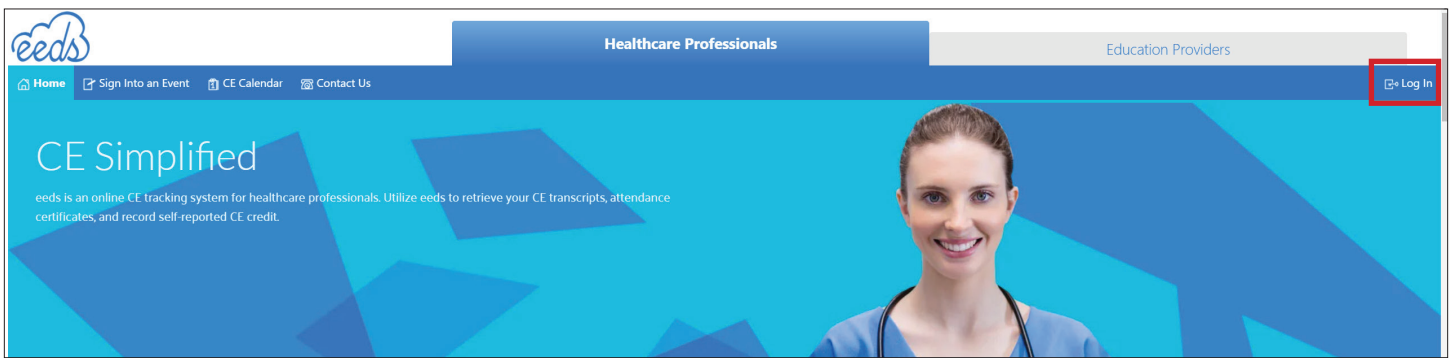


FEATURE OVERVIEW

Join the thousands of Healthcare Professionals who use eeds to track their self-reported activities. Most Healthcare Professionals earn dozens of credits per year for activities such as teaching, mentoring, colleague consultations, and journal clubs. Documenting these activities is quick and easy with eeds!

