



IntealthTM

Advancing the Global Health Workforce

MyIntealthTM Entity User Guide

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1 Access the MyIntealth Entity Portal

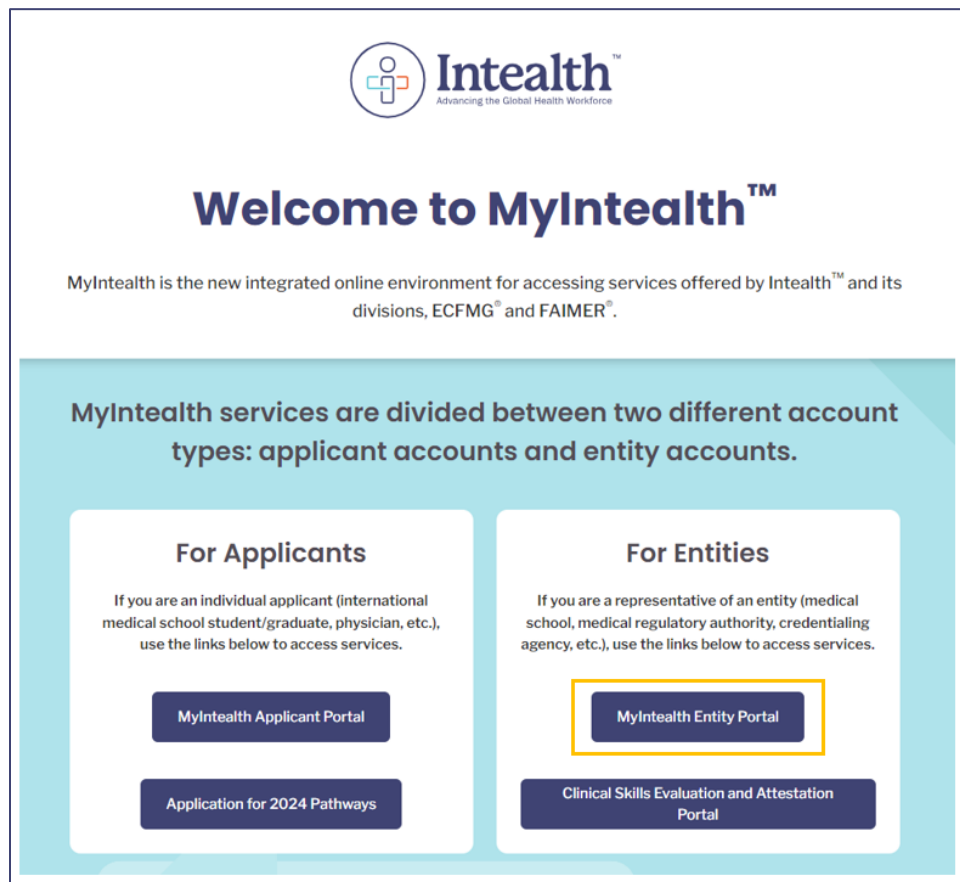
1.1 Establish New Entity and Authorized User Account(s)

If your organization does not already work with Intealth and you are interested in using Intealth services such as **Credentials Verification**, **Enrollment Verification**, or **Certification Verification Service (CVS)**, please contact us at entitysupport@ecfm.org.

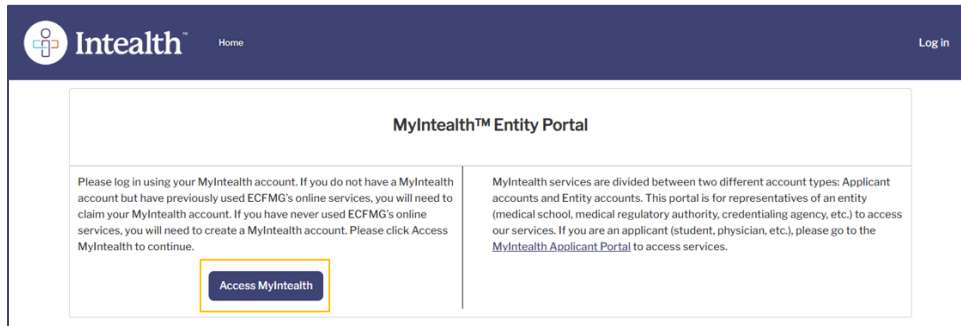
If your organization already uses Intealth services and you were an authorized User of ECFMG's former Online services, please refer to the [Access MyIntealth Account for an Authorized User of ECFMG's Former Online Services](#) section below on how to access your account.

1.2 Access MyIntealth Account for an Authorized User of ECFMG's Former Online Services

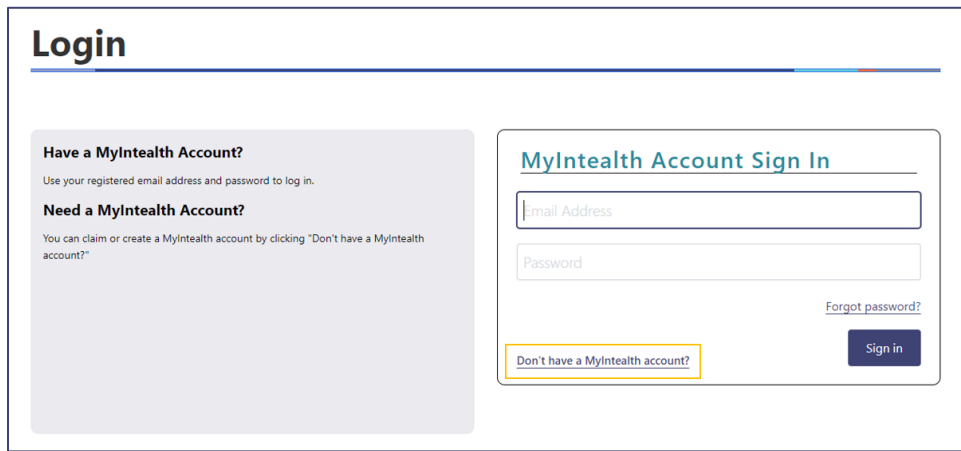
Step 1. Access the **MyIntealth** login page at www.myintealth.app, and click **MyIntealth Entity Portal**.



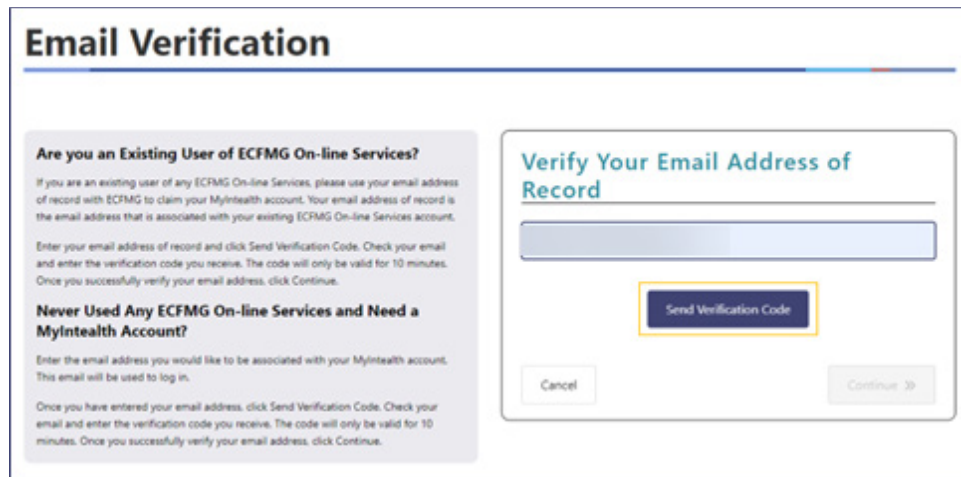
Step 2. Click Access MyIntealth.



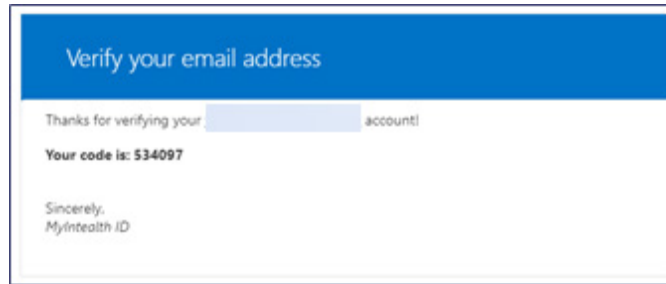
Step 3. Click Don't have a MyIntealth account?



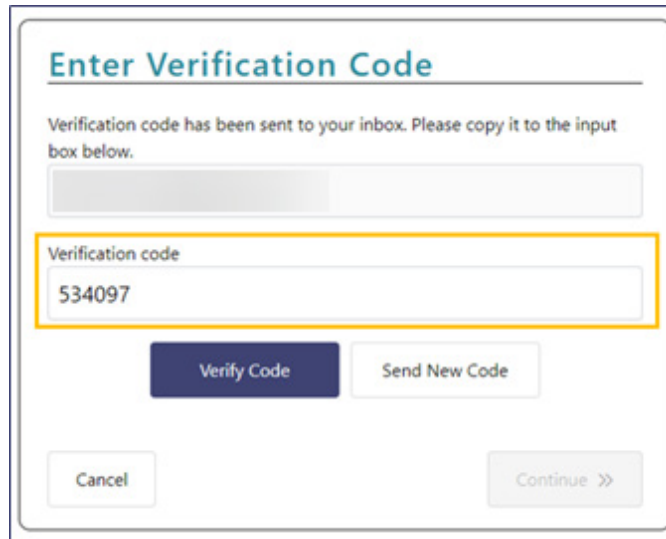
Step 4. Provide the previously used email address within the ECFMG online services, and click Send Verification Code.



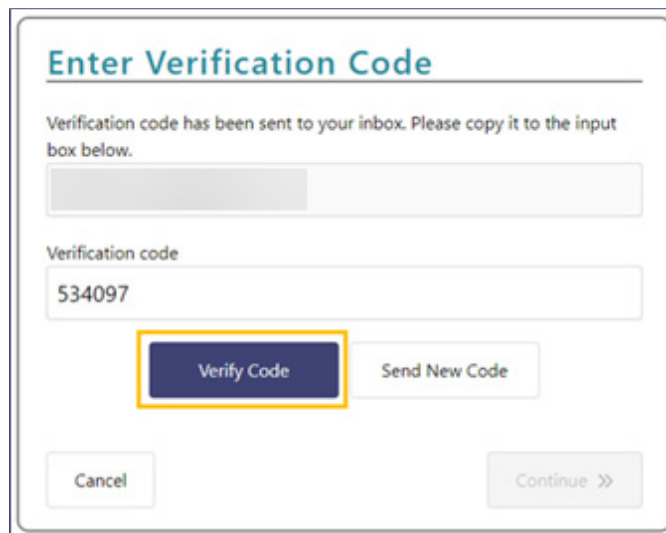
Step 5. The **Verification Code** is sent to the assigned email address.



Step 6. Return to the **Email Verification** screen, and enter the provided **Verification Code**.



Step 7. Click **Verify Code**.



Step 8. The **Email Address Verified** section appears. Click **Continue**.

Email Verification

Are you an Existing User of ECFMG On-line Services?
If you are an existing user of any ECFMG On-line Services, please use your email address of record with ECFMG to claim your MyIntealth account. Your email address of record is the email address that is associated with your existing ECFMG On-line Services account.
Enter your email address of record and click Send Verification Code. Check your email and enter the verification code you receive. The code will only be valid for 10 minutes. Once you successfully verify your email address, click Continue.

Never Used Any ECFMG On-line Services and Need a MyIntealth Account?
Enter the email address you would like to be associated with your MyIntealth account. This email will be used to log in.
Once you have entered your email address, click Send Verification Code. Check your email and enter the verification code you receive. The code will only be valid for 10 minutes. Once you successfully verify your email address, click Continue.

Email Address Verified
E-mail address verified. You can now continue.

Cancel Continue

Step 9. Create and confirm a new password on the **Claim Account** screen.

Claim Account

New Password Requirements

Password:

- Must be at least eight characters long.
- Must include characters from at least three of the following categories:
 - English uppercase characters (A-Z)
 - English lowercase characters (a-z)
 - Numbers (0-9)
 - Symbols (!, \$, #, %, etc.)

Confirm Password:

- Enter the same password in the Password and Confirm New Password fields and click Confirm.

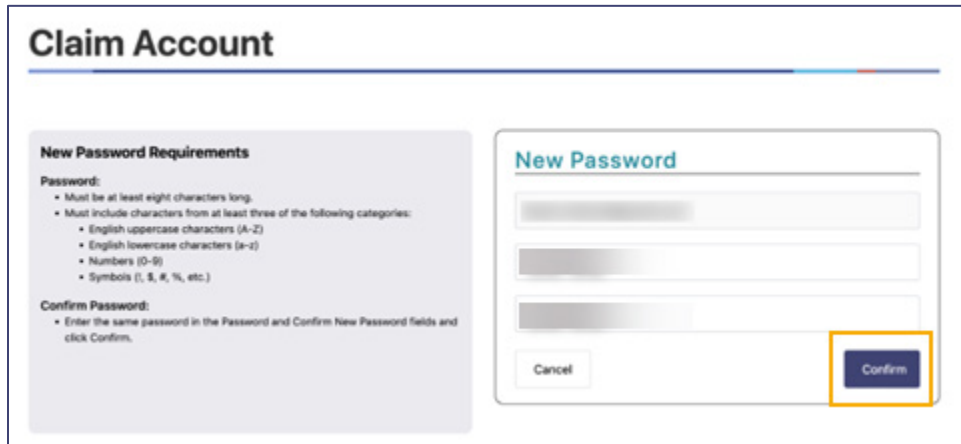
New Password

Cancel Confirm

- a. Password requirements when claiming an account:
- (1) Must be at least eight characters long.
 - (2) Must include characters from at least three of the following categories:
 1. Latin uppercase characters (A-Z)
 2. Latin lowercase characters (a-z)
 3. Numbers (0-9)
 4. Symbols (!, \$, #, %, etc.)

You are only required to create and confirm a new password on your first login.

Step 10. Click **Confirm**.



The screenshot displays the 'Claim Account' interface. On the left, a grey box titled 'New Password Requirements' lists the following rules:

- Password:**
 - Must be at least eight characters long.
 - Must include characters from at least three of the following categories:
 - English uppercase characters (A-Z)
 - English lowercase characters (a-z)
 - Numbers (0-9)
 - Symbols (!, \$, #, %, etc.)
- Confirm Password:**
 - Enter the same password in the Password and Confirm New Password fields and click Confirm.

On the right, the 'New Password' form contains three input fields for password entry. At the bottom of the form, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a yellow border, indicating it is the target for Step 10.

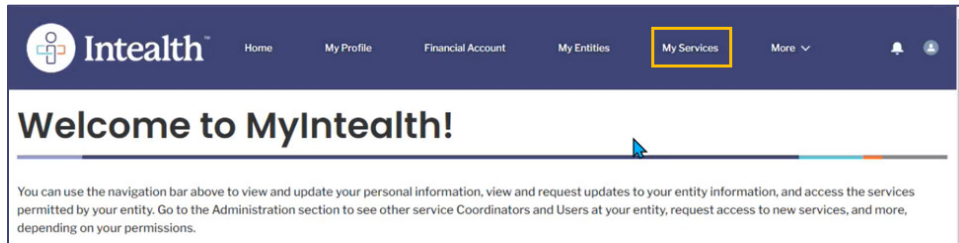
Step 11. Access the **MyIntealth Entity Portal**.

