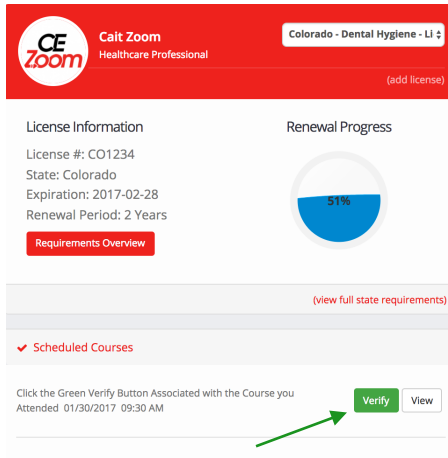


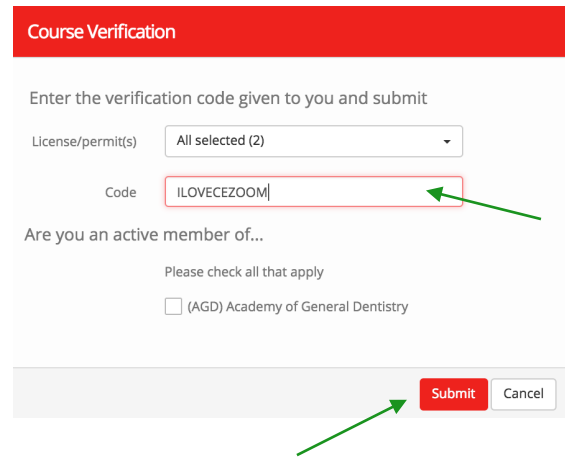
How to Verify & Receive your CE Certificate:

1. Log into your CE Zoom account
2. From your Dashboard click the green verify button associated with the course you attended



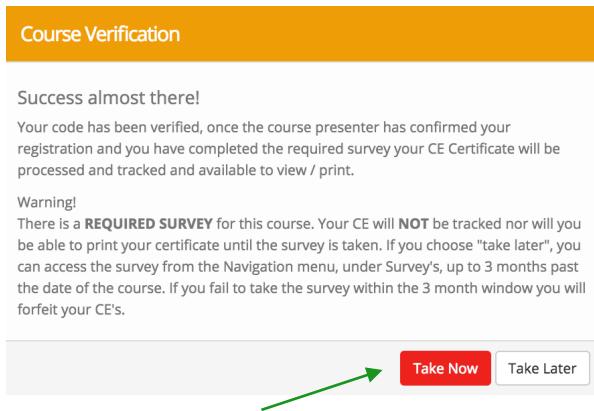
The screenshot shows the CE Zoom dashboard for a Colorado Dental Hygiene license. It includes sections for License Information (License #: CO1234, State: Colorado, Expiration: 2017-02-28, Renewal Period: 2 Years) and Renewal Progress (51%). A green arrow points to the 'Verify' button in the 'Scheduled Courses' section.

3. Enter your completion code & submit



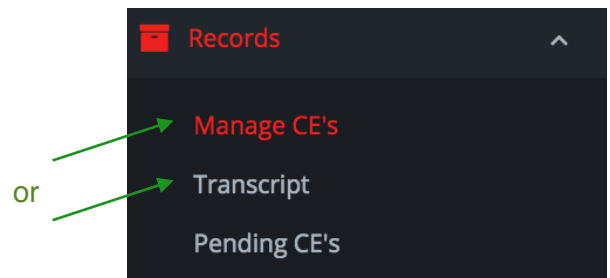
The screenshot shows the 'Course Verification' form. It prompts the user to enter a verification code. The code 'ILOVECEZOOM' is entered in the 'Code' field, which is highlighted with a red box and a green arrow. A red 'Submit' button is also highlighted with a green arrow.

4. Take your Survey



The screenshot shows the 'Course Verification' success page. It states 'Success almost there!' and provides instructions on how to view/print the certificate. A green arrow points to the 'Take Now' button.

5. Your CE Certificate will be deposited into your CE Zoom account once your attendance has been confirmed. To view/print click on "Records" then "Mange CE's" or Transcript



The screenshot shows the 'Records' menu. It lists three options: 'Manage CE's', 'Transcript', and 'Pending CE's'. Green arrows point to 'Manage CE's' and 'Transcript', with the word 'OR' placed between them.

If you have any questions or need any help please reach out to Katrina at katrinna@cezooom.com and she will be glad to assist you.

How to View/ Print Registration Confirmation

- Log into your CE Zoom account
- Click "my registrations" on the navigation menu
- Click "view details" for the registration of choice
- The registration details and confirmation page will come up
- To print click the print button located at the bottom of the confirmation page

How to Edit your License

- Log into your CE Zoom account
- Click on Manage License
- Click the pencil icon associated with the license of choice
- Update and save

How to Verify (preregistered)

<https://www.youtube.com/watch?v=Y3OFYRH0bRQ&t=2s>

- Log into your CE Zoom account
- From your dashboard under scheduled courses click the green verify button associated with the course you attended
- Enter the verification code, check any membership associations (if applicable), and submit
- Take any required surveys
- Repeat for each course you attended

How to view/print your CE Certificates

- Log into your CE Zoom account
- Click on Records
- Click Manage CE's
- Click view/ print
- If your record is not available to print you can view its pending status by clicking on Pending CE's under Records

How to Edit Your Registration

- Log into your CE Zoom account
- Click on My Registrations
- Click edit for the registration of choice
- Under step 2 "Agenda", unselect any courses you did not or will not be attending, than select the correct courses
- Continue through the registration, agree to terms, and complete to save changes