



EUROPEAN UNION OF MEDICAL SPECIALISTS (UEMS)
EUROPEAN ACCREDITATION COUNCIL ON CME (EACCME®)

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Provider's user guide

HOW TO MAKE A NEW APPLICATION.

(in 8 easy steps)

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Step 1 : How to log in.

After your account has been activated, you may login to make a new application.



Technical support | All other questions [Help](#)

U.E.C.M.S. THE EUROPEAN ACCREDITATION COUNCIL FOR CONTINUING MEDICAL EDUCATION INSTITUTION OF THE UEMS

Home page **LOGIN**

Click on the big red Login Button to begin.

Welcome

Welcome on the new EACCME platform.



Technical support | All other questions [Help](#)

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Home page **LOGIN**

Log In

User Name:

Password:

Keep me logged in

Now just input your username and password and click on the **Log In** button or press **Enter**.

Step 2, Submitting a new application

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FOR CONTINUING MEDICAL EDUCATION
INSTITUTION OF THE UEMS

Home page Accreditation LOGIN

Applications
New Application

Simply head over to the Accreditation tab and select New Application.

Welcome

Welcome on the new EACCME platform.

If you have already received your login information you can login into the platform by clicking the login button in top right.

If you have not yet received your login information you can go to the registration form with the link below and we will send you your login information as soon as possible.

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Home page Accreditation LOGIN

New accreditations

Instructions General information Detailed information Scientific & contact information Supporting documents Billing information Review and submit

Before starting the application process...

All the following icons must be ticked in order for you to move forward with your application.

- You are aware that your application will only be processed upon receipt of payment of the EACCME invoice for your application. The full payment must reach the EACCME no less than 12 weeks from the planned start of your LEE.
- You confirm that you have read and that you accept the [UEMS-EACCME Terms and Conditions](#).
- You confirm that you have read and that you accept the [UEMS-EACCME Confidentiality Clause](#).

Next step

After completing each page, press the **Next Step** button to validate the information.

All the Sections above must be filled in in order to submit the application.

Step 3, General Information

Technical support | All other questions Help

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INSTITUTION OF THE UEMS

Home page **LOGIN**

New accreditations

Green indicates that you completed that part of your application

Orange indicates that this is the part of your application you are working on

Grey indicates the parts you still have to complete

Instructions | General information | Detailed information | Scientific & contact information | Supporting documents | Billing information | Review and submit

Green indicates that you completed that part of your application

Orange indicates that this is the part of your application you are working on

Grey indicates the parts you still have to complete

General Information

If there is a * next to a field name, it means that the field is mandatory and MUST be completed.

Title of the LEE * ⓘ

Start of the LEE * ⓘ End of the LEE * ⓘ

City of the LEE * ⓘ

Country * State/Province *

Website of the LEE ⓘ

Main speciality of the LEE * ⓘ

Number of participants * ⓘ

Main language of the LEE * ⓘ Other languages ⓘ

Simultaneous translation * Yes No

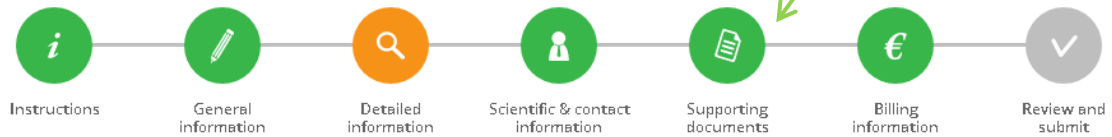
Next step

NEW : We have a new fee for events with up to 100 participants.

Hover your cursor over the ⓘ to obtain a description of the information required. You will also find links to the specific criterion.

Step 4, Detailed information

New accreditations



You can always return to a previous page and complete/edit it at a later date by clicking on the icon.

Detailed Information

Description of the event

Please provide a clear description of the nature of the event * ⓘ

NEW : Max characters increased to 1.000.000.

NEW : Editing tools

Duration of the event * ⓘ


NEW : All information entered is saved automatically upon clicking the **next step button**, allowing you to complete your application in multiple sittings.


Next step


Mandatory fields *


Step 5, Scientific & contact information


New accreditations



Instructions



General information


Detailed information


Scientific & contact information


Supporting documents







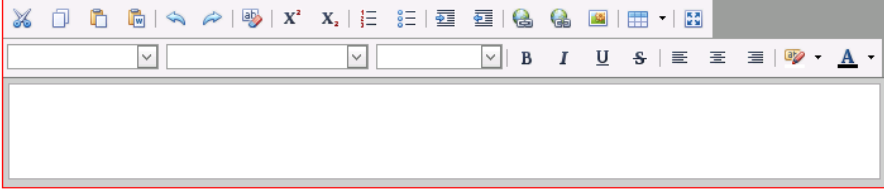
The information entered here will appear on all formal communication (letter of accreditation, certificate,...).

Scientific and contact information


CME provider

Name of the CME provider * 

Short description of the provider organisation * 



Contact

Please provide the details of the contact person for this application 

First name *	<input style="width: 90%; height: 20px;" type="text"/>	Last name *	<input style="width: 90%; height: 20px;" type="text"/>
Affiliation *	<input style="width: 90%; height: 20px;" type="text"/>	Position	<input style="width: 90%; height: 20px;" type="text"/>
Title *	<input style="width: 90%; height: 20px;" type="text"/>		

This is the person who will receive all communication regarding the application.