2 Enrollment Verification

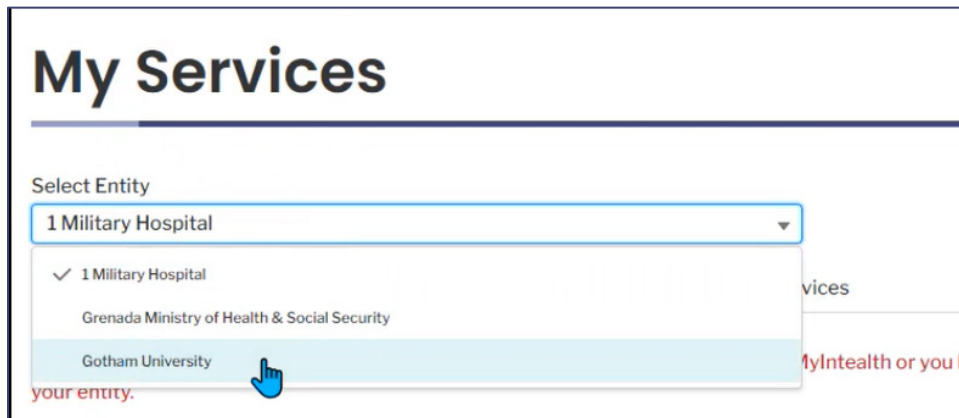
2.1 Complete an Enrollment Verification Request

The following information is specific to Entities that verify student enrollment electronically.

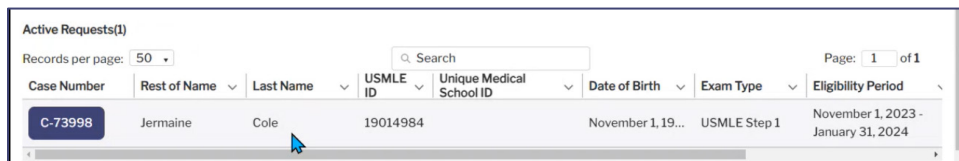
Step 1. From the **MyIntealth Entity Portal**, in the top banner, click **My Services**.



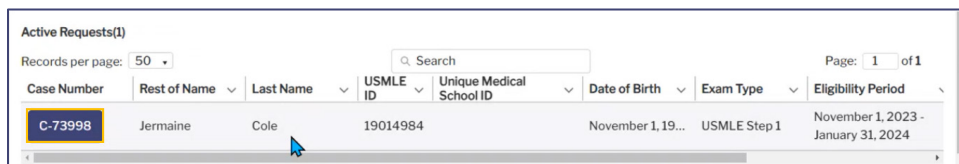
Step 2. On the **My Services** page, choose the school from the **Select Entity** drop-down menu.



Step 3. Scroll to the **Active Requests** section.



Step 4. Click **Case Number** for the case being reviewed.



Step 5. The **Enrollment Verification Request** page appears with details about the case. Review this information for accuracy.

Enrollment Verification Performance Data Credential Verification ERAS Services

Enrollment Verification Request

The individual identified below has submitted a USMLE application, and verification of their enrollment status is required to complete their registration for examination. Please carefully review the information below, make any changes necessary to reflect your records for the individual, and select the appropriate status. Please be advised that the information you provide below may impact one or more open exam applications for this individual.

Step 6. At the bottom of the page, select the appropriate **Verification Status** from the drop-down menu, and follow the onscreen prompts; otherwise, to confirm enrollment, select **Enrolled**.

Verification Status

Verification Status Not Reviewed ▾

- Not Reviewed
- Dismissed
- Transferred
- Withdrawn
- Deceased
- Enrolled**
- Never attended; Not our student
- Graduated

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Step 7. An additional question about the school’s basic science curriculum appears. Select **Yes** or **No**.

Verification Status Enrolled ▾

Will this individual have completed the basic medical science component of the medical school curriculum by the beginning of the eligibility period(s) above?

Yes
 No

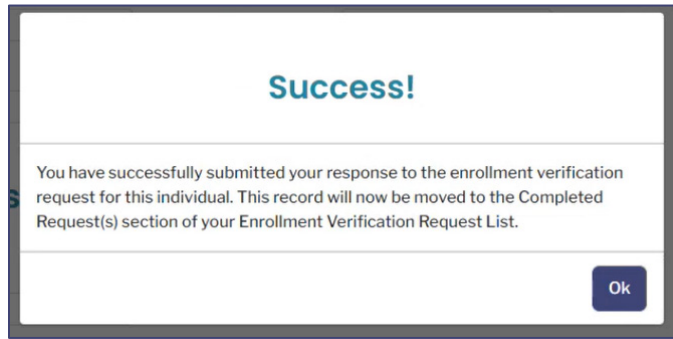
Step 8. Click **Submit**.

Verification Status Enrolled ▾

Will this individual have completed the basic medical science component of the medical school curriculum by the beginning of the eligibility period(s) above?

Yes
 No

Step 9. A **Success!** Notification appears indicating that you responded to the enrollment verification request.



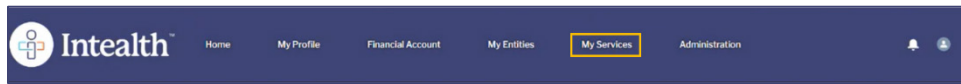
Step 10. On the **My Services** page, the original request is no longer listed under **Active Requests**.



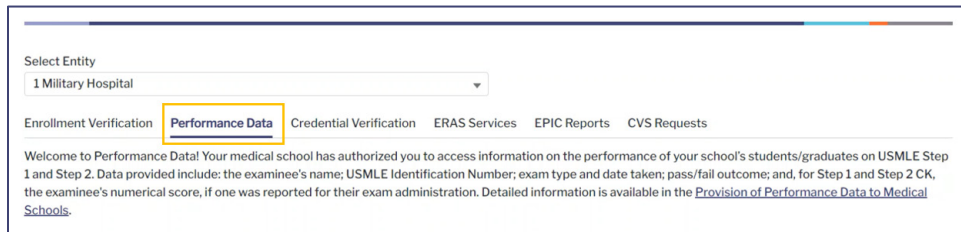
3 Performance Data

3.1 Access USMLE Performance Data

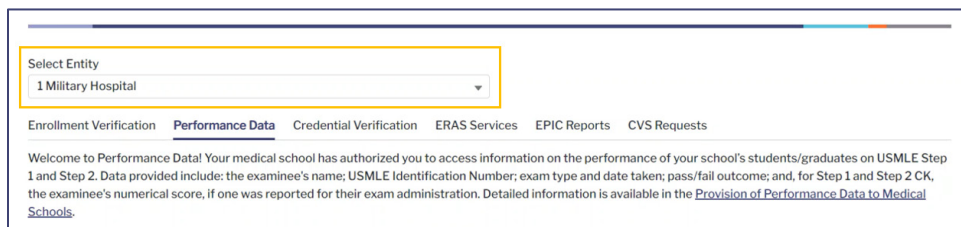
Step 1. Log in to the **MyIntealth Entity Portal**. In the top banner, click **My Services**.



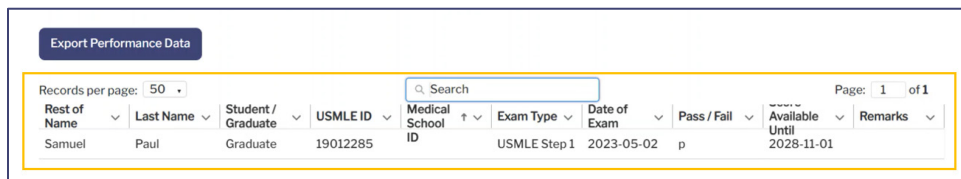
Step 2. Click the **Performance Data** tab.



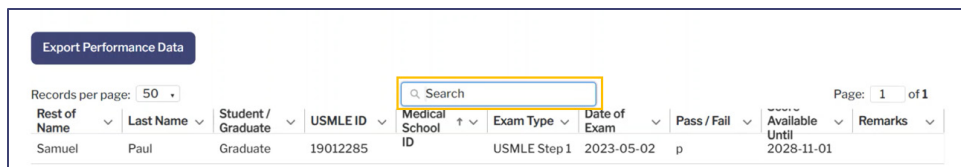
a. If your account is affiliated with more than one school, utilize the **Select Entity** drop-down menu to review results from the appropriate entity.



Step 3. You can now view the performance of students/graduates affiliated with that **Entity**.

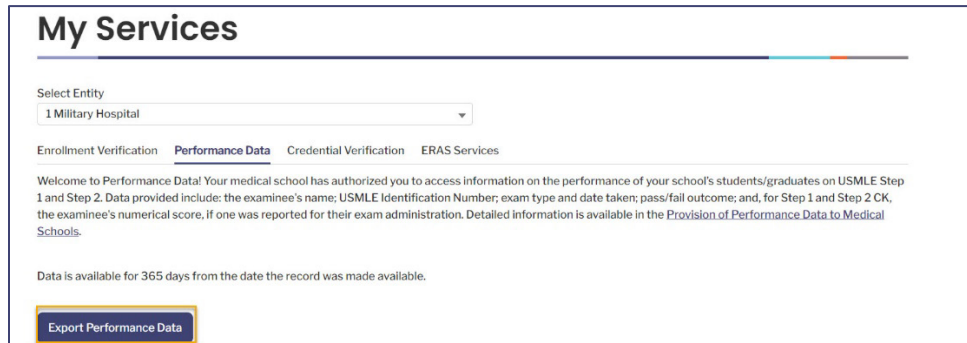


a. To help find a specific applicant's records, utilize the **Search** function.



b. You may also **Export Performance Data**. The fields within this data are the same fields within the list view on the **MyIntealth Entity Portal**.

(1) A .csv file will download to your local drive.



Rest of Name	Last Name	Student / Graduate	USMLE ID	Unique Medical School ID	Exam Type	Date of Exam	Pass / Fail	Score Available Until	Remarks
Samuel	Paul	Graduate	19012285		USMLE Step 1	5/2/2023	p	11/1/2028	

4 Credentials Verification

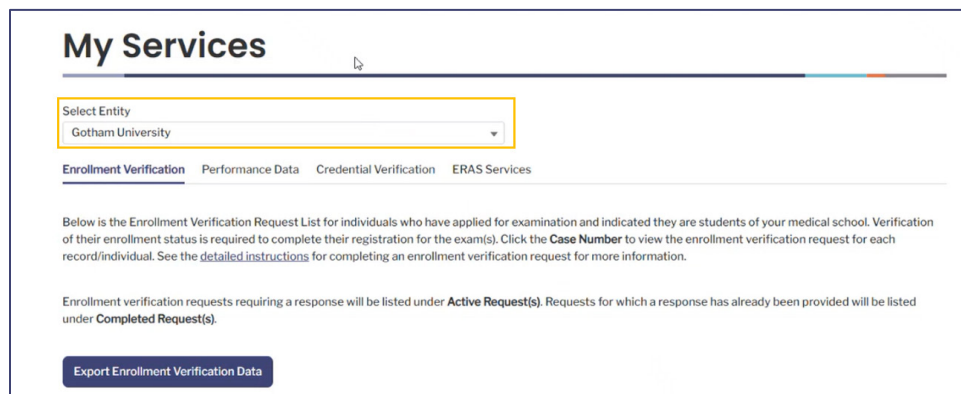
4.1 Complete a Credential Verification Request

Step 1. From the **MyIntealth Entity Portal**, in the top banner, click **My Services**.

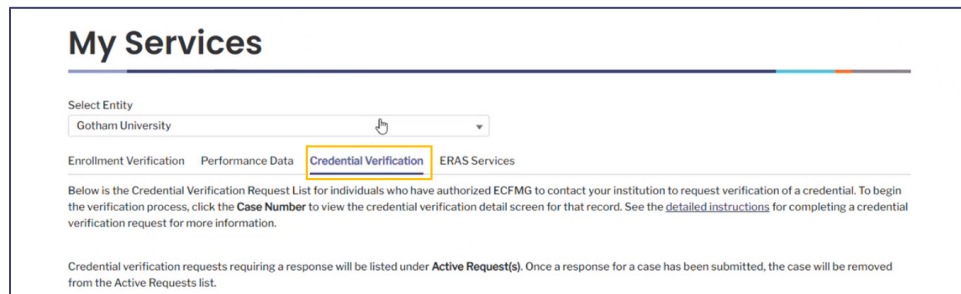


Step 2. The **My Services** page opens. Select your entity from the **Select Entity** drop-down menu.

Note: If your entity is associated with only one school, the **Select Entity** drop-down menu defaults to that school.



Step 3. Click the **Credential Verification** tab.



Step 4. Scroll to see all credentials to be verified.

Active Requests(10)

Records per page: 50

Search

Page: 1 of 1

Case Number	Rest Of Name	Last Name	MyIntealth ID	Unique Medical School ID	Date of Birth	Status	Record Available Date
C-70854	Charles	Newson	650035263		18/Jun/1973	In Process	25/Sep/2023
C-71166	Phyllis	del Phia	650035013		04/Jul/1976	New	29/Sep/2023
C-71170	Phyllis	del Phia	650035013		04/Jul/1976	New	29/Sep/2023
C-71438	Dela	Ware	650035083		01/Jan/1987	In Process	02/Oct/2023
C-71484	Dela	Ware	650035083		01/Jan/1987	New	02/Oct/2023
C-71473	Dela	Ware	650035083		01/Jan/1987	New	02/Oct/2023
C-67727	Lucy	Coats	650035029		02/May/1995	New	04/Oct/2023
C-72352	Elvis	Duran	650035035		04/Aug/1970	In Process	11/Oct/2023
C-58927	Harold	Zeet	650033810		16/Nov/2000	New	18/Oct/2023
C-58928	Harold	Zeet	650033810		16/Nov/2000	New	18/Oct/2023

Step 5. Click the **Case Number** for the case you want to work on.

Active Requests(10)

Records per page: 50

Search

Page: 1 of 1

Case Number	Rest Of Name	Last Name	MyIntealth ID	Unique Medical School ID	Date of Birth	Status	Record Available Date
C-70854	Charles	Newson	650035263		18/Jun/1973	In Process	25/Sep/2023
C-71166	Phyllis	del Phia	650035013		04/Jul/1976	New	29/Sep/2023
C-71170	Phyllis	del Phia	650035013		04/Jul/1976	New	29/Sep/2023
C-71438	Dela	Ware	650035083		01/Jan/1987	In Process	02/Oct/2023
C-71484	Dela	Ware	650035083		01/Jan/1987	New	02/Oct/2023
C-71473	Dela	Ware	650035083		01/Jan/1987	New	02/Oct/2023
C-67727	Lucy	Coats	650035029		02/May/1995	New	04/Oct/2023
C-72352	Elvis	Duran	650035035		04/Aug/1970	In Process	11/Oct/2023
C-58927	Harold	Zeet	650033810		16/Nov/2000	New	18/Oct/2023
C-58928	Harold	Zeet	650033810		16/Nov/2000	New	18/Oct/2023

Step 6. The **Applicant Biographic Information** appears. Click the thumbnail of the attached **Identification Form** to view a larger version of the document.

Applicant Biographic Information

Name of Record: Harold Zeet

Date of Birth: 2000-11-16


Name on Document: Harold Zeet

MyIntealth ID: 650033810

Unique Medical School ID: [Redacted]


Case Number: C-58927

Identification Form and Release of Authorization



Step 7. Review the **Applicant Biographic Information**, and click **Next**.

Applicant Biographic Information

Name of Record	Harold Zeet
Date of Birth	2000-11-16
Name on Document	Harold Zeet
MyIntealth ID	650033810
Unique Medical School ID	
Case Number	C-58927
Identification Form and Release of Authorization	

[Return to Credential Verification List](#)
[Next](#)

Step 8. The **Verify Credential** page appears. Click the thumbnail of the attached document to view a larger version of the document.


If the document is authentic and correct, select **I certify this document is authentic and correct**. Then, scroll down to the document image, select the rubber stamp tool, and click on your institution's stamp/seal. Using the mouse, move the stamp/seal to a blank area of the document. Be careful not to cover any information on the document with the stamp/seal. After you have positioned the stamp/seal in the desired location, click save.

If you cannot certify the document as authentic and correct, select **I cannot certify this document is authentic and correct**. You will then be presented with a list of reasons why you cannot certify the document. Select the appropriate reason. If the reason you cannot certify the document is not listed, select **Other** from the list, and provide a brief explanation of the reason in the space provided.

Please note: If the name or date of birth provided for the applicant does not match your records, please indicate that you cannot certify the document, select **Other** as the reason, and provide additional information in the space provided. ECFMG will contact the applicant to resolve these discrepancies.

Once you have taken an action (either certified or not certified the credential), click **Next**.

Final Medical Diploma




Certify Document:

I certify this document is authentic and correct.
 I cannot certify this document is authentic and correct.

[Return to Credential Verification List](#)
[Back](#)
[Next](#)

Step 9. Within the **Certify Document** section, select the appropriate option to continue.

Final Medical Diploma

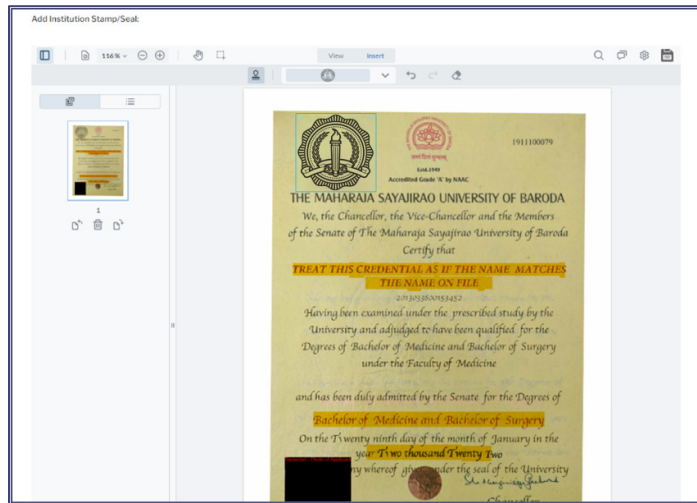


Certify Document:

I certify this document is authentic and correct.
 I cannot certify this document is authentic and correct.

I hereby certify that this Final Medical Diploma is authentic and correct, and that I am authorized to certify this on behalf of my institution.

- a. If the document is authentic and correct, click the **I certify this document is authentic and correct** option. A PDF version of the document appears in the **Add Institution Stamp/Seal** section. Continue with [Step 10](#).



b. If you cannot certify that the document is authentic and correct, click the **I cannot certify this document is authentic and correct** option.

(1) Select your reason for not certifying from the drop-down menu.

(2) Click **Next**.

(3) The completed **Verification Form** appears. Click **Next**.


Applicant Biographic Information

Name of Record	<input type="text" value="Toya Green-Rhodes1"/>
Date of Birth	<input type="text" value="1979-08-01"/>
Name on Document	<input type="text" value="Toya Green-Rhodes1"/>
MyIntealth ID	<input type="text" value="600955627"/>
Unique Medical School ID	<input type="text"/>
Case Number	<input type="text" value="C-18701"/>

Verification Form

Please review the credential verification form for this document, which displays your certification, name, signature, date, and institution's stamp/seal, to ensure it is accurate.

Verification Form



(4) Click **Submit to ECFMG**. This process is now complete, and your response is returned to Intealth.

Credential Verification Request Summary

Below is a summary of the information you provided as part of this request. Please review the summary carefully to ensure that all the information you provided is accurate. If necessary, you can change your responses by clicking the button in each section.

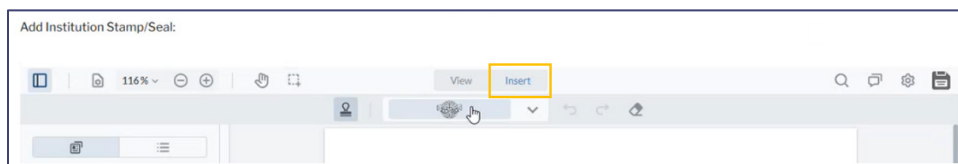
- > Applicant Biographic Information
- > Verification Form
- ▼ Verify Credential

Certify Document I cannot certify this document is authentic and correct.

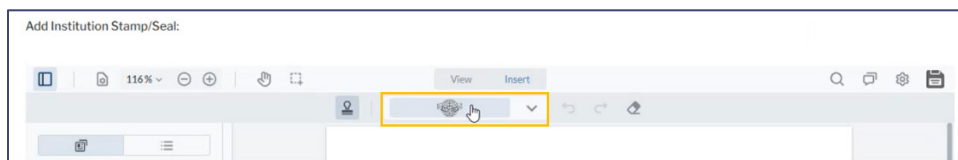
Select a reason for not certifying Credential is not authentic

To save a copy of the credential verification for your records, right click on the image thumbnail(s) in the summary above. This is your only opportunity to save/print this credential verification. Once you click **Submit to ECFMG**, you will not be able to return to the verification. To complete the verification, click **Submit to ECFMG**.

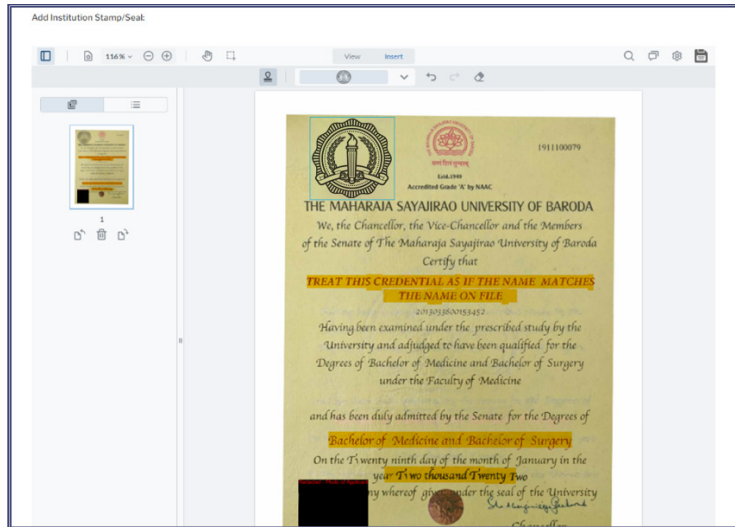
Step 10. In the **Add Institution Stamp/Seal** section, click **Insert**.



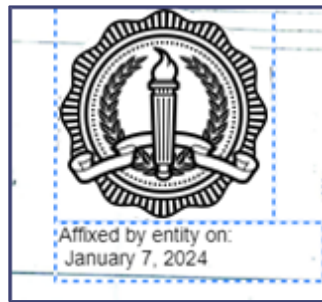
Step 11. Below the **Insert** button, click the picture of the stamp.



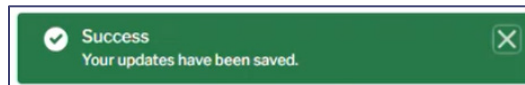
Step 12. Move your cursor to the desired section of the document, and click once to place it within the document.



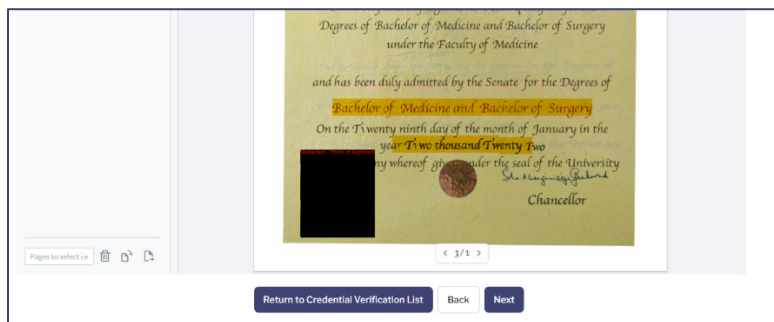
Step 13. Once placed, the stamp shows affix details below the image.



Step 14. Click **Save** (disk icon) at the top right corner of the PDF. A **Success** notification appears to inform you that the updates have been saved.



Step 15. Now that the document has been certified and saved with a stamp, click **Next** at the bottom of the page.




Step 16. The **Applicant Biographic Information** appears again. This information now includes a generated **Verification Form**. Click the thumbnail of the attached **Verification Form** to view a larger version of the document.

Verification Form

Please review the credential verification form for this document, which displays your certification, name, signature, date, and institution's stamp/seal, to ensure it is accurate.

Verification Form



[Return to Credential Verification List](#) [Back](#) [Next](#)

Step 17. Review the **Verification Form** information. This form was generated using information already in the system (e.g., the **Signature** was uploaded by Intealth's Medical Education Resource [MER] department).



ECFMG Verification Form

Intealth® ECFMG® Credential Verification Form

Name of Record: Krissy Lynn
Name on Document: Krissy Lynn
MyIntealth ID: 600551178

I hereby certify that the attached Final Medical Diploma is authentic and correct, and that I am authorized to certify this on behalf of my institution.

Signature: *Krissy Lynn* Date: Jan 9, 2024

Entity Contact Baroda

Name _____
Dean _____
Title _____

Medical College Baroda

Name of Medical School/Institution _____

ENT-000002

ECFMG® Credential verification form
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Rev. January 2024
Page 1 of 1

Step 18. Click **Next**.

Verification Form

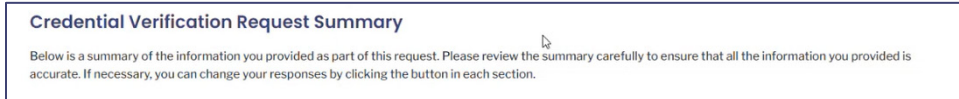
Please review the credential verification form for this document, which displays your certification, name, signature, date, and institution's stamp/seal, to ensure it is accurate.

Verification Form

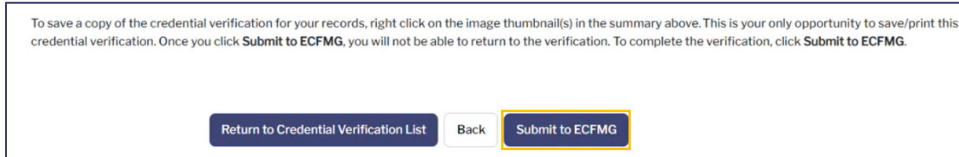


[Return to Credential Verification List](#) [Back](#) [Next](#)

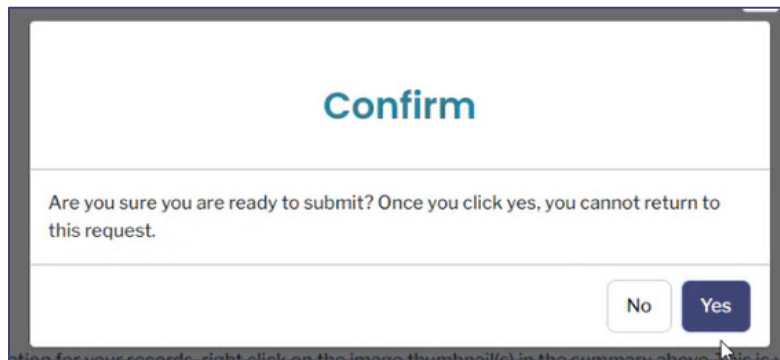
Step 19. The **Credential Verification Request Summary** section appears.



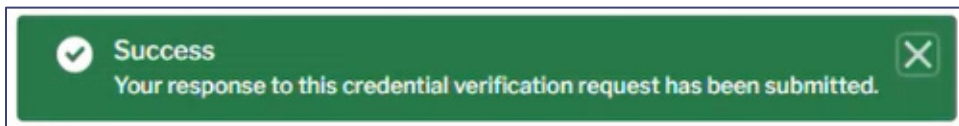
Step 20. Click **Submit to ECFMG** at the bottom of the page.



Step 21. A **Confirm** pop-up appears. Click **Yes** to continue.

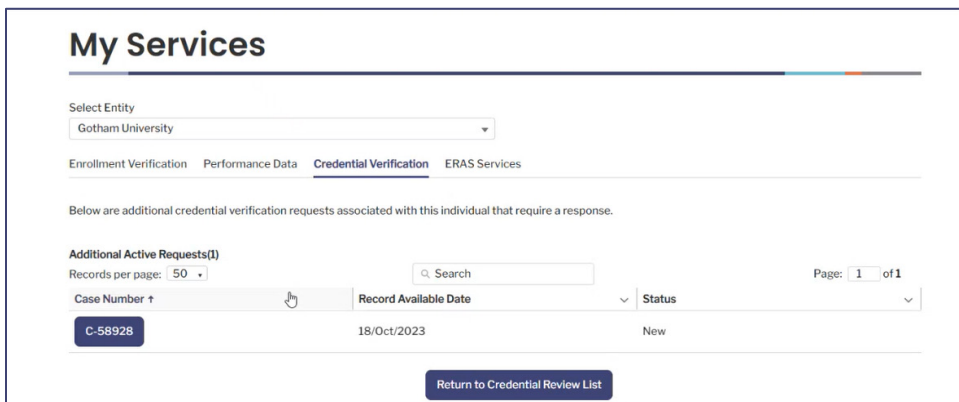


Step 22. A **Success** notification appears confirming that the credential verification request is submitted.



Step 23. The **My Services** page appears.

- a. If the applicant has two cases that require a response (e.g., a Final Medical Diploma and Final Medical School Transcript), MyIntealth automatically takes you to the case associated with that applicant. This is done automatically so the applicant's entire packet can be completed at the same time.



Step 24. If there are **Additional Active Requests**, click the corresponding **Case Number**. Complete the steps as previously shown.

The screenshot shows the 'My Services' page for Gotham University. The 'Credential Verification' tab is active. Below the navigation tabs, there is a section for 'Additional Active Requests(1)'. A table lists one request with the following details:

Case Number	Record Available Date	Status
C-58928	18/Oct/2023	New

A yellow box highlights the 'C-58928' case number. A 'Return to Credential Review List' button is located at the bottom of the table.

4.2 Upload and Certify the Authenticity of a Requested Credential

This section addresses responding to a **Credential Verification Request** submitted by an Intealth specialist. If a **Credential Verification Request** page appears, that indicates that an Intealth specialist has requested a copy of a document from your school.

The screenshot shows the 'My Services' page for Gotham University. The 'Credential Verification' tab is active. Below the navigation tabs, there is a section for 'Credential Verification Request'. The text reads:

The individual below has authorized ECFMG to contact your institution to request verification of a credential. Below is information on the individual including name, date of birth, and identification form and release of information authorization. The photo and release are displayed for information and identification purposes; you do not need to take any action on the photo and release. Once you have viewed the photo and release, and compared the information to your records, click **Next**. Please note that if the name and/or date of birth of the student/graduate do not match your records, you should follow the instructions provided on the next screen to indicate you cannot verify the document.

Any additional cases associated with this individual will be listed under **Additional Active Requests**.

Step 1. The **Applicant Biographic Information** appears. Click the thumbnail of the attached **Identification Form** to view a larger version of the document.

The screenshot shows the 'Applicant Biographic Information' page. The following information is displayed:

Name of Record	Harold Zeet
Date of Birth	2000-11-16
Name on Document	
MyIntealth ID	650033810
Unique Medical School ID	
Case Number	C-58928


Below the form fields, there is a section for 'Identification Form and Release of Authorization' which contains a thumbnail of a document. A hand cursor is pointing to the thumbnail. At the bottom of the page, there are two buttons: 'Return to Credential Verification List' and 'Next'.

Step 2. Review the **Applicant Biographic Information**, and click **Next**.

Applicant Biographic Information

Name of Record	Harold Zeet
Date of Birth	2000-11-16
Name on Document	
MyIntealth ID	650033810
Unique Medical School ID	
Case Number	C-58928

Identification Form and Release of Authorization



[Return to Credential Verification List](#) [Next](#)

Step 3. The **Upload and Verify Credential** page appears. This page requests that you (the Entity) provide the credential.

Upload and Verify Credential

ECFMG is requesting you to provide and verify a credential on behalf of the individual named above.

If you have the credential, please upload an image file below. Once the credential is uploaded, you will be required to certify that the credential is authentic and correct by selecting **I certify this document is authentic and correct**. After you select **I certify this document is authentic and correct**, the image of your institution's stamp/seal will appear in the top-right corner of the image. Using the mouse, move the stamp/seal to a blank area of the document. Be careful not to cover any information on the document with the stamp/seal. After you have positioned the stamp/seal in the desired location, click save. Then, click **Next**.

Credentials must be submitted in the original language. Any document submitted to ECFMG that is not in English must be accompanied by an English translation that meets ECFMG's [translation requirements](#). If the credential you provide is in a language other than English, you can submit a translation in the Supporting Documents section of the verification request. To submit a translation, click **Add Supporting Documentation** below.

If ECFMG does not receive an English translation of an original language credential, or receives a translation that does not meet all of our requirements, it will not be sent back to your institution for correction. ECFMG will send the original language credential to our preferred translation service to be translated into English, and the applicant will be responsible for paying the cost of the translation service.

If you cannot provide the document, select **No** to the question. You will then be presented with a list of reasons why you cannot provide the document. Select the appropriate reason. If the reason you cannot provide the document is not listed, select **Other** from the list, and provide a brief explanation of the reason in the space provided.

Once you have taken an action (either provided and certified the credential or indicated you cannot provide the credential), click **Next**. You will see the credential verification form for that document, which displays your certification, name, signature, date, and the institution's stamp/seal.

Step 4. In the **Provide Credential** section, select **Yes**.

Provide Credential

ECFMG is requesting that your institution provide a copy of this individual's Final Medical School Transcript. Can you provide a copy of the credential requested?

Yes
 No

*Upload Credential

[Upload Files](#) Or drop files

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

I certify this document is accurate and correct.

Step 5. Click **Upload Files**.

Provide Credential

ECFMG is requesting that your institution provide a copy of this individual's Final Medical School Transcript. Can you provide a copy of the credential requested?

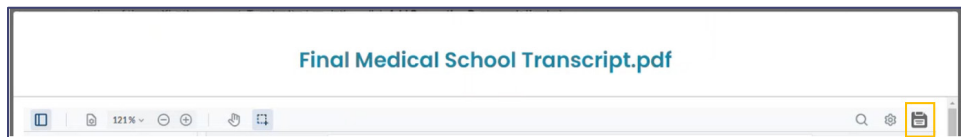
Yes
 No

*Upload Credential

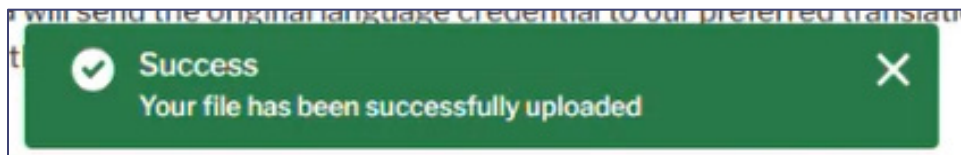
Or drop files

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

Step 6. Select the file to upload. It appears on-screen. Review the document, and click **Save** (disk icon).



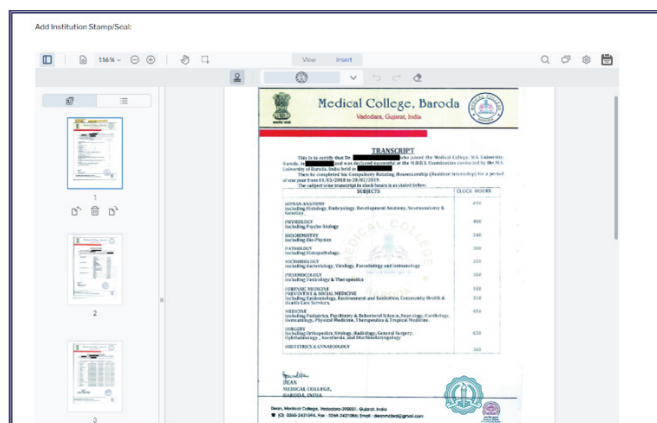
Step 7. A **Success** notification appears indicating that the file has been successfully uploaded.



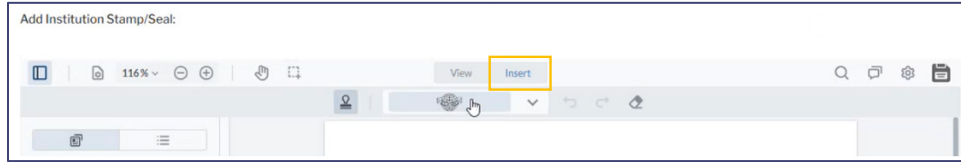
Step 8. Click the **I certify this document is authentic and correct** checkbox.

I certify this document is accurate and correct.

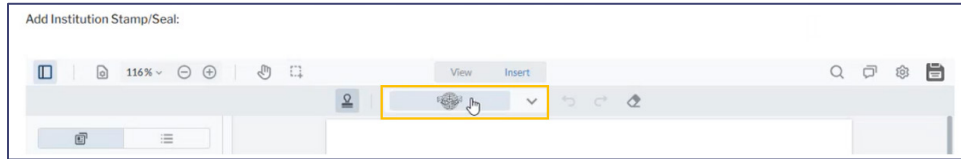
Step 9. A PDF version of the document appears in the **Add Institution Stamp/Seal** section. This section is where you insert the stamp certifying the document.



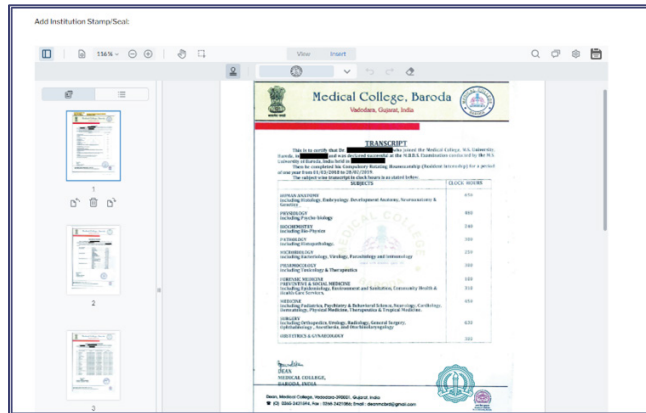
Step 10. In the **Add Institution Stamp/Seal** section, click **Insert**.



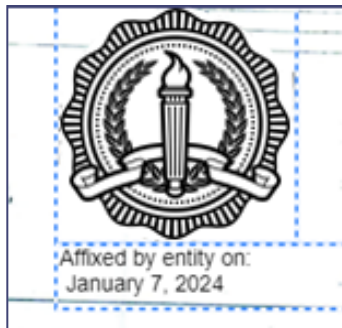
Step 11. Below the **Insert** button, click the picture of the stamp.



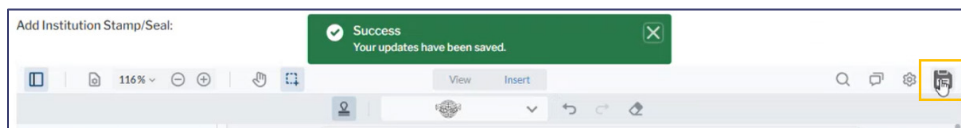
Step 12. Move the stamp to the appropriate section of the document, and click once to place it on the document.



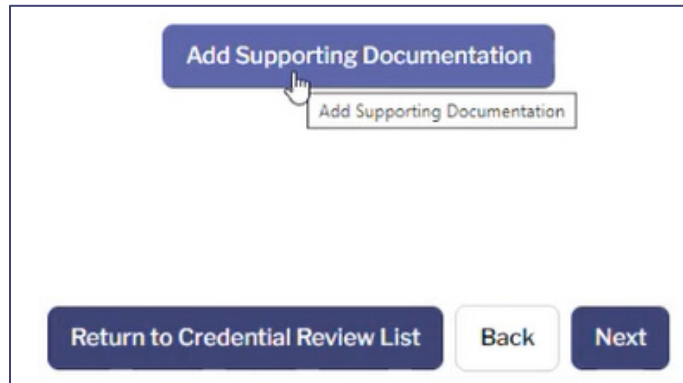
Step 13. The stamp shows affixed details below the image.



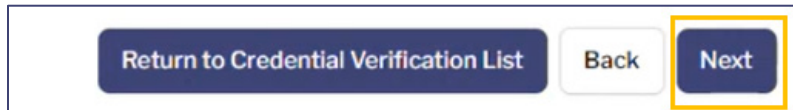
Step 14. Click **Save** (disk icon) at the top right corner of the PDF. A **Success** notification appears indicating that the updates are saved.



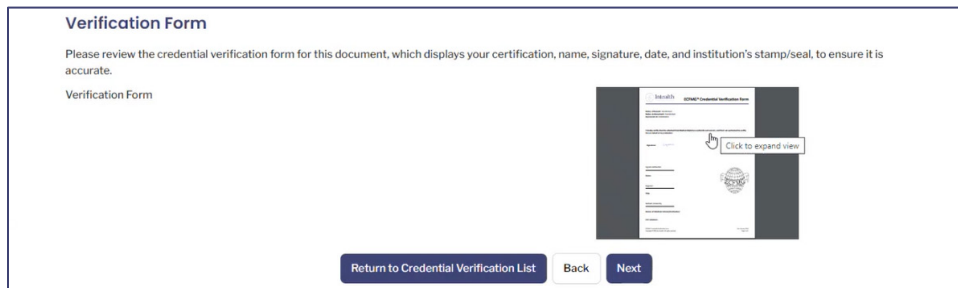
Step 15. If additional documents need to be added, click **Add Supporting Documentation**, and follow the on-screen instructions to add those documents.



Step 16. Now that you certified and saved the document with a stamp and added any supporting documentation, click **Next** at the bottom of the screen.



Step 17. The **Applicant Biographic Information** appears again. This information now includes a generated **Verification Form**. Click the thumbnail of the attached **Verification Form** to view a larger version of the document.



Step 18. Review the **Verification Form**. This form was generated using information already in the system (e.g., the **Signature** was uploaded by the MyIntealth Medical Education Resource [MER] department).

The screenshot shows the 'ECFMG® Credential Verification Form' from Intealth. At the top left is the Intealth logo. The title 'ECFMG® Credential Verification Form' is at the top right. Below the logo, the record information is listed: 'Name of Record: Jordan Foster', 'Name on Document: Jordan Foster', and 'MyIntealth ID: 600955130'. A certification statement follows: 'I hereby certify that the attached Final Medical School Transcript is authentic and correct, and that I am authorized to certify this on behalf of my institution.' The signature field contains a handwritten signature 'B. Vasdike' and the date 'Date: Jan 8, 2024'. Below this are fields for 'Entity Contact Baroda', 'Name', 'Dean', 'Title', and 'Medical College Baroda'. The 'Name of Medical School/Institution' field is also present. At the bottom left, there is a small copyright notice: 'ECFMG® Credential Verification Form Copyright © 2024 by Intealth. All rights reserved.' At the bottom right, it says 'Rev. January 2024 Page 1 of 1'. A navigation button at the bottom center shows '< 1/1 >'. On the right side of the form, there is a circular seal of a medical institution featuring a caduceus and a book.

Step 19. Click **Next**.

The screenshot shows a review screen titled 'Verification Form'. The text reads: 'Please review the credential verification form for this document, which displays your certification, name, signature, date, and institution's stamp/seal, to ensure it is accurate.' Below this is a thumbnail image of the verification form. At the bottom of the screen are three buttons: 'Return to Credential Verification List', 'Back', and 'Next'. The 'Next' button is highlighted with a yellow border.

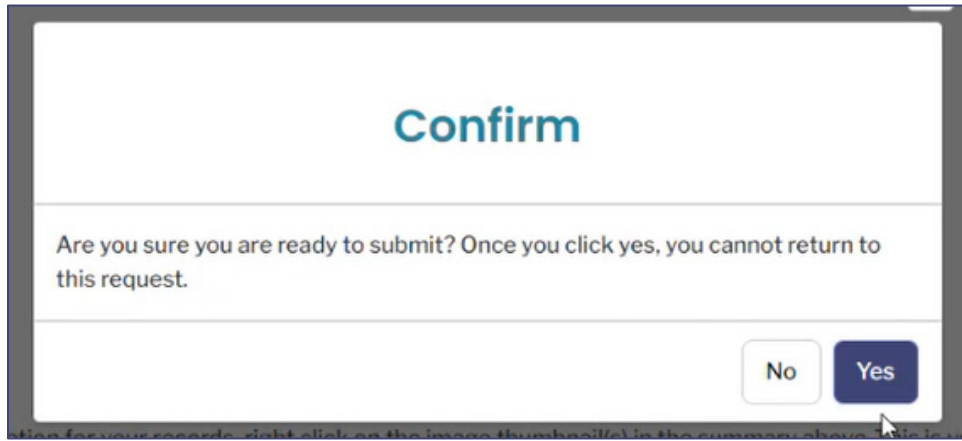
Step 20. The **Credential Verification Request Summary** appears.

The screenshot shows a screen titled 'Credential Verification Request Summary'. The text reads: 'Below is a summary of the information you provided as part of this request. Please review the summary carefully to ensure that all the information you provided is accurate. If necessary, you can change your responses by clicking the button in each section.' The screen is mostly blank with a small mouse cursor visible.

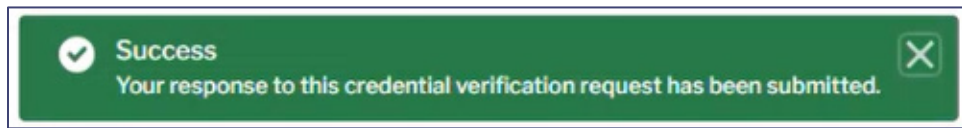
Step 21. Click **Submit to ECFMG** at the bottom of the page.

The screenshot shows a screen with the following text: 'To save a copy of the credential verification for your records, right click on the image thumbnail(s) in the summary above. This is your only opportunity to save/print this credential verification. Once you click **Submit to ECFMG**, you will not be able to return to the verification. To complete the verification, click **Submit to ECFMG**.' At the bottom are three buttons: 'Return to Credential Verification List', 'Back', and 'Submit to ECFMG'. The 'Submit to ECFMG' button is highlighted with a yellow border.

Step 22. A **Confirm** pop-up appears. Click **Yes** to continue.



Step 23. A **Success** notification appears confirming that the credential verification request was submitted.

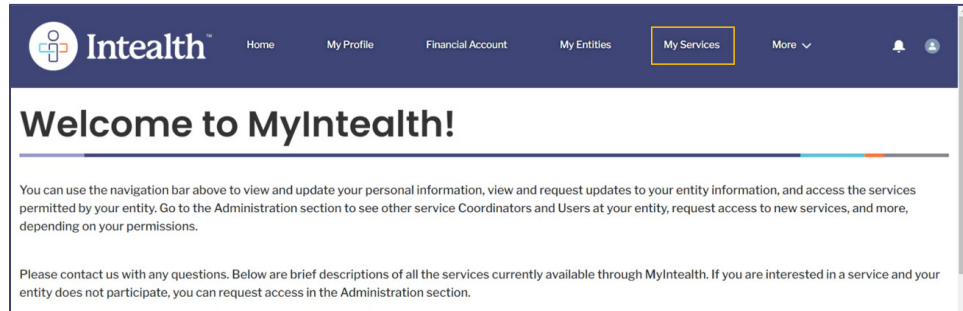


5 Electronic Residency Application Service (ERAS)

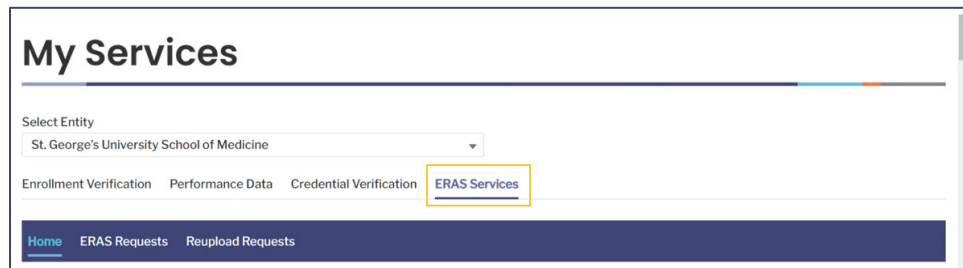
5.1 Credential Uploads and Reuploads for ERAS

5.1.1 Credential Uploads for ERAS

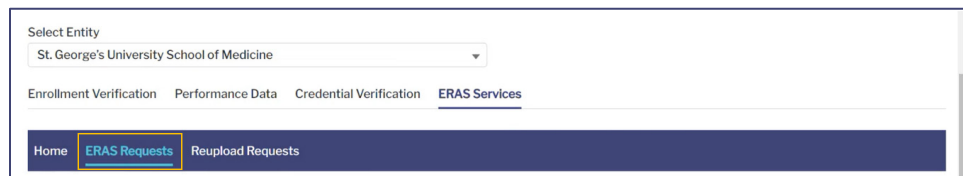
Step 1. From the **MyIntealth Entity Portal** homepage, in the top banner, click **My Services**.



Step 2. Click the **ERAS Services** tab.



Step 3. Under the **ERAS Services** tab, click **ERAS Requests**.



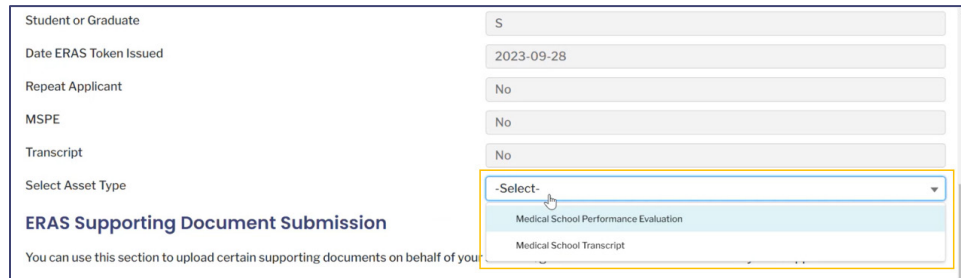
Step 4. Click the **Case Number** under the **Active Requests** section.

The screenshot shows the Active Requests section. At the top, there is a heading 'Active Requests(1)'. Below the heading, there is a 'Records per page: 50' dropdown menu and a search box. Below the search box, there is a table with the following columns: Case Number, Last Name, Rest of Name, S/G, USMLE ID, AAMC ID, Repeat Applica..., Issued Date, MS Transcr..., MSPE, and Status. The first row of the table is highlighted with a yellow box and contains the following data: C-71240, Clyde, West, Student, 19012814, 20805058, N, 2023-09-28 11:01 AM, N, N, Pending Document Upload. Below the Active Requests section, there is a 'Completed Requests(1)' section with a similar table. The first row of the table is highlighted with a yellow box and contains the following data: C-71586, AndrewSES, Newman, Student, 19013366, 20805873, N, 2023-10-03 12:06 AM, Y, Y, In Review with AAMC.

- When an applicant completes the process for purchasing and registering their Token, they appear in the **Active Requests** section.

b. The **Status** of that request is **Pending Document Upload**.

Step 5. Review the information in the **Case Details**. Select an **Asset Type** from the drop-down menu.



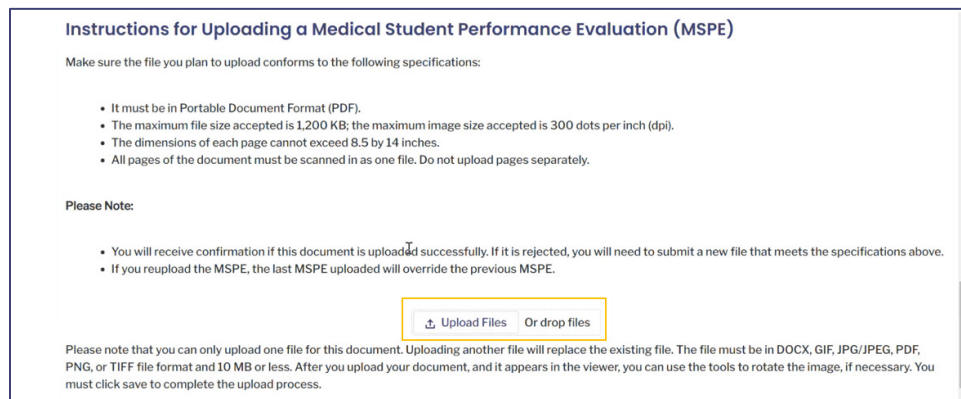
Student or Graduate S
Date ERAS Token Issued 2023-09-28
Repeat Applicant No
MSPE No
Transcript No
Select Asset Type
ERAS Supporting Document Submission
You can use this section to upload certain supporting documents on behalf of you

a. There are two main **Asset Types**: **Medical School Performance Evaluation (MSPE)** and the **Final Medical School Transcript**.

b. Both documents must be uploaded by using the following steps.

Step 6. Select **Medical School Performance Evaluation**, and scroll down to the **Instructions for Uploading a Medical Student Performance Evaluation (MSPE)** section. Use the following instructions to upload the MSPE.

a. Click **Upload Files**, and select the appropriate file.



Instructions for Uploading a Medical Student Performance Evaluation (MSPE)
Make sure the file you plan to upload conforms to the following specifications:

- It must be in Portable Document Format (PDF).
- The maximum file size accepted is 1.200 KB; the maximum image size accepted is 300 dots per inch (dpi).
- The dimensions of each page cannot exceed 8.5 by 14 inches.
- All pages of the document must be scanned in as one file. Do not upload pages separately.

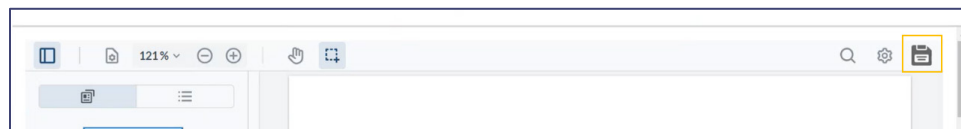
Please Note:

- You will receive confirmation if this document is uploaded successfully. If it is rejected, you will need to submit a new file that meets the specifications above.
- If you reupload the MSPE, the last MSPE uploaded will override the previous MSPE.

Upload Files Or drop files

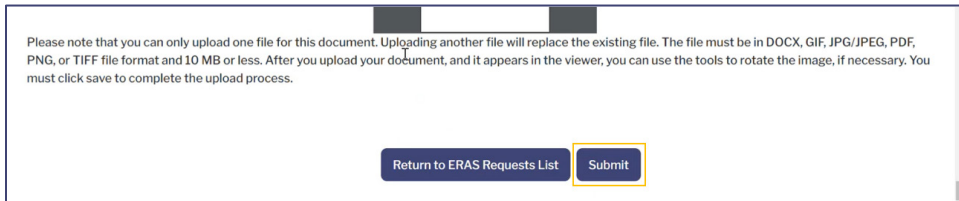
Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

b. A preview of the file appears. Click **Save** (disk icon).

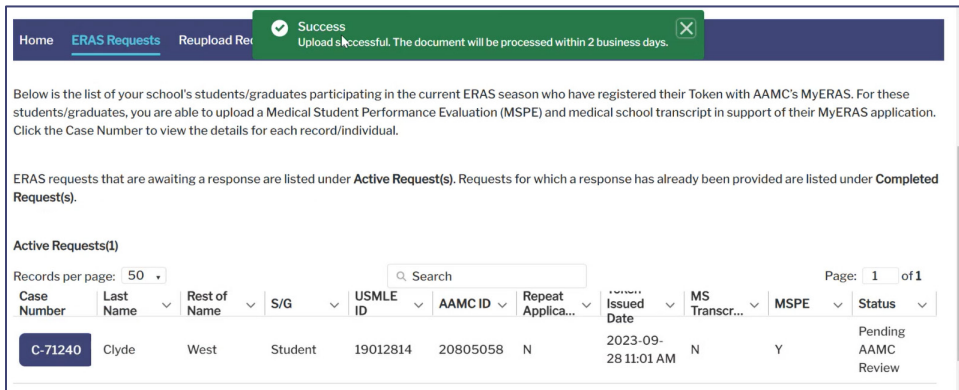


c. A success notification appears stating that the file has been uploaded. A preview of the document also shows under the **Upload Files** button.

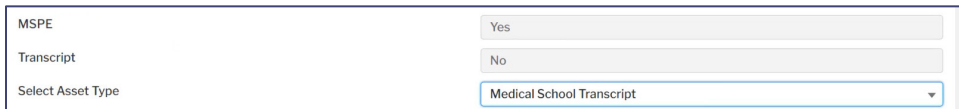
Step 7. Click **Submit**.



Step 8. A **Success** notification appears stating that the document has been uploaded, and the **Status** of the **Active Request** is now listed as **Pending AAMC Review**.



Step 9. Repeat the previous instructions starting at [Step 5](#) to upload the **Final Medical School Transcript**.

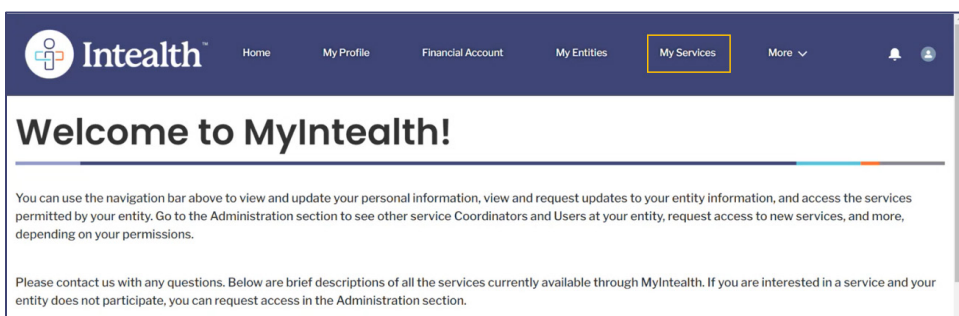


Note: The **MSPE** row is listed as **Yes**, which means that document has already been uploaded. The **Transcript** section is listed as **No**, which means that the transcript still needs to be uploaded.

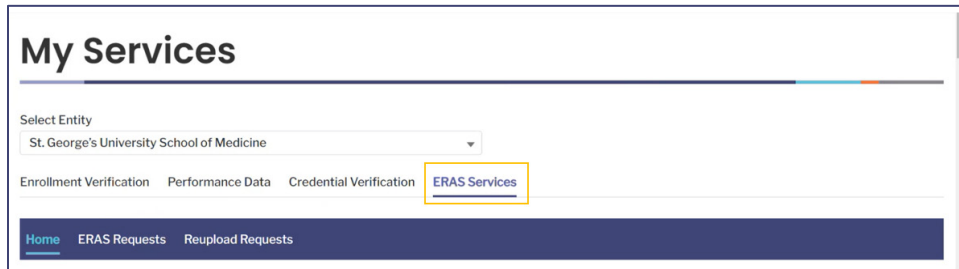
Step 10. The request now appears under the **Completed Requests** section on the **ERAS Requests** page.

5.1.2 Credential Reupload Requests for ERAS

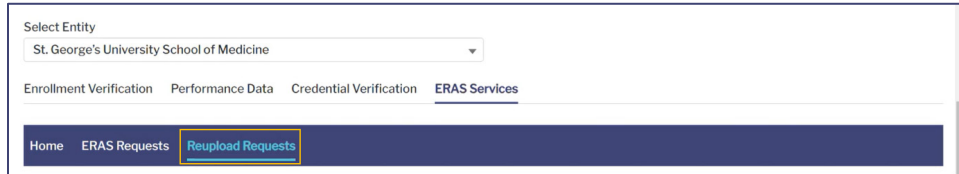
Step 1. From the **MyIntealth Entity Portal** homepage, in the top banner, click **My Services**.



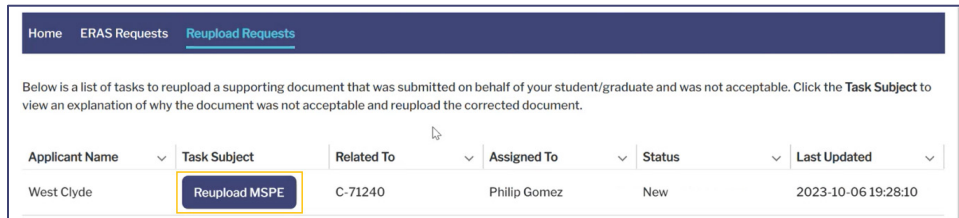
Step 2. Click the **ERAS Services** tab.



Step 3. Under the **ERAS Services** tab, click **Reupload Requests**.



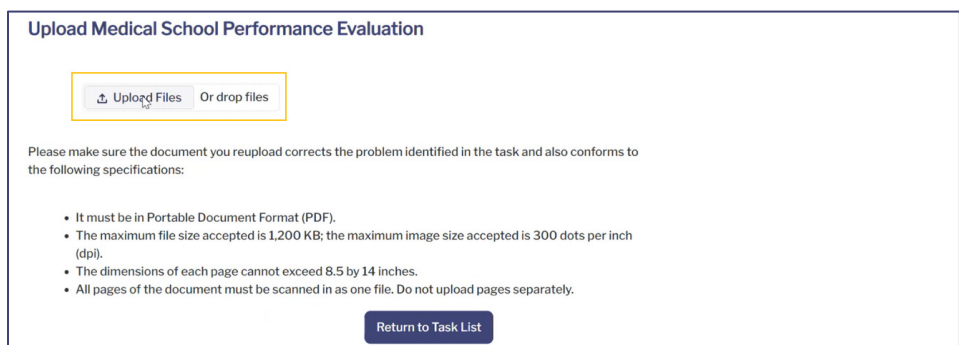
Step 4. Click **Reupload** under the **Task Subject** for a specific **Reupload Request**.



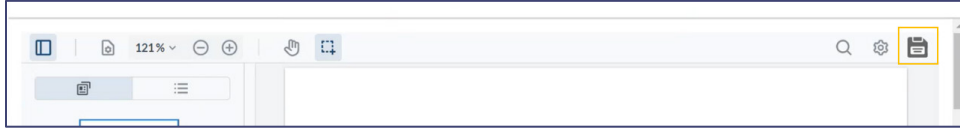
Step 5. Review the **Task Details** section. Scroll to the **Upload Medical School Performance Evaluation** section, and use the following instructions to reupload the file.



a. Click **Upload Files**, and select a file.

