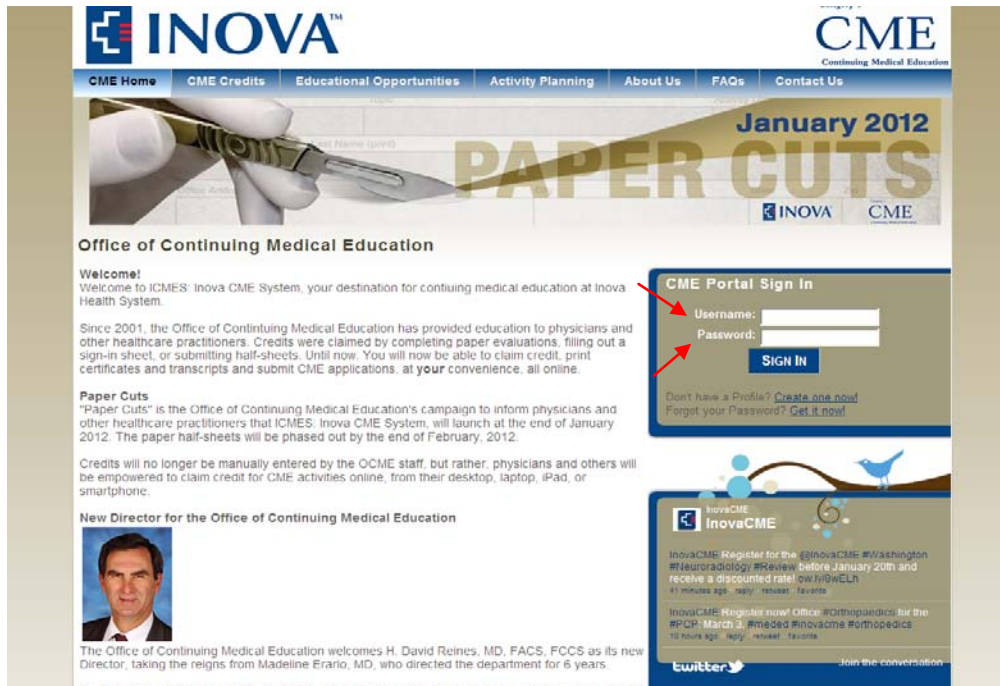


How to Upload Files in 5 minutes or Less

Step 1: Go to <http://icmes.inova.org>

Step 2: Log-in with your ICMES username and Password. This is not the same as the Inova username and password.

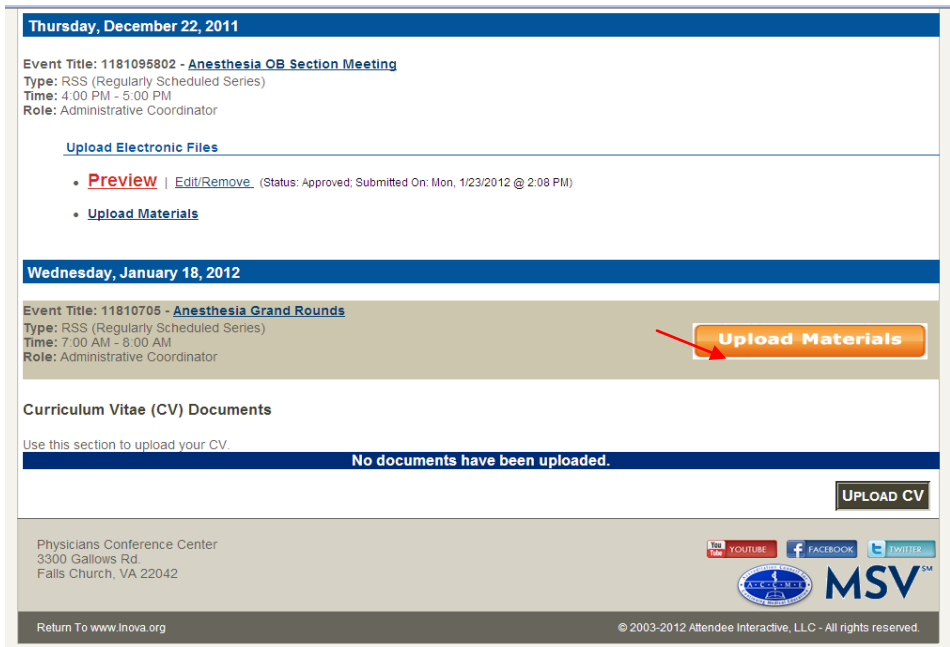
Note: If you do not have a profile, you will need to create one in order to access the system. If you have a profile but forgot your password, please click on the “Forgot Your Password” option.



