

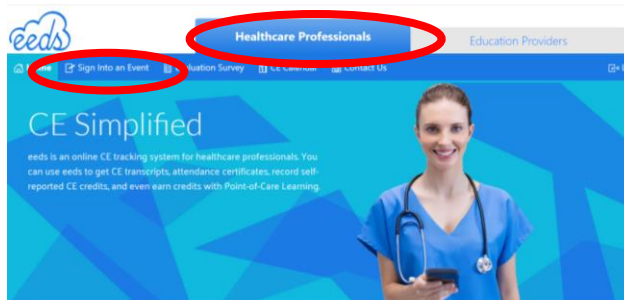
eeds Instructions – Sign-in, Evaluation & Credit

eeds Website

ACTIVITY SIGN-IN:

You have 24 hours from the start of the activity to sign-in!

- Go to www.eeds.com

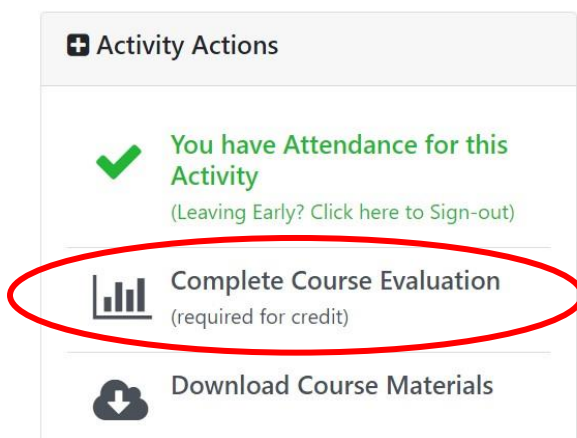


- Make sure to select the “Healthcare Professionals” tab
- Select “Sign Into an Event”
- Enter the Activity Code in the space provided
- Enter your email address
 - If you have an account, eeds will ask you to select your last name. You will then be signed in and given attendance for the activity.
 - If you don’t already have an eeds account, eeds will ask for some profile information. Fill in the required information. You will then be signed in and given attendance for the activity.

ACTIVITY EVALUATION:

You have 30 days from the activity date to complete the evaluation. Evaluation MUST be completed to receive credit!

If you sign-in after the activity using www.eeds.com, you can also complete the course evaluation on this screen.



- Just click “Complete the Course Evaluation” tab
- When completed, click the “Submit Survey” tab

ACTIVITY EVALUATION:

If you take your evaluation at a later date, you can log into your eeds account at www.eeds.com. Pending Evaluations are located in the following sections:

1. “FOLLOW-UP NEEDED” at the top of the Home Page
 2. “Required Evaluations you haven’t Completed yet” under “Info & Notifications” in “ACCOUNT INFO”
- When your evaluation is complete, click the “Submit Survey” tab

CLAIM CREDIT:

- After completing the evaluation, select: “View/Print your Attendance Certificate”
- You will be prompted to claim your credits (claim only the credit commensurate with your participation in the activity)
 - When you click “Next” your certificate will be generated
 - Certificate: You can either choose to “**Export to a PDF**” (which will enable you to save the certificate) or **Print**

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eeds App – For Smart Phone Users

SIGN IN:

You have 24 hours from the start of the activity to sign in!

- Open app and select “Sign-in to Event”
- Enter the Activity Code
- You will be asked if you are sure you want to sign-in.
Select “Sign-in”

Sign-in to CME
Event

Step 2 of 2: Verify Event
Details and Sign-In

Are you sure you want to sign-
in to this event?

DETAILS AND DISCLOSURES
BELOW

Sign-in

Did the speaker address the identified objectives?
 Yes
 No

Did the speaker identify research work done on this topic?
 Yes
 No

List any comments and/or suggestion pertaining to this topic/speaker:

250 characters left

Submit Survey

- Click “Submit Survey” once complete

EVALUATION:

You have 30 days from the activity date to complete the evaluation. Evaluation MUST be completed to receive credit!

- If you still have this open on your phone, you can select “Complete Course Evaluation”:

< Main Menu

View Disclosures & Event Details

You have Attendance for this Activity
(Leaving Early? Click here to Sign-out)

Complete Course Evaluation
(required for credit)

Download Course Materials

CLAIM CREDIT:

- You will receive verification that your evaluation is complete. You can now claim credit.
- Select View/Download Attendance Certificate

✓ You have Attendance for this Activity

✓ You Completed the Course Evaluation

View/Download Attendance Certificate >

- Indicate the number of credits you are claiming. Your certificate will be generated.

PLEASE NOTE: While you can view your certificate on the mobile device, you must print your certificate from a desktop or laptop connected to a computer. Just log into your eeds account and select your certificate from the “Certificates and Transcripts” Menu.

- You can also see all Pending Evaluations under “FOLLOW-UP REQUIRED” – “Complete Required Evaluation” from the app Main Menu. Select the evaluation and click: “Take Survey Now!”