


## CPME PORTAL INSTRUCTIONS

Programs can now submit documents (e.g. pre-evaluation, progress reports, team reports and responses, etc.) using CPME's portal. Please note the documents must include a **signed** cover letter detailing the institution's request and all requested information. Access to the CPME portal can be found in the upper right-hand corner of the Council's main page (cpme.org). To login, use your institution's username and current password.

Once documents have been submitted through the portal you **must** contact your program liaison Nahla Wu at [ngwu@cpme.org](mailto:ngwu@cpme.org) or Nancy Chouinard at [nlchouinard@cpme.org](mailto:nlchouinard@cpme.org) to notify them of the submission status.

**Uploading document(s):** The report, signed cover letter, and other requested documents must be uploaded to the portal by accessing the "Documents" link on your portal's home page. Click the "Upload New Document" link and then the "Choose File" link to upload your documents. Note: each type of document must be uploaded as one single, bookmarked, PDF document. If you are uploading the Pre-evaluation Report, a copy or resident logs must be uploaded similarly and separate from pre-evaluation report. Programs with more than 2/2/2 residents may submit multiple files for resident logs only, grouped by training year.

Fill in the following required fields:

- **File to Upload** – Click the "Choose File" box and select file to upload
- **User** – Select your organization user ID
- **Document Category** – From the drop down menu, choose the correct type of document (e.g. pre-evaluation, progress reports, team reports and responses, etc.)
- **Document Name** – Choose a name for the document
- **Visible?** – Choose "No" for document to be visible to non-administrators
- **Document Notes** – Add any additional comments
- **Submit/Cancel** – Click "Save and Return" then "OK" from pop-up box
- **File Upload Progress** – When the "Status Complete Window 100%" appears, the file has been uploaded; close this window.
- **Upload Complete Page** – Click "Upload another document" link to upload additional documents. You are returned to the "Document Administration Add/Edit Document" page. Repeat the above steps beginning with "File to Upload."
- **Document Administration Page** – When **all** documents are uploaded click "Return to documents screen" and then click "Your Documents." The uploaded document should be listed. Click the logout icon  at the top of the page to logout.