Intealth™
Advancing the Global Health Workforce

MyIntealth™ Applicant User Guide

Contents

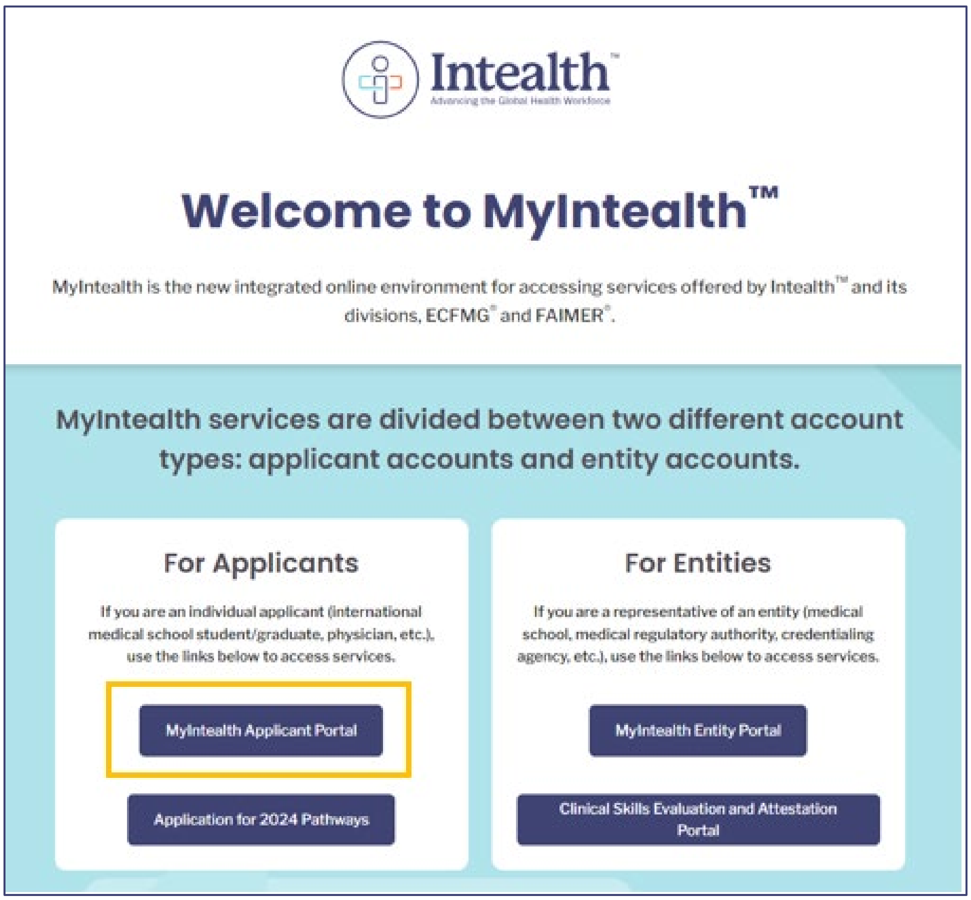
1 Access the MyIntealth Applicant Portal

New Applicant - If you never used ECFMG's former Online Services (for example, IWA, OASIS, or the EPIC Physician Portal), follow the instructions in the **Create a MyIntealth Applicant Account as a New User** section.

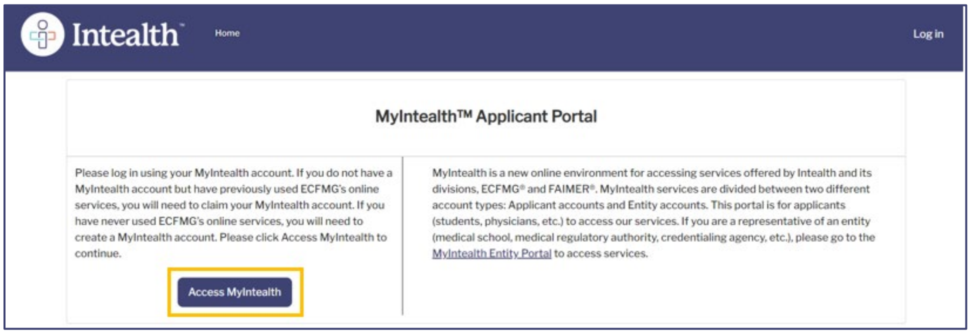
Existing Applicant - If you used ECFMG's former Online Services (for example, IWA, OASIS, or the EPIC Physician Portal), your account has been transferred to MyIntealth. Follow the instructions in the **Access a MyIntealth Applicant Account as a Previous User of ECFMG Online Services** section.

1.1 Create a MyIntealth Applicant Account as a New User

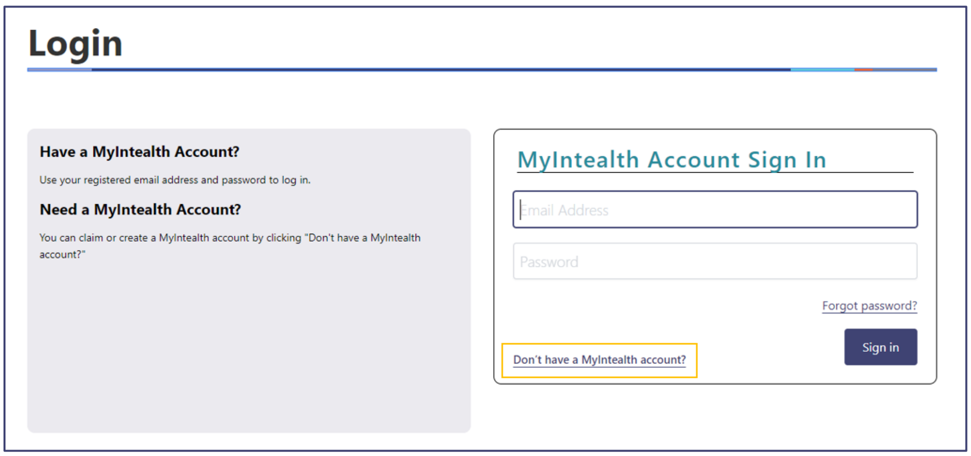
Step 1. Access the site at www.myintealth.app and click **MyIntealth Applicant Portal**.



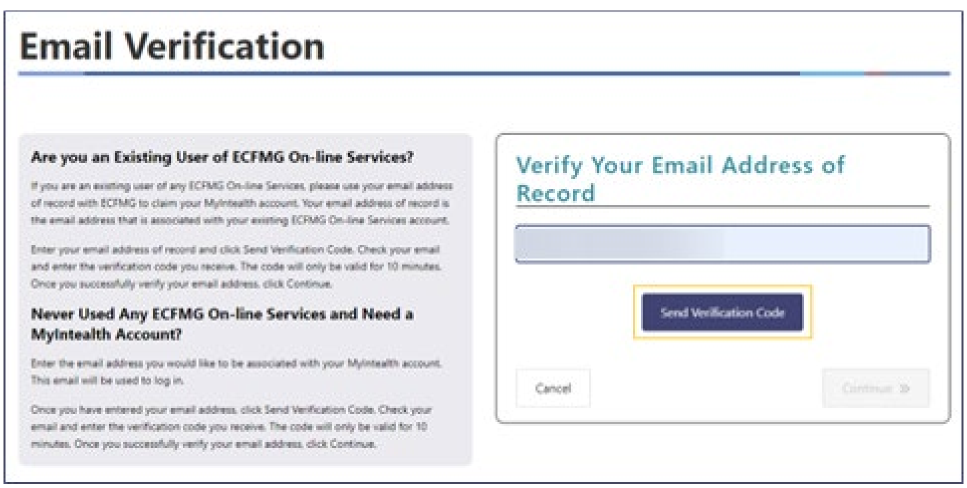
Step 2. Click **Access MyIntealth**.



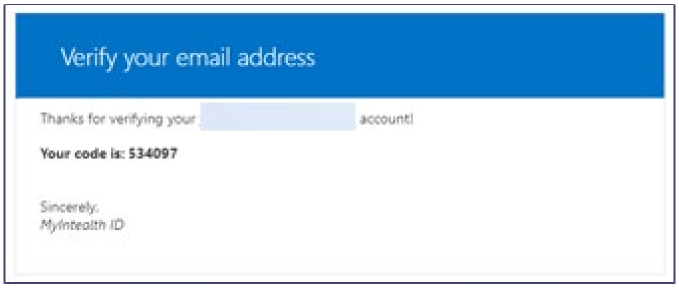
Step 3. Click **Don't have a MyIntealth account**?



