CDR CPEU Prior Approval Program
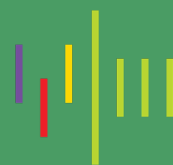## CPE Activity Audit

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.

> Copy Activity   + New Activity
> ACTIVITY AUDIT WORKFLOW - ACTION REQUIRED: AUDIT ASSIGNED
> **Complete Audit**

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.

> — Other Information
> Other Information   Use this area to provide any any additional information for CDR.

3 Submit Audit Materials

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

> **Complete Audit**   Save for Later

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

> **Complete Audit**   Save for Later

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.