Merging Your UpToDate CME/CE/CPD Accounts

Clinicians with multiple UpToDate accounts can merge their accrued credits into one account, making it faster and easier to manage your CME/ CE/CPD credit. Going forward, clinicians will be able to manage all credits from all accounts with a single user name and password.

Please note:
- If merging with an individual subscription, once your accounts are merged, you will use your login credentials from your individual subscription account to access your combined CME credits.
- CME credits earned with your individual account will not be lost.
- Your individual account will remain active unless further action is taken.

STEP 1:

Click on My Account and log in.
If you don't remember your user name or password, you can contact UpToDate Customer Service at 1.800.998.6374.

STEP 2:

Consolidate your accounts.
When you log in, you will be brought to UpToDate's My Account page. Select **Consolidate accounts** from the options listed.

Welcome to My Account

Within My Account you can review and make changes to your account information, change your user name and password, renew your subscription, and manage your *UpToDate* CME/CE credits or contact hours.

- **Contact Information**
  View / modify my address and contact information

- **Subscribe to UpToDate**
  Subscribe to *UpToDate*

- **CME/CE**
  Access my available *UpToDate* CME/CE credits
  View my past CME/CE submissions
  Change my default CME/CE settings

- **User Name / Password**
  View / modify my user name or password

- **Account Access Points**
  View my access points

- **Consolidate accounts**
  Consolidate my accounts

STEP 3:

Identify the CME/CE/CPD account you wish to merge.

When prompted, please enter the user name and password of the second account you would like to merge. If you don't remember your user name or password, you can contact UpToDate Customer Service at 1.800.998.6374.

Consolidate Accounts

You may have more than one UpToDate account because you access UpToDate in different ways, you to keep all the CME/CE credits that you earn in one place, in one account.

To proceed, please log in below using the user name and password for your other account.

User Name: [   ]

Password: [   ]   [Log in]

Forgot your user name or password?

STEP 4:

Review and submit.

Review your account information to ensure it is correct, and click Submit to merge your accounts.

Consolidate accounts

You have indicated that you would like to merge the source account below into the target account.

All CME/CE credits will be moved from the source account to the target account.

The source account will become inactive.

	From: Source Account	To: Target Account
Type	EPIC EMR User	UpToDate Subscriber
User Name	20081110874	jronan
Name	Dr. James B Ronan	Dr. James Brendan Ronan
Email Address	jim@ronans.us	jronan@uptodate.com
CME/CE Type	AMA PRA Category 1 Credit	AMA PRA Category 1 Credit
Credits	0	161.5

This operation is not reversible.

[Cancel]   [Submit]

Congratulations!

You have successfully merged your UpToDate CME/CE/CPD accounts. Any future CME/CE/CPD credit you earn will now be applied to this merged account.

Repeat this process for any additional accounts you wish to merge.

Account merge complete

Your *UpToDate* accounts have been merged. The CME/CE credits that you earn will be stored in the targ account below.

The source account is now inactive.

	From: Source Account	To: Target Account
Type	EPIC EMR User	UpToDate Subscriber
User Name	20081110874	
Name	Dr. James B Ronan	
Email Address	jim@ronans.us	
CME/CE Type	AMA PRA Category 1	
Credits	0	

Your *UpToDate* accounts have been merged. The account below.

The source account is now inactive.