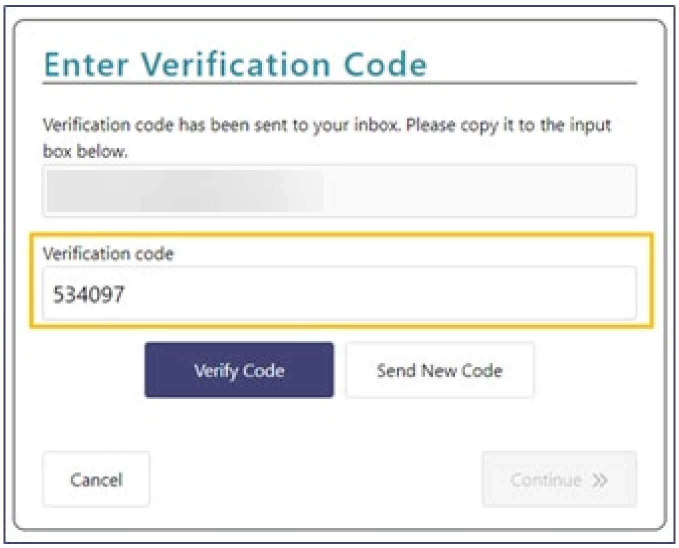
Step 4. Enter your email address and click **Send Verification Code**.



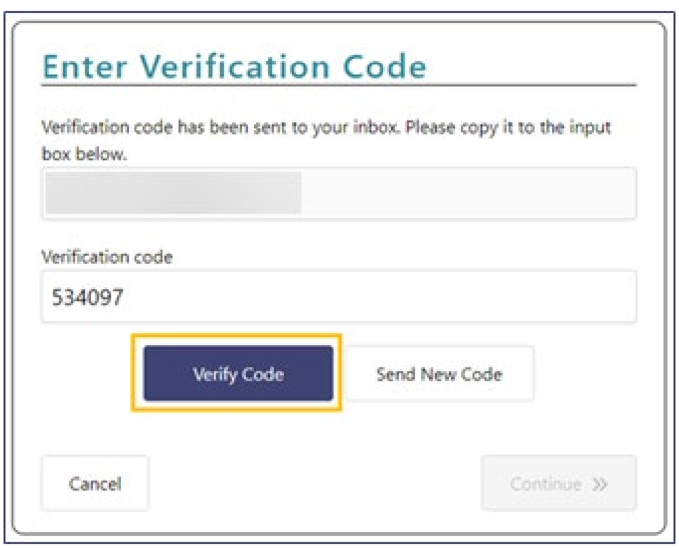
Step 5. The **Verification Code** is sent to the assigned email address.



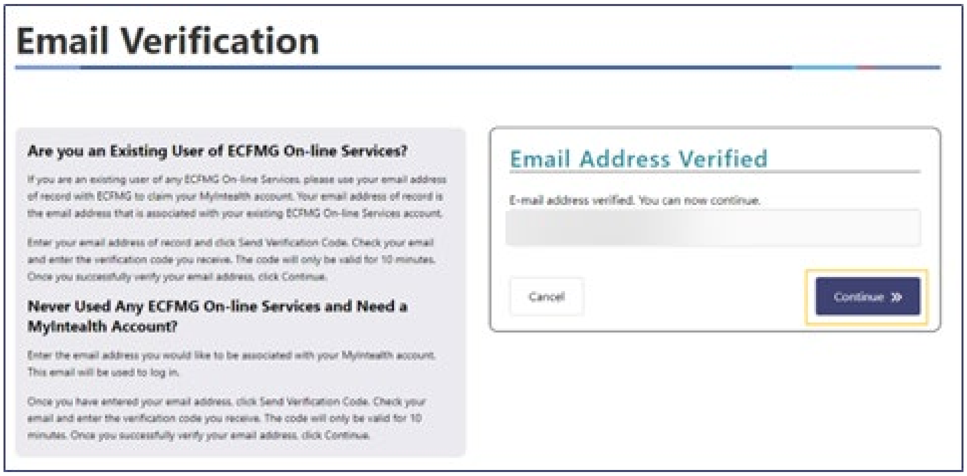
Step 6. Return to the **Email Verification** screen and enter the provided **Verification Code**.



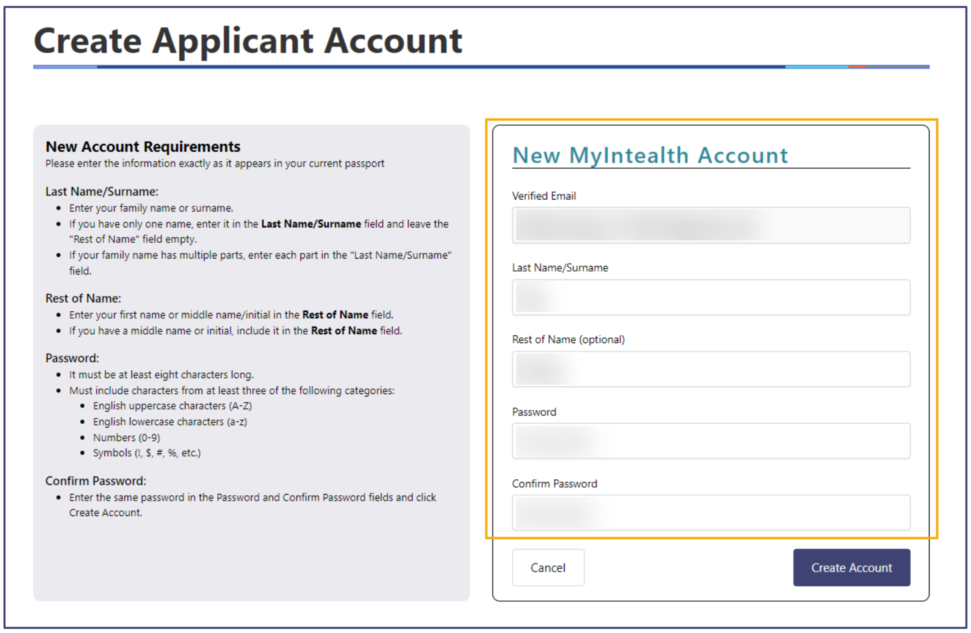
Step 7. Click **Verify Code**.



Step 8. The Email Address Verified section appears. Click **Continue**.



Step 9. Complete all of the required fields.



a. Password requirements when claiming an account:

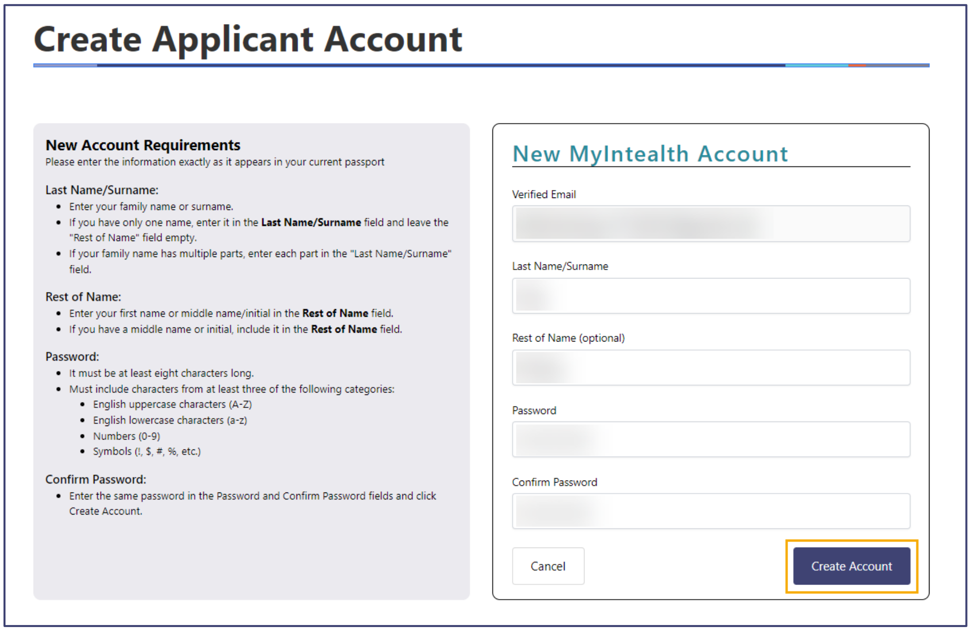
(1) Must be at least eight characters long.

