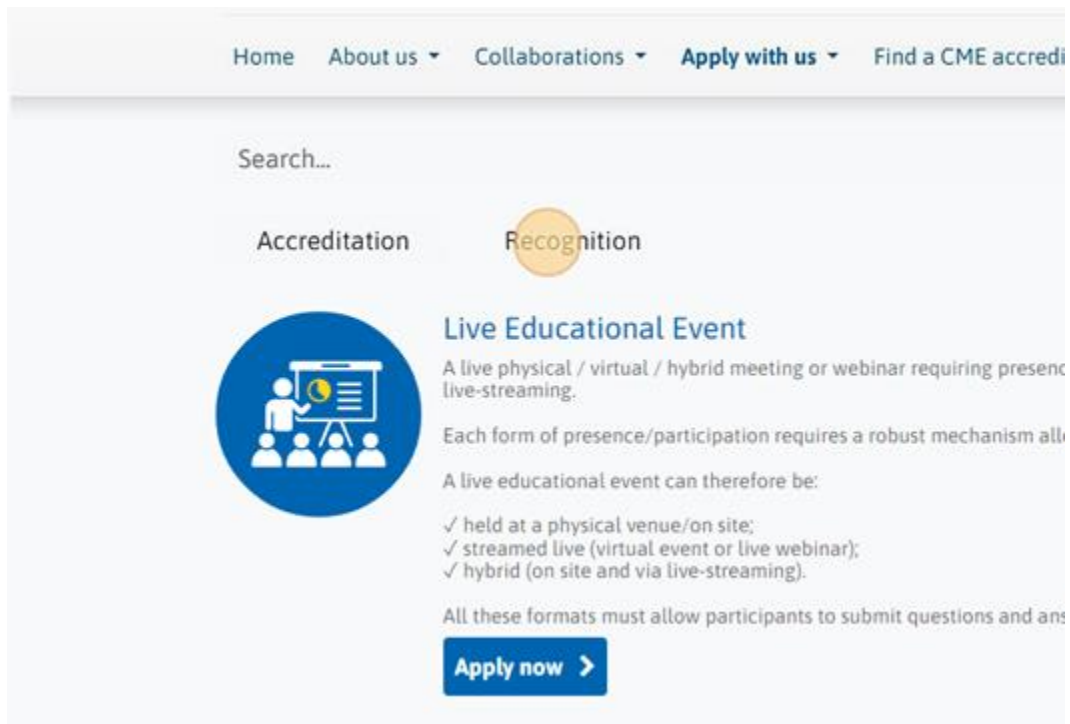
1. To view the list of EACCME Accreditation & Recognition activities, click on the "Apply with us" menu.



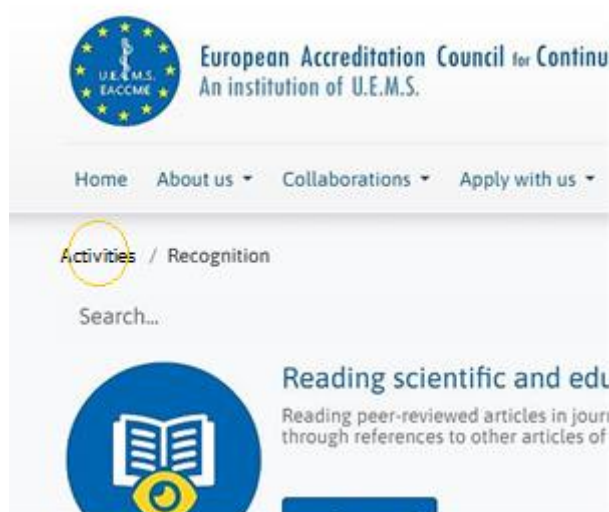
2. To start the application process for a particular activity, click on "Apply now".



