



PACE Credit link - North Country POC Meeting - Nov 1, 2011

1. Open Link

<http://www.cme-evaluations.com/evaluation/number/1695>

2. New User must create an account
3. Go to: New user? Click **Create a profile**
4. Complete the contact information "Register for Mayo Medical Laboratories"
5. Click **Continue**
6. Complete Company information page
7. Click **Continue**
8. Option page is not required to be completed
9. Click **Continue**
10. Review Your Contact Information
11. Click **Complete Registration**
12. You will immediately receive a registration confirmation e-mail and will automatically be returned to the "Sign in to your account" screen
13. **Sign in**
14. **In the address bar delete URL**
15. Copy and paste the link below into the address bar and push enter:

<http://www.cme-evaluations.com/evaluation/number/1695>

16. Click **Start Evaluation**
17. There is no Evaluation to complete, Click "**Save and Continue**"
18. Review responses screen click "**Finalize Evaluation**"
19. Click "**Generate certificates now**"
20. Click check box
21. Enter Contact hours up to 4.0 hours
22. Click **Save Changes**
23. To generate a certificate: Click "**Select General Certificate**" or "**PACE Certificate**" and print