AN APPLICATION WILL BE ASSIGNED TO YOU AFTER AN INITIAL CONVERSATION WITH A PLANNER

• If you would like to speak with someone about a new application or activity, please contact Elizabeth Wolf at 423-439-8088 or wolfes1@etsu.edu
1. To access your application, log into your HighMarks account

You can access the login page by visiting our website at etsu.edu/com/cme or ww2.highmarksce.com/etsu/
2. My Applications

Once you have logged into your account, select ‘My Applications’ from the menu at the top of the page.
3. You will now see a new ‘Application Type’ associated with your application and an incomplete submission status. Click on the title of your activity to complete the application process.

My Applications

Use this section to manage one or more applications.

How to Submit an Application:
1. Click on the “Start New Pre-planning Form” button.
2. Complete all information and click “Submit.”
3. The form will be reviewed by the CME Office.
4. You will receive further information about the next step in the process via email.

How to Edit or Complete an Application:
1. Incomplete applications can be continued by clicking on the title of the event.
2. An application cannot be edited once it is finalized and pending review.

If you have any questions, contact mabehn@atsu.edu.

1. 144 - Supper with a Surgeon
   Application Type: Live Activity
   Submission Status: Incomplete
   View/Print | Delete
4. Complete all required fields within each tab.

**If an application fee is required, this must be completed before the application is finalized.
If you have any questions please contact your assigned planner for assistance.

Thank you!