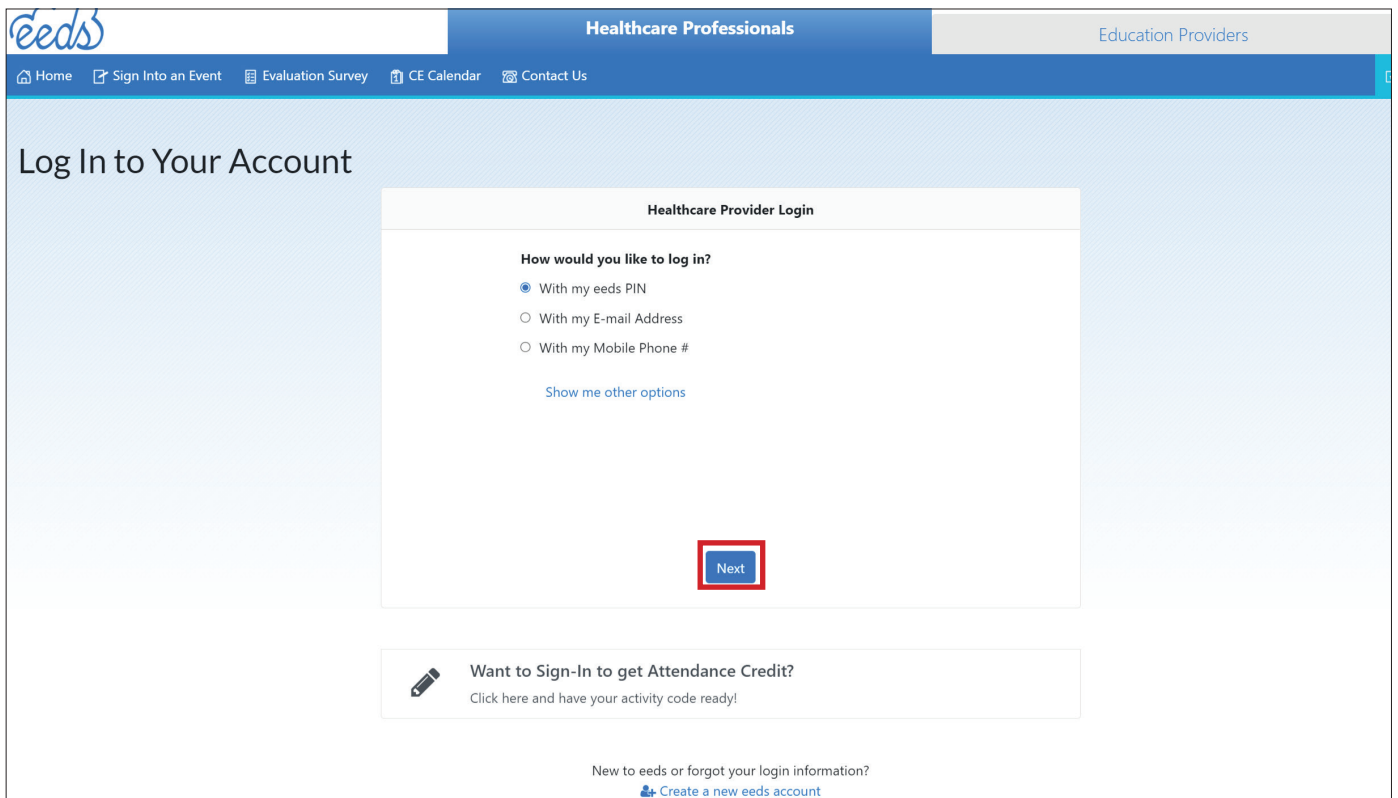
Visit eeds.com

From your Home Menu, make sure you are on the Healthcare Professionals side of the site and click, “Log In”



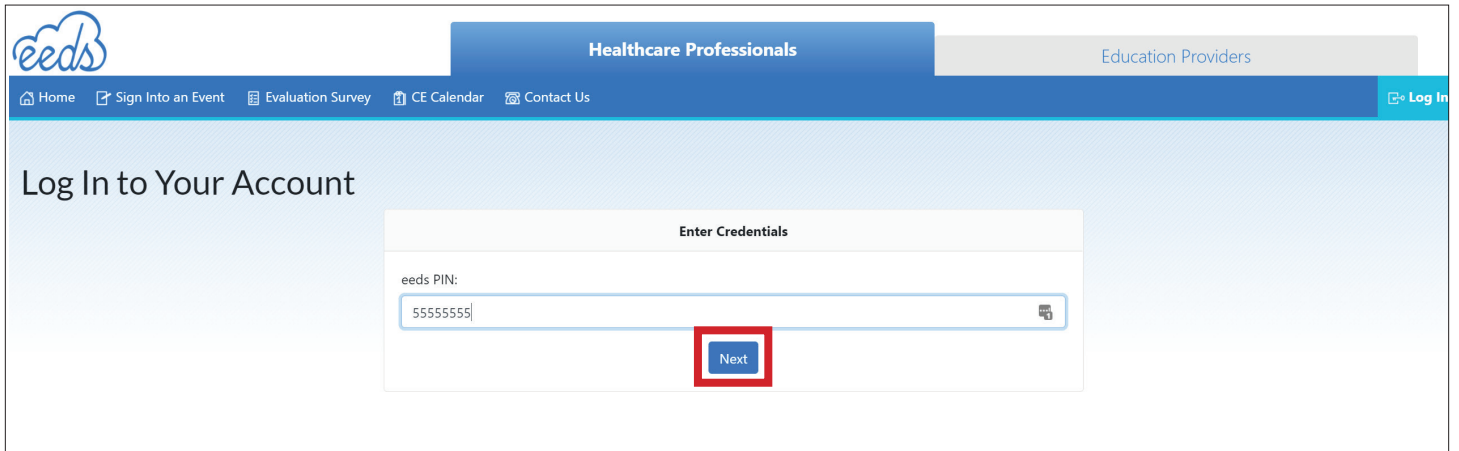
Log In to Your Account

Decide how you would like to login: eeds pin, email address, or mobile phone # and click, “Next”