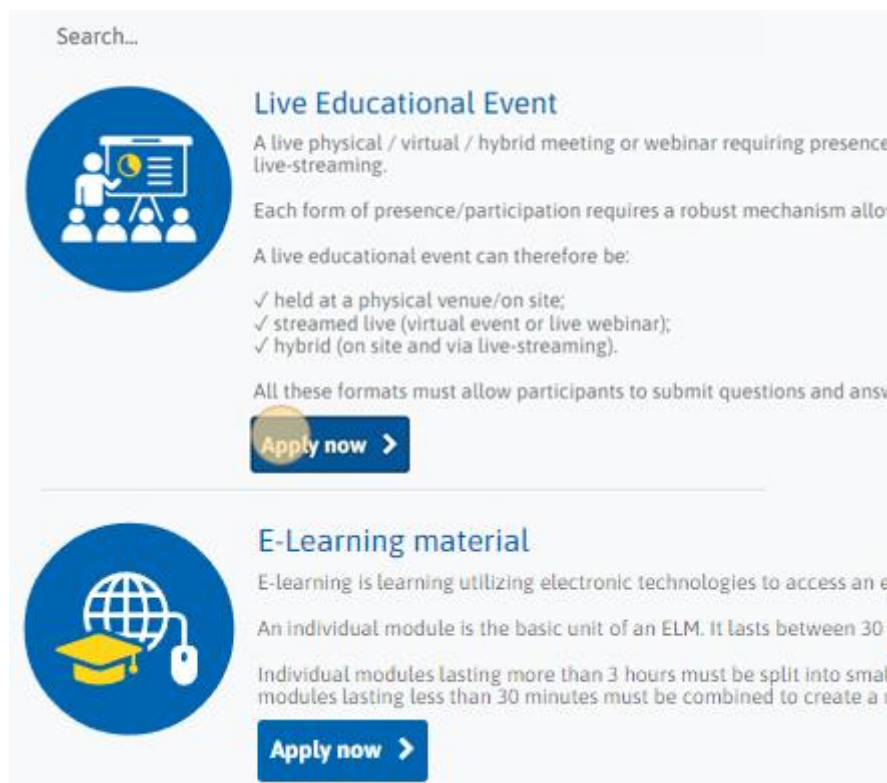
3. You can filter EACCME activities by category by simply clicking on either "Recognition" or "Accreditation".



4. To remove the category filter and view all activities, click on "Activities".



- When you have found the activity you wish to apply for, click on "Apply now" to start applying.



- You will be directed to the relevant application form. Please fill out all the required fields of each step.

1 General information 2 Detailed information 3 Scientific and contact information 4 Supporting documents 5 Review and submit your application

General information

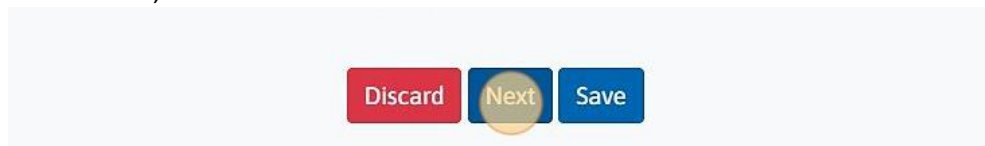
Title of the Event * ⓘ
The title of the event must be identical with the title used in all materials related to the event. It is not permissible to have an industrial sponsor's or a commercial product's name in the title of the event (criterion 4 of UEMS 2023/07).

City of the event * ⓘ

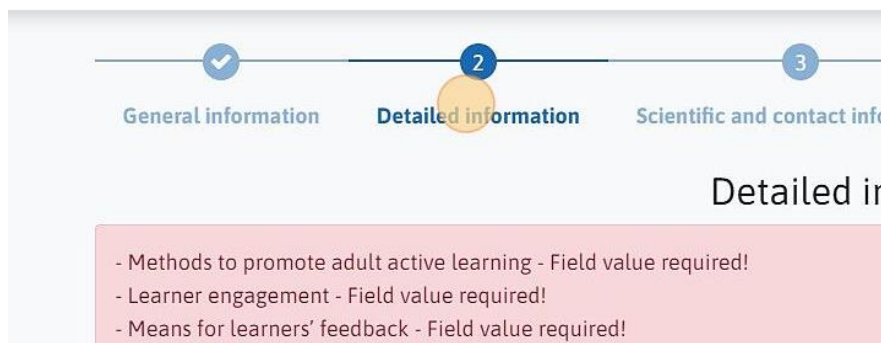
- The town where the event will take place in the case of a physical/hybrid event
- If the event is virtual, enter "Virtual"

Events held in the facilities of any commercial companies, such as pharmaceutical/ medical/surgical devices/software companies, are not eligible for EACCME® accreditation.

