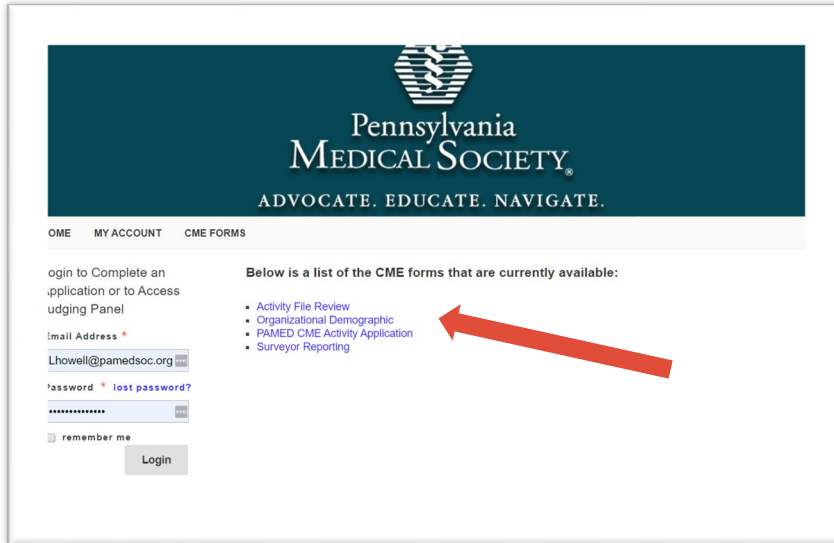


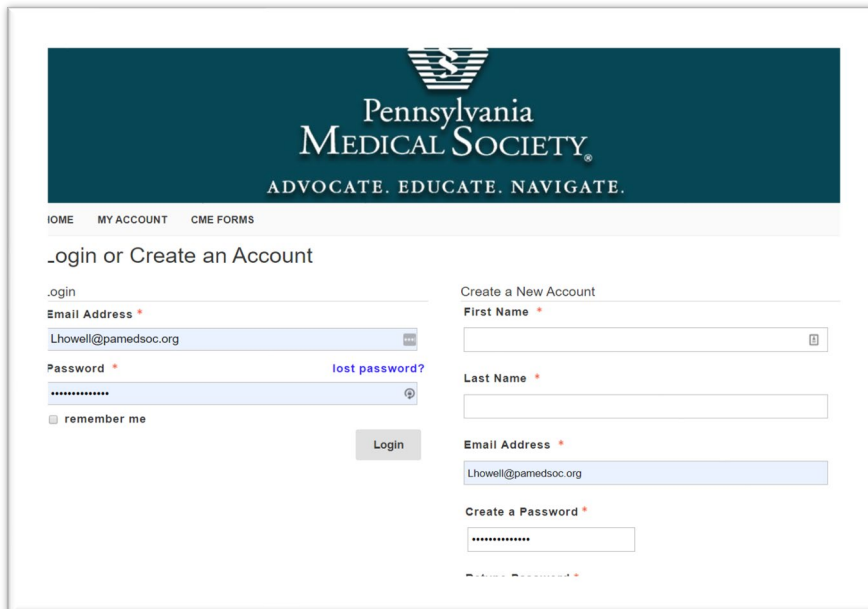
CME Activity Application Instructions

1. Go to our online [OpenWater](#) platform and select “PAMED CME Activity Application” to start a new application.



The screenshot shows the Pennsylvania Medical Society website interface. At the top, the logo and tagline "ADVOCATE. EDUCATE. NAVIGATE." are displayed. Below the navigation bar, there are three main sections: "HOME", "MY ACCOUNT", and "CME FORMS". The "CME FORMS" section is active, showing a list of available forms: "Activity File Review", "Organizational Demographic", "PAMED CME Activity Application", and "Surveyor Reporting". A red arrow points to the "PAMED CME Activity Application" link. To the left of the list, there is a login form with fields for "Email Address" (containing "Lhowell@pamedsoc.org") and "Password", and a "Login" button.