eeds PIN

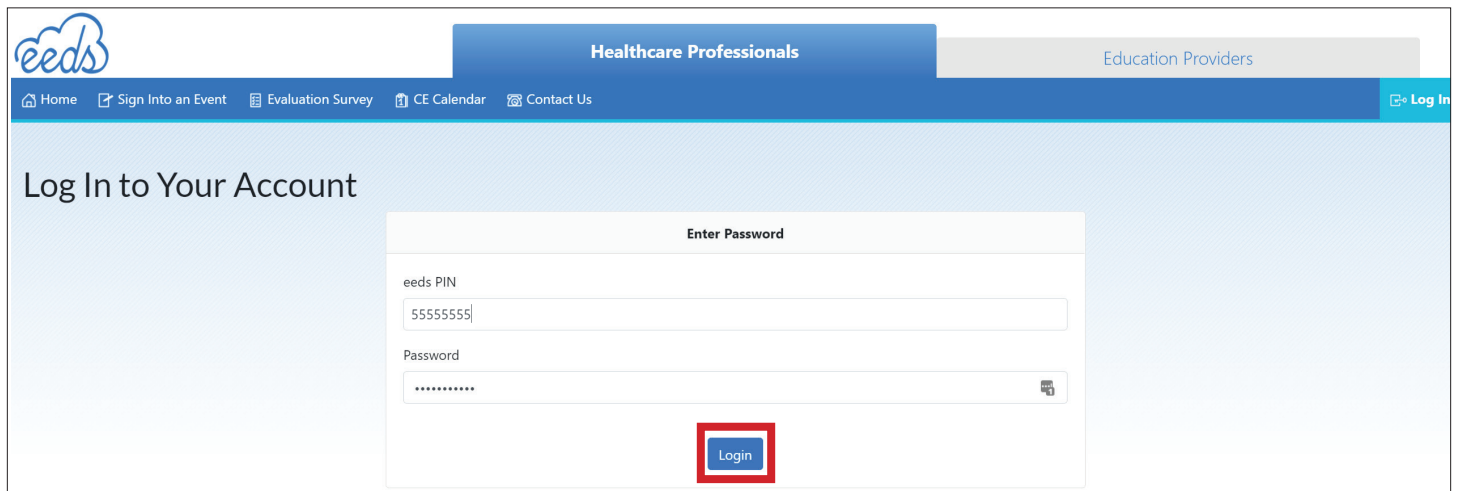
If you decide to use your eeds PIN, go ahead and enter the 8 digit number and click, “Next”



The screenshot shows the eeds website interface for Healthcare Professionals. The page title is "Log In to Your Account". The main heading is "Enter Credentials". There is a text input field labeled "eeds PIN:" containing the value "55555555". Below the input field is a blue button labeled "Next", which is highlighted with a red square.

Enter your Password

Enter your eeds password and click, “Login”



The screenshot shows the eeds website interface for Healthcare Professionals. The page title is "Log In to Your Account". The main heading is "Enter Password". There are two text input fields: the first is labeled "eeds PIN" and contains "55555555"; the second is labeled "Password" and contains "*****". Below the input fields is a blue button labeled "Login", which is highlighted with a red square.

Self-Report Credit

Once logged into your eeds account, you will see “QUICK LINKS” with a link labeled “Self Report Credit” and on the left side menu you will find “Self Reported”, click on either of these to log credits earned from outside events

The screenshot displays the eeds user interface. On the left is a navigation menu with the following items: Home, Symposium, Certificates & Transcripts, My Presentations, Self Reported (highlighted with a red box), Organize, Course Materials, Integrations, CE Calendar, Online Store, My Account, and Help. The main content area is divided into several sections:

- FOLLOW-UP NEEDED:** Three yellow action cards: "Take an Evaluation" (1 Required), "Claim MOC Points" (Claim what you have earned!), and "Speaker Checklist" (Complete Required Forms for your Upcoming Presentation).
- QUICK LINKS:** Three white action cards: "Sign-In to Event" (Get attendance credit for an event attended), "Attendance Transcript" (Get transcript showing credits earned), and "Self Report Credit" (Log credits earned from outside events, highlighted with a red box).
- MY EVENTS:** Two columns of event listings under "REGISTRATIONS" and "MY PRESENTATIONS". Both columns list "6th Annual Challenges in Critical Care" and "5th Annual Challenges in Critical Care" (both on Friday, 11/12/2021) with a "View Symposium Overview & Itinerary" link. The "MY PRESENTATIONS" column also lists "New Critical Care Medicine" (Friday, 11/12/2021) with a "Manage Presentation" link.

STEP BY STEP REPORTING GUIDE

Documenting Self-Reported Credit

Click on “Document Self-Reported Credit


SELF REPORTED MENU

Document Self-Reported Credit
Record My Self-Reported Activities

Edit/Delete Self-Reported Entries
Make Changes to Activities I've Recorded

Transcript: Self-Reported
Activities Reported by Me

Document Self-Reported Credit



Join the thousands of physicians who use eeds to track their self-reported activities. Most physicians earn dozens of credits per year for activities such as teaching, mentoring, colleague consultations, and journal clubs. Documenting these activities is quick and easy with eeds!

You can also use this feature to document attendance at out-of-town conferences that you attend. If you also document attendance via electronic sign-in (online, mobile, or SMS) at local education events, you can generate a transcript that combines your self-reported and provider-reported attendance.