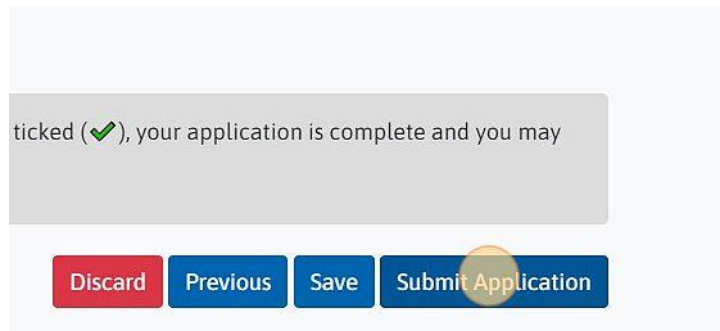
- When you have finished filling out a page, click "Save" and the button "Next" to proceed. If you wish to pause and complete the form later, just click "Save". To discard the information you have entered, click "Discard".



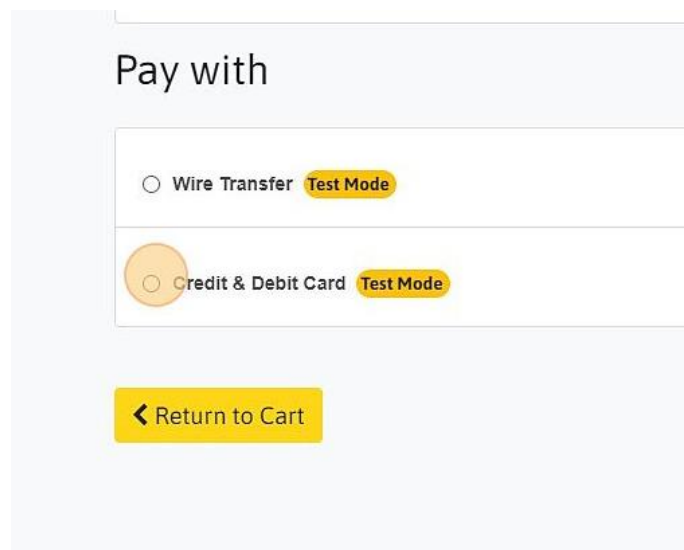
- You can follow the progress of your application at the top of the page. Every page completed is identified by a "validation icon". If the "validation" icon does not appear, it means that the page is not fully completed. The fields which have not been completed will be highlighted in red at the top of the application page.



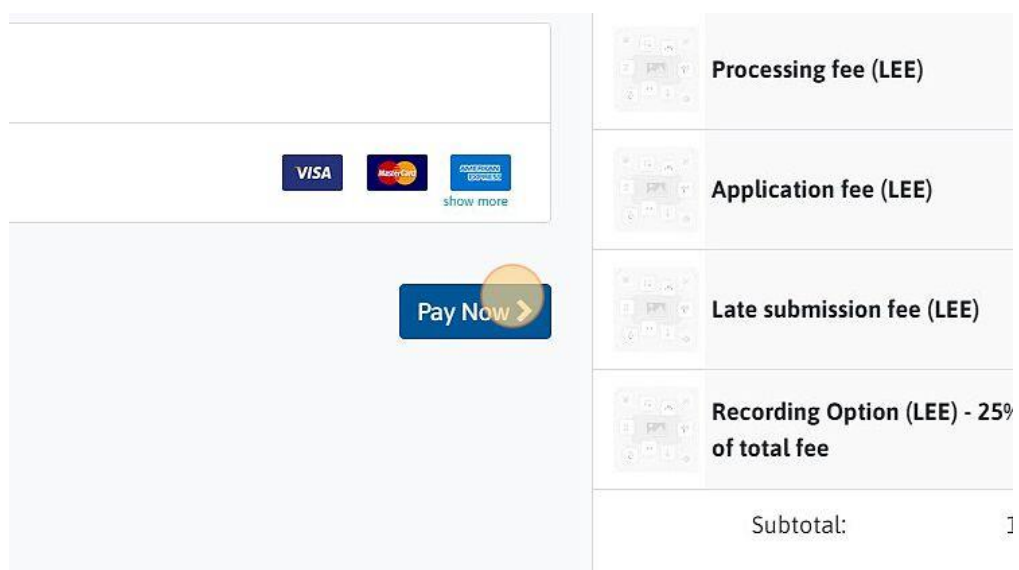
- Once you have completely filled out the application form, click "Submit Application" on the last page "Review and Submit your application". You will then be directed to the payment page.



