

Instructions to access and manage your registrations and receipts.

Via computer

Step 1: Go to <https://utoledo.cloud-cme.com/default.aspx>

Step 2: Click "Sign In" on the top left, and sign in using your email address and password.



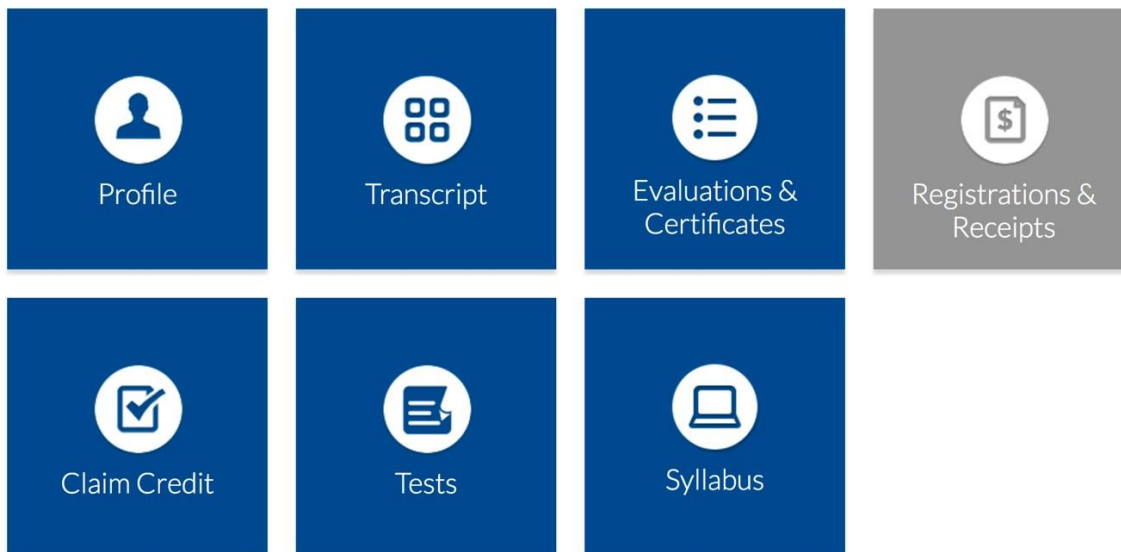
Step 3: Click the "My CME" or "My CE" button on the top right-hand side of the screen.



Step 4: Click "Registrations & Receipts."

MyCME

Instructions: Click a button to proceed.



Step 5: You can view all the activities you have registered for and, if an activity has a fee, you can view your receipt. To view the receipt, click the “Receipt” button.

3/7/2017	Urology Workshop Thursday Attendance 3/9/2017	Urology Workshop Thursday Attendance IMPORT COMP (IMP) - Urology Workshop Thursday Attendance 3/9/2017	\$0.00	
2/27/2017	2017 Pediatric Urology Workshop	Non-Physicians Only - One Day () - 2017 Pediatric Urology Workshop	\$50.00	Receipt

Step 6: You will see the receipt details for the activity including payment information.

2017 Pediatric Urology Workshop - Non-Physicians Only - One Day	\$50.00
Order Total:	\$50.00
Payment Processed On: 2/27/2017	\$50.00
Total Paid:	\$50.00
Payment method: American Express	
Balance Due:	\$0.00

Step 7: Receipts may be emailed. Enter the email address where you wish to email your receipt and click the “Send” button.

Enter the email address to receive a copy of the receipt: