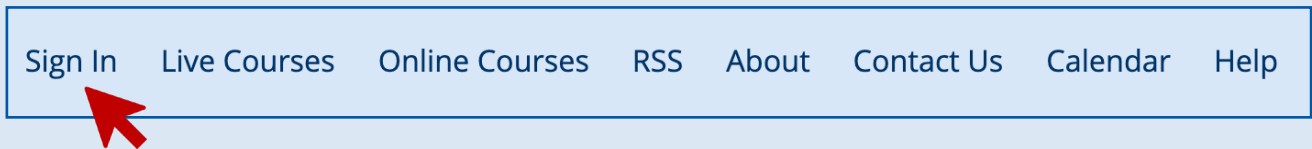


# How to access and manage your registrations and receipts

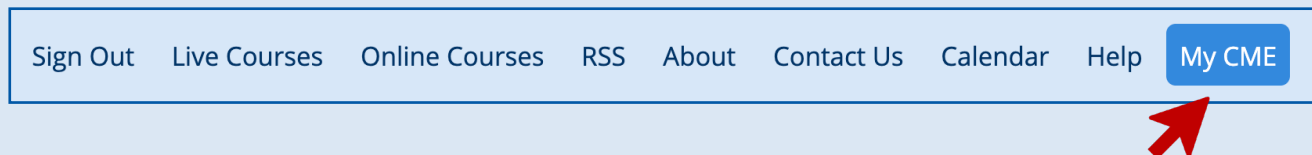
## Via Computer

**Step 1:** Go to <https://intermountain.cloud-cme.com>

**Step 2:** Click "Sign In" on the top left, and sign in using your email address and password.



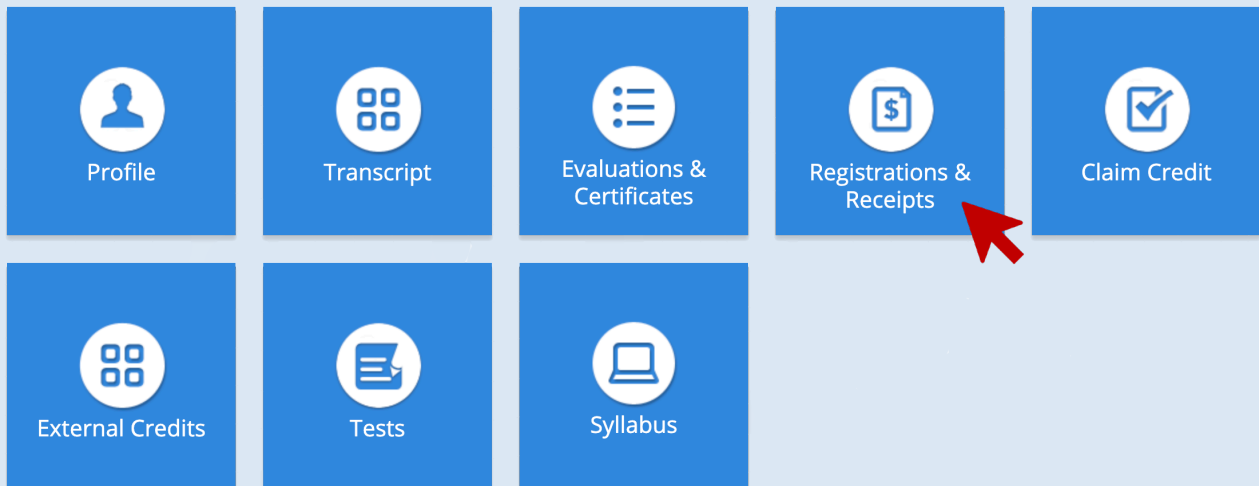
**Step 3:** Click the "My CME" or "My CE" button on the top right-hand side of the screen.



**Step 4:** Click the "Registration & Receipts" button.

### My CME


Instructions: Click a button to proceed.



## How to access and manage your registrations and receipts

**Step 5:** You can view all the activities you have registered for and, if an activity has a fee, you can view your receipt. To view the receipt, click the "Receipt" button.

### Registrations & Receipts

Billed Date	Activity	Description	Amount	Receipt
				

**Step 6:** You will see the receipt details for the activity including payment information.

2017 Pediatric Urology Workshop - Non-Physicians Only - One Day	\$50.00
<b>Order Total:</b>	<b>\$50.00</b>
Payment Processed On: 2/27/2017	\$50.00
<b>Total Paid:</b>	<b>\$50.00</b>
<b>Payment method:</b> American Express	
<b>Balance Due:</b>	<b>\$0.00</b>

**Step 7:** Receipts may be emailed. Enter the email address where you wish to email your receipt and click the "Send" button.