Enter Date


Select the date the Activity took place. You can also specify if it was a multiday Activity and click, “Next”

DOCUMENT SELF-REPORTED CREDIT

Introduction **Enter Date** Enter Activity Classify Activity Enter Credits Done

Select Activity Date

Date

7/19/2021 

This was a multiday Activity

Next

Enter Activity Information

Begin entering your Activity information:

- Initiator test
- Activity Type
- Activity Title
- Provider
- City
- State
- Course Number (Optional)
- Select if the Event occurred in the USA

When you are finished click, "Next"

DOCUMENT SELF-REPORTED CREDIT

Introduction Enter Date **Enter Activity** Classify Activity Enter Credits Done

Enter Activity Information

Initiator test ⓘ
CME Provider ▼

Activity Type
Grand Rounds ▼

Activity Title
Pediatric Grand Rounds ⓘ

Provider
eeds

City **State**
Asheville NC - North Carolina ▼

Course Number **Event occurred in the USA**
Optional

Next

Classify Activity

Add a Classification/Organize the Activity and click, "Next"

DOCUMENT SELF-REPORTED CREDIT

Introduction Enter Date Enter Activity **Classify Activity** Enter Credits Done

Classify/Organize the Activity

- AAFP Elective
- Bioterrorism
- Child Abuse
- Controlled Substance Prescribing Courses
- Domestic Violence
- Emergency Medicine
- End-of-Life Management/Care
- Ethics/Professional Responsibility
- Evidence-Based CME
- Geriatrics
- Grand Rounds
- HIV/AIDS
- Infection Control
- Internal
- MOC - Interpersonal and Communication Skills
- Nursing and the Law
- Pain Management
- Patient Safety/Risk Management
- Prevention of Medical Errors
- Quality Improvement
- Risk Management
- Special Populations
- Trauma

Next

Enter Credits

Select the Credit type in the drop-down and specify the amount of credit earned and click, "Add". When you are finished click, "Done"

DOCUMENT SELF-REPORTED CREDIT

Introduction Enter Date Enter Activity Classify Activity **Enter Credits** Done

Enter Credit Information

Current Credits
AMA PRA Category 1 Credit - 1 Credit(s)

Add Credits

Type	Amount	
AMA PRA Category 2 Credit	1	Add

Done

Done

Your Activity is now recorded! You have the ability to next:

- Upload a Certificate
- Enter Another Self-Declared Activity (Different Provider)
- View My Combined Credit Report
- View My Self Declared Report
- Return to Home Menu

DOCUMENT SELF-REPORTED CREDIT

Introduction Enter Date Enter Activity Classify Activity Enter Credits **Done**




Activity Recorded

Date Range: 7/19/2021

Description: Pediatric Grand Rounds - eeds

Location: Asheville, NC

What Would You Like To do Now?

-  Upload a Certificate
-  Enter Another Self-Declared Activity (Different Provider)
-  View My Combined Credit Report
-  View My Self Declared Report
-  Return To Home Menu

SELF REPORTED MENU PAGE

Document Self-Reported Credit

Documenting these activities is quick and easy with eeds! You can also use this feature to document attendance at out-of-town conferences that you attend. If you also document attendance via electronic sign-in (online, mobile, or SMS) at local education events, you can generate a transcript that combines your self-reported and provider-reported attendance.


SELF REPORTED MENU

Document Self-Reported Credit
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You can also use this feature to document attendance at out-of-town conferences that you attend. If you also document attendance via electronic sign-in (online, mobile, or SMS) at local education events, you can [generate a transcript that combines your self-reported and provider-reported attendance](#).

Edit/Delete Self-Reported Entries

If something doesn't look right on your self-reported transcript (an entry appears twice or perhaps is inaccurate), you can use this feature to either edit the entry or delete it entirely.


SELF REPORTED MENU

Document Self-Reported Credit
Record My Self-Reported Activities

Edit/Delete Self-Reported Entries
Make Changes to Activities I've Recorded

Transcript: Self-Reported
Activities Reported by Me

Edit/Delete Self-Reported Entries



If something doesn't look right on your self-reported transcript (an entry appears twice or perhaps is inaccurate), you can use this feature to either edit the entry or delete it entirely.


Transcript: Self-Reported

This shows a transcript of CME/CE attendance that has been entered into your eeds account by either you or your assistant/secretary. Many Healthcare Professionals find this feature useful for tracking out-of-town conferences that they attend or for tracking self-reported activities such as journal clubs and teaching/mentoring.

SELF REPORTED MENU

- Document Self-Reported Credit**
Record My Self-Reported Activities
- Edit/Delete Self-Reported Entries**
Make Changes to Activities I've Recorded
- Transcript: Self-Reported**
Activities Reported by Me

Transcript: Self-Reported



This shows a transcript of CME/CE attendance that has been entered into your eeds account by either you or your assistant/secretary. Many physicians find this feature useful for tracking out-of-town conferences that they attend or for tracking self-reported activities such as journal clubs and teaching/mentoring.