



## Frequently Asked Questions

### How do I get to my CME Bank?

Log in to your MY ARDMS account and click on **CME Bank** under **Maintain Credential(s)**. Once there, you may view your complete CME Bank (including a Printer Friendly version), upload CMEs and find additional CME information.

### Before getting started, a few helpful tips:

- Chrome and Firefox web-browsers best support the CME upload, other browsers may cause technical difficulties
- Clear out your web-browser cache to eliminate web-browser timeouts
- Have all required documentation prior to the start of uploading

### How do I upload CMEs?

Step 1:

Click [Upload CMEs To Your CME Bank](#) and fill-out the required fields with the information found on your CME certificate. A copy of your certificate must also be uploaded (acceptable formats *jpeg, gif, pdf or png*).

Step 2:

To complete the CME upload process, you must click in the appropriate boxes to:

- agree that you understand that CMEs uploaded will remain in a pending status and will not be reviewed unless you are selected for CME Audit and
- attest that you have read and agree with all the CME Submission Confirmation Statements.

Step 3:

Click [Save CME](#) to complete the CME upload process.

### How do I view all my CMEs?

From the CME Bank homepage, click on [View Your CME Bank](#).

### How do I print my CMEs?

From the CME Bank homepage, click on [View Your CME Bank](#) and then click on [Printer Friendly View](#).

### I have too many CMEs in the CME bank; can I filter them to see a preferred view?

Yes. From the CME Bank homepage, click on [View Your CME Bank](#). You may narrow your search result by specifying the **Activity Start/End Date**, **Sponsor**, **Specialty** or **Status**. Then, click [Search](#).

### I've uploaded many ARDMS-accepted CMEs but none are approved?

Any CME hours reported by you, unless reported directly through the established [CME Tracker Program](#), will remain pending until you are selected for audit during your CME period. If you are selected for audit, your submitted documentation will be reviewed and the status of your CME hours will be updated to either approved or denied.

### Need additional help?

For additional help, contact [CMEInformation@ardms.org](mailto:CMEInformation@ardms.org).