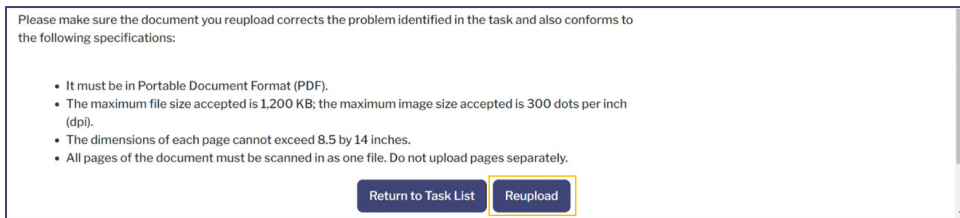


b. A preview of the file appears. Click the **Save** (disk icon) button.



c. A success notification appears indicating that the file has been uploaded. A preview of the document also now appears under the **Upload Files** button.

Step 6. Click **Reupload**.

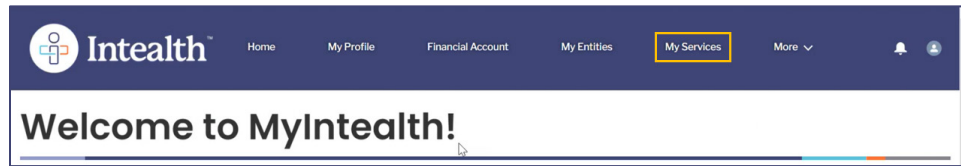


Step 7. The task is removed from the **Reupload Requests** list, and the file has been sent to Intealth.

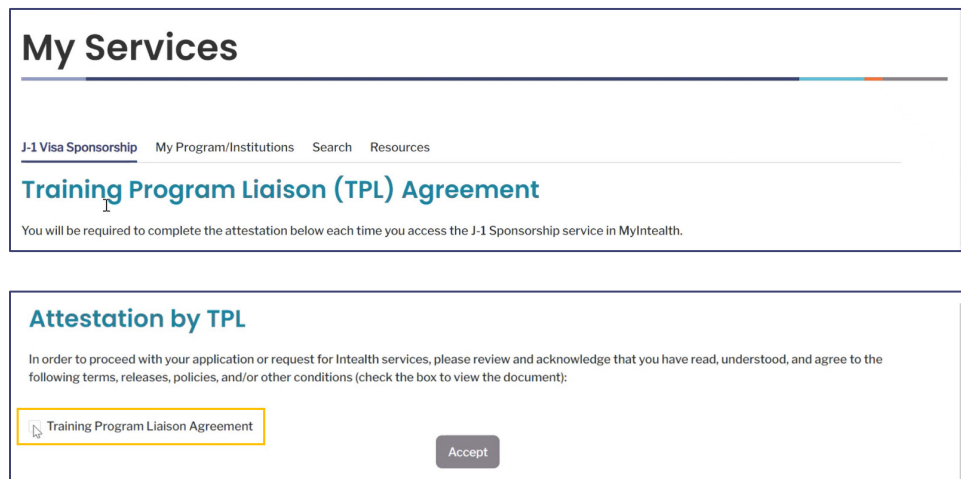
6 J-1 Visa Sponsorship (Training Program Liaison)

6.1 Add an Appointment Profile

Step 1. From the **MyIntealth Entity Portal**, in the top banner, click **My Services**.



Step 2. The **My Services** page opens. Click the **Training Program Liaison (TPL) Agreement** checkbox in the **Attestation by TPL** section.



Step 3. The **Training Program Liaison Agreement** pop-up appears. Review the information, and click **Accept**.



Step 4. Click **Accept** at the bottom of the page.

Attestation by TPL

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

Training Program Liaison Agreement

Accept

Step 5. The **My Program/Institutions** section appears.

J-1 Visa Sponsorship **My Program/Institutions** Search Resources

Specialties

Select Specialty

Allergy and Immunology

My Programs

Step 6. Select the appropriate **Specialty** from the drop-down menu.

Specialties

Select Specialty

Allergy and Immunology

✓ Allergy and Immunology

Clinical Research program

Family Medicine

Step 7. The list of **My Programs** associated with that **Specialty** appears below.

Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
University of Alabama Medical Center Program (UAT)	ACGME Institution - TEST		020111199	09877	View Details
University of Colorado Denver School of Medicine Program	Denver Health Medical Center		0209181716	Q1234	View Details

Step 8. Click the **View Details** button associated with the program creating the **Appointment Profile**.

Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
University of Alabama Medical Center Program (UAT)	ACGME Institution - TEST		0201111199	09877	View Details
University of Colorado Denver School of Medicine Program	Denver Health Medical Center		0209181716	Q1234	View Details
University of Colorado Denver School of Medicine Program	Denver Health Medical Center		Q3310	Q1234	View Details
University of Alabama Medical Center Program (UAT)	ACGME Institution - TESTING		0201111112	098779	View Details

Step 9. The **Program Information** page appears. Click **Add a New Appointment Profile**.

J-1 Visa Sponsorship **My Program/Institutions** Search Resources

Program Information

Program Name: University of Colorado Denver School of Medicine Program
 Specialty: Allergy and Immunology
 Institution Name: Denver Health Medical Center
 Program ID: Q3310
 Institution ID: Q1234

List of Appointment Profiles

[Add a New Appointment Profile](#) [TPL Contact Information](#)

a. Scroll to the **List of Appointment Profiles** section to view a full list of existing Appointment Profiles.

List of Appointment Profiles

[Add a New Appointment Profile](#) [TPL Contact Information](#)

Sponsorship Period	Level	# Applicants	Status		
11/01/2023 - 11/30/2...	11	4	Submitted	View Details	Delete
07/31/2023 - 08/31/2...	2	1	Pending	View Details	Delete
07/24/2023 - 08/31/...	2	1	Submitted	View Details	Delete

b. Click **View Details** to see additional information for a particular profile. The **Appointment Profile Information** for that profile appears showing information such as: Status, PGY Level, Start and End Date, applicants in that profile, and more.

Appointment Profile Information

Status: Submitted by TPL

*PGY Level: 11

*Program Insurance Provided: Yes No

*Start Date: 11/1/2023

*End Date: 11/30/2023

Step 10. A blank **Appointment Profile Information** page opens. Enter the required information

(*) and click **Save**.

The screenshot shows the 'Appointment Profile Information' form. It includes fields for Status, PGY Level (set to 1), Program Insurance Provided (Yes selected), Start Date (12/1/2023), and End Date (11/30/2024). The Funding Amount and Source section includes Annual Hospital Salary (60,000) and Name of Institution / Organization (University of Colorado). At the bottom, there are buttons for 'Add Applicant', 'Save', 'Submit', 'Delete', 'Return to Appointment Profile List', and 'Return to My Programs/Institutions'.

Step 11. A **Successfully saved** notification appears at the top of the screen. Click **Add Applicant**.

The screenshot shows the 'Funding Comments' form with a green notification bar at the top that says 'Successfully saved responses'. The form includes questions about optional years, billing, GMC approval, and training site placement. At the bottom, there are buttons for 'Add Applicant', 'Save', 'Submit', 'Delete', 'Return to Appointment Profile List', and 'Return to My Programs/Institutions'.

Step 12. The **Add Applicant** page appears. Use the following steps to add an applicant.

The screenshot shows the 'Add Applicant' form. It has input fields for 'USMLE ID or MyIntealth ID' and 'Last Name'. Below the fields are buttons for 'Search', 'Cancel', and 'Return to My Programs/Institutions'. A note at the bottom states: 'Applicants must establish a MyIntealth account and have a MyIntealth ID before a TPL can initiate a sponsorship application through MyIntealth. TPLs are not permitted to request a MyIntealth ID on behalf of an applicant. Applicants and TPLs should [contact EVSP](#) with any questions.'

- Enter the **USMLE ID** or **MyIntealth ID** of the applicant.
- Enter the **Last Name** of the applicant.
- Click **Search**.

Add Applicant

USMLE ID or MyIntealth ID:

Last Name:

Applicants must establish a MyIntealth account and have a MyIntealth ID before a TPL can initiate a sponsorship application through MyIntealth. TPLs are not permitted to request a MyIntealth ID on behalf of an applicant. Applicants and TPLs should [contact EVSP](#) with any questions.

d. The **Search Results** appear. Click the appropriate applicant's name to continue.

Search Results

Click on applicant name to continue.

Name	USMLE ID	MyIntealth ID	Gender	DOB
Jane King		650034423	Female	07/30/1998

e. A Summary of the program, Applicant Profile, and Physician Information appears. Click **Add** to add the applicant to the appointment profile.

Physician Information

MyIntealth ID: 650034423

Name: Jane King

Gender: Female

Date of Birth: 07/30/1998

Email Address: acuardado.ecfmg+0815@gmail.com

f. A confirmation pop-up appears asking whether an official contract and fully signed contract or letter of offer has been issued for this individual. If so, click **Ok**.

Physician Information

MyIntealth ID:

Name:

Gender:

Date of Birth:

Email Address:

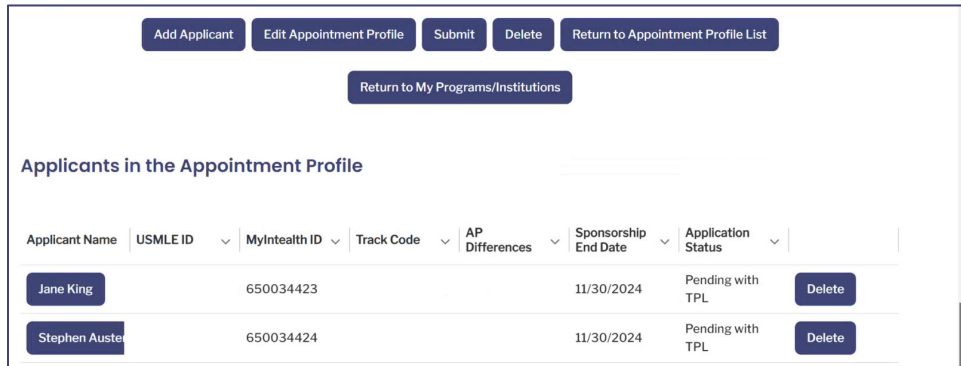
I confirm an official contract and fully signed contract or letter of offer has been issued for this individual.

Step 13. The Applicant Profile page appears again. Scroll to the **Applicants in the Appointment Profile** section to review the recently added applicant.

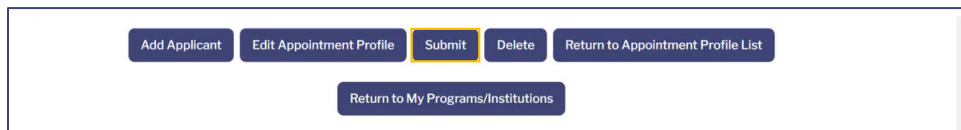
Applicants in the Appointment Profile

Applicant Name	USMLE ID	MyIntealth ID	Track Code	AP Differences	Sponsorship End Date	Application Status
Jane King		650034423			11/30/2024	Pending with PL <input type="button" value="Delete"/>

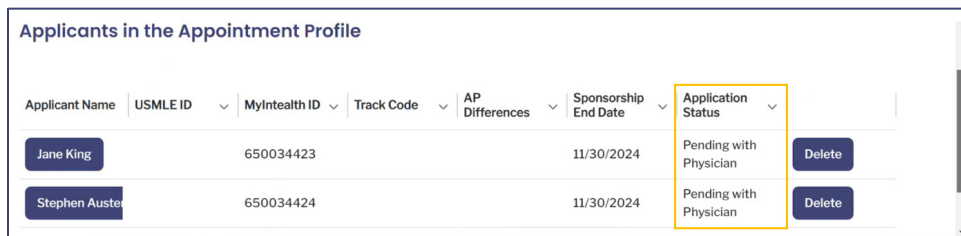
Step 14. The **Application Status** is **Pending with TPL**. Add more applicants to the **Appointment Profile** by repeating [Step 11](#).



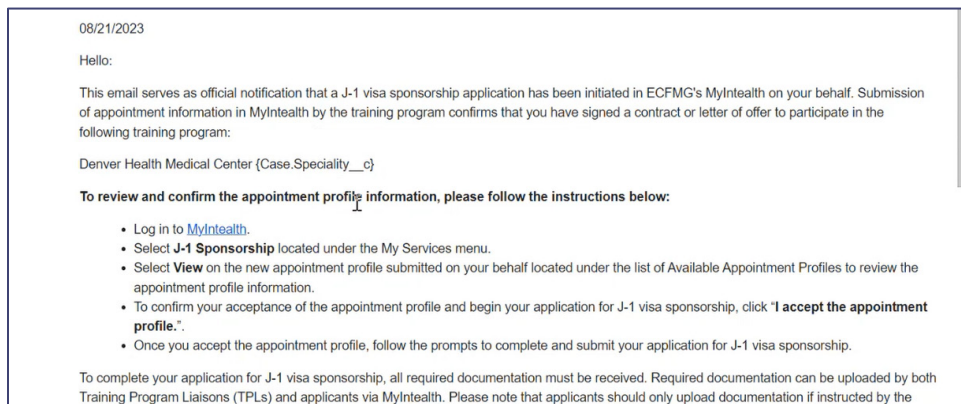
Step 15. Once you have added all applicants to the **Appointment Profile**, click **Submit**.



Step 16. The **Applicants in the Appointment Profile** section shows an **Application Status** of **Pending with Physician**.

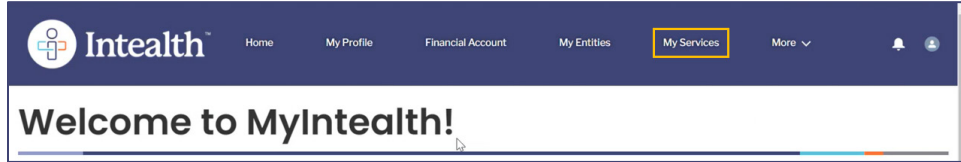


Step 17. At this point, an email is sent to the applicant informing them that a J-1 Visa Sponsorship Application has been initiated on their behalf.

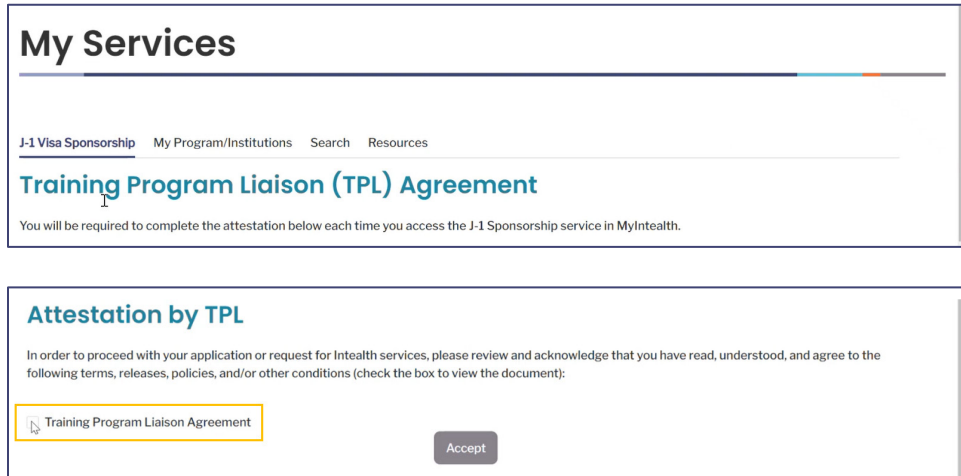


6.2 View an Uploaded J-1 Document Status

Step 1. From the **MyIntealth Entity Portal**, in the top banner, click **My Services**.



