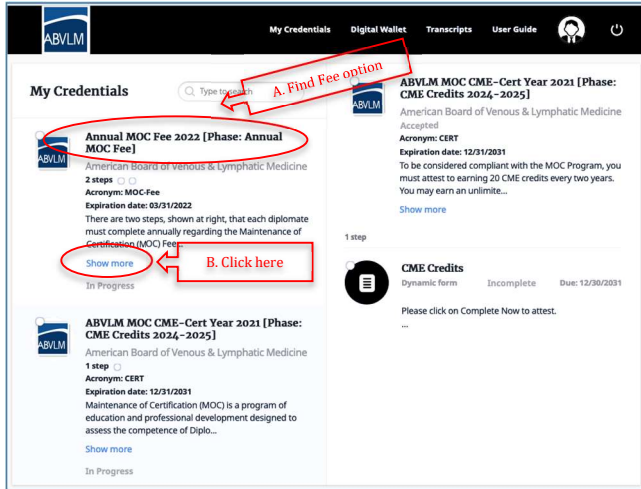


# Quick Reference Guide

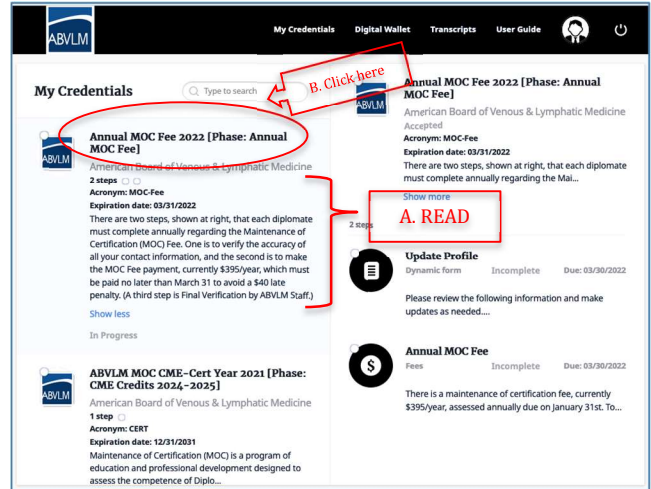
## How to Make your Annual MOC Payment Online

**STEP 1:** Login to the ABVLM website (see other sheet for instructions) and click on the *My Credentials* option.

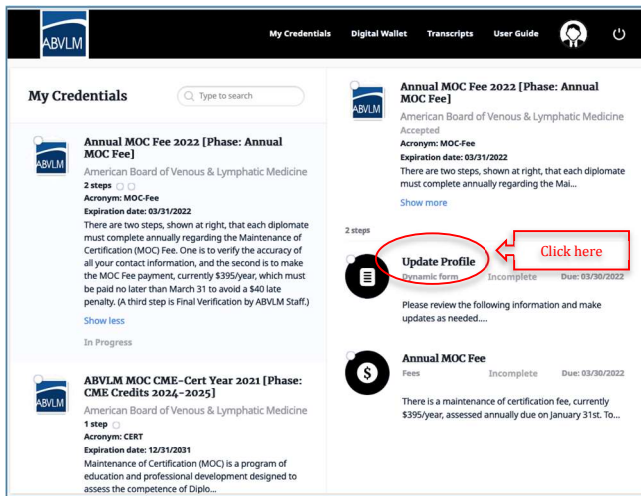
**STEP 2:** On the *left side* of the screen, (A) find the “phase” that says “Annual MOC Fee...” and (B) click on the Show more option.



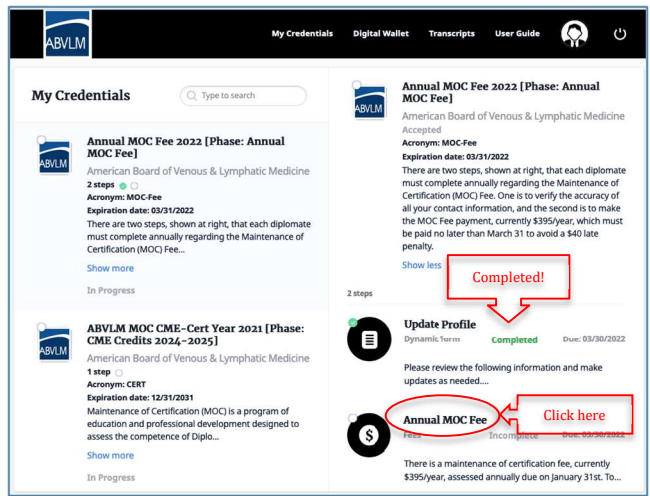
**STEP 3:** (A) Read the info. (B) On the *left side* of the screen, click on the hyperlinked title of “Annual MOC Fee...” which moves the item to the right side of the screen for review and completion.



**STEP 4:** On the *right side* of the screen, click on the hyperlinked title of “Update Profile.” Review and complete the next screens that follow noting red asterisks indicate required fields.



**STEP 5:** After completing your profile review and update, that step will show **Completed**. On the *right side* of the screen, click on the hyperlinked title of “Annual MOC Fee.”



**STEP 6:** Read the screen and if ready, enter the payment information. There are two payment options: via check, or via secure credit card portal. Credit card payment is preferred.

If paying by check, click **3RD PARTY PAYMENT** and in the Comment box, enter the Check Number, Check Mailing Date, and who is submitting the payment.

If paying by credit card, click **PAY FEE** and complete the screens.

**Other Info:** Your credit card payment receipt is in your *Digital Wallet* that is accessible from the main screen at the top. You can download a PDF of the receipt using the “three dots” at the far right.

For check payments, your cancelled check will serve as your receipt.

To request a paid invoice, please contact the ABVLM HQ Office via email at [info@ABVLM.org](mailto:info@ABVLM.org) or toll-free at (877) 699-4114.

## **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 or confirmed sending in a check payment, you will not be able to complete an Annual MOC Fee step, and it will indicate **Completed**.*

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. Checks should be remitted to: **ABVLM, 1800 M Street, NW, Ste 400-S, Washington DC 20036***

Q: What if I owe for multiple years?

A: *During the January 2022 conversion to Certemy, all past due years were combined into a single fee. Following 2022, each year's fee will be an individual step to be paid. So if you owe for 2 years, you will need to cycle through twice and complete two payment steps to become current.*

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 publishing the Online Learning & Assessment program, updating your demographic records, providing a physician look up for the public, and responding to verification requests from hospitals and others, and other headquarters activities.*

*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).