



## ACCESSING YOUR CPE CREDITS

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### Sign in to FEI's website: [www.financialexecutives.org](http://www.financialexecutives.org).

The sign in link is located in the top right corner in the desktop version, or under MENU in the mobile version. If you need sign-in assistance, please call FEI's Membership Department at 877.359.1070.

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### Locate CPE Center in the **YOUR FEI** box or at [www.financialexecutives.org/CPE-Center](http://www.financialexecutives.org/CPE-Center)

NOTE: complete the CPE profile the first time you visit the CPE CENTER by clicking Manage Profiles.

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### Manage/Edit CPE Profiles

Complete the sections on the form as indicated below.

**State of Registration:** Select the State in which you are a CPA. If you are not a CPA but still require CPE credit leave this field blank.

**Date of Most Recent Renewal:** Enter the most recent renewal or audit date. If unknown, enter a date that is before the date of the event you attended.

DO NOT LEAVE THIS FIELD BLANK.

**Renewal Period:** Enter number of years in renewal period. If unknown, leave blank.

**Required Credits:** Enter number of required credits in renewal period. If unknown, leave blank.

Click SAVE PROFILE, then click Back to CPE Center to return to the CPE Center when profile is complete.

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### Receive CPE credit and certificate of completion.

Pending CPE credits that need an evaluation completed will be noted at the top of the CPE Center. Click on Fill in the event survey to receive them. This will take you to the evaluation that is required to earn the CPE credit. Once complete, click Back to CPE Center.

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### Print Your Certificate.

You will be able to print a certificate immediately after saving the evaluation. Certificates are accessible under the certificates column. Click on Non-CPA or the State in the certificates column to access and print the certificate as many times as you wish. Please retain a copy of the certificate for your records.

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