**CME Credit Claiming Instructions**

**(Pre-Registered Attendees)**

Thank you for attending the **2015 New England Society of Allergy Fall Meeting**. Follow the instructions belowto claim your credits beginning **October 21, 2015** you can claim your credits.These instructions are for attendees who pre-registered online for the meeting.

1. Navigate to <http://education.aaaai.org>.
2. Click ‘Login’ on the red tab at the top right of the page.
3. Log in with your AAAAI username and password.
	1. **If you forgot your login information:** Click ‘Forgot your username or password?,’ enter your email address and click ‘Continue’ to receive an email to reset your password.
4. Once you are logged in, click ‘My account’ on the red tab at the top right of the page.
5. Click ‘My Activities’ on the blue bar in the middle of the page.
6. ‘Transcript’ is the default view. Click ‘Courses (in progress)’ to the left of ‘Transcript.’
7. Locate the 2015 New England Society of Allergy Fall Meeting (toward the bottom of the page) and click on the title to be directed to the course page.
8. Scroll to the bottom of the course page and click the red ‘Take Course’ button.
9. You will see five boxes on the next page. The CME Info and Pre-test boxes should be should already be completed (green check mark). If they are not, you will need to complete them before moving on to the Post-test.
10. Complete and pass the Post-test with a score of 70% or higher.
11. Complete the Evaluation.
12. Click ‘Download certificate,’ enter the number of credits you are claiming, click the box next to ‘I agree that I am only claiming credit commensurate with the extent of my participation in the activity,’ and click ‘Claim credits.’ **This step is mandatory for your credits to be properly recorded on your transcript and credit certificate.**
13. Print and/or save your certificate (optional).

**Credits must be claimed by June 30, 2016. Any credits claimed on or after July 1, 2016 will be subject to an administrative fee.**

If you have any questions about this process please feel free to contact the AAAAI Education Staff at cme@aaaai.org or 414-272-6071.