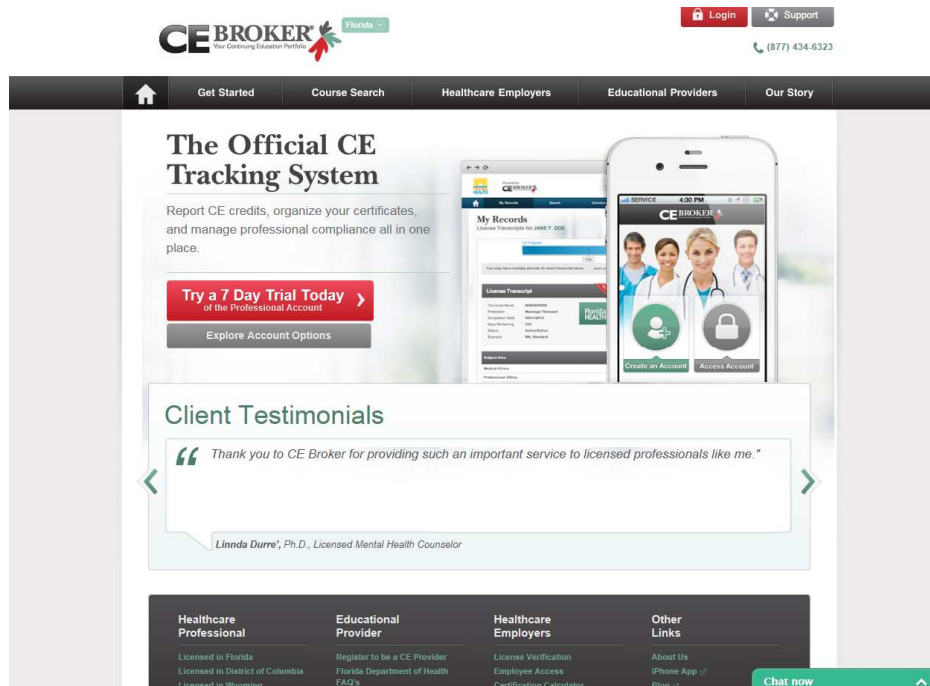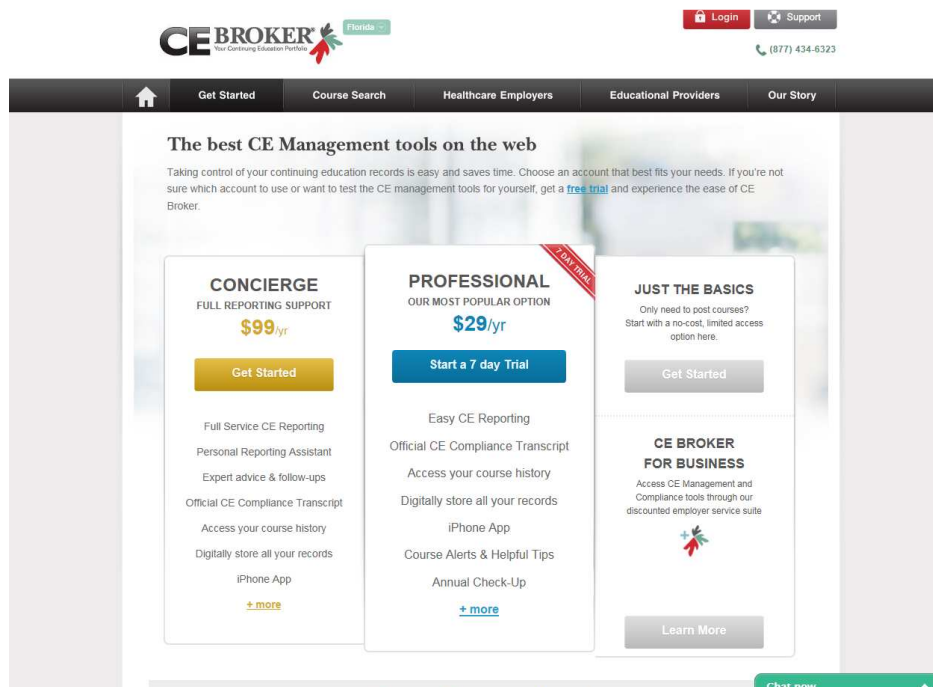# CE Broker Sign-Up and Reporting Guide

1. Go to www.CEBroker.com and click on "Get Started".

2. Choose the type of account that you want. For this guide, we are choosing a "Just the Basics" account, which is free. Click on "Get Started" under the account type you choose.

