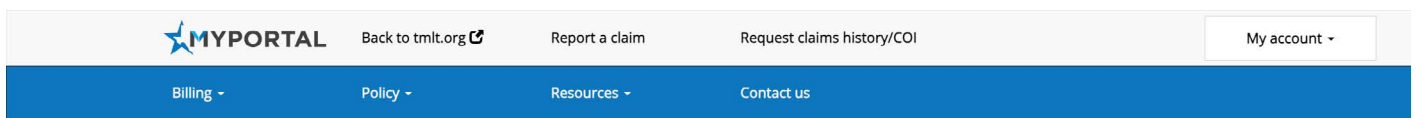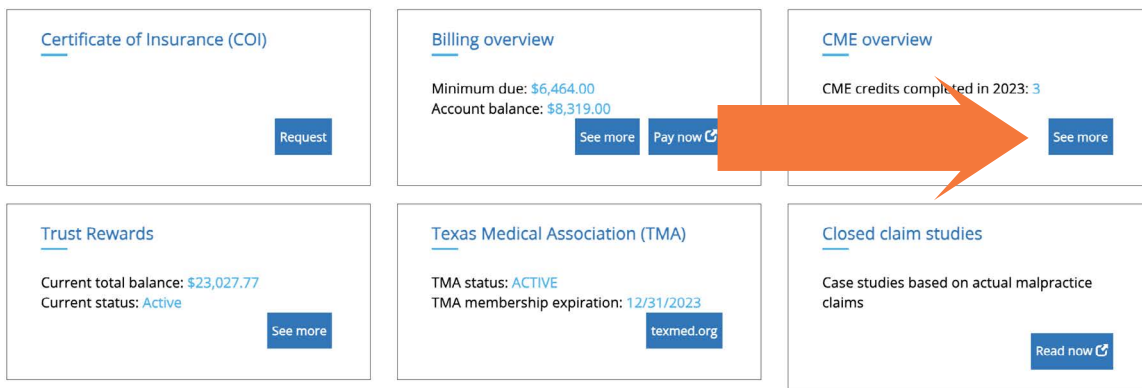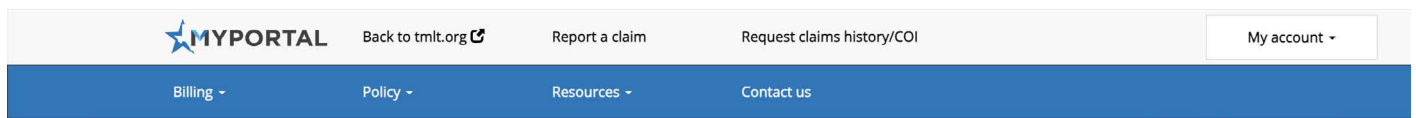# HOW TO PRINT CME CERTIFICATES

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

2. Once logged in, click See more within the CME Overview pod. The Online CME Courses button will take you to our online CME portal, InReach. From there, follow the directions below to take a CME course.

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

HOW TO PRINT CME CERTIFICATES

4. Hover your mouse over Hello, (your first name) My Courses and click on the first menu option of My Courses.
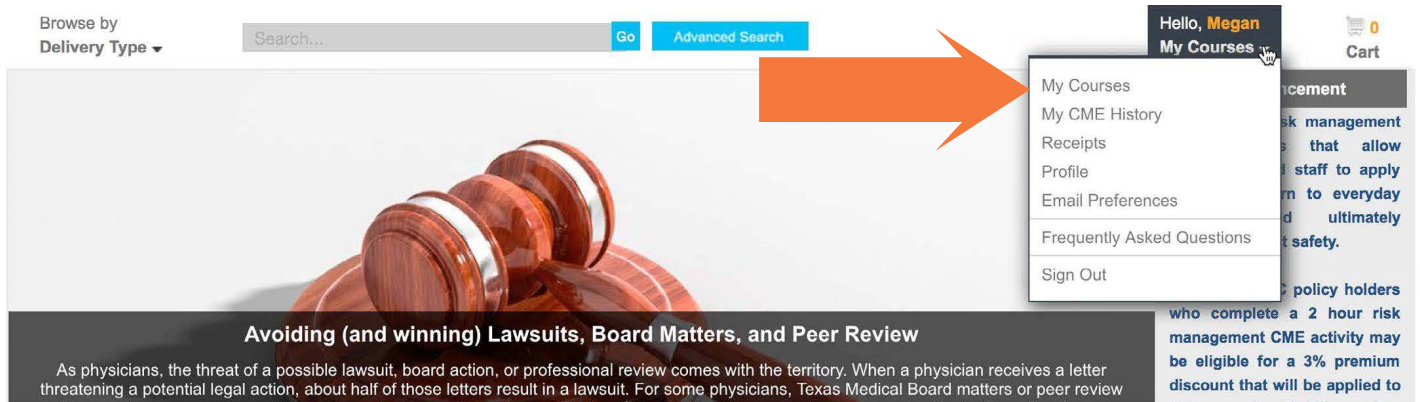
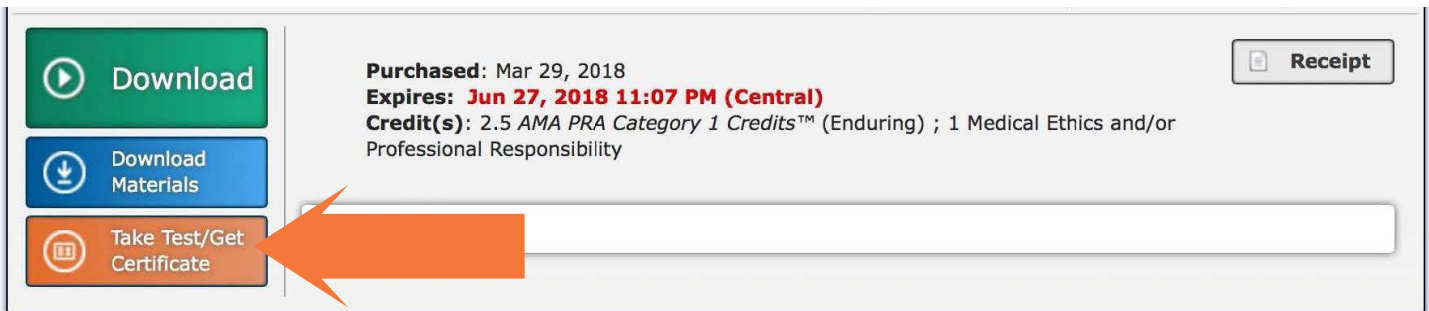**5.** A list of your courses will appear. You may have to expand the course using the triangle next to each numbered course.

6. Click the Take Test/Get Certificate button. The test has already been done if you have completed the course.

7. Click the Get Certificate button in the middle of the page.

8. You may be instructed to choose either the MD/DO certificate or the All other participants certificate.

9. Your certificate will appear and there is a Print button in the right upper corner or you can choose the Send Certificate Email option and it will send it to the email connected to your InReach account.

If you need additional assistance accessing your CME certificate please contact us at cmemail@tmlt.org or (800) 580-8658.