

# CDR CPEU Prior Approval Program

## CPE Activity Audit: Additional Information Needed

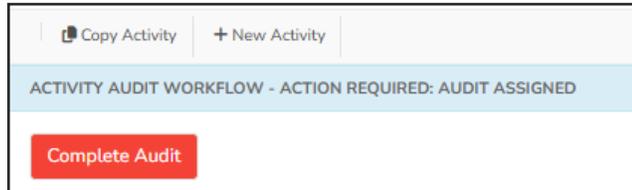


### 1 Access Audited Activity

There is a link to your audited activity in the Additional Information Needed email you received. Click the link.

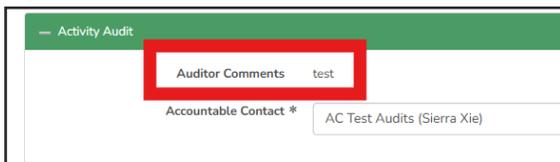
Sign in to your CPE Provider Portal with your username and password.

Click Complete Audit.

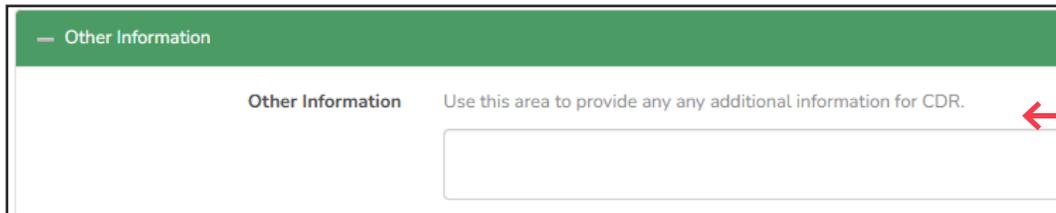


### 2 Respond to Auditor Comments

Review Auditor Comments.

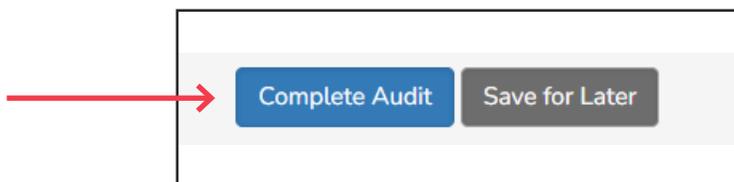


Respond to Auditor Comments by uploading additional documentation or using the Other Information section.

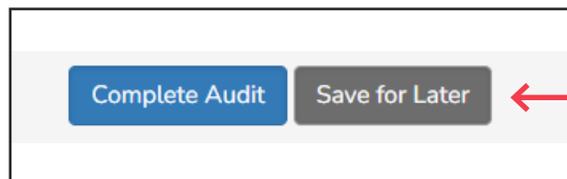


### 3 Resubmit Audit Materials

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



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



Once you resubmit 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](mailto:priorapproval@eatright.org) at any time.