Planning and administration

Please provide the details of the lead individual responsible for preparing the LEE [?](#)

First name *	<input type="text"/>	Last name *	<input type="text"/>
	<input type="text"/>	Position	<input type="text"/>
	<input type="text"/>		
	<input type="text"/>	Zip	<input type="text"/>
Country *	<input type="text"/>		
Email *	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>

This is the person who will have to sign the **Director's Declaration form**. A document to provide later in your application.

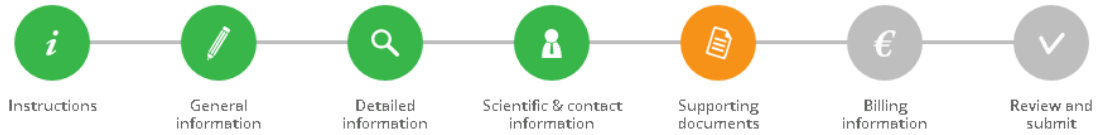


Please provide the details of the medical specialist who will take the responsibility for the application [?](#)

First name *	<input type="text"/>	Last name *	<input type="text"/>
Affiliation *	<input type="text"/>	Position	<input type="text"/>
Title *	<input type="text"/>		
Reg. number *	<input type="text"/>	Reg. Authority *	<input type="text"/>
Address	<input type="text"/>		
City *	<input type="text"/>	Zip	<input type="text"/>
Country *	<input type="text"/>		
Email *	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>

Step 6, Supporting documents

New accreditations



Supporting document

COI form John Smith
COI form John Doe
Detailed programme of the event
Director's declaration
Evaluation form

Choose file Template
Choose file Template
Choose file Template
Choose file Template
Choose file Template

Add document

I commit to making available to the EACCME a report on the participants' feedback on the LEE and to provide responses to this feedback. I will upload the event report with my application no more than 4 weeks after the event has taken place.

Next step

Click [here](#) to download the pre-completed template;
(This will ensure you have the latest version of our template)
print it;
hand it to the person concerned for signing;
scan it and save it as a PDF file;
upload it by clicking [here](#).

New accreditations

Once you have uploaded the file, the file name turns **blue**. You can double check the document you have uploaded by clicking on it.



Supporting document

Evaluation form
Director's declaration
Detailed programme of the event
COI form John Doe
COI form John Smith

Choose file Template Delete
Choose file Template Delete
Choose file Template Delete
Choose file Template
Choose file Template Delete

Add document

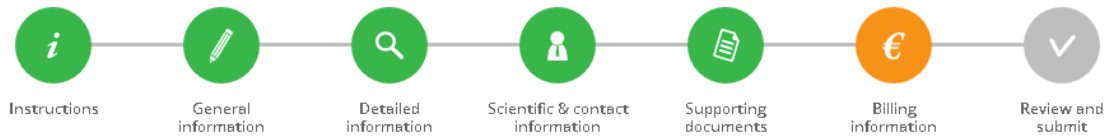
I commit to making available to the EACCME a report on the participants' feedback on the LEE and to provide responses to this feedback. I will upload the event report with my application no more than 4 weeks after the event has taken place.

Next step

Have you uploaded the wrong document ?
Click [here](#) to erase it.

Step 7, Billing information

New accreditations



Billing information

Customer *

Contact first name * Contact last name *

Address *

City * Postal / Zip code *

Country *

Please select your VAT status from the drop down menu

VAT status * EU registered ⓘ EU not registered ⓘ EU exempt ⓘ
 Outside EU ⓘ

If applicable, please enter your VAT number without any space between the country code and the digits

VAT number

Customer reference / P.O. number

Billing contact e-mail *

This field will be pre-completed with the information you submitted at the time of registration. **However**, you always have the possibility to edit it if necessary.

Next step

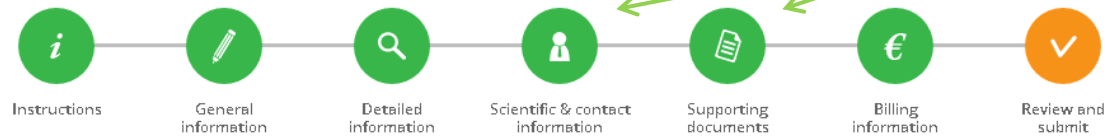
Mandatory fields *

This is the address the Invoice shall be sent to.

[The contact person](#) will receive a confirmation email that the invoice has been sent to the billing contact person.

Step 8, Review and submit

New accreditations



You may only submit once all the other pages have been completed (all **green** icons).

Review and submit your application

Details of the payment:	
Processing Fee	€
Accreditation Fee	€

Total	€
VAT	€
Grand total	€

Submit & pay online

Submit & pay via wire transfer

NEW : You may now pay directly online via Online Payment.

Once you have submitted your application:

- the invoice will be sent to the [Billing contact's e-mail](#).
- [The contact person](#) will receive a confirmation email that the application has been submitted.

For now online payment system allows transactions via the following cards:

- American Express
- Bancontact
- Visa (to come)

WARNING: Once your application has been submitted you will not be able to edit the information you have inputted.

For any changes you'll have to contact the EACCME department.