10. You have two options for payment: "Credit & Debit Card" for immediate payment, or "Wire Transfer" if you wish to pay at a later time. Choose the option that suits you best.



11. If you have chosen to pay by card, click « Pay now » then enter your credit card details in the dedicated tab on the right. You can either pay with VISA, Mastercard and American Express.



Ou payer par carte

E-mail **pierre@hotmail.com**

Informations de la carte

234 1234 1234 1234 

MM / AA CVC 

Nom du titulaire de la carte

Pays ou région

France

12. Once you have entered your card details, click on "Pay" to complete the submission process.

Nom du titulaire de la carte


22

Pays ou région


France

Enregistrer mes informations en toute sécurité pour le paiement en un clic

Réglez vos achats sur ce site plus rapidement ainsi que partout où Link est accepté.

 06 12 34 56 78 Facultatif

[link](#) · [En.savoir.plus](#)

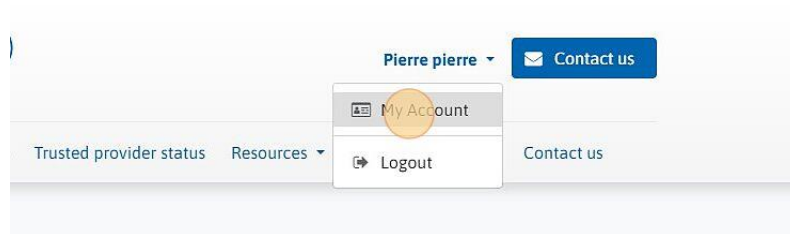
Payer 

13. Once your payment has been processed, you can print or download your invoice by respectively clicking on the "Print" or "Download" button.

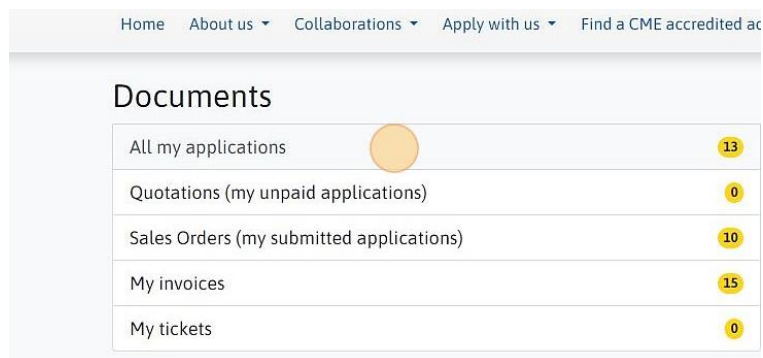
375.00 €	Your payment has been successfully processed. Thank you!
Download Print	<h2>Sales Order <i>LEE/2023/00102</i></h2>

My applications

1. To check the status of an application, navigate back to your account dashboard by clicking on your account name, located next to the "Contact us" button. Then select "My Account".

