

CPME PORTAL INSTRUCTIONS

Programs can now submit documents (e.g. pre-evaluation, progress reports, team reports and responses, etc.) using CPME's portal. Please note the documents must include a **signed** cover letter detailing the institution's request and all requested information. Access to the CPME portal can be found in the upper right-hand corner of the Council's main page (cpme.org) or directly at https://cpmeportal.apma.org/_admin/login.asp.


To login, use your institution's username and current password. The institution's account is linked to the program director's email address and password resets automatically go his/her email address on file with the Council. Email CPMEStaff@cpme.org for assistance with a manual password reset or if you encounter any other issues with the CPME portal.

Once documents have been submitted through the portal, the system will alert Council staff of the upload. Contact your program liaison Nancy Chouinard (NChouinard@cpme.org) or Bertus Tempelhoff (BTempelhoff@cpme.org) with any questions about your submission.

Uploading document(s): The report, signed cover letter, and other requested documents must be uploaded to the portal by accessing the "Documents" link on your portal's home page. Click the "Upload New Document" link and then the "Choose File" link to upload your documents.

Note: each type of document must be uploaded as one single, bookmarked, PDF document.

Fill in the following required fields:

- **File to Upload** – Click the "Choose File" box and select file to upload
- **User** – Select your organization user ID
- **Document Category** – From the drop down menu, choose the correct type of document (e.g. pre-evaluation, progress reports, team reports and responses, etc.)
- **Document Name** – Choose a name for the document
- **Visible?** – Choose "No" for document to be visible to non-administrators
- **Document Notes** – Add any additional comments
- **Submit/Cancel** – Click "Save and Return" then "OK" from pop-up box
- **File Upload Progress** – When the "Status Complete Window 100%" appears, the file has been uploaded; close this window.
- **Upload Complete Page** – Click "Upload another document" link to upload additional documents. You are returned to the "Document Administration Add/Edit Document" page. Repeat the above steps beginning with "File to Upload."
- **Document Administration Page** – When **all** documents are uploaded click "Return to documents screen" and then click "Your Documents." The uploaded document should be listed. Click the logout icon  at the top of the page to logout.