(2) Must include characters from at least three of the following categories:

1. Latin uppercase characters (A-Z)
2. Latin lowercase characters (a-z)
3. Numbers (0-9)
4. Symbols (!, $, #, %, etc.)

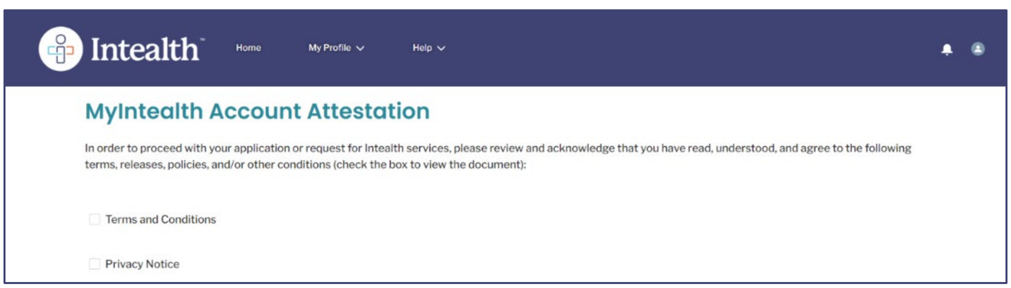
You are only required to create and confirm a new password on your first login.

Step 10. Click **Create Account**.



Step 11. Access the **MyIntealth Applicant Portal**.

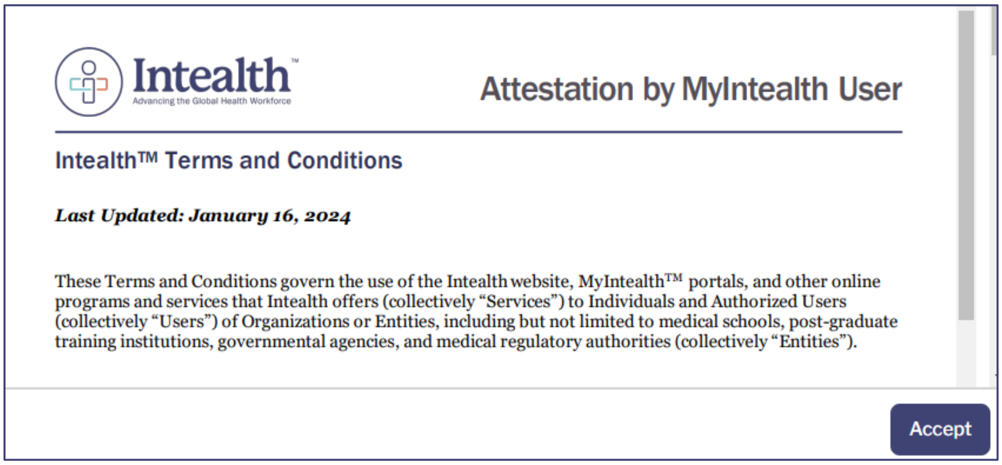
Step 12. The **MyIntealth Account Attestation** page appears. Click the **Terms and Conditions** checkbox.



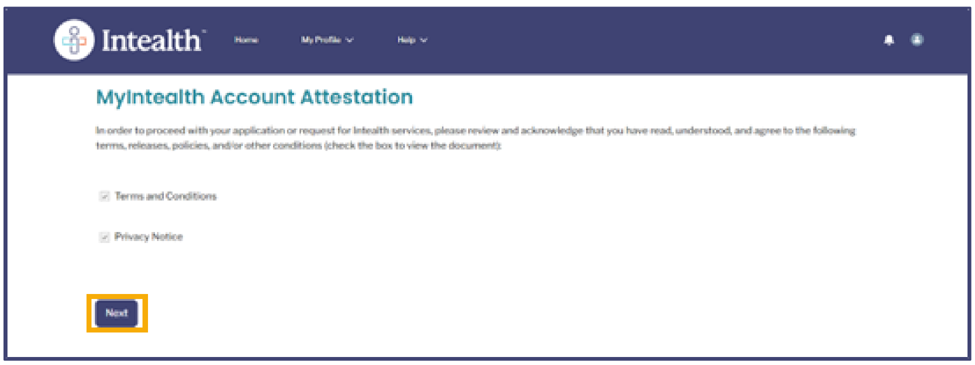
Step 13. The **Terms and Conditions** appear. Review this information, and click **Accept** at the bottom of the page.

Step 14. Click the **Privacy Notice** checkbox.

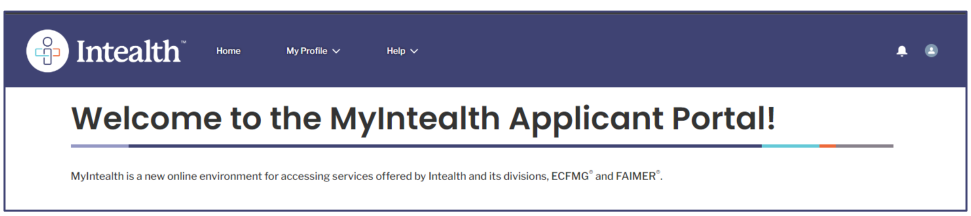
Step 15. The **Privacy Notice** appears. Review this information, and click **Accept** at the bottom of the page.



Step 16. The **MyIntealth Account Attestation** page appears. Click **Next**.

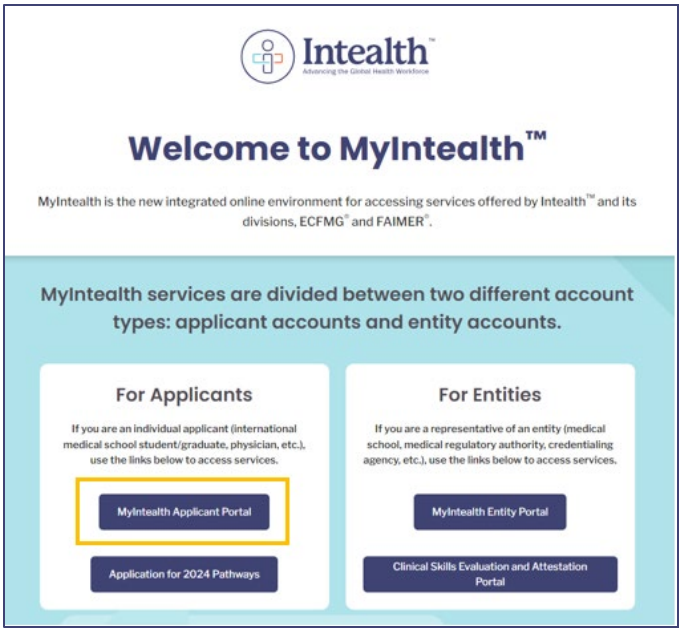


Step 17. The **MyIntealth Applicant Portal** homepage appears. Continue with Establish Your MyIntealth Applicant Account.