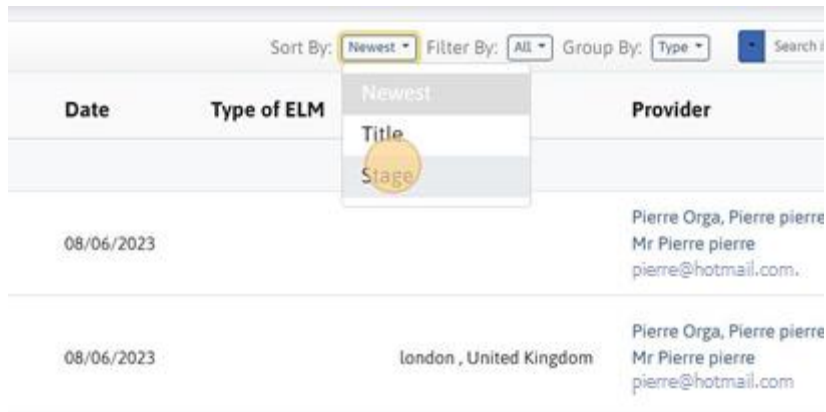


2. From your account page, click "All my applications".



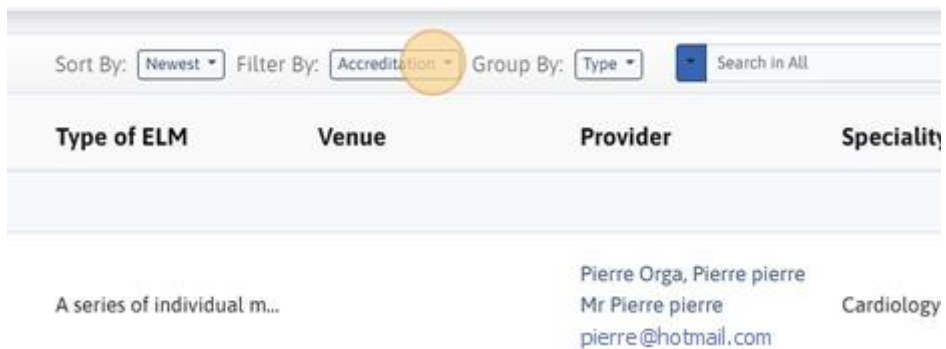
3. To facilitate the organization of your applications, sorting options are available according to your preferences. You have three ways to sort your applications:
 - By "Title": this option lists the applications in alphabetical order based on their titles.
 - By "Stage": by selecting this option, you can sort the applications based on their current status, ranging from the initial stage of "Draft" to the final stage of "Accredited" or "Rejected".
 - By "Newest": this option allows you to sort the applications based on the most recent edits, placing the latest edited applications at the top and the oldest ones at the bottom.

To access these sorting options, simply click on the icon located next to the "Sort by" label.



- To enhance your application filtering possibilities, a feature is available that enables you to choose the specific application type you desire. For instance, by selecting "Accreditation," you can conveniently exclude all recognition applications from the list.

To access these filtering options, simply click on the icon located next to the "filter by" label.



- Moreover, you can arrange your list of applications according to different criteria. One option is to group them based on their stages, such as having all draft applications consolidated in one section and all submitted applications organized in a separate section. Alternatively, you can categorize them by type, placing all LEE applications in one section and all ELM applications in another section.

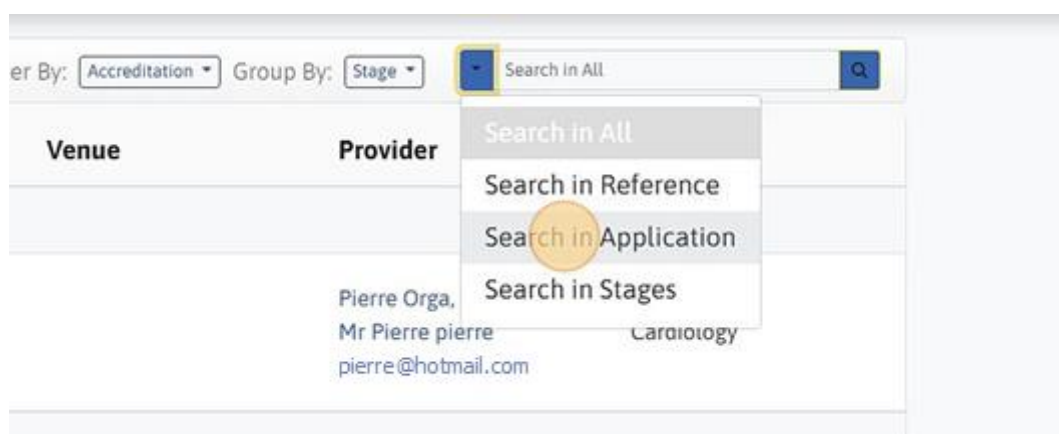
To access these grouping options, simply click on the icon located next to the "group by" label.



