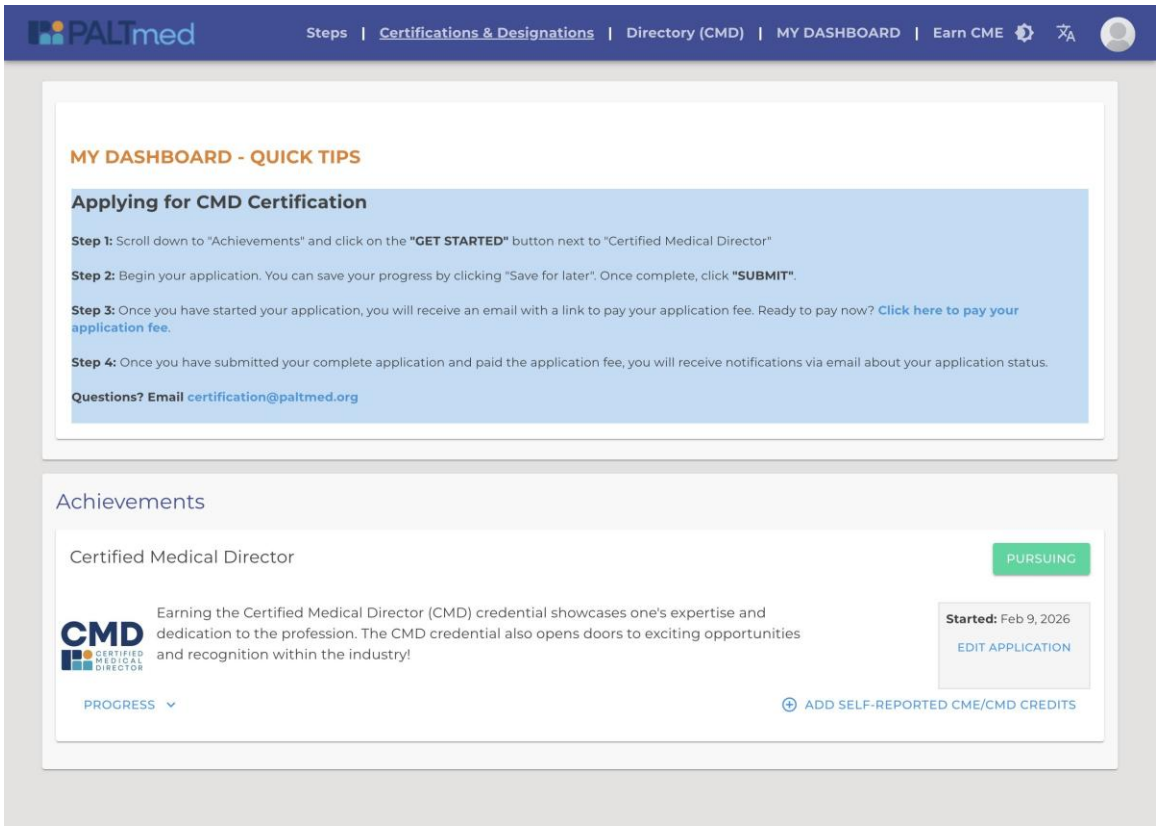
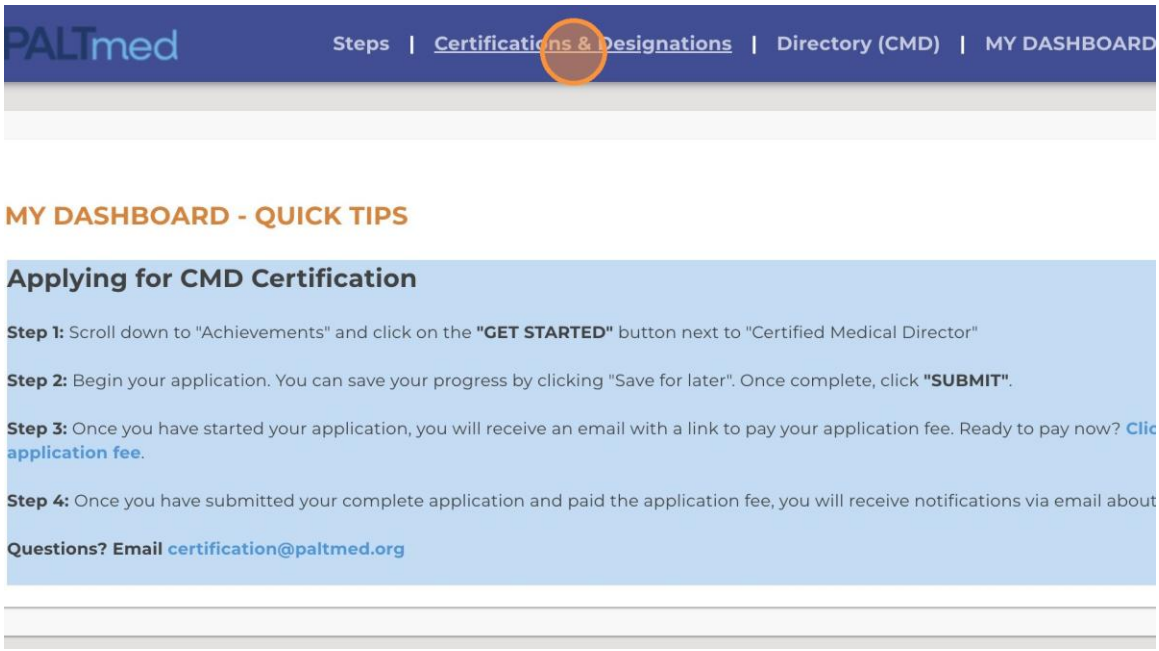
Add Self-Reported CME/CMD Credits