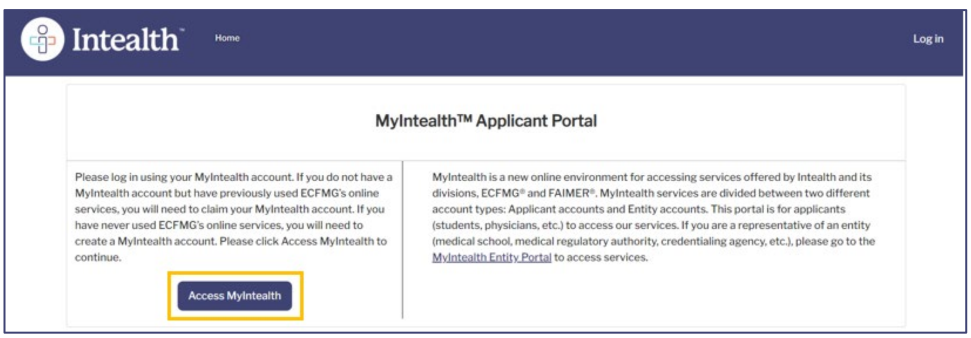


1.2 Access a MyIntealth Applicant Account as a Previous User of ECFMG's Online Services

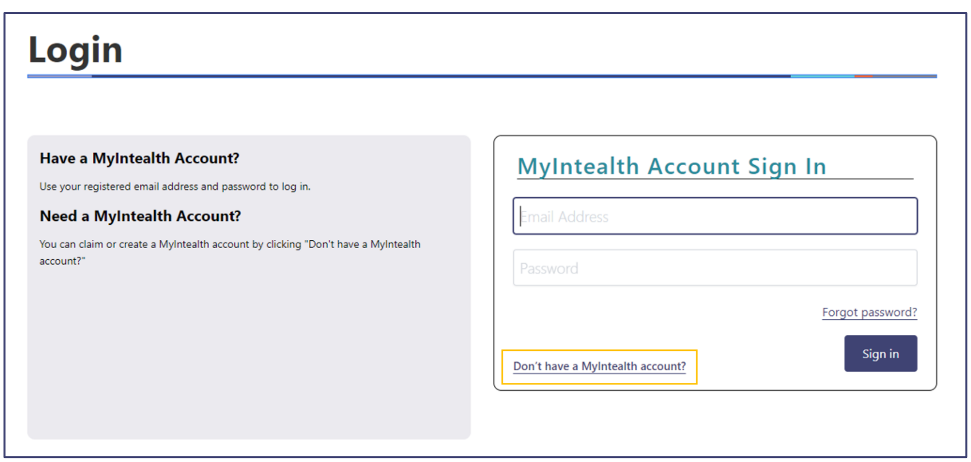
Step 1. Access the site at www.myintealth.app and click **MyIntealth Applicant Portal**.



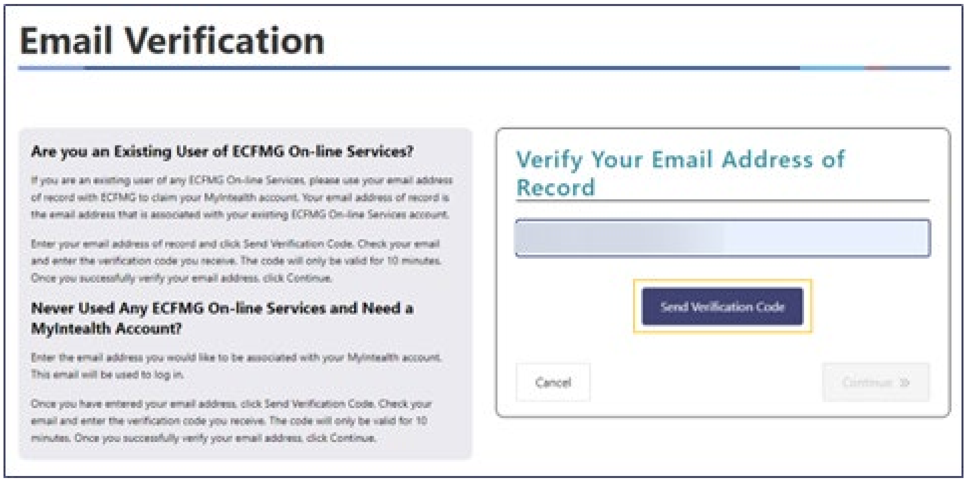
Step 2. Click **Access MyIntealth**.



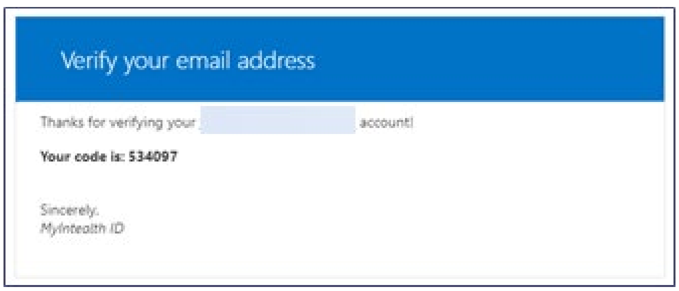
Step 3. Click **Don't have a MyIntealth account**?



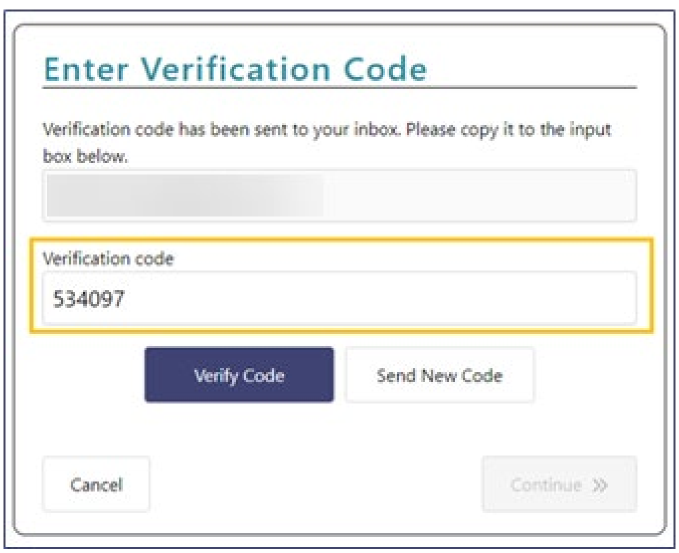
Step 4. Enter your email address of record (the email address that was associated with your former ECFMG Online Services account). Important: Using your email address of record will link you to your transferred account in MyIntealth. Click **Send Verification Code**.



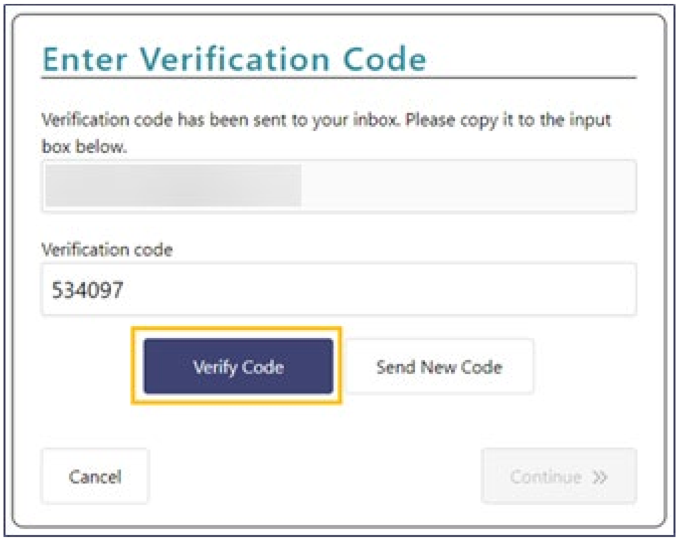
Step 5. The **Verification Code** is sent to the assigned email address.



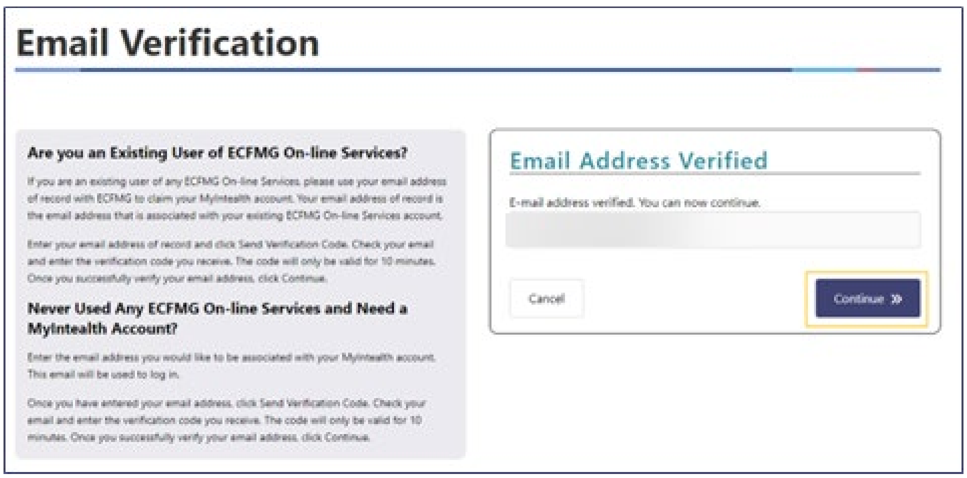
Step 6. Return to the **Email Verification** screen and enter the provided **Verification Code**.



