## How to Upload Continuing Education (CE) Certificates to the New Member Portal

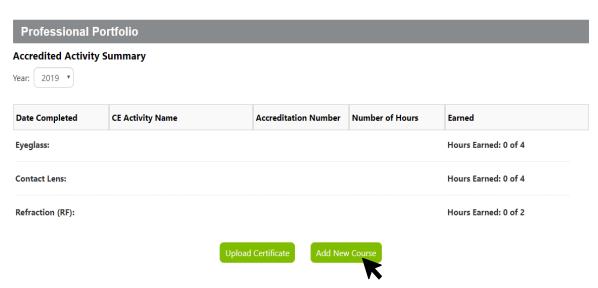
Sign Out

## Step 1: Click on the Quality Assurance tab on the toolbar at the top





Step 2: Click "Add New Course" in the Professional Portfolio section of the page



## Step 3: Enter the Accreditation number of the course and click "Find"



*Ce Year Equals 2019 ▼	
Accreditation Num Contains	
Find	

Please enter your search criteria to view results

Step 4: Click "Select"

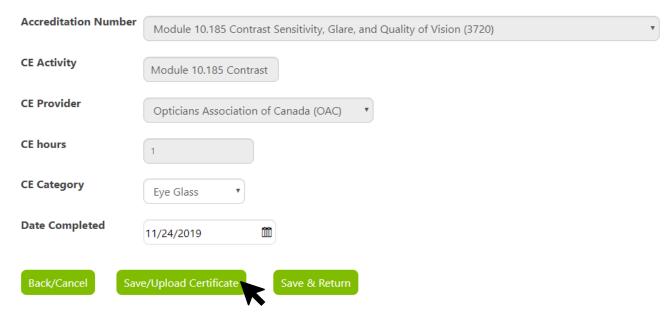


Sign Out



Step 5: Review the CE hours and choose the appropriate CE category (eyeglass, contact lens, refraction). The category cannot be edited once completed. Ensure that you have chosen the category for hybrid courses prior to entering into the portal.

Then, enter the "Date Completed". Click "Save/Upload Certificate" to upload your completion certificates. You can also click "Save & Return" to upload certificates at a later date.



Step 6: Click "Choose File" to submit documentation. This can be uploaded at a later date.



No document uploaded

4. Click "Save & Return"