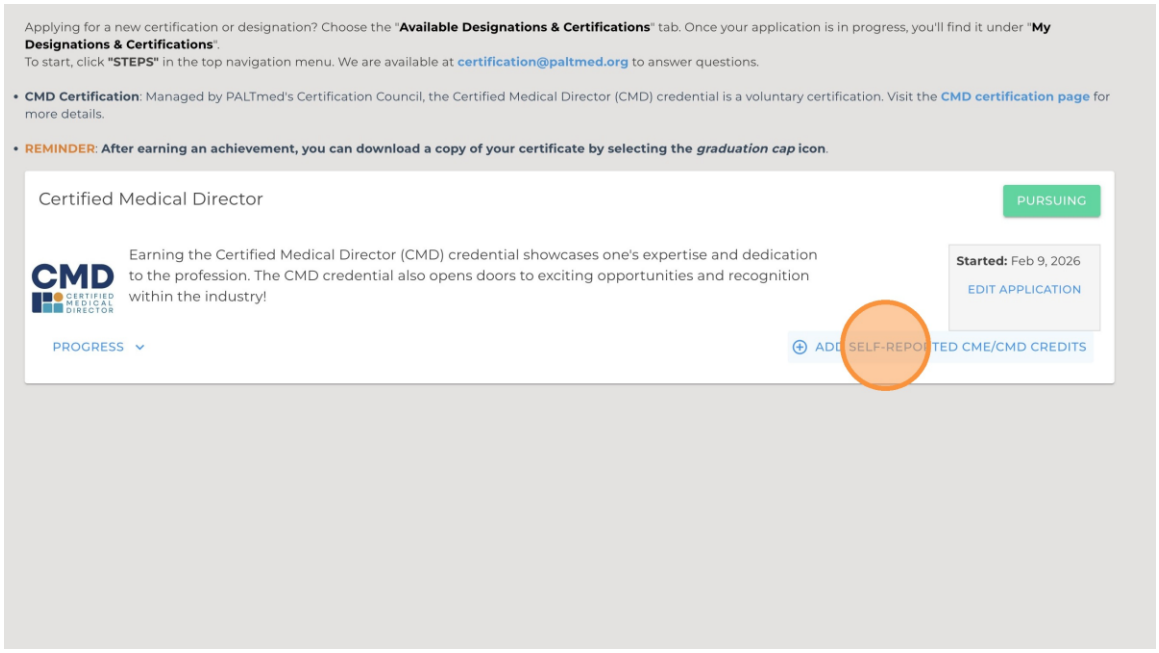
1. Navigate to https://paltmed.hub.cloudgeneration.com/