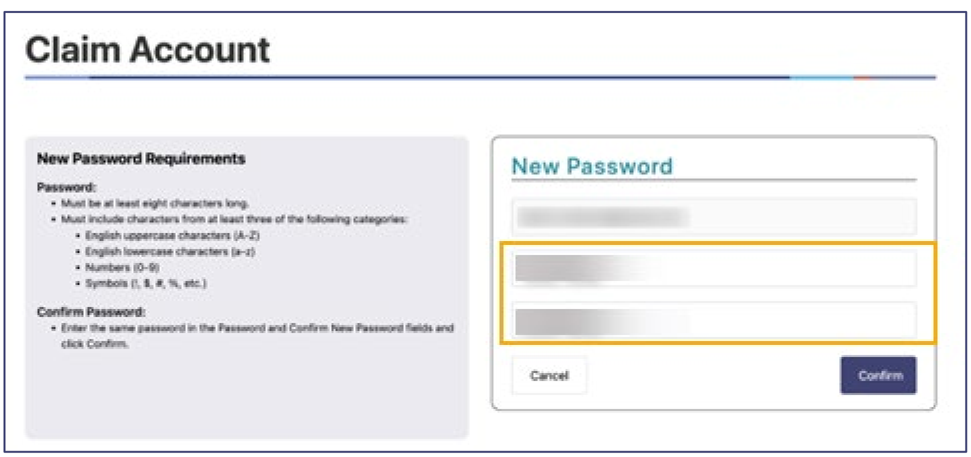
Step 7. Click **Verify Code**.



Step 8. The Email Address Verified section appears. Click **Continue**.



Step 9. Create and confirm a new password on the **Claim Account** screen.



a. Password requirements when claiming an account:

(1) Must be at least eight characters long.

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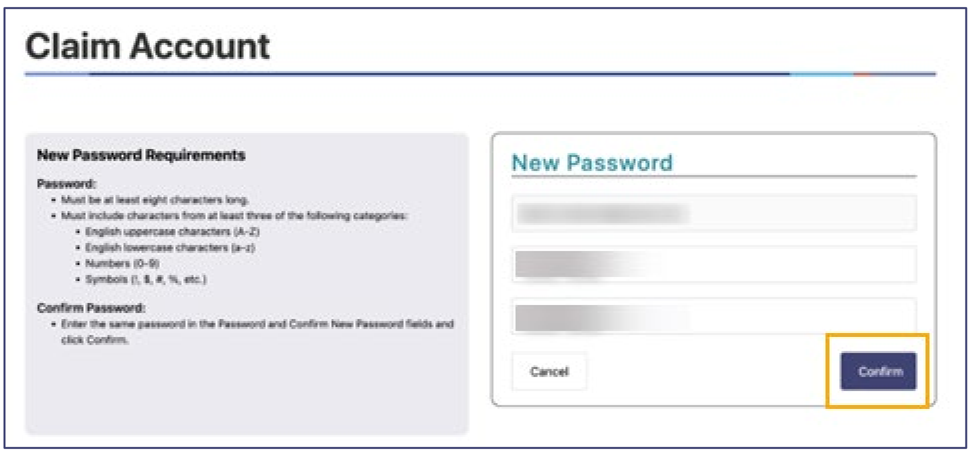
1. Latin uppercase characters (A-Z)
2. Latin lowercase characters (a-z)
3. Numbers (0-9)
4. Symbols (!, $, #, %, etc.)

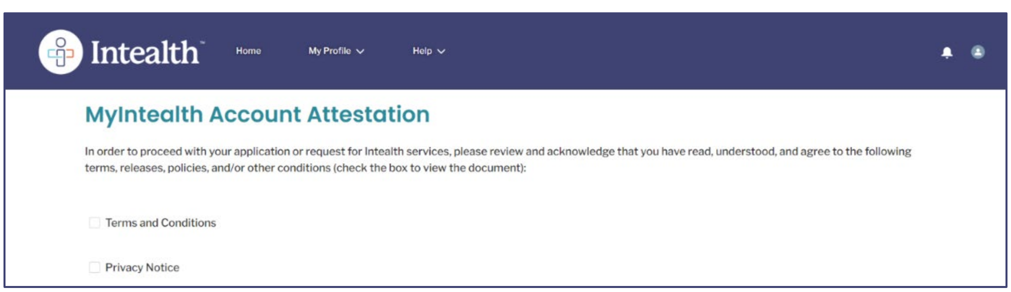
You are only required to create and confirm a new password on your first login.

Step 10. Click **Confirm**.



Step 11. Access the **MyIntealth Applicant Portal**.

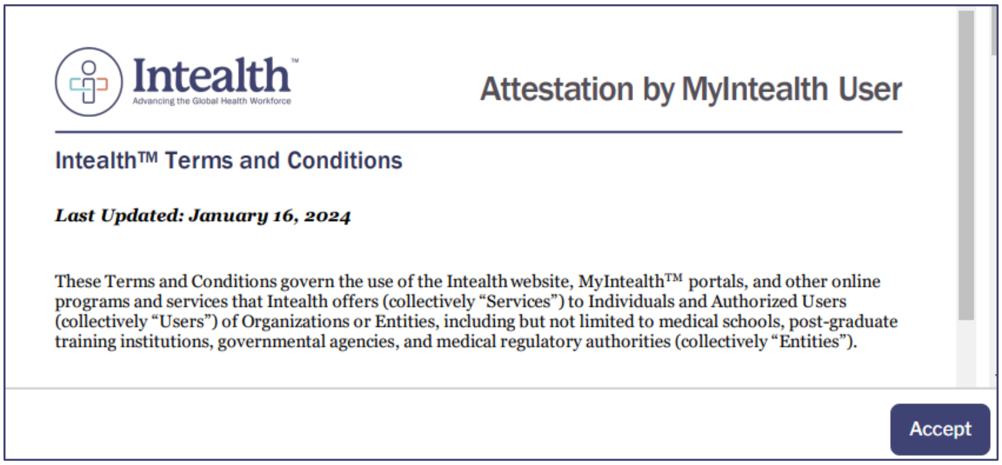
Step 12. The **MyIntealth Account Attestation** page appears. Click the **Terms and Conditions** checkbox.



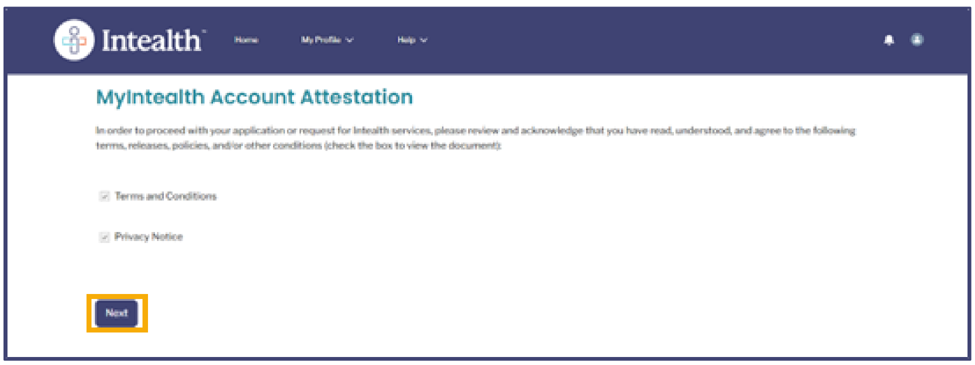
Step 13. The **Terms and Conditions** appear. Review this information, and click **Accept** at the bottom of the page.

Step 14. Click the **Privacy Notice** checkbox.

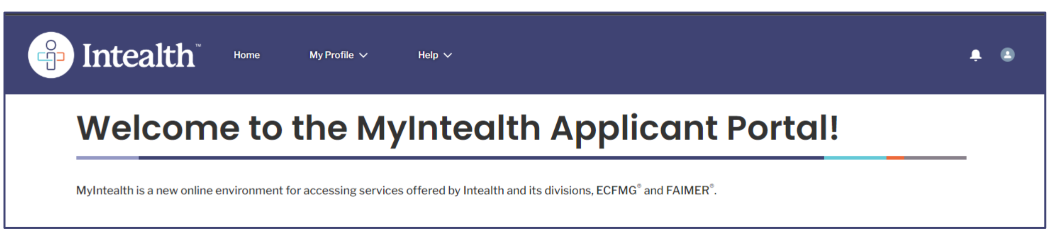
Step 15. The **Privacy Notice** appears. Review this information, and click **Accept** at the bottom of the page.