2. Create a New Account

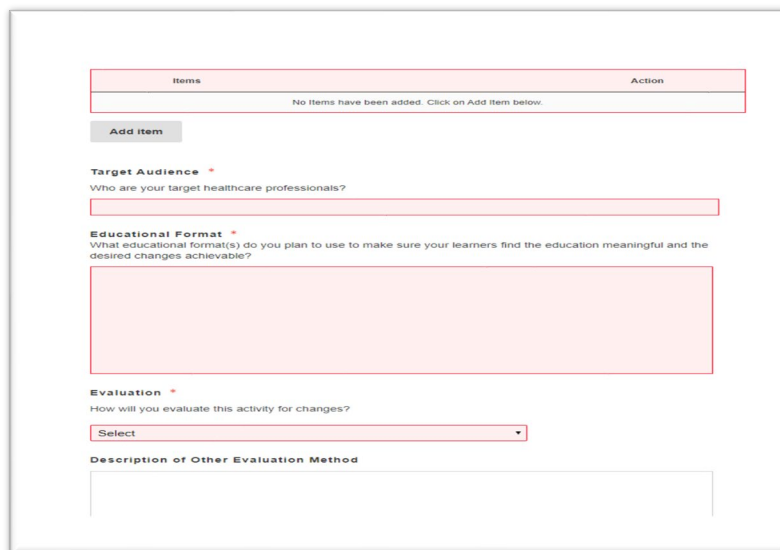


The screenshot shows the "Login or Create an Account" form on the Pennsylvania Medical Society website. The form is divided into two main sections: "Login" and "Create a New Account". The "Login" section has fields for "Email Address" (containing "Lhowell@pamedsoc.org") and "Password", and a "Login" button. The "Create a New Account" section has fields for "First Name", "Last Name", "Email Address" (containing "Lhowell@pamedsoc.org"), and "Create a Password".

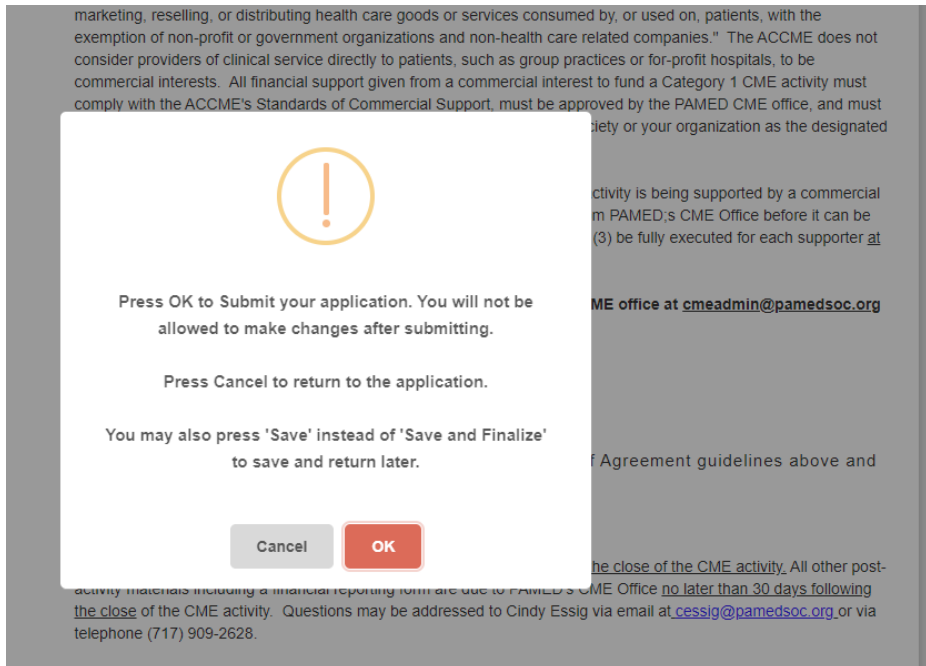
3. Begin entry of data for the application, noting there are required fields indicated by the asterisk sign. At the bottom of each page, choose either “Save” if you need to exit the submission and return later, or “Save and Next” to continue with the application.