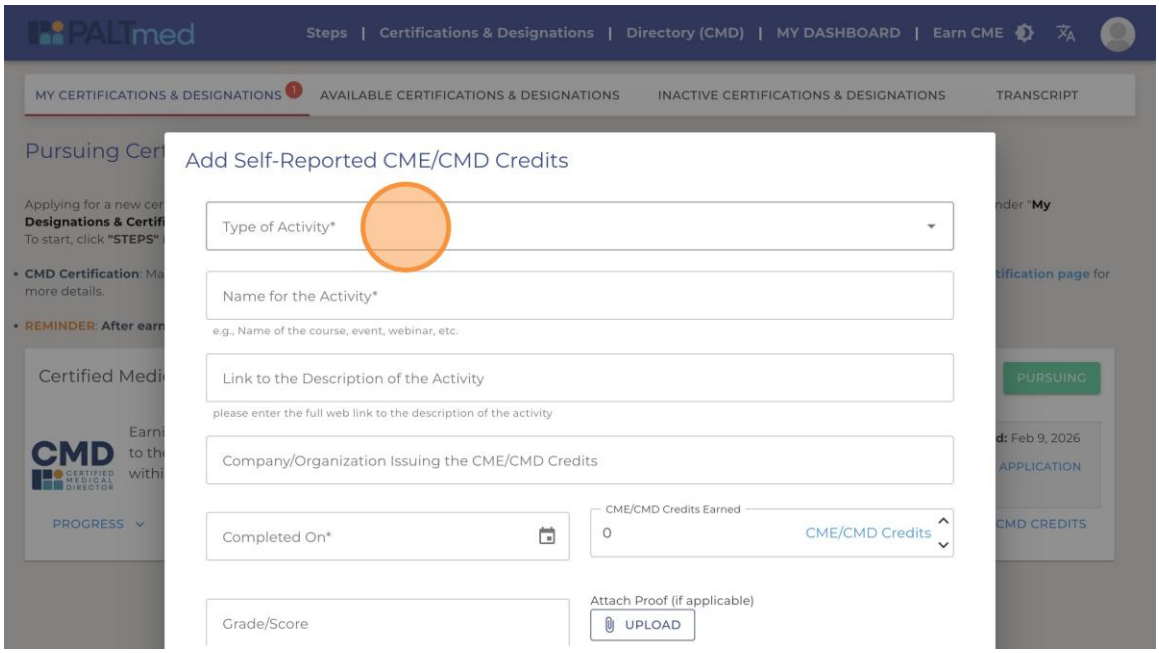
2. Click "Certifications & Designations".



