

Log in to your myPortal at www.tmlt.org. Please note, Google Chrome is the optimal browser for accessing our sites.



2. In the top right corner, you will see the LOG IN button. Click it, and you will be taken to the myPortal log in page.

<b>J</b> .	myPortal	log in page					
*	AV4	tmic	Sign in				
			User Name:				
			Password:				
				Log In	Forgot Password? Pay as Guest		
					New User Registration - Ind		

#### a. RETURNING USER

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I. Use your myTMLT/myPortal login credentials

#### b. NEW USER REGISTRATION-INDIVIDUAL

II. You will need your License Number & your TMLT/TMIC Policy Number

III. You will receive a confirmation email with temporary credentials: Subject: myPortal Account Activation. Use the temporary credentials to log in. You will be prompted to create new credentials upon registration.



3. Log In Screen - CONTINUED

New Individual User								
Forgot Username? recover username								
Please enter all required information below. Password is case sensitive. (**If you don't have a license, please call TMLT at (800) 580-8658 x5050 to register.)								
* – Required fields								
* Username:								
* E-mail address:								
* Password:		(Minimum length: 6 characters)						
* Confirm password:								
*Password recovery question:		Select a recovery question						
* Password recovery answer:								
* Medical license number:		(No license? See above**)						
Image: TMLT policyholders: You must enter your policy number to make a payment, view myTMLT information, and receive policyholder pricing on CME.								
Policy number: (TMLT: 1-###### or TMIC: 2-######)								
I'm not a robot	reCAPTCHA Privacy - Terms							
			Next					

You must enter a TMLT policy number when creating your account. If you need assistance, please call 1-800-580-8658 x5050 for help with logging in.



**4.** Once logged in, you have several resources available to you. The Quick Links menu on the right side provides two CME options: CME History and Online CME Courses. CME History will give you a transcript of all the courses you have taken with TMLT. Before purchasing and taking a CME, it's always a good idea to look at your transcript so you do not duplicate a course. Duplicate courses will not be honored for the discount. When you are ready to take a course, click Online CME Courses, which will take you to our online CME portal, InReach. From there, follow the directions below to take a CME course.





**D** Confirm that you are still logged in by looking in the right upper corner for your name. It should say, "Hello, (your first name)."



**6**. Select TMLT Discounts below the image carousel under Browse by Subject Matter.





**7** Make your course selection by clicking on the title. Once inside the course, click the Add to Cart orange button. This will take you to your cart as seen on the next page.



8. Verify that the quantity is "1" for each course that you are purchasing. Then click Checkout on this screen, as well as the next screen, to reach the payment screen.

<u>Home</u> » Cart	> Cart Registration & Shipping	Payment Sumn	/		
			<b>k</b>	Credit Summa	ary
Media	Item Name	Quantity	Price	Ext Price	Delete
Publication (PDF)	Case Closed Volume 4 (3rd Edition) - Subscription	1	\$100.00	\$100.00	Ť
	Policy Holder Savings			-\$75.00	
			Sub-Total:	\$25.00	
	de Early Bird and/or other discounts for this sale. Any discounts for additional or gift cards are entered and shown on the last page of checkout.		Estimated Tax:	\$0.00	
			Total:	\$25.00	
Continue Shopping				Checkou	ıt



#### **9** Enter your contact and payment information and click Complete Purchase.

		Cart	> Registration & Shipping	Payment	Summary	
						indicates a required field
Purchaser Contact Info	ormation					
E-mail address:						
First Name:	Last Name:					
Member Id:						
Address:						
Address (line 2):						٢
City:	State:		Postal Code: 78258			
Country:						
UNITED STATES		A V				
Phone Number:						
Registration						
Case Closed Volume 4 (3)	rd Edition) - Publication (PD	F) - Subscriptio	n			
1st Registrant Email:		First Name:	Last Name:			
Continue Shopping						Checkout

**10.** You will get a confirmation email once you complete your purchase. When you click on My Courses, your course will be listed.

Browse by Delivery Type -	Search	Go	Advanced Search			Hello, Megan My Courses	) 0 Cart
					My Courses		ncement
					My CME History Receipts		sk management
	6						that allow
					Profile		I staff to apply
					Email Preference		rn to everyday d ultimately
					Frequently Ask	ed Questions	t safety.
					Sign Out		policy holders
						who complete	a 2 hour risk
	Avoiding (and winnin	g) Lawsuits, Board	Matters, and Pe	er Review		-	CME activity may
	nreat of a possible lawsuit, board a legal action, about half of those le						r a 3% premium will be applied to



**11** Click on Download Materials to read the materials on the screen, print them, or save them to your computer. Once you have read the materials, click on the Take Test/Get Certificate button to take the mandatory test and fill out the required evaluation.



**12.** Once you have completed the test and evaluation, click the Get Certificate button and choose either the "MD/DO" certificate or the "All other participants" form.



**13.** If eligible, your 3% discount will automatically be applied at your next policy renewal.