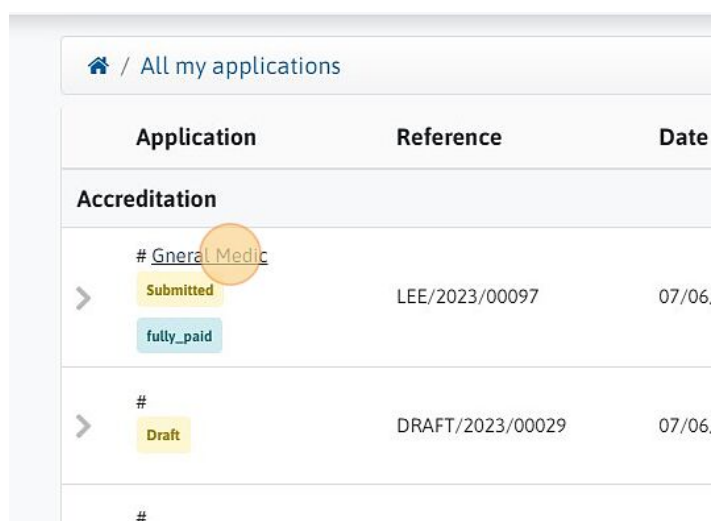
6. In addition, a search functionality is available to enable you to find a specific application easily. By typing the name of the application in the "search bar," you can quickly locate the desired application.

Furthermore, you have the option to refine your search by selecting a specific field to search within. To do this, click on the small arrow located to the left of the search bar, and choose the desired field from the available options.

This feature allows you to narrow down your search and locate applications based on specific criteria or fields, making the process more efficient and tailored to your needs.

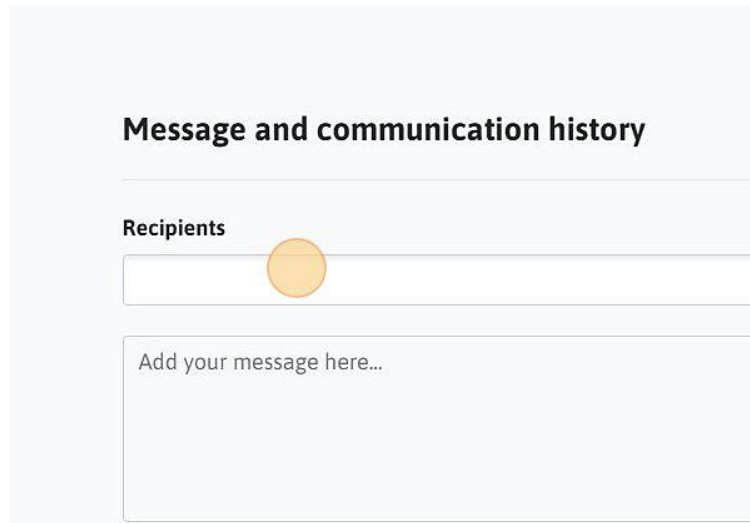


7. Now, click on the name of the application you wish to view.



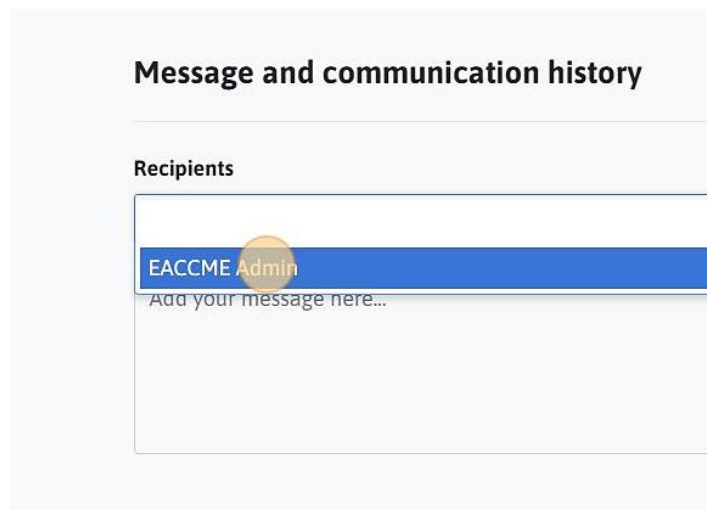
Message and communication history, in the application form

1. Once your application is submitted, you can communicate with the EACCME office through a dedicated channel. This channel, located at the bottom of the application form, will be available once your application is submitted.