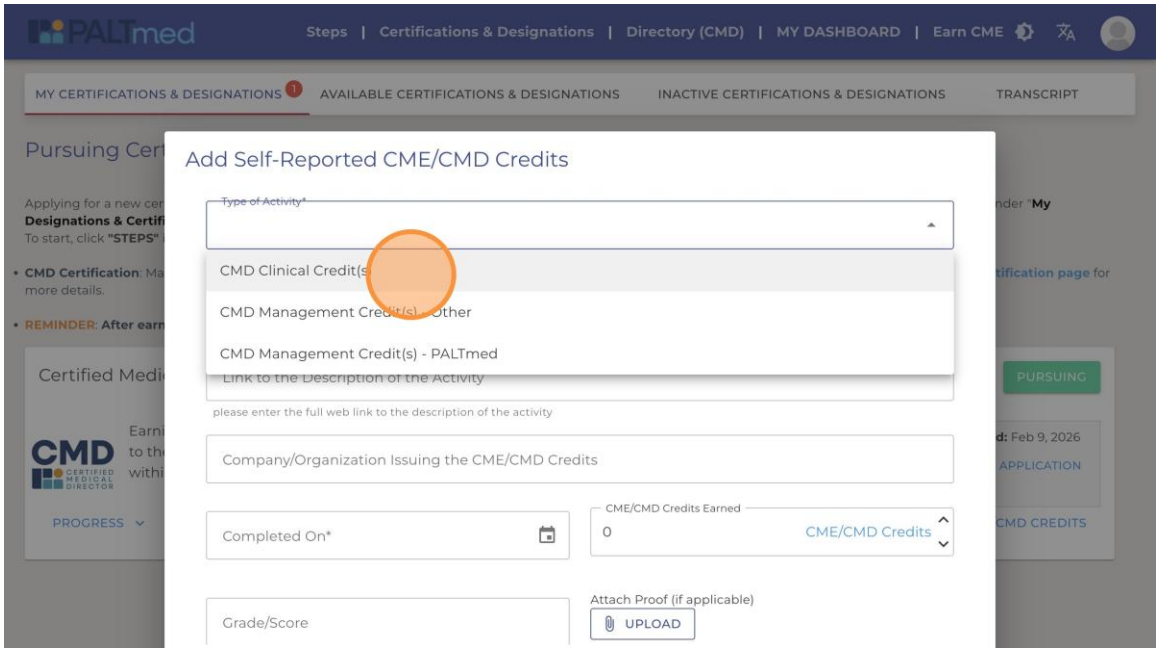
3. Select the "Add Self-Reported CME/CMD Credits" on the bottom right to open the credit submission form.



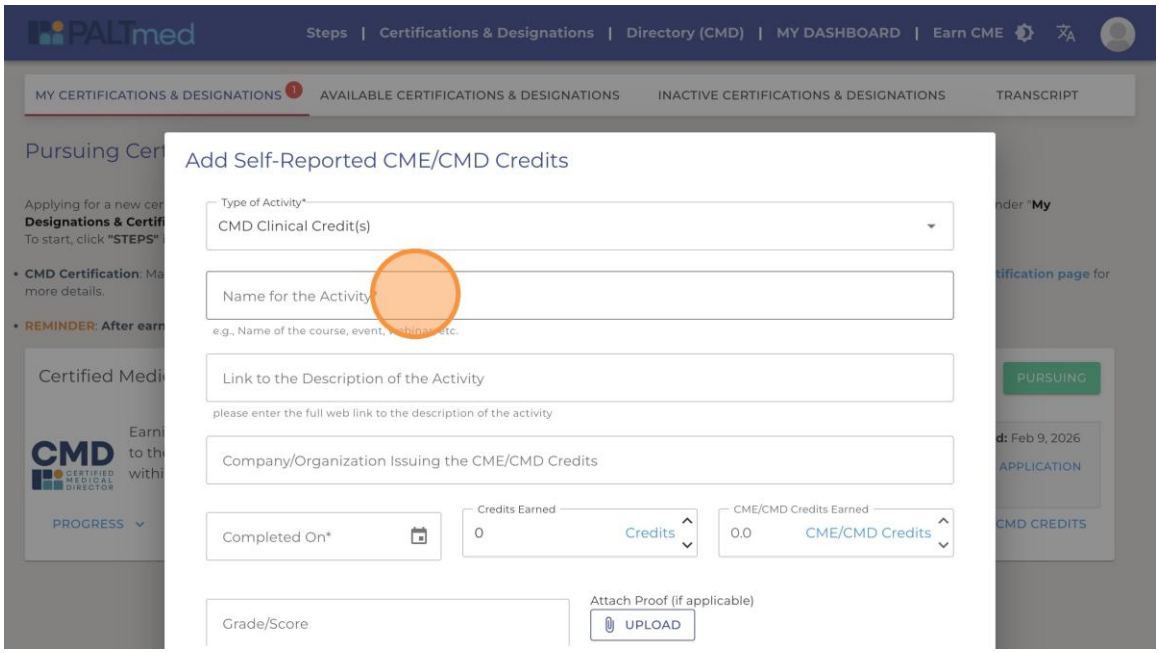
4. Click the "Type of Activity" field.



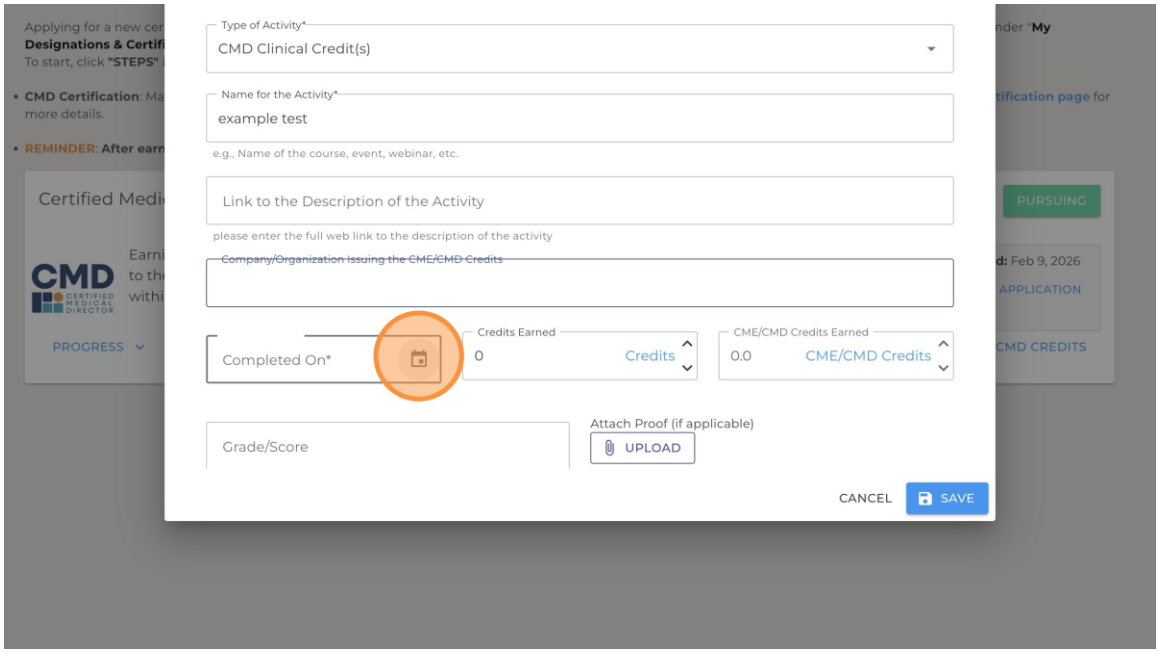
5. From the "Type of Activity" dropdown menu, select the credit of your choice to apply to your achievement.