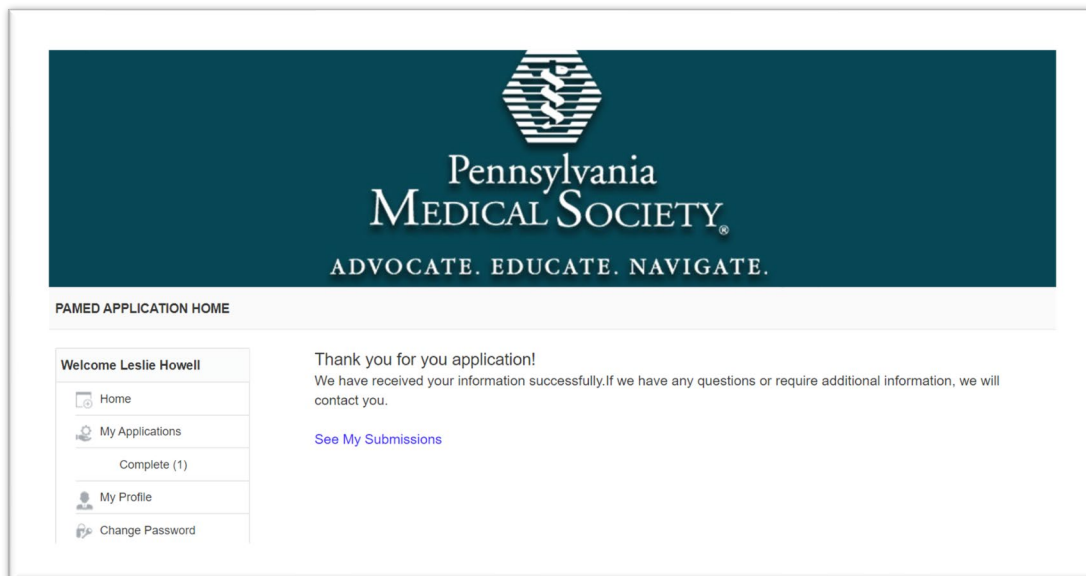
4. Once you have completed the required information, select “Save and Finalize” at the bottom of the page to submit your application. If you have any required fields with missing information, you will see those fields highlighted in red. These must be completed in order to actually submit the application for review.



5. Once you select “Save and Finalize” you will receive a message asking you to verify that you are ready to submit your application.



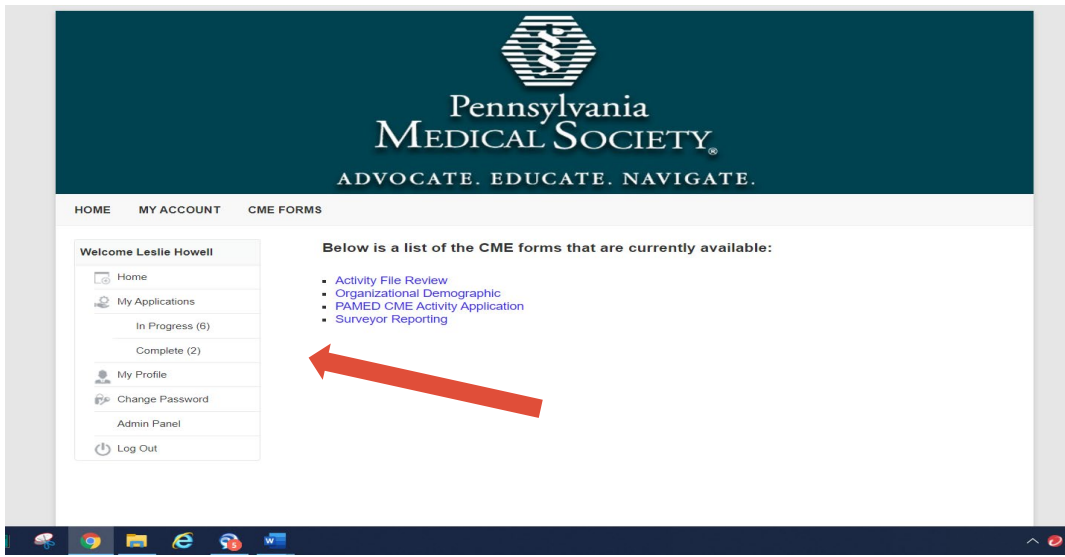
6. When the application has been successfully submitted, you will be returned to the Home Page and receive confirmation on the screen.



7. You will also receive an automated email from CMEAdmin@pamedsoc.org confirming the submission of your application.

Exiting Without Submitting Your Application

- If you need to leave the application and return later to complete it, simply choose “Save” at the bottom of the page you are working on and then exit. Upon returning to Open Water, after you log in you can select the “In Progress” option from left side of the home page under My Applications to be taken to a screen showing your applications that have not been submitted yet.



- Find your application in the list and select “Edit” to continue with that application.