Step 16. The MyIntealth Account Attestation page appears. Click Next.

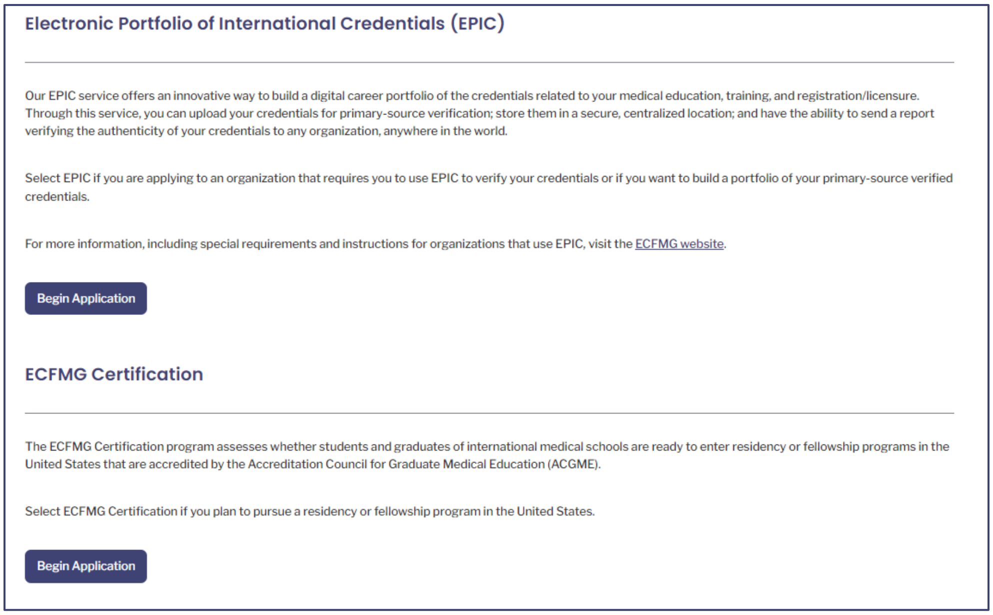


Step 17. The **MyIntealth Applicant Portal** homepage appears. Continue with Establish Your MyIntealth Applicant Account.



1.3 Establish Your MyIntealth Applicant Account

Step 1. From the **MyIntealth Applicant Portal** homepage, click **Begin Application** under the service you are interested in pursuing (EPIC, ECFMG Certification, J-1 Visa).



Electronic Portfolio of International Credentials (EPIC)

Our EPIC service offers an innovative way to build a digital career portfolio of the credentials related to your medical education, training, and registration/licensure. Through this service, you can upload your credentials for primary-source verification; store them in a secure, centralized location; and have the ability to send a report verifying the authenticity of your credentials to any organization, anywhere in the world.

Select EPIC if you are applying to an organization that requires you to use EPIC to verify your credentials or if you want to build a portfolio of your primary-source verified credentials.

For more information, including special requirements and instructions for organizations that use EPIC, visit the ECFMG website.

Begin Application

ECFMG Certification

The ECFMG Certification program assesses whether students and graduates of international medical schools are ready to enter residency or fellowship programs in the United States that are accredited by the Accreditation Council for Graduate Medical Education (ACGME).

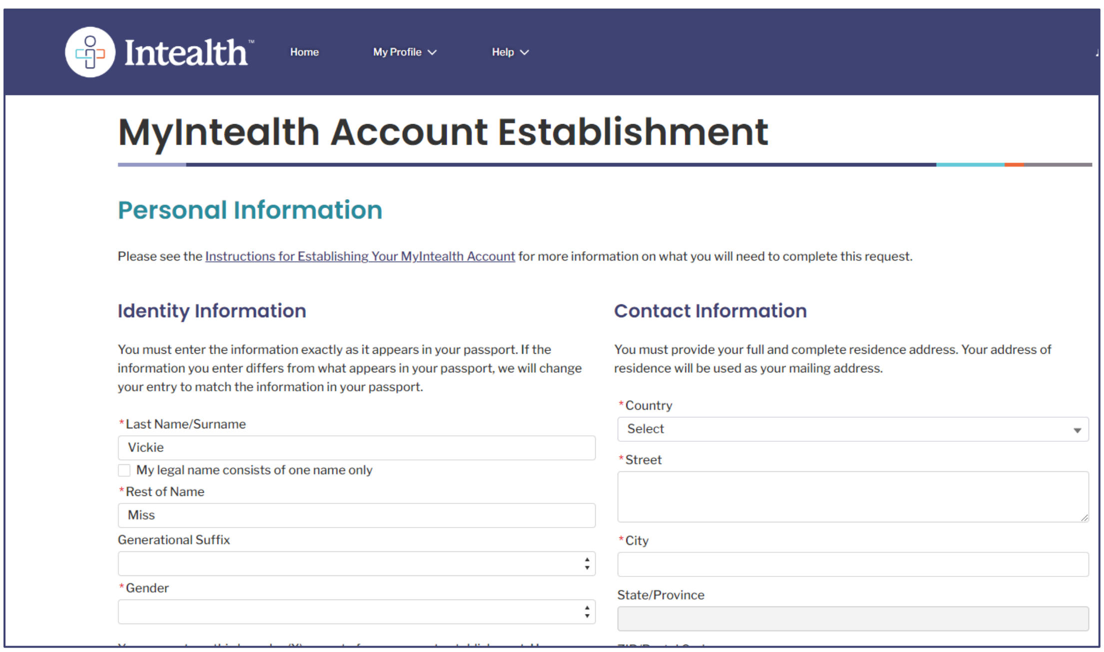
Select ECFMG Certification if you plan to pursue a residency or fellowship program in the United States.

Begin Application

Step 2. A page with information about your selected service appears. Click **Next**.

Step 3. Additional information about the service displays. Click **Next**.

Step 4. The **Personal Information** page appears. Enter all required information (*).



Intealth Home My Profile Help

MyIntealth Account Establishment

Personal Information

Please see the Instructions for Establishing Your MyIntealth Account for more information on what you will need to complete this request.

Identity Information

You must enter the information exactly as it appears in your passport. If the information you enter differs from what appears in your passport, we will change your entry to match the information in your passport.

*Last Name/Surname: Vickie
My legal name consists of one name only
*Rest of Name: Miss
Generational Suffix
*Gender

Contact Information

You must provide your full and complete residence address. Your address of residence will be used as your mailing address.

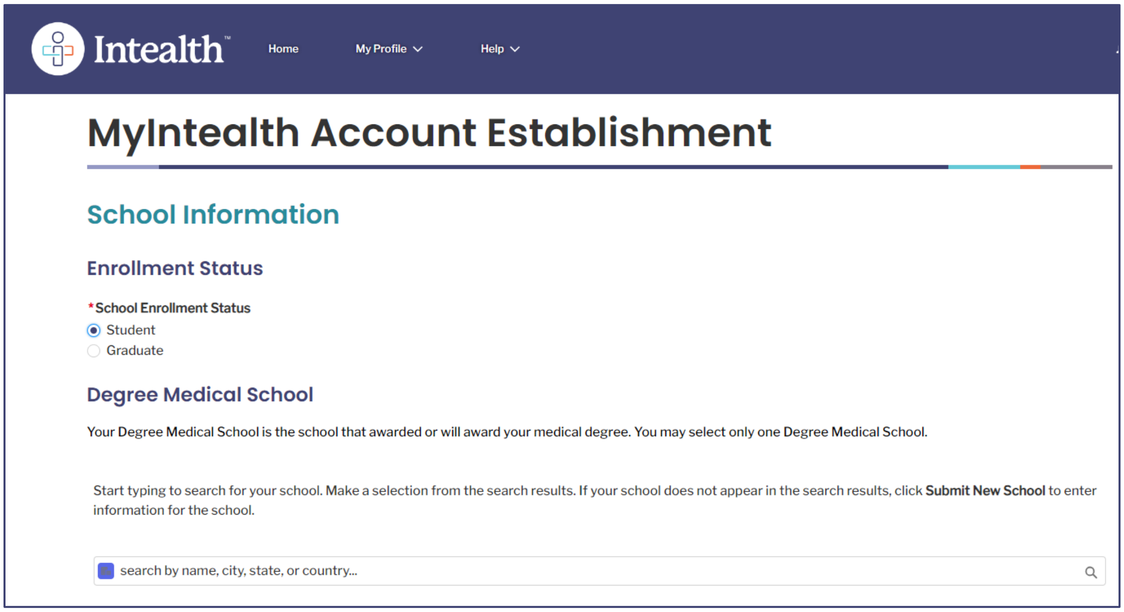
*Country: Select
*Street
*City
State/Province

This page requires you to enter information about your Identity, Address and Phone Number, Citizenship, and existing ECFMG service identification numbers.

