# Quick Reference Guide
How to Login to or Change Your Password
### *on the Certemy Portal of the ABVLM Website*

The ABVLM website uses the Certemy cloud-based application as its secure web portal for the *Diplomate Only* area. Currently this portal is used for four primary purposes:

- To allow diplomates to list/update their offices (up to 11 locations) for patients seeking a certified physician. Patients can search by State/Province, by Last Name, and (in the US) by ZIP Code and travel distance from that ZIP Code. The search takes place on the ABVLM website.

- To provide a means for diplomates to attest to their earning of CME hours toward fulfillment of their ABVLM Maintenance of Certification (MOC) requirements.

- To offer online credit card payment for the MOC Annual Fee.

- To identify which medical membership associations the diplomate belongs to, and to update any demographic changes for the diplomate (home or work information).

STEP 1: Browse to the ABVLM Home Page (*www.ABVLM.org*) and click on the <u>Diplomate Login</u> button in the top right corner.
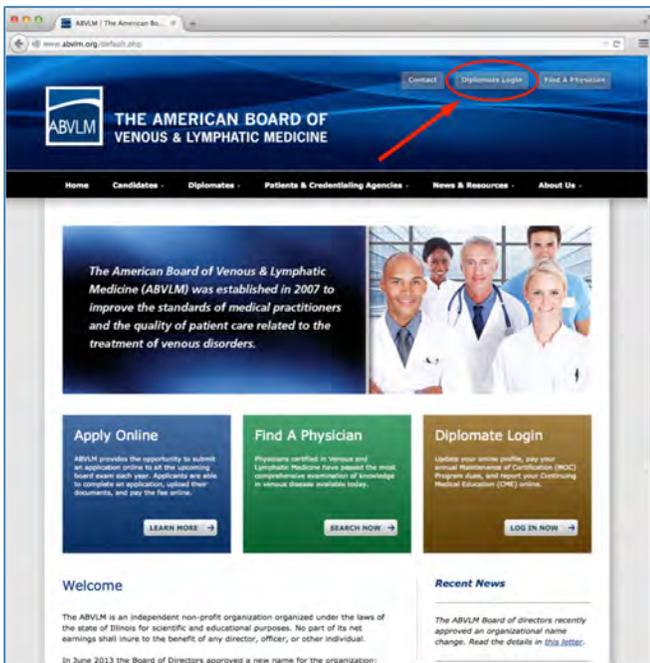
STEP 2: You will be routed to the Certemy platform where you will enter your email address* and your password.**

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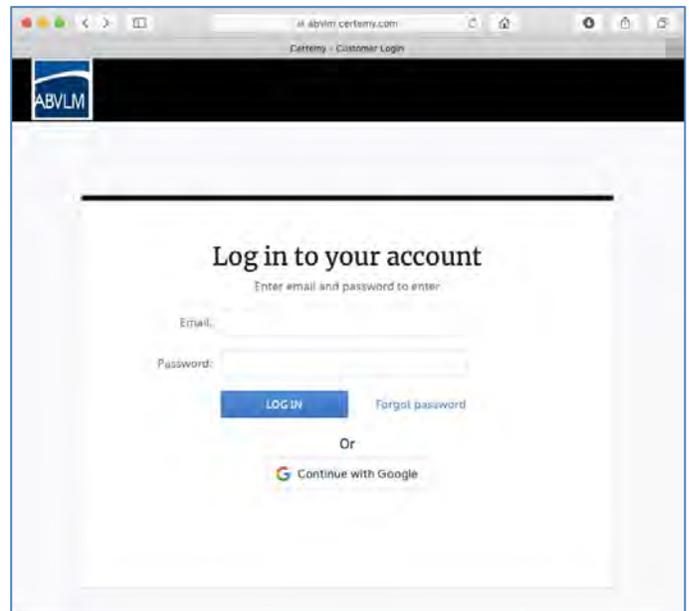
* If you do not know your email address associated with the ABVLM website, please contact the HQ Office toll-free at (877) 699-4114, or via email at ***info@ABVLM.org***.

** If you don't know your password, if you need to obtain one for the first time, or if you want to change or reset your password, click the **<u>Forgot password</u>** link on the login screen and follow the instructions.