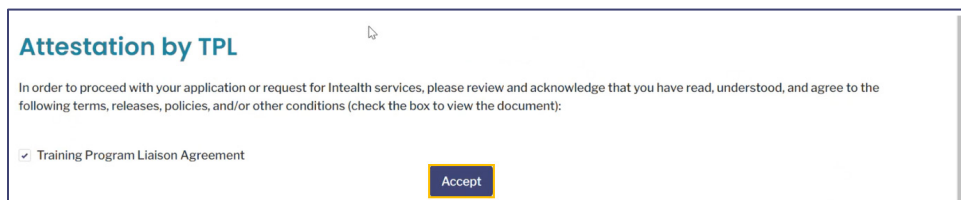
Step 2. The **My Services** page opens. Click the **Training Program Liaison (TPL) Agreement** checkbox in the **Attestation by TPL** section.



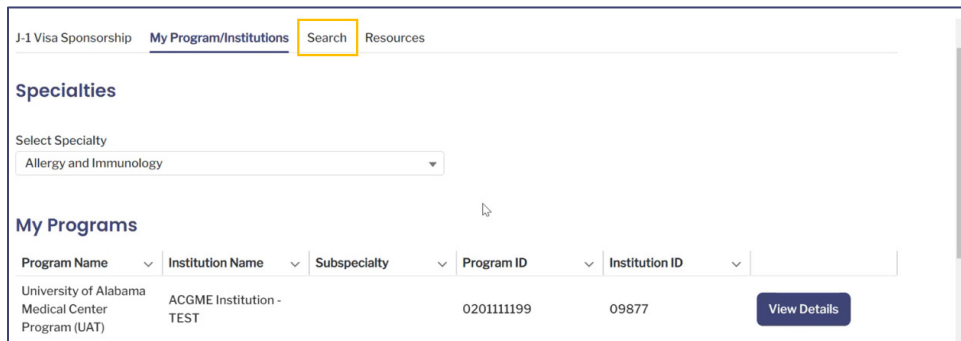
Step 3. The **Training Program Liaison Agreement** pop-up appears. Review the information, and click **Accept**.



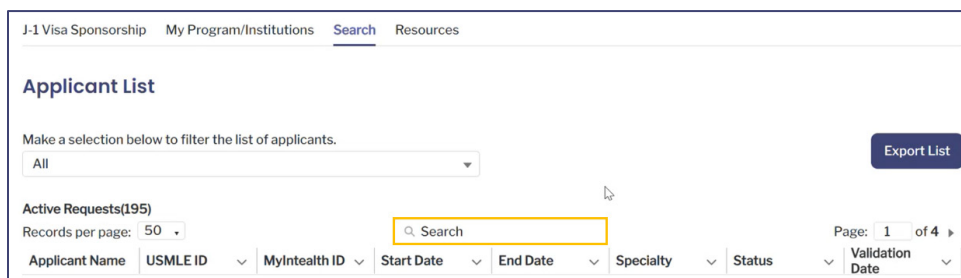
Step 4. Click **Accept** at the bottom of the page.



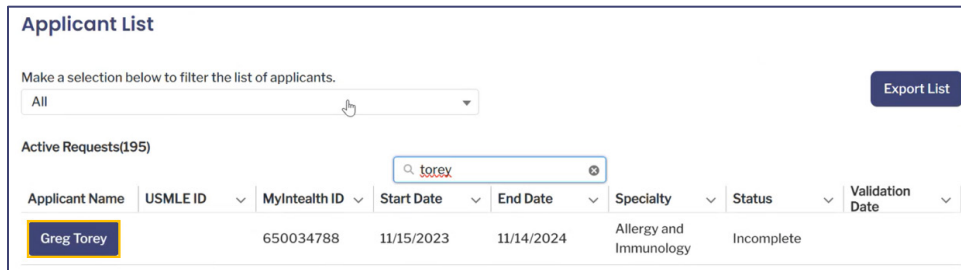
Step 5. The **My Program/Institutions** page appears. To quickly find the case you are looking for, click **Search**.



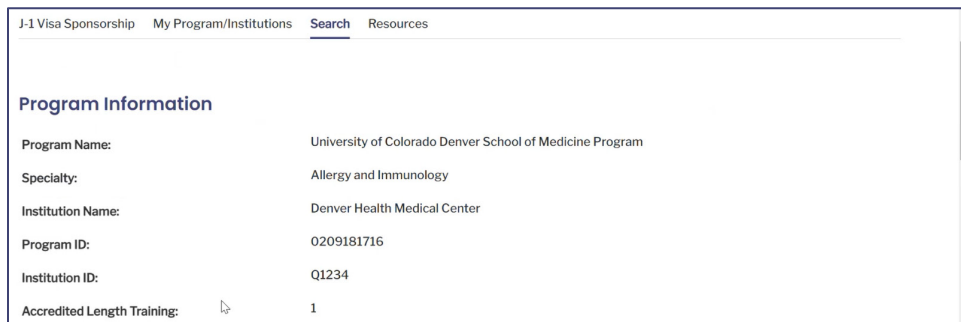
Step 6. Under the **Applicant List**, use the search bar to find the applicant.

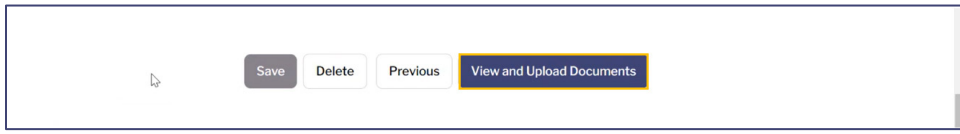


Step 7. Click the **Applicant Name**.



Step 8. The applicant's page opens. This page includes **Profile Information** and **Applicant Information** sections. Click **View and Upload Documents** at the bottom of the page.





Step 9. Scroll to the top of the page and click **View Documents**.



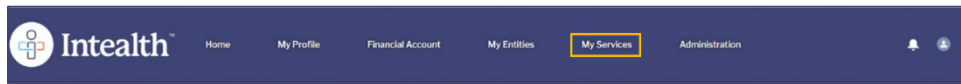
Step 10. The list of documents associated with the applicant appears.

Date Uploaded	Document Type	Uploaded By	Status	View Document	Delete Document	Deficiency
09-21-2023	Curriculum Vitae	Greg Torey	Incomplete	View	Delete	View
09-21-2023	Contract/Letter of Offer	Greg Torey	Accepted	View	Delete	View
09-21-2023	Marriage/Birth/Adoption Certificate		In Progress	View	Delete	View
09-21-2023	J-2 Dependent's Passport Biographic Page		In Progress	View	Delete	View

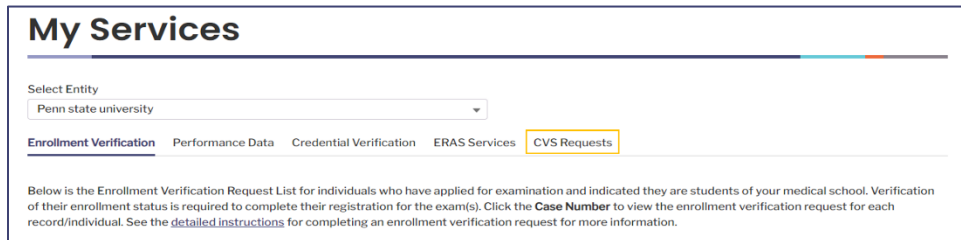
7 Certification Verification Service (CVS)

7.1 Submit New CVS Requests

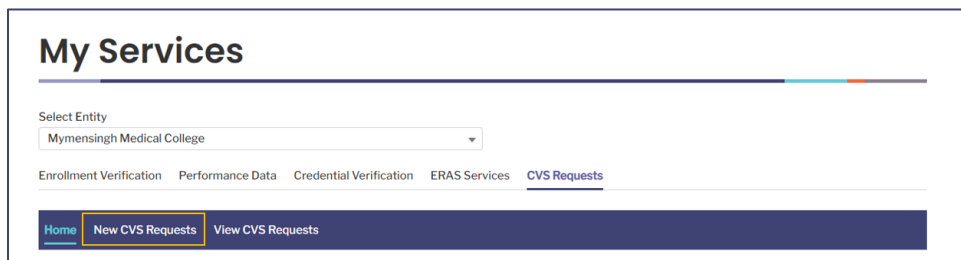
Step 1. Log in to the **MyIntealth Entity Portal**. In the top banner, click **My Services**.



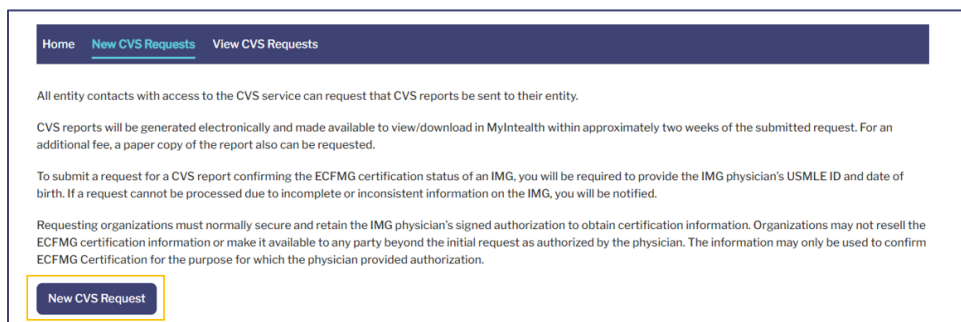
Step 2. Click the **CVS Requests** tab.



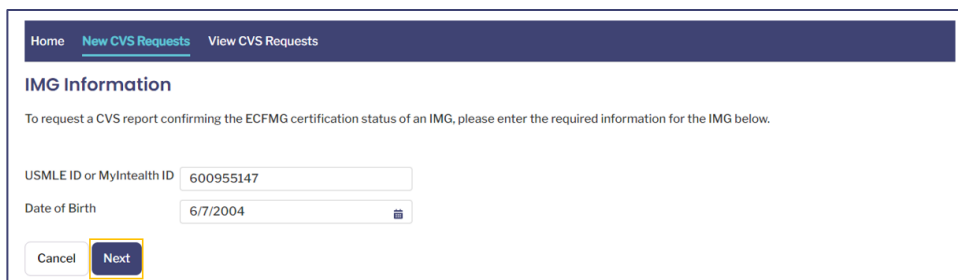
Step 3. Click the **New CVS Requests** tab in the blue banner.



Step 4. Click the **New CVS Request** button at the bottom of the screen.



Step 5. In the **IMG Information** section, enter the **USMLE ID or MyIntealth ID** and **Date of Birth**.

The image shows the 'IMG Information' form. At the top, there's a dark blue banner with three tabs: Home, New CVS Requests (selected), and View CVS Requests. Below the banner, there's a section titled 'IMG Information' with a paragraph of text explaining the form. There are two input fields: 'USMLE ID or MyIntealth ID' with the value '600955147' and 'Date of Birth' with the value '6/7/2004'. At the bottom of the form, there are two buttons: 'Cancel' and 'Next' (highlighted with a yellow box).

Step 6. Click Next.

Home [New CVS Requests](#) [View CVS Requests](#)

IMG Information

To request a CVS report confirming the ECFMG certification status of an IMG, please enter the required information for the IMG below.

USMLE ID or MyIntealth ID

Date of Birth

Step 7. Review the information in the CVS Report Request Review section. Under the Delivery Instructions, click Next.

Home [New CVS Requests](#) [View CVS Requests](#)

Would you like a paper copy of this report to be sent for an additional fee? If yes, check the box. If no, leave it blank.

Would you like the paper copy of this report sent to the general mailing address on record for your organization? If yes, check the box. If you want the paper copy to be addressed and sent directly to you, leave it blank.

CVS Report Request Review

Below is the information you provided as part of this request. If any information is incorrect, you can change your responses by clicking **Previous**. If you confirm that all information is correct as listed below, click **Next**.

IMG Information

USMLE ID

Date of Birth

Entity Information

Requesting Entity

Billing Street

Billing City

Billing State

Billing ZIP/Postal Code

Billing Country

Delivery Instructions

The CVS report will be generated electronically once the request is processed. You will be notified when it is available to view/download in MyIntealth. Per your request, a paper copy of the CVS report also will be addressed and mailed directly to you.

- a. This page has the option to also request a paper copy of this report.

Step 8. The request is now available for review on the **CVS Status Report Request Summary** page. Once ready, click **Next**.

Home [New CVS Requests](#) [View CVS Requests](#)

CVS Report Request Summary

Please review your request below. You can edit, remove, or add additional recipients to this request using the buttons below. Please note there is a fee associated with sending the report to each recipient. When you are ready to proceed with your request, click **Next**. To cancel and save this request for later, click **Cancel**. Unsubmitted requests will be saved in the system for 60 days for you to complete.

Description of Request		
CVS Request for ECFMG# 19000553 - Mymensingh Medical College	Remove	Edit

[Cancel](#) [Add Another Request](#) [Next](#)

a. From this page, you can **Remove** or **Edit** the current request, as well as **Add Another Request**.

Step 9. Review the **CVS Report Request Attestation** section, and click the checkbox.

Home [New CVS Requests](#) [View CVS Requests](#)

CVS Report Request Attestation

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

Entity CVS Report Request Attestation

[Previous](#) [Next](#) [Cancel](#)

Step 10. The **Entity CVS Report Request Attestation** pop-up appears. Review the information and click **Accept**.

Entity CVS Report Request Attestation

Attestation by Entity Representative

Entity CVS Report Request Attestation

In submitting this CVS Report Request, I certify that:

- I am an employee and Authorized User of an Institution with a CVS Account ("CVS Account Holder");
- I have been provided with a copy of the CVS Online Terms and Conditions by my Institution and agree to the terms set forth therein;
- My institution has notified the individual who is the subject of the requested CVS Report (the "Subject") that the institution is requesting a CVS Report from Intealth;
- My institution has secured a signed authorization from the individual who is the subject of the requested CVS Report to obtain the CVS Report from Intealth;

I understand that the information contained in a CVS Confirmation Report is valid, true, and correct only as of the date the CVS Report was issued and such validity is not ongoing. I further understand that Intealth reserves the right to suspend my access to CVS Online for any violation of Intealth's Terms and Conditions or the CVS Online Terms and Conditions.

On behalf of the Institution where I am an Authorized User, the Institution hereby releases Intealth, its trustees, officers, divisions ECFMG and FAIMER, employees, committees, and agents of and from any and all liabilities, complaints, claims, lawsuits, damages, demands, losses and expenses arising out of or in connection with any action or omission by Intealth, other than willful misconduct, in connection with a CVS report, the CVS report generation process, any investigation into the physician's credentials and documents, any investigation or finding of irregular behavior, any failure or refusal to issue a CVS report, or any other related activities involving Intealth (collectively, the "Claims") that a report user may have, now and in the future, in consideration for the opportunity to use a report. In consideration for the opportunity to use a CVS report, the Institution also hereby agrees to indemnify and hold harmless Intealth with respect to any and all Claims (including Intealth's reasonable attorneys' fees) arising under or through the use of a report.

[Accept](#)

Step 11. Click **Next**.

Home [New CVS Requests](#) View CVS Requests

CVS Report Request Attestation

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

Entity CVS Report Request Attestation

Previous **Next** Cancel

Step 12. The **Review Your Cart** page appears. Click **Proceed to Payment**.

