

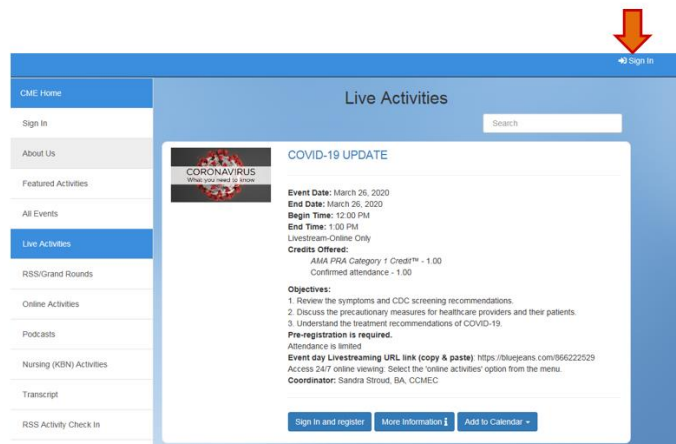
## CREATING AN ACCOUNT

First-time users will need to create a user account for Norton Healthcare Continuing Medical Education. This account will allow you to claim attendance at education programs, register for programs and obtain transcripts for activities accredited by Norton Healthcare and more.

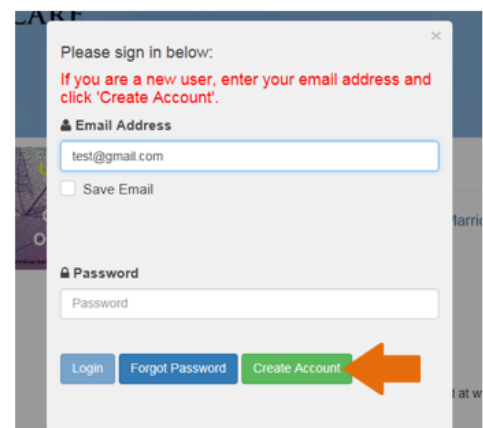
The first time you are creating an account, the system will want to search for a profile, prior to creating the account so it will do a primary and secondary lookup. The **Primary Lookup** option for your account is your email address. If your email address is not found, the **Secondary Lookup** will be your last name and medical/provider license number. If an account is not found, it will redirect you to **My Profile** page to create your new account.

### To create an account:

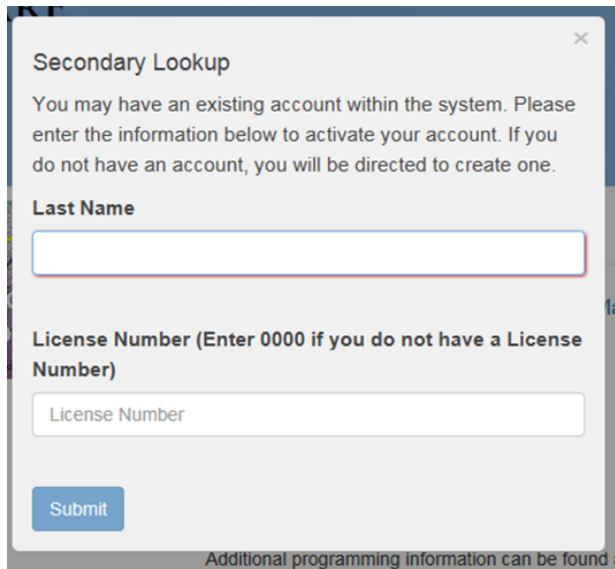
1. Go to **NortonCME.com**
2. Select **'Sign in'**



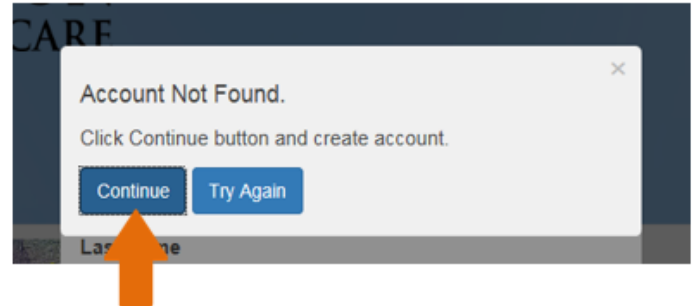
3. **Primary Account Lookup:** Enter your **'Email Address'** and select **'Create Account'**. Follow the screen prompts.



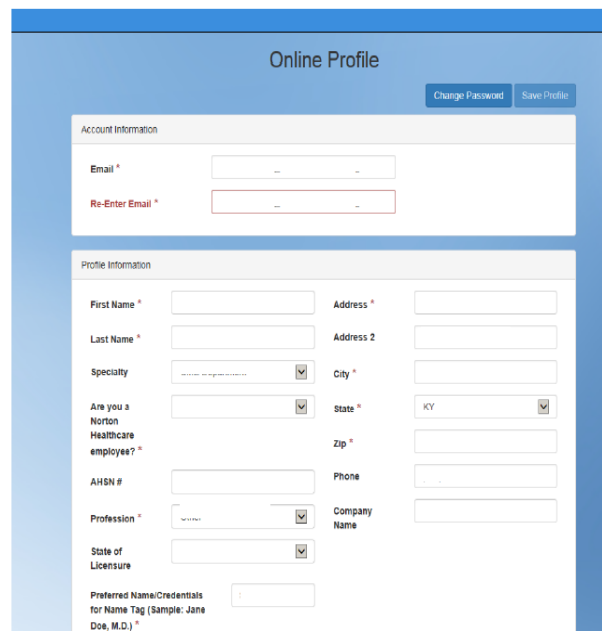
4. **Secondary Account Lookup:** If your email address is not found, the **Secondary Lookup** is your last name and medical/provider license number. If it still does not find your account, select '**Continue**' to create a profile.



The screenshot shows a 'Secondary Lookup' dialog box. It contains a text area for 'Last Name' and another for 'License Number (Enter 0000 if you do not have a License Number)'. A 'Submit' button is located at the bottom left. Below the form, there is a small text link: 'Additional programming information can be found...'.



You will then be directed to an Online Profile form. Please note, that certification/attendance categories (AMA, KBN, etc.) will be linked to your **Profession** response.



The screenshot shows the 'Online Profile' form. It has two main sections: 'Account Information' and 'Profile Information'. The 'Account Information' section includes 'Email \*' and 'Re-Enter Email \*' fields. The 'Profile Information' section includes fields for 'First Name \*', 'Last Name \*', 'Specialty', 'City \*', 'State \*', 'Zip \*', 'Phone', 'Company Name', 'Profession \*', 'State of Licensure', and 'Preferred Name/Credentials for Name Tag (Sample: Jane Doe, M.D.) \*'. There are also 'Change Password' and 'Save Profile' buttons at the top right.

**Note:**

- For your login email, please use an email address you routinely read. This is where meeting confirmation letters are sent to and other CME notices.
- The password does not have requirements regarding symbols/characters.