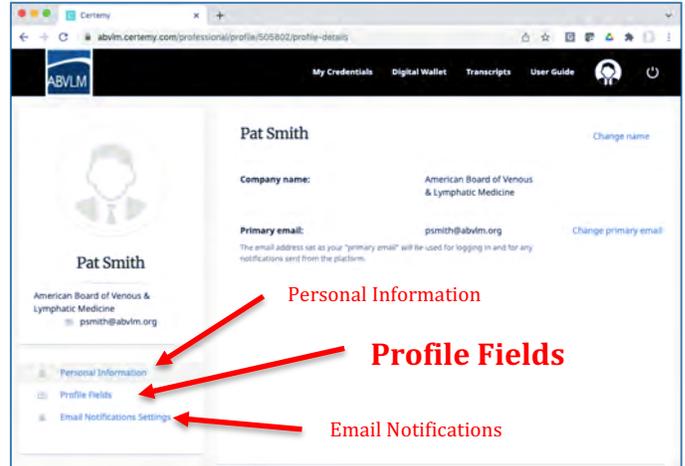*(Over for info on updating your online profile.)*

Quick Reference Guide
## *How to Update Your Profile Data or Email Notification Settings*

STEP 1: Login to the ABVLM website (see opposite side for instructions). Point at the avatar in the upper right, and select the link for *Profile Details*.
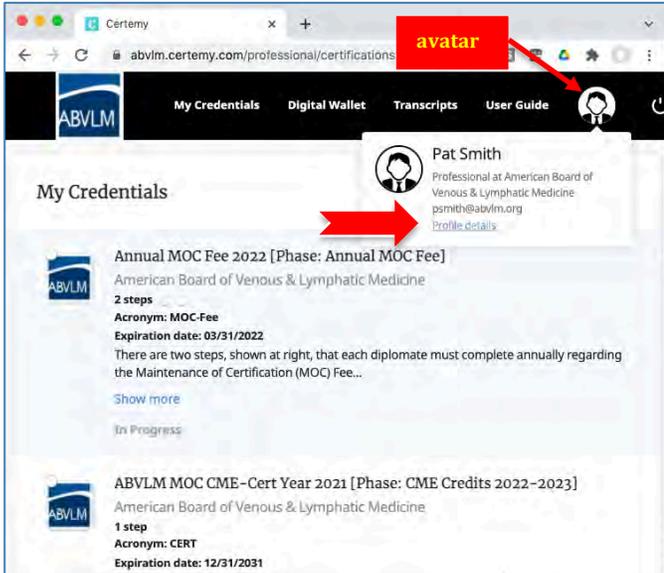
STEP 2: You are presented the *Personal Information* page.

STEP 3: On the lower left, click on **Profile Fields** to modify any editable fields. If there are changes to *non-editable* fields, please contact the HQ Office.

Note the **Preferred Address** *(allowed = Business, Home or Alternate)*
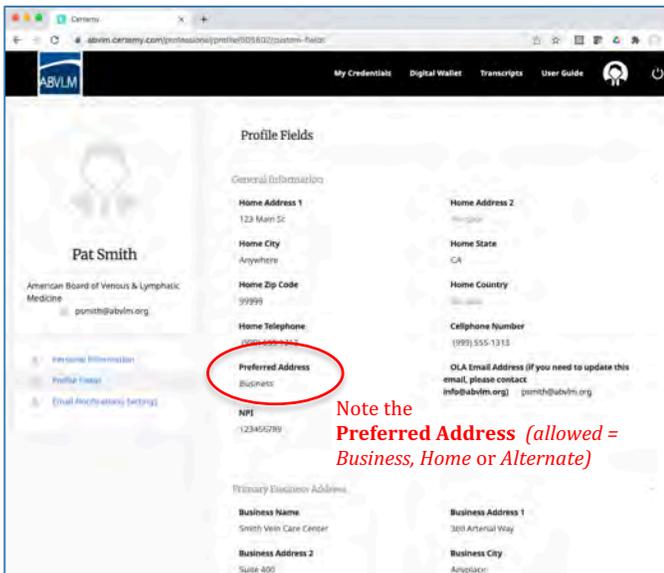
NOTES regarding ADDRESS Profile Fields:

There are three main sets of address fields, and most Diplomates will have only two of the three used:
- Home Address (under *General Information*)
- Primary Business Address
- Billing / Alternate Address

Home Address and *Primary Business Address* are self-explanatory.

Billing / Alternate Address is used only if you want hardcopy annual MOC invoices mailed to an address different from your *Preferred Address* (*Business, Home,* or *Alternate*).

If you practice in multiple locations, there are up to 10 sets of *Additional Business Address* fields for you to fill in further down on the *Profile Fields* screen.

For FAQs regarding what profile information shows in the ABVLM website, please visit:
https://www.abvlm.org/update_info_faqs.php

(Over for info on how to Login to the ABVLM website.)