Home [New CVS Requests](#) View CVS Requests

Review Your Cart

Please review the items in your cart. If you are ready to continue with this application/request, click **Proceed to Payment**. Once you proceed to payment, you will be unable to return to this screen. If you wish to cancel this application/request, click **Previous** to return to the preceding screen and then click **Cancel**.

Important Note: Navigating away from this screen, by using the **Back** button in your browser or refreshing your browser, may clear your responses and restart the application/request.

Cart Items

Product	Total
CVS Report	
Paper Copy	

Subtotal: \$

Total: \$

Previous **Proceed to Payment**

Step 13. Complete the subsequent **Billing Address** and **Payment Info** sections and click **Pay**.

If the billing address for the credit card you are using is different from the address in your Intealth profile, please enter the correct billing address. A payment confirmation will be sent to the email address below.

Card Bank Account

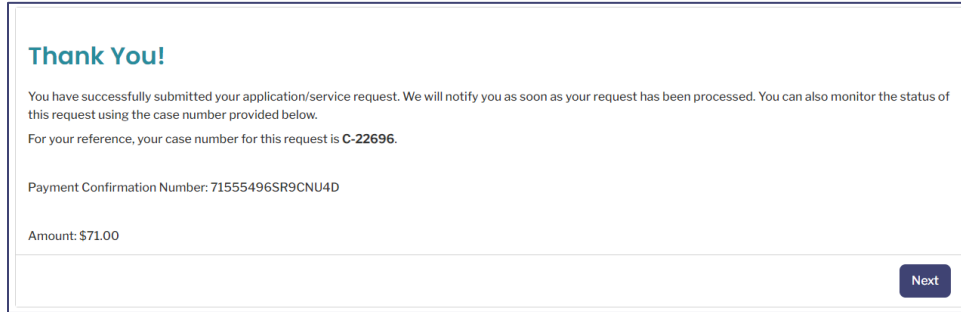
Warning: Clicking the back button in your browser will start the entire application/service request over again.

Pay \$

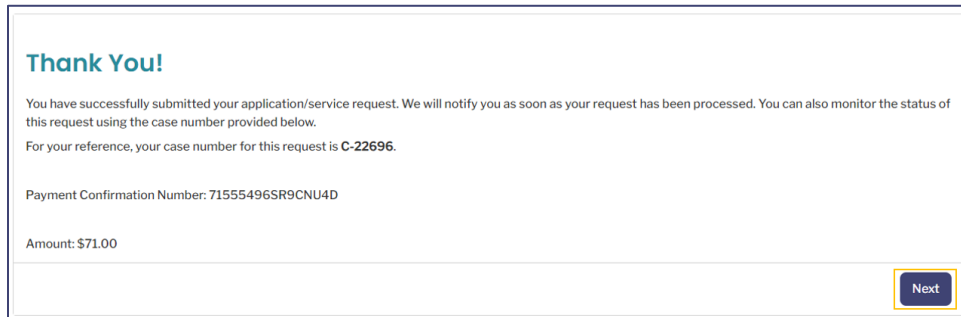
When the payment is approved, click **Next**.
Please refer to the [Payment](#) page for additional information.

Next

Step 14. A **Thank You!** notification appears with the **Case Number** for your request.

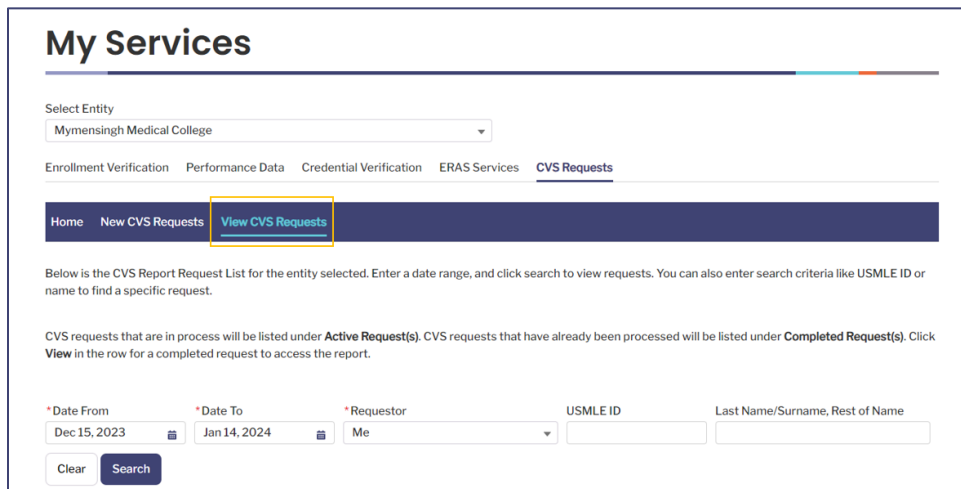


Step 15. Click **Next** to return to the **MyIntealth Entity Portal** home page.



7.2 View CVS Requests

To view your CVS requests, return to My Services, select CVS Requests page and click the View CVS Requests tab.

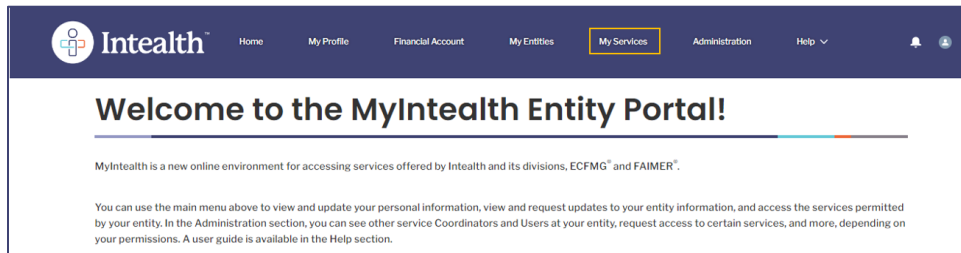


- a. All **Active Requests** are now available for review.
- b. The **Case Status** of the report updates accordingly. For example, once the status is listed as **Report Printed**, it moves from the **Active Requests** section to the **Completed Requests** section.

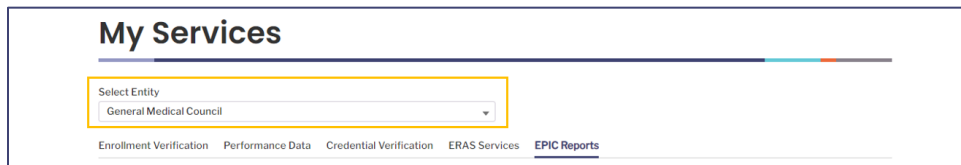
8 Electronic Portfolio of International Credentials (EPIC)

8.1 View EPIC Notifications

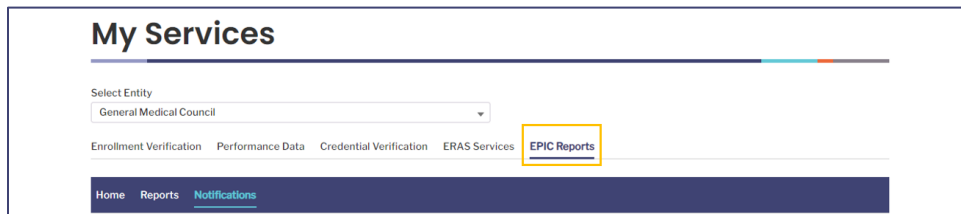
Step 1. From the top banner of the **MyIntealth Entity Portal**, click **My Services**.



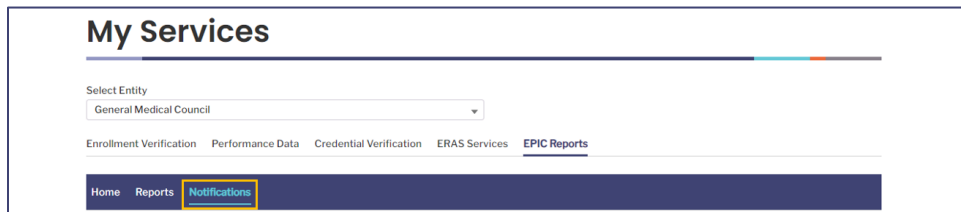
Step 2. Select an Entity from the **Select Entity** drop-down menu.



Step 3. Click the **EPIC Reports**.



Step 4. Click **Notifications** (in the blue banner).



Step 5. A list of **New EPIC Notifications** displays. Use the following instructions for a breakdown of options related to this page.

Credential Type	Attendance Start Date	Attendance End Date	Date Degree Issued	Title of Medical Degree	Name on Document	Applicant Name	MyInte
Postgraduate Tr...					Lee Burton	Lee Burton	6500:
Postgraduate Tr...					Dela Ware	Dela Ware	6500:
Postgraduate Tr...					Dela Ware	Dela Ware	6500:
Final Medical DL...	2007-08-28	2011-05-06	2011-05-07	MBBS	Autumn Leaves	Autumn Nelly Q Knox	6500:
Specialist Quali...					Lee Burton	Lee Burton	6500:

- a. This list shows details about credential verification cases sent for verification to the issuing institution *with* the entity listed as the automatic EPIC Report recipient. These credentials can be viewed, downloaded, or archived.

Institution Country	First Verification Request Sent Date	Available Until	Archive	View Credential	Download Credential	View Translation	Download Translation
er... United States	2023-09-25	2025-03-18	Archive	View Credential	Download Credential		

- b. Use the drop-down menu on the right side of the page to toggle between **New** and **Archived** lists.

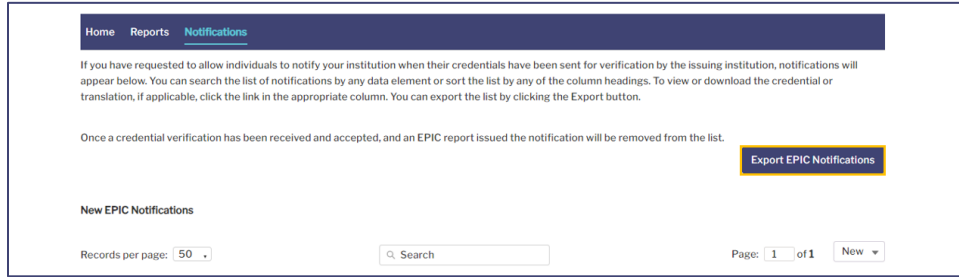
Credential Type	Attendance Start Date	Attendance End Date	Date Degree Issued	Title of Medical Degree	Name on Document
Postgraduate Training Credential					Lee Burton

- c. Click **Archive** to move a notification from the **New EPIC Notifications** list to the **Archived** list.

Note: This action can also be undone by clicking **Unarchive** on the **Archived** list.

Institution Country	First Verification Request Sent Date	Available Until	Archive	View Credential	Download Credential	View Translation	Download Translation
er... United States	2023-09-25	2025-03-18	Archive	View Credential	Download Credential		

d. Click **Export EPIC Notifications** to export the list of notifications.



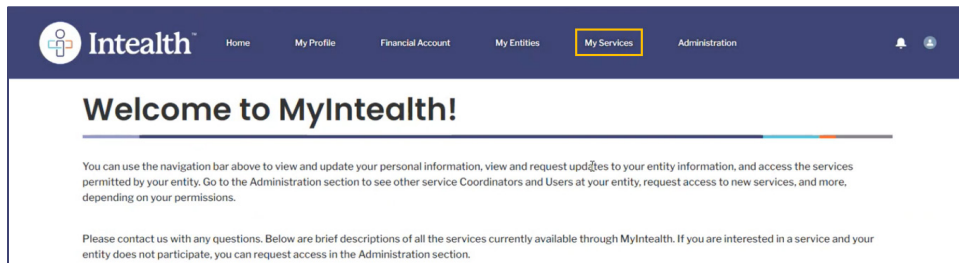
(1) An Excel spreadsheet containing the **EPIC Notifications** list downloads to your local device.

	A	B	C	D	E	F	G	H	I
1	Credential Type	Attendance Start Date	Attendance End Date	Date Degree Issued	Title of Medical Degree	Name on Document	Applicant Name	ECFMG ID	Credential Status
2	Postgraduate Training Credential					Lee Burton	Lee Burton	650034259	Sent for Verification
3	Postgraduate Training Credential					Dela Ware	Dela Ware	650035083	Sent for Verification
4	Postgraduate Training Credential					Dela Ware	Dela Ware	650035083	Sent for Verification
5	Final Medical Diploma	8/28/2007	5/6/2011	5/7/2011	MBBS	Autumn Leaves	Autumn Nelly Q Knox	650035539	Sent for Verification
6	Specialist Qualification					Lee Burton	Lee Burton	650034259	Sent for Verification
7	Medical Registration Certificate/License to Practice Medicine					Gasser Dan	Gasser Dan	650035258	Sent for Verification

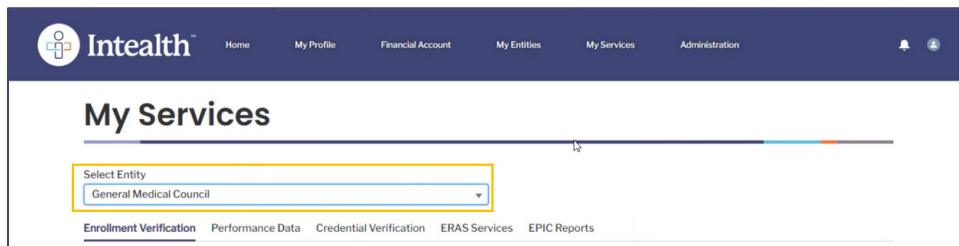
e. After the **Credential Verification Case** is accepted and an **EPIC Report** is sent to the **Entity Portal**, the credential is removed from the **EPIC Notification** list.

8.2 Receive an EPIC Report – EPIC Partner Organization

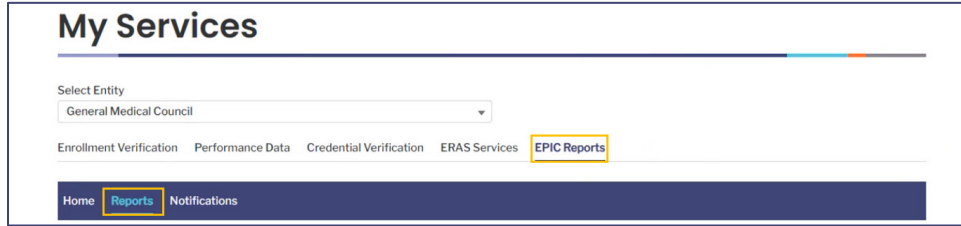
Step 1. From the **MyIntealth Entity Portal**, in the top banner, click **My Services**.



Step 2. The **My Services** page opens. **Select an Entity** from the drop-down menu.



Step 3. Click the **EPIC Reports** tab, then click **Reports**.



Step 4. A list of **EPIC Reports** sent to the **Entity** appears. These credentials can be viewed, downloaded, and archived.

The screenshot shows a table titled 'New EPIC Reports'. Above the table, there is an 'Export EPIC Reports' button, a 'Records per page: 50' dropdown, a search box, and a 'Page: 1 of 1' indicator with a 'New' dropdown. The table has the following columns: Credential, Applicant Name, MyInt... ID, EPIC ID, Reference Number, Status, Date Report Received, Available Until, View, Download, and Archive. There are three rows of data.

Credential	Applicant Name	MyInt... ID	EPIC ID	Reference Number	Status	Date Report Received	Available Until	View	Download	Archive
Final Medic...	Sabrina Bock	650034...		87654321	Reviewed	2023-08-01	2025-02-01	View	Download	Archive
Final Medic...	John Rhoad...	650034...		11223344	Reviewed	2023-08-02	2025-02-02	View	Download	Archive
Final Medic...	John Rhoad...	650034...		11223344	Reviewed	2023-08-02	2025-02-02	View	Download	Archive