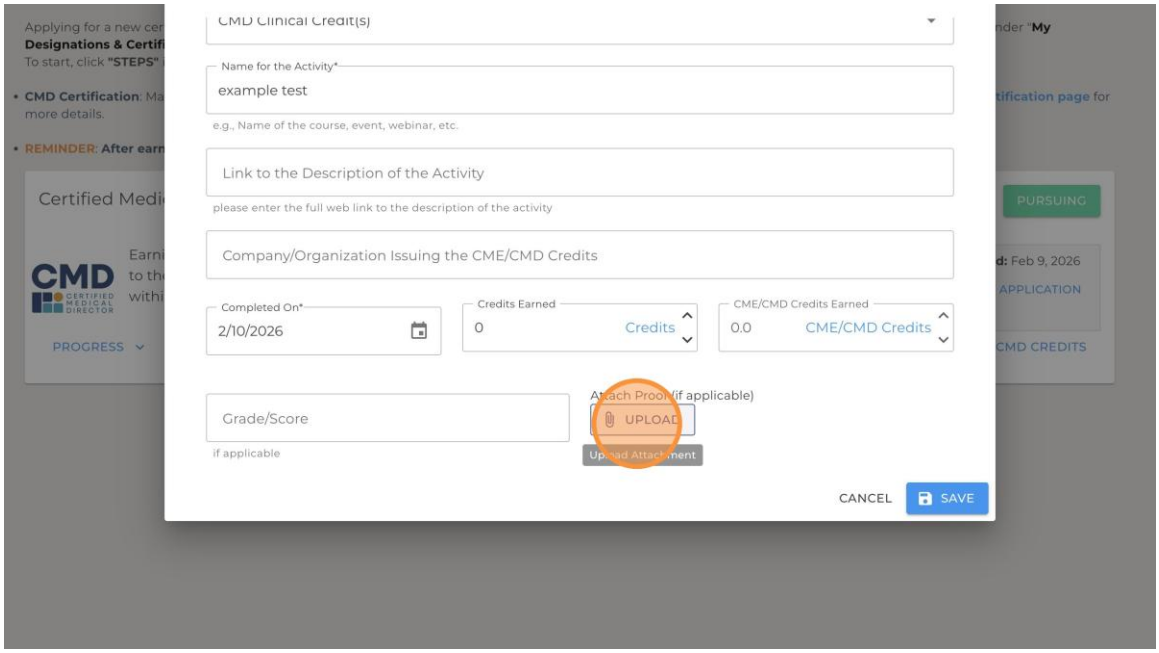
6. Input the name of the activity you perform that is applicable to the credit earned.



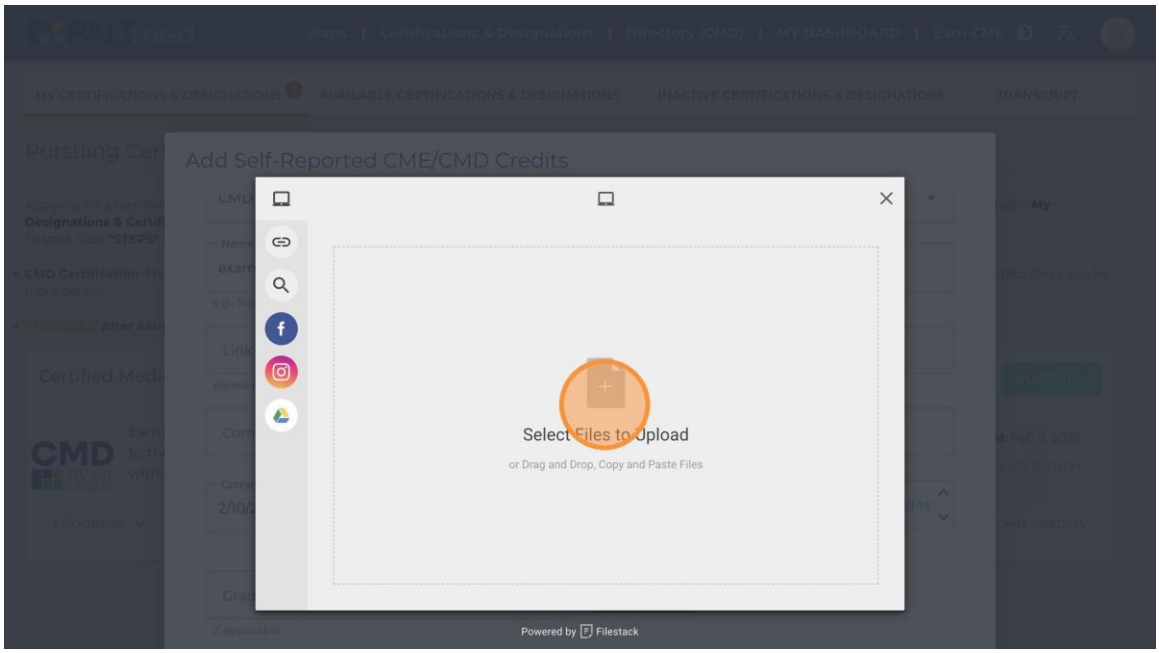
7. Select the "Completed on" calendar icon so that you can select the date you completed your activity.



