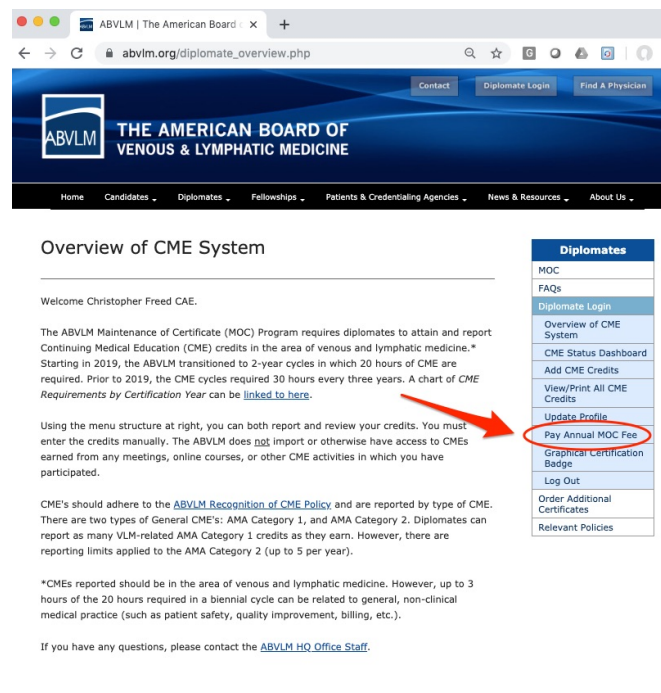


# Quick Reference Guide

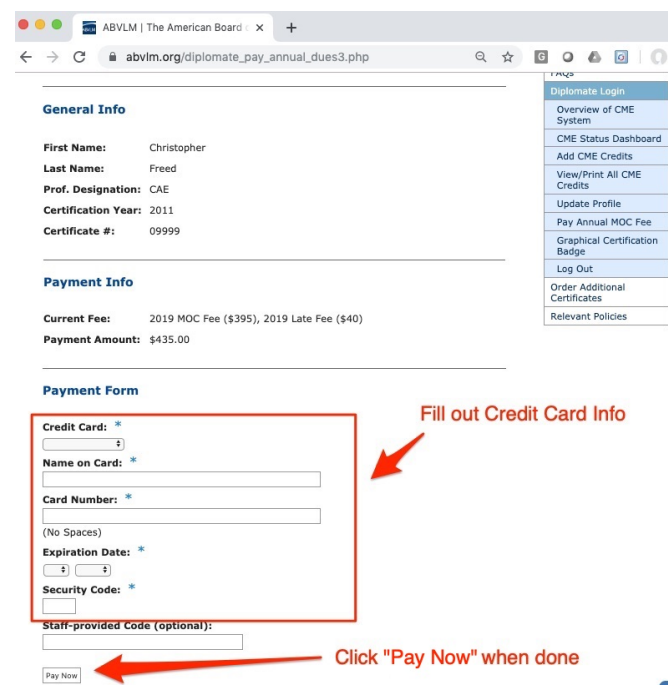
## How to Make your Annual MOC Payment Online

**STEP 1:** Login to the ABVLM website (see other sheet for instructions) and click on the *Pay Annual MOC Fee* option.



The screenshot shows the ABVLM website homepage. The navigation menu on the right includes: MOC, FAQs, Diplomat Login, Overview of CME System, CME Status Dashboard, Add CME Credits, View/Print All CME Credits, Update Profile, **Pay Annual MOC Fee** (highlighted with a red circle and an arrow), Graphical Certification Badge, Log Out, Order Additional Certificates, and Relevant Policies. The main content area displays the 'Overview of CME System' and a welcome message for Christopher Freed, CAE.

**STEP 2:** You will be prompted to review your demographic data. After saving that, complete the Credit Card info on the secure payment screen. Then click **Pay Now**.



The screenshot shows the 'Diplomate Pay Annual MOC Fee' screen. It is divided into three main sections: 'General Info', 'Payment Info', and 'Payment Form'.  
- **General Info:** First Name: Christopher, Last Name: Freed, Prof. Designation: CAE, Certification Year: 2011, Certificate #: 09999.  
- **Payment Info:** Current Fee: 2019 MOC Fee (\$395), 2019 Late Fee (\$40); Payment Amount: \$435.00.  
- **Payment Form:** Includes fields for Credit Card, Name on Card, Card Number, Expiration Date, and Security Code. A red box highlights these fields with the instruction 'Fill out Credit Card Info'. Below the form is a 'Staff-provided Code (optional)' field and a 'Pay Now' button, with a red arrow pointing to it and the instruction 'Click "Pay Now" when done'. A sidebar on the right contains navigation links similar to the homepage.

**STEP 3:** You will be provided a *Payment Receipt Screen* which you can print for your records, and a receipt will also automatically be emailed to your email address on file.

### FAQ's

Q: What if I can't remember if I paid the fees for this year?

A: *The system will only accept one payment per year. If you have already paid online, then you will get a message saying "Your annual dues are currently up-to-date."*

Q: Can I pay via check instead of online?

A: *Online payments are the preferred method as it is automated and tracks payments. If you can only make check payments, you can remit a check to the ABVLM HQ Office, and we can manually update your records.*

Q: What if I don't pay the annual fee? Are there consequences?

A: *The Maintenance of Certification is a program in virtually all certification bodies. This fee covers the cost of reviewing your CME credit submissions for MOC, updating your demographic records, providing a physician look up for the public, and responding to verification requests from hospitals and others.*

*The fee is part of the ongoing certification in lieu of a 10-year exam fee. Non-payment can lead to the suspension of your certificate per the Board policies. There is a Late Fee assessed on payments after March 31 annually.*

If you have any questions or concerns, please contact the ABVLM HQ Office toll-free at (877) 699-4114, or via email to [info@ABVLM.org](mailto:info@ABVLM.org).