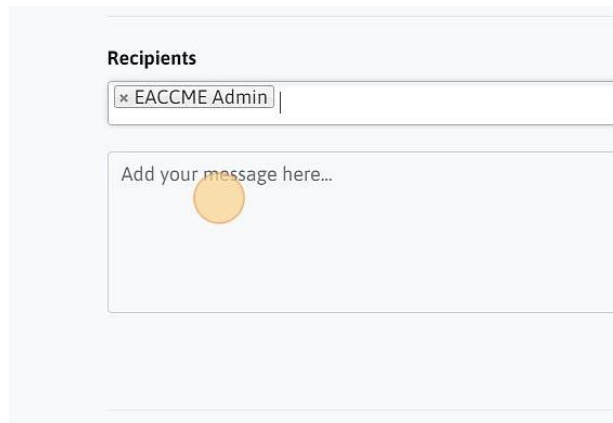
The screenshot shows a form titled "Message and communication history". Below the title is a section labeled "Recipients" with a dropdown menu. A yellow circle highlights the dropdown arrow. Below the dropdown is a text input field with the placeholder text "Add your message here..."

2. To send a message, first select the recipient from the dropdown list. To contact the EACCME office, select "EACCME Admin".



The screenshot shows the same form as above, but the dropdown menu is open and "EACCME Admin" is selected, highlighted in blue. The text input field below still contains the placeholder "Add your message here..."

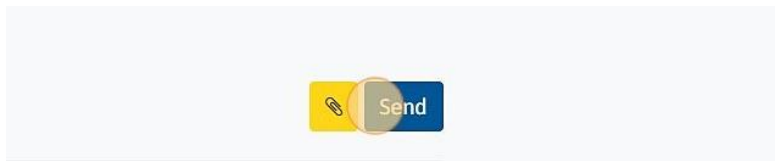
3. Click on the field that says "Add your message here...", then type the message you wish to send.



4. If you need to attach a file to your message, you can do so by clicking on the yellow clip icon next to the "Send" button.

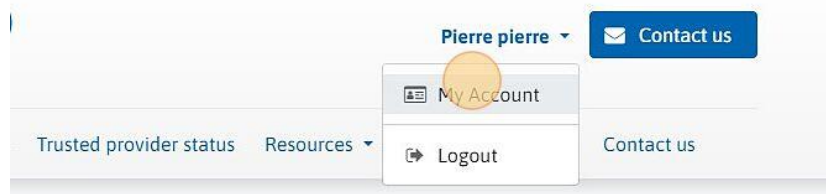


5. When your message is ready, click "Send".

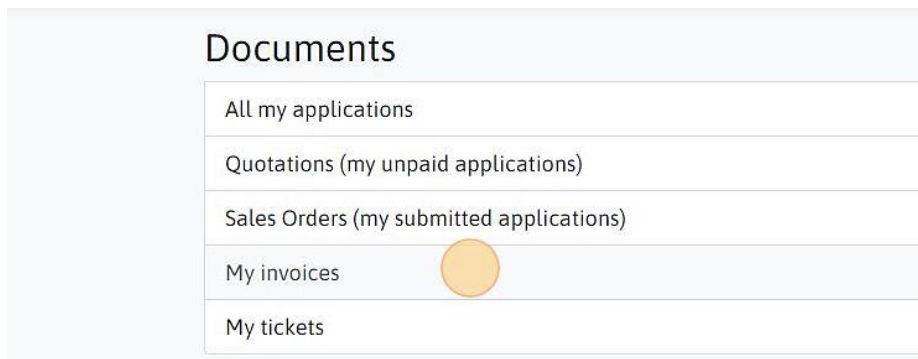


My invoices

1. To return to your account dashboard, click "My Account".



- To view your invoices, click "My invoices".



- From the list of invoices, select the one you wish to view.



The screenshot shows the 'Invoices & Bills' page with a table of invoices. The table has two columns: 'Invoice #' and 'Application reference'. The first row is highlighted with a yellow circle.

Invoice #	Application reference
INV/2023/00192	LEE/2023/00097
INV/2023/00177	ELM/2023/00163
INV/2023/00181	BLD/2023/00045
INV/2023/00182	ELM/2023/00164
INV/2023/00183	WEB/2023/00009
INV/2023/00173	LEE/2023/00092

- Once the invoice selected, you can either download or print the invoice by using the appropriate buttons.