Step 3: Click on “My Ready Room” and scroll to the event for which you need to upload materials. They are organized by date and time.

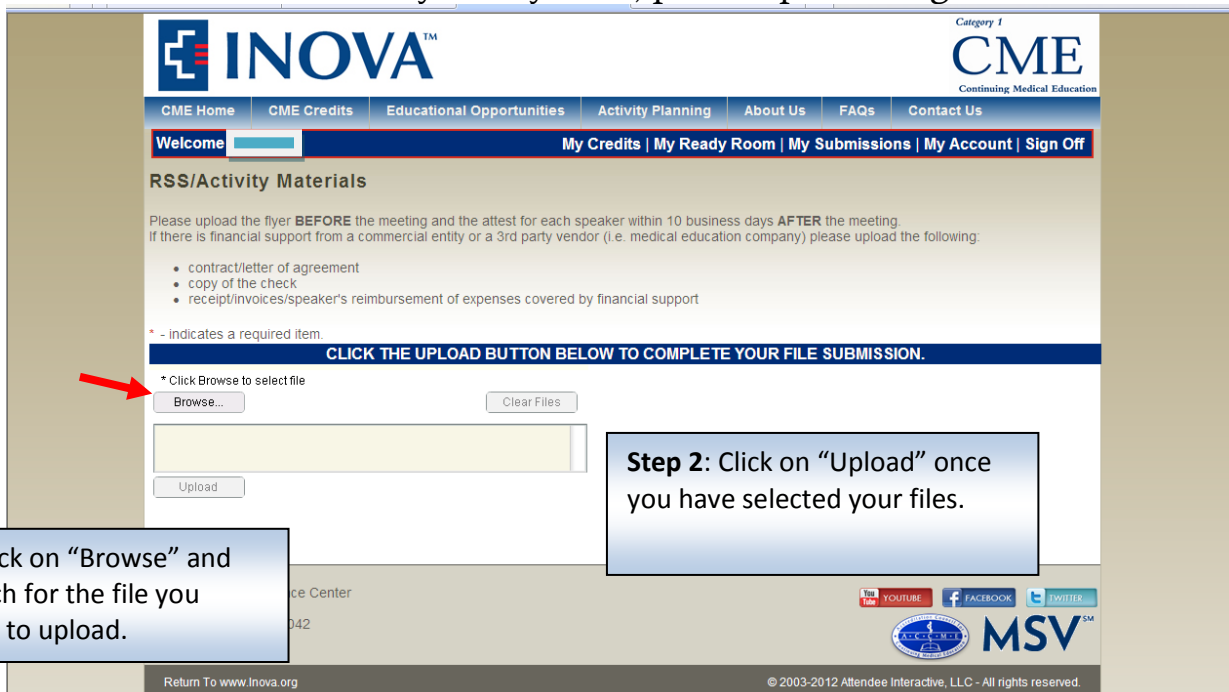


Step 4: Once you have found the meeting, click on the “Upload Materials” button.



Step 5: Before the activity you must upload the activity flyer. After the activity, upload the attestation form your CME coordinator will email you.

Note: From February – May 2012, please upload a sign-in sheet.



Note: Please contact your CME coordinator if your meeting will receive financial support from a commercial entity (pharma, med device, etc.) for directions on what additional documentation should be uploaded to your meeting.

You have now uploaded the required paperwork for your meeting. If you have any questions please check the FAQs page on <http://icmes.inova.org> or email cme@inova.org.

Note: This tutorial offers a refresher on how to upload files ICMES. If you would like more detailed instructions please look at:

- the Online Portal - <http://1325.sydneyplus.com/cme/Portal.aspx>
- www.inova.org/cme
- <http://inovanet.net.inova.org/?id=52&sid=1>