> ***Note:*** *When entering your Identity Information, you are required to upload a recent, color photograph of yourself along with an image of your passport.*

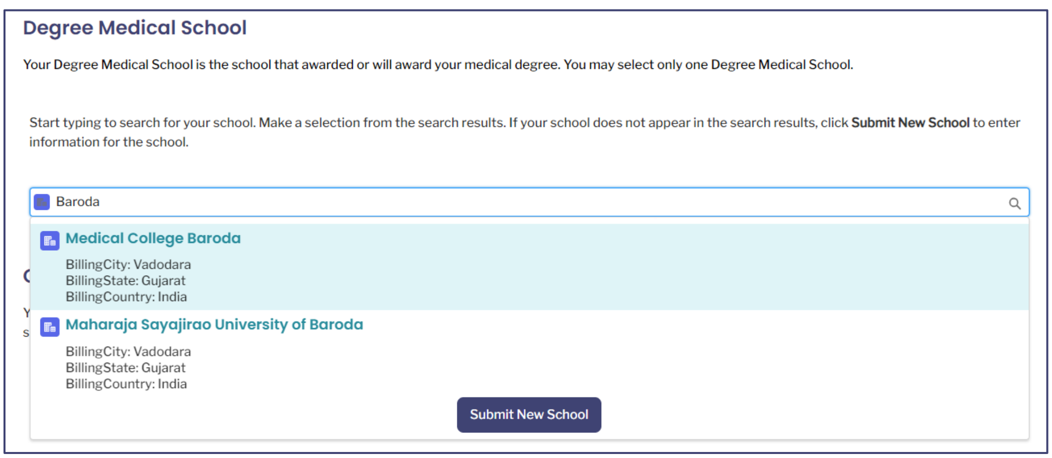
Step 5. Click **Save Changes** if you are not ready to submit your information; otherwise, click **Next** to continue.

Step 6. The **School Information** page appears.



Step 7. Indicate your School Enrollment Status: Student or Graduate.

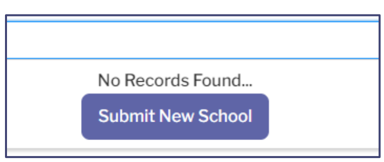
Step 8. Using **search by name, city, state, or country**, enter/select the medical school or institution from which you received/will receive your degree.



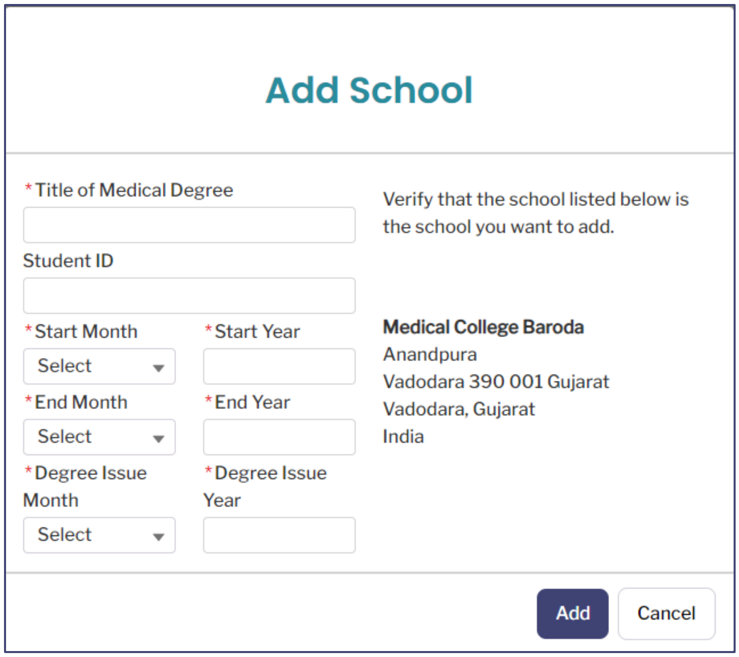
a. Type the name of the school or institution in the search bar.

b. Select the school.

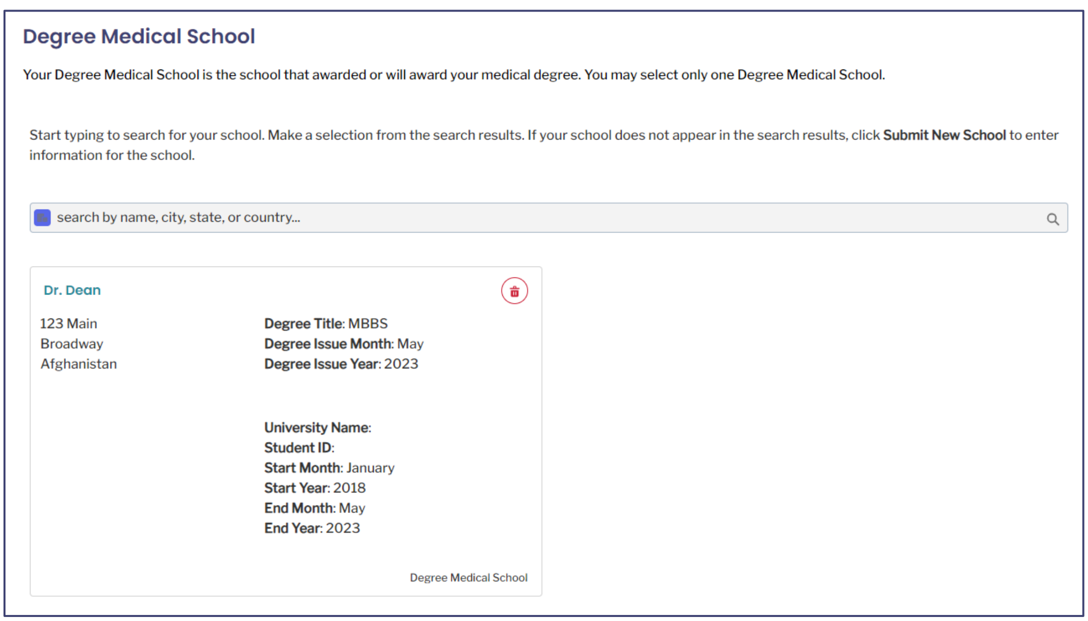
(1) If your school does not appear, click **Submit New School,** enter all required information (*), and click **Submit.** Continue with [Step 9.](#)



c. The **Add School** pop-up appears. Verify the school shown and enter the required information (*). Click **Add**.



Step 9. The **School Information** page updates with your **Degree Medical School** information.

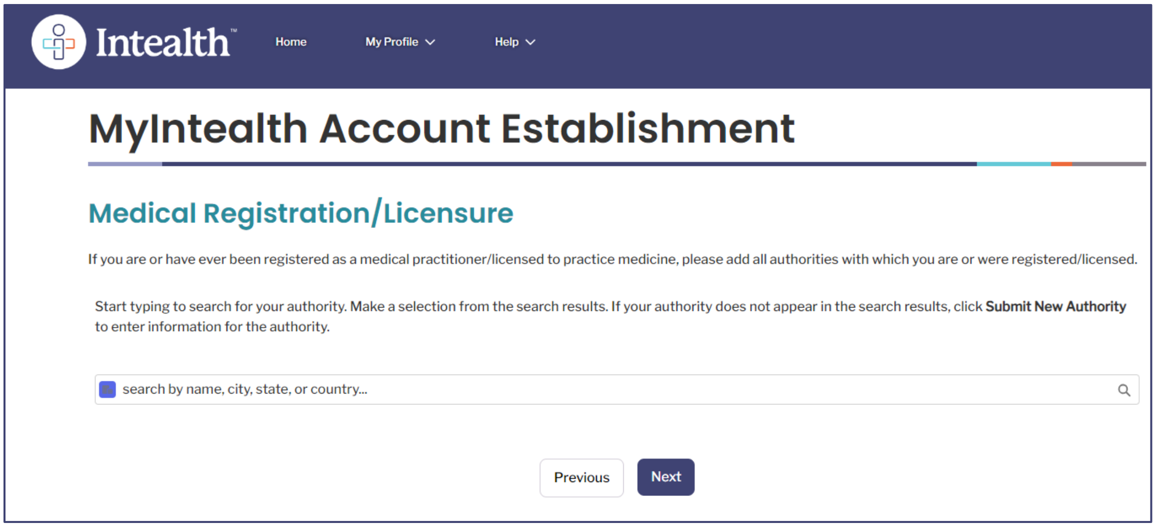


Step 10. Follow the instructions above to add **Other Medical Schools** you attended.

