# CPE Member User Guide

Your membership with CPE not only connects you to a consortium of professionals with expertise in quality assurance, medical education, and the assessment, licensing, and accreditation of referred physicians seeking higher levels of performance in patient care, it also allows you access to valuable features and resources only available to CPE members.

Below is a list of common questions we often receive as members become familiar with their CPE account.

- Edit my member profile

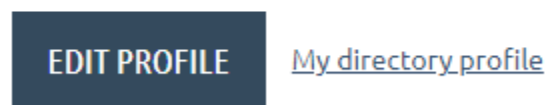- Register for a CPE Event

- Pay an invoice

Edit or Update Your Member Profile

1. Sign into your CPE account and click on 'View Profile' at the top of the screen.
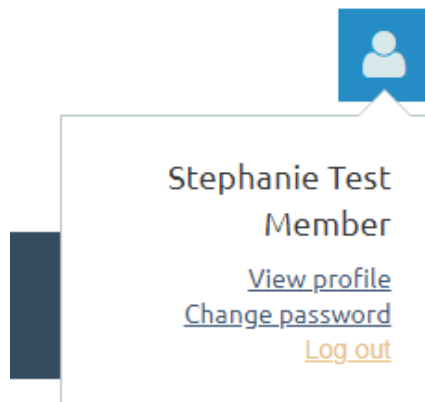
2. At the top of your member profile page, click the 'Edit' button.

3. Make the necessary edits to your profile and click 'Save'.

Registering for Events

Registering for a CPE Event at the member-only price:

1. Once logged into your CPE account, begin by selecting the desired program. A list of upcoming CPE Events can be found on CPE's homepage.

2. Click the 'Register' button and enter your email address if it does not immediately populate. Click 'Next'.

Enter registrant email	* Mandatory fields
e-Mail	

CANCEL   NEXT

3. Select the registration type and click 'Next'. If you are unable to select the member price, please contact Jodie Markey.

Choose registration type	* Mandatory fields
* Registration	○ **CPE Member – $300.00**
	💼 (Registration code required)
	○ **General Registration – $450.00**

CANCEL   BACK   NEXT

4. Review the registration to confirm all attendee information is correct. If you signed into your CPE account, the registration form will automatically populate.

5. When the information is complete, click 'Next'.

6. Select your payment method.

You can also access the invoice by visiting 'View Profile' and clicking on the 'Payments and Invoices' tab.

Paying Invoices Online

1. Sign into your CPE account and click on 'View Profile' at the top of the screen.
2. If you have any open invoices, you will see an alert icon next to the 'Invoices and payments'

My event registrations ⚠ Invoices and payments

3. After clicking on the invoices tab, select the invoice(s) you wish to pay and select your payment option. If you prefer not to pay online, you may also mail a physical check.

Please contact Jodie Markey with any membership related questions.