How to Sign-in to an Activity Using the eeds webite

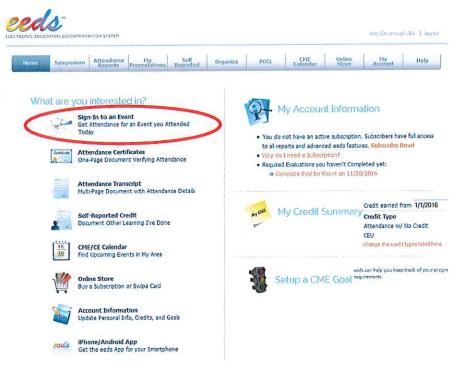
➢ Go to www.eeds.com



- > Make sure to select the "Healthcare Professionals" tab
- > Select "Log in" and select "With my Email Address"
- > Enter the same email address you used with CME Tracker
- When you log in for the first time, you will be prompted to create a password (and will automatically be assigned an eeds PIN number)
- > After your initial log in, you will just be asked to enter your password:



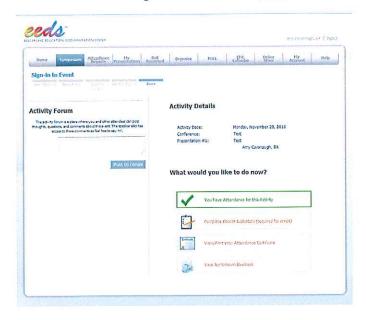
> From Home page, select "Sign-In to an Event"



> Enter the Activity Code in the space provided

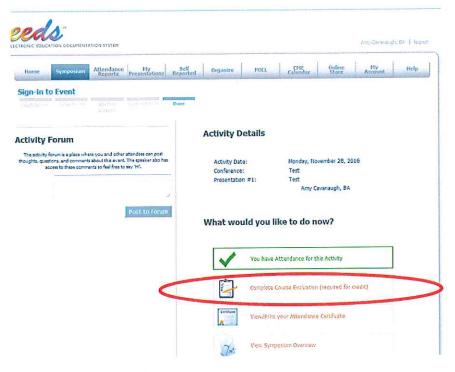


You are now signed into the Event. NOTE: You have 24 hours after the start of the event to sign in.



How to Complete an Evaluation on the eeds webite

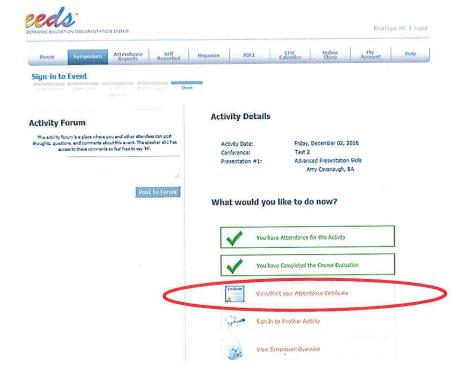
> To complete the evaluation, select "Complete Course Evaluation"

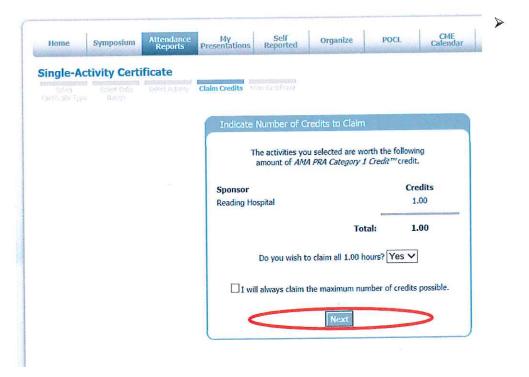


- Complete evaluation survey
- > Enter the 6 character activity code

How to Claim Credit

After completing the evaluation, select "View/Print your Attendance Certificate"





- > You will be prompted to claim your credits (claim only the credit commensurate with your participation in the activity)
- > When you click "Next" your certificate will be generated
- > You can either choose to "Export to a PDF" (which will enable you to save the certificate) or Print located in top right corner of page