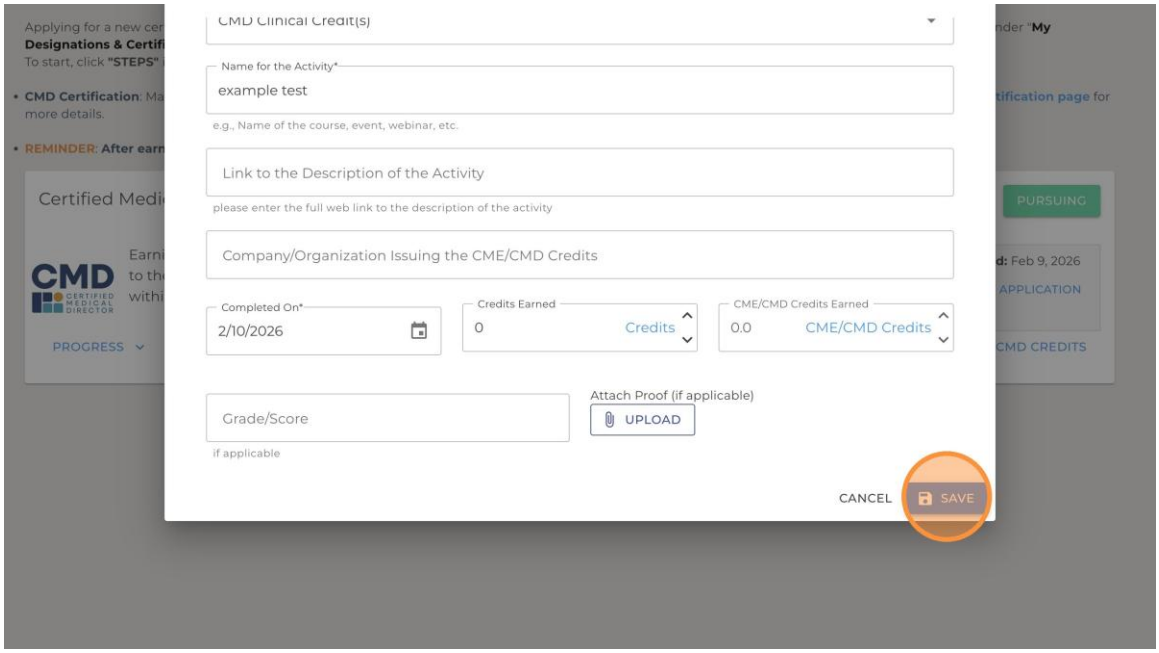
8. Click the "Upload" button next to "Attach Proof (if applicable)" to open the file selection page.



9. Select the center or drag in your proof for the credit (if applicable).



10. Click the "Save" button at the bottom right of the form to save the self-reported credit information. A "Saved!" notification will briefly appear.



11. PLEASE NOTE: There are four fields included on this form that are **OPTIONAL** to complete:

    - Link to the description of the activity
    - Company issuing the credits
    - Grade/Score
    - Attach proof (if applicable)

    If you do not have this information, or it is not applicable, you do not need to include it.