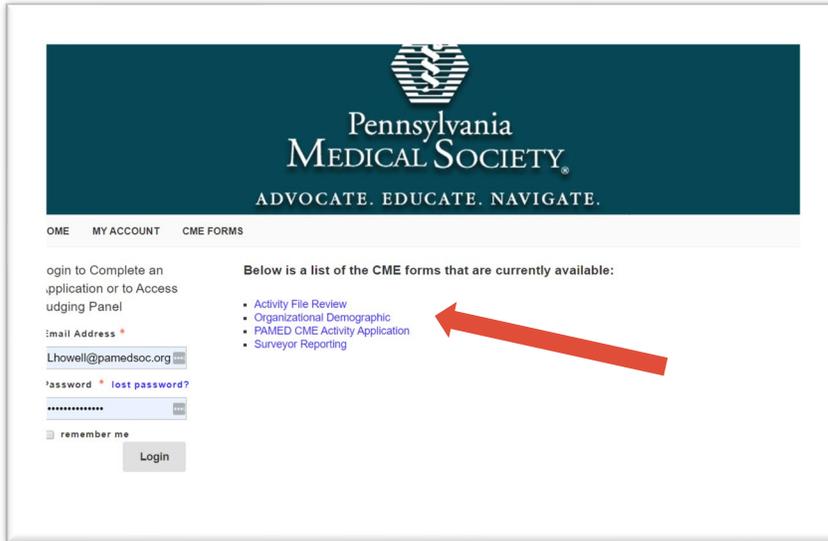


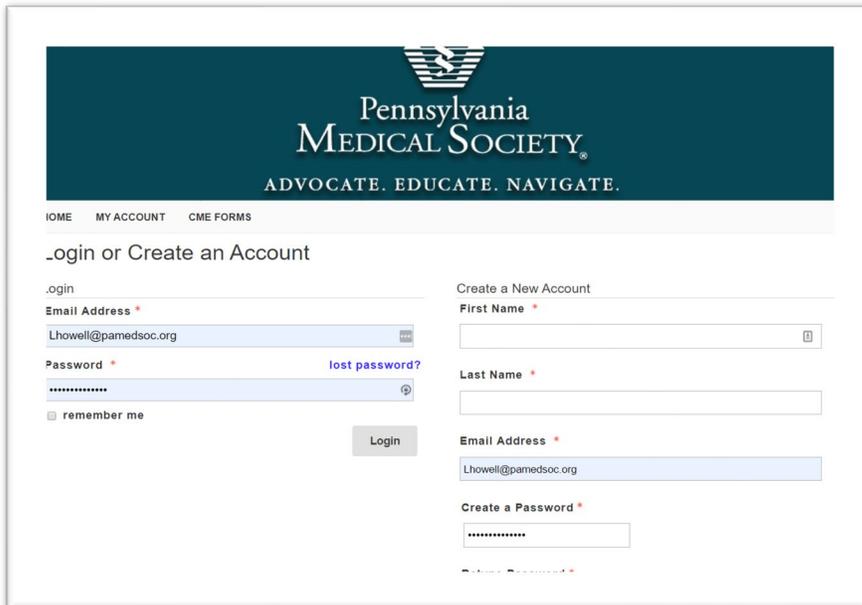
CME Activity Application Instructions

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 logo and tagline at the top. Below the logo is a navigation bar with links for HOME, MY ACCOUNT, and CME FORMS. The main content area is split into two columns. The left column contains a login form with fields for Email Address (containing 'Lhowell@pamedsoc.org') and Password, a 'remember me' checkbox, and a 'Login' button. The right column is titled 'Below is a list of the CME forms that are currently available:' and contains a bulleted list: 'Activity File Review', 'Organizational Demographic', 'PAMED CME Activity Application', and 'Surveyor Reporting'. A red arrow points from the right towards the 'PAMED CME Activity Application' item in the list.

2. Create a New Account



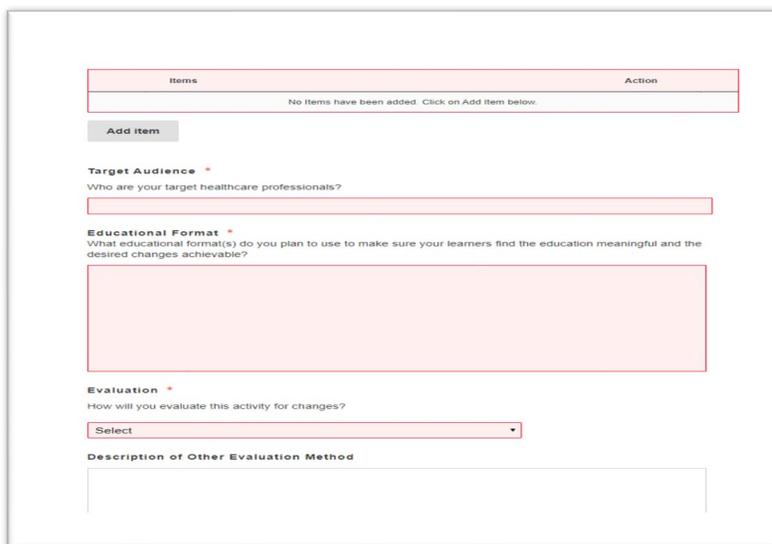
The screenshot shows the Pennsylvania Medical Society logo and tagline at the top. Below the logo is a navigation bar with links for HOME, MY ACCOUNT, and CME FORMS. The main content area is titled 'Login or Create an Account'. It is split into two columns. The left column contains a login form with fields for Email Address (containing 'Lhowell@pamedsoc.org') and Password, a 'remember me' checkbox, and a 'Login' button. The right column is titled 'Create a New Account' and contains four input fields: 'First Name', 'Last Name', 'Email Address' (containing 'Lhowell@pamedsoc.org'), and 'Create a Password'.

- 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.



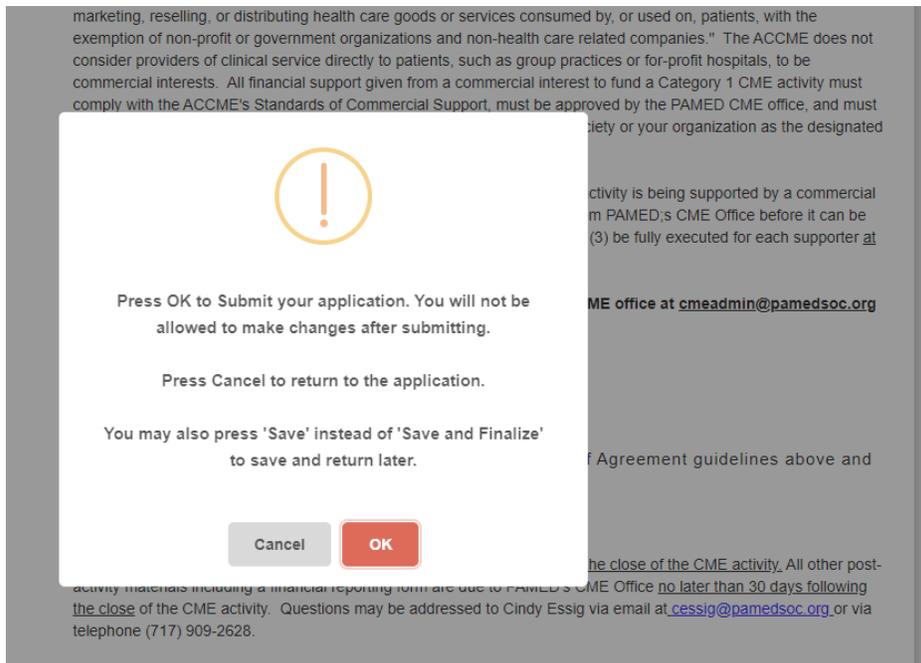
The screenshot shows the user interface for the PAMED CME Activity Application. At the top, there is a dark blue header with the Pennsylvania Medical Society logo and tagline 'ADVOCATE. EDUCATE. NAVIGATE.'. Below the header is a navigation menu with 'HOME', 'MY ACCOUNT', and 'CME FORMS'. A sidebar on the left contains a 'Welcome Leslie Howell' message and a list of navigation options: Home, My Applications (with sub-items 'In Progress (7)' and 'Complete (2)'), My Profile, Change Password, Admin Panel, and Log Out. Below the sidebar, contact information for the CME Office is provided. The main content area shows the breadcrumb 'Home / My Applications / Application' and the title 'PAMED CME Activity Application'. A sub-header 'Entry Information' with links to 'Activity' and 'Curriculum Details' is present. A paragraph of instructions follows: 'Please answer the questions below to tell us about your organization and proposed activity. After we receive your completed application, we will contact you to schedule a brief phone call (up to 30 minutes) to quickly review your application, learn more about your activity, and touch base on a few guidelines and processes.' The first form field is labeled 'Responsible Organization *' and is currently empty.

- 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.



This screenshot shows a section of the application form with several fields highlighted in red to indicate they are required. At the top, there is a table with columns 'Items' and 'Action'. Below the table is a message: 'No Items have been added. Click on Add Item below.' followed by an 'Add item' button. The 'Target Audience *' field is a text input with the question 'Who are your target healthcare professionals?'. The 'Educational Format *' field is a large text area with the question 'What educational format(s) do you plan to use to make sure your learners find the education meaningful and the desired changes achievable?'. The 'Evaluation *' field is a dropdown menu with the question 'How will you evaluate this activity for changes?' and the option 'Select'. Below it is a 'Description of Other Evaluation Method' text input field.

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



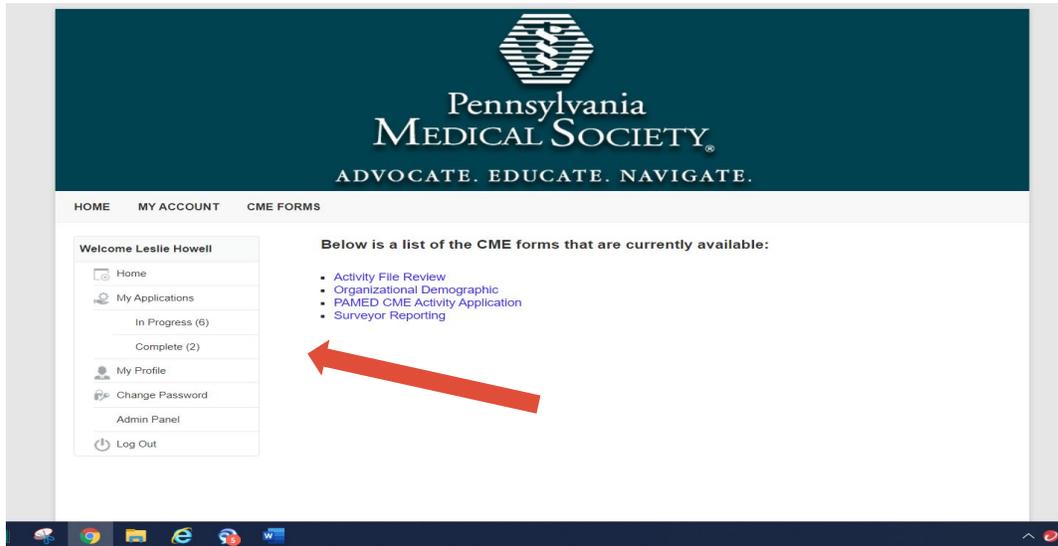
- When the application has been successfully submitted, you will be returned to the Home Page and receive confirmation on the screen.



- 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.

