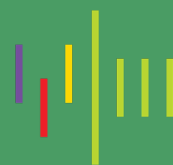


CDR CPEU Prior Approval Program

CPE Activity Audit



1

Access Audited Activity

2

Complete Audit Fields

3

Submit Audit Materials

1 Access Audited Activity

There is a link to your audited activity in the audit notification email you received. Click the link.

Sign in to your CPE Provider Portal with your username and password.

Click Complete Audit.

The screenshot shows a web interface with a header bar containing 'Copy Activity' and '+ New Activity' buttons. Below the header is a blue banner that reads 'ACTIVITY AUDIT WORKFLOW - ACTION REQUIRED: AUDIT ASSIGNED'. Underneath the banner is a red button labeled 'Complete Audit'. A red arrow points from the text 'Click Complete Audit.' to this button.

2 Complete Audit Fields

Select your name from the Accountable Contact dropdown.

Upload documents as indicated. Complete free text questions as indicated. Questions with an asterisk (*) are required.

Use the Other Information section to provide additional information as needed.

The screenshot shows a section titled 'Other Information' with a green header bar. Below the header is a text area with the prompt 'Use this area to provide any any additional information for CDR.' A red arrow points from the right side of the text area to the right edge of the form.

3 Submit Audit Materials

When you have completed the audit fields, scroll to the bottom of the page and click Complete Audit.

The screenshot shows two buttons: 'Complete Audit' (blue) and 'Save for Later' (grey). A red arrow points from the left side of the 'Complete Audit' button to the left edge of the form.

To save your progress so that you can finish the audit fields later, click Save for Later.

The screenshot shows two buttons: 'Complete Audit' (blue) and 'Save for Later' (grey). A red arrow points from the right side of the 'Save for Later' button to the right edge of the form.

Once you submit your audit materials, CDR staff will review your submission. If additional information is required, you will receive an email detailing the information.

You may send questions to priorapproval@eatright.org at any time.