

Quick Reference Guide

How to Login to the ABVLM Website

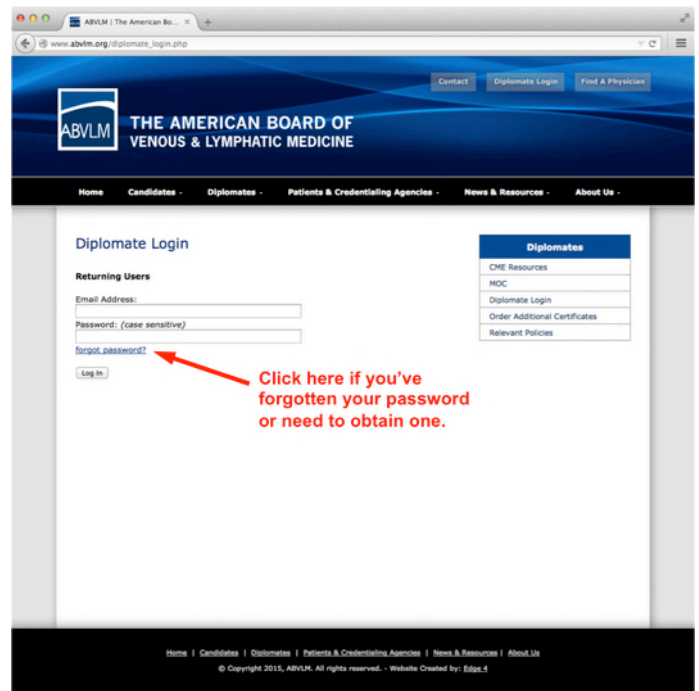
The ABVLM website has a secure web portal for diplomates. Currently this portal is used for four primary purposes:

- To allow diplomates to list their offices (unlimited 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.
- To provide a means for diplomates to report their 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.

STEP 1: Browse to the ABVLM Home Page (www.ABVLM.org) and click on the Diplomate Login button in the top right corner.



STEP 2: Enter your email address (where you get the ABVLM notices) and your password.*



*If you don't know your password, or if you need to obtain one for the first time, click the forgot password link and follow the instructions.

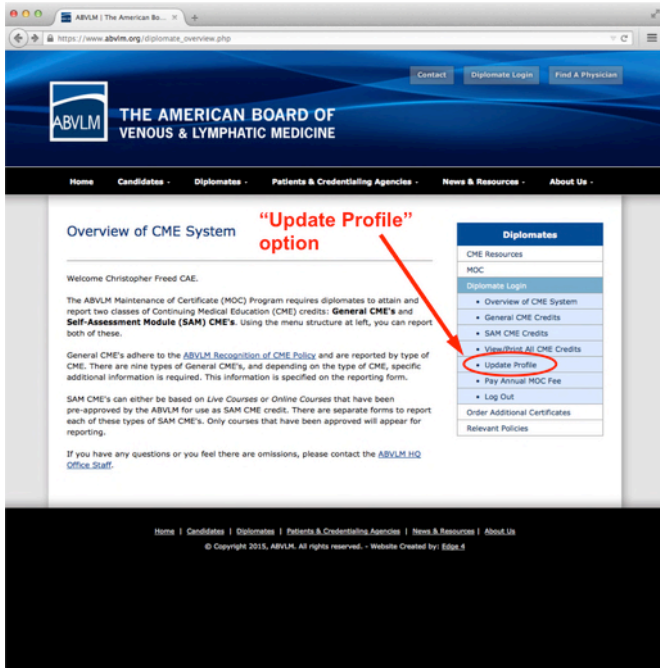
If you do not know your email address associated with the ABVLM website, please contact the HQ Office toll-free at (877) 699-4114, or via email at info@ABVLM.org.

(Over for info on updating your online profile, changing your password, and FAQs.)

Quick Reference Guide

How to Update Your Online Profile or Change Your Password

STEP 1: Login to the ABVLM website (see prior page for instructions) and click on the *Update Profile* option.



STEP 3: Verify your listing looks like you want by clicking on "Find a Physician" in the top right corner of the page and searching for your listing, most easily done by Last Name.

STEP 2: Modify any editable fields, including office data, password, or scroll down for more fields. Be sure to click **SAVE CHANGES**.

The screenshot shows the 'diplomata_update.php' form. It contains fields for personal information, primary location, and additional locations. Red arrows and text annotations highlight key features: 'Update Profile' in the sidebar, 'Show On Website' dropdown, 'Add Location' button, and 'Save Changes' button. A table of membership societies is also visible at the bottom.

Membership Society	Selected
American Academy of Dermatology (AAD)	<input type="checkbox"/>
American Academy of Family Physicians (AAFP)	<input type="checkbox"/>
American College of Phlebology (ACP)	<input checked="" type="checkbox"/>
American College of Physicians (ACP)	<input type="checkbox"/>
American Venous Forum (AVF)	<input type="checkbox"/>
Society for Vascular Medicine (SVM)	<input type="checkbox"/>
Society of Interventional Radiology (SIR)	<input type="checkbox"/>
Other(s): <input type="text" value="ASTS"/>	<input checked="" type="checkbox"/>
None of the Above	<input type="checkbox"/>

FAQ's

- Q: I have multiple office locations. How do I list multiple addresses?
A: Use the **ADD LOCATION** button at the bottom of the Profile to add as many offices as you wish. You may only list one (1) website.
- Q: What if I do NOT wish to be listed in the public Online Lookup feature?
A: If you wish to not be listed in the public "Find A Physician" lookup, select **Show on Website = No** in your profile.
- Q: Is my email address displayed in the public Online Lookup feature?
A: No, email is not listed. Only your office name(s), address(es), phone(s) and fax(es) are listed, along with certification year, languages spoken, website, and whether you are accepting new patients.
- Q: What do I do if I need to add credentials, like adding RVT, to my name?
A: Please contact the HQ Staff to update any name or credentials / appellations.

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.

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