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3. Enter your license number (e.g., ME99999999) and click "Continue". You will be prompted to enter your email address and your Login and Password will then be emailed to you.
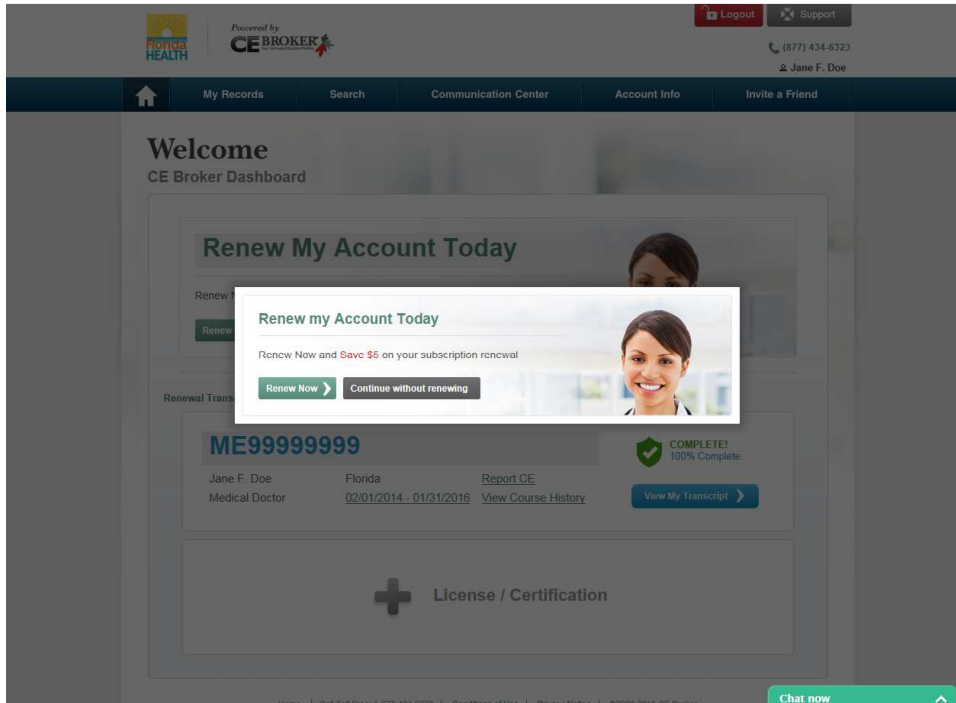

4. Once you have received your Login and Password via email, click on "Login" up at the top of the screen. Enter your Login and Password and click "Login".
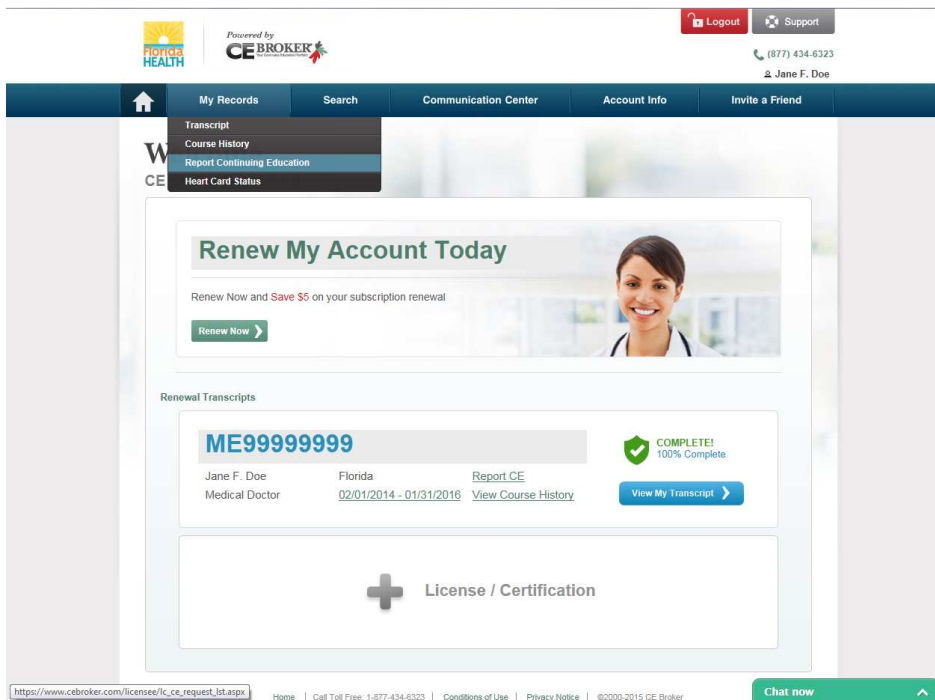
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5. Click on "Continue without renewing" because you are only reporting your CME credits at this time.

6. Go to "My Records" and click on "Report Continuing Education".

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7. The system will walk you through the reporting process. For the purposes of this guide, we will report General CME credits. To begin reporting your credits, click "Begin".

8. Enter the date you completed the course and enter the number of hours that were earned. Click "Continue".

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9. Type in the name of the CME provider that provided the course you completed. Click "Continue".

9. Type in the name of the course you completed. Click "Continue".

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10. Select the appropriate entity by which your CME course was approved. Click "Continue".

11. You now have the opportunity to upload your certificate of completion or documentation of your earned credits. For the purposes of this guide, we will proceed without uploading an attachment. For this option, click on "Maintain Your Own Documentation".

12. Answer "Yes" or "No" to the attestation and click "Continue".

13. Read the attestation and if you are ready to proceed, click "Submit Now".

14. Congratulations! You have successfully reported your CME credits to CE Broker. To report additional CME credits, click "Report Additional CE" and you will return to the main Report CE page. If you are finished reporting, you can view your CE transcript by clicking "View Transcript".