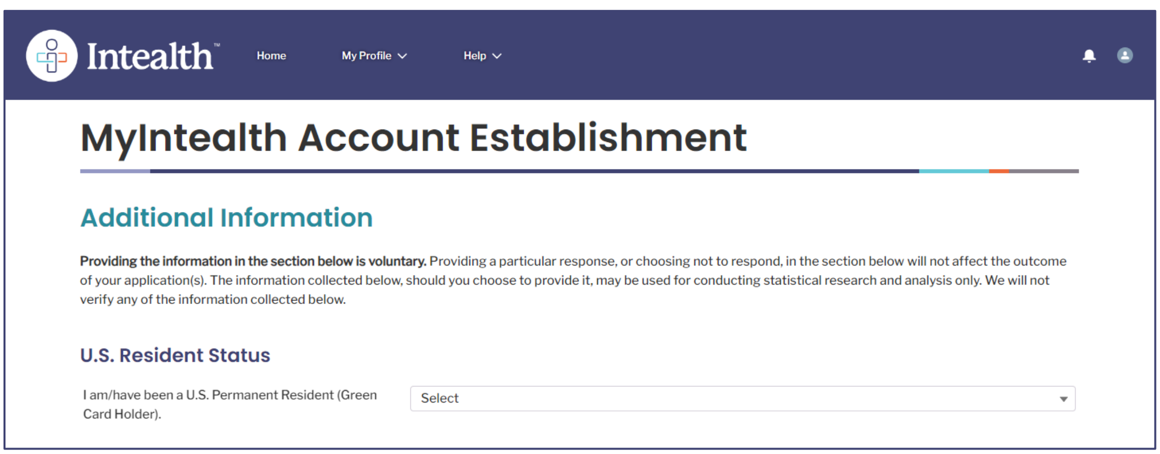
Step 11. Click **Next**.

Step 12. The **Medical Registration/Licensure** page appears. This information is optional for MyIntealth Applicant account establishment. Click **Next**.

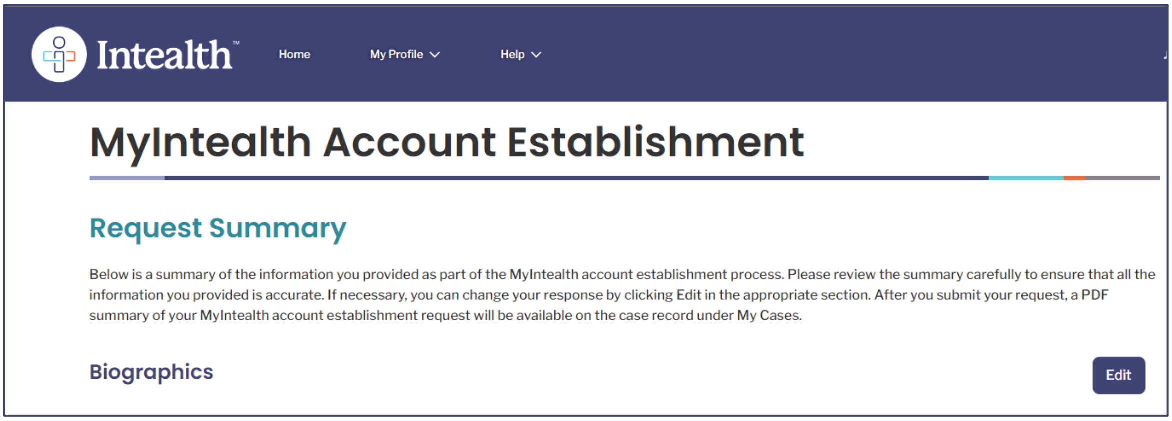
> ***Note:*** *Depending on which service you chose, additional pages may appear prior to the* ***Medical Registration/Licensure*** *page. If so, enter required information (*) and click* ***Next.***



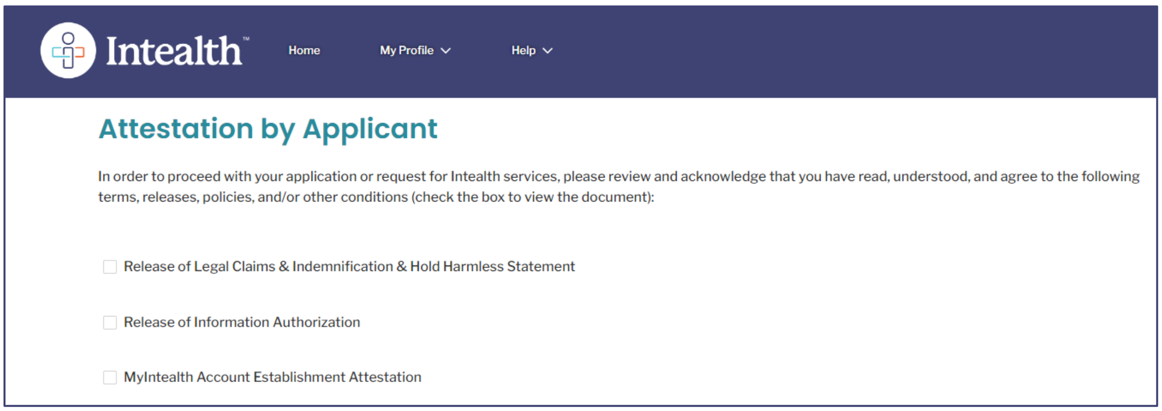
Step 13. The **Additional Information** page appears. This information is voluntary. Enter information if desired. Click **Save Changes** to save your information without submitting or click **Next** to continue.



Step 14. The Request Summary page appears. Review and, if necessary, edit the information and click **Next**.

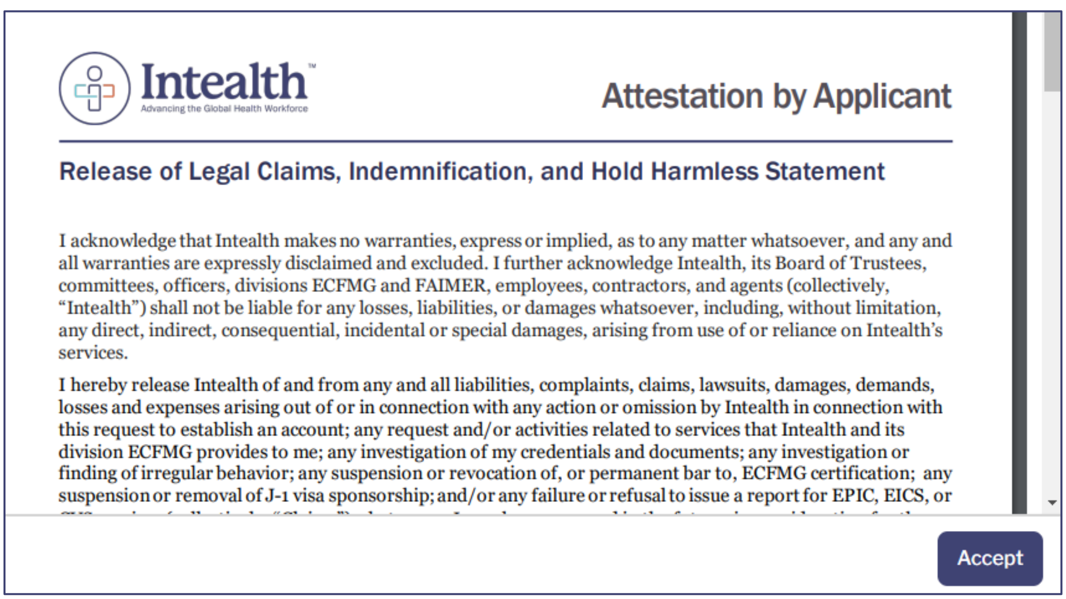


Step 15. The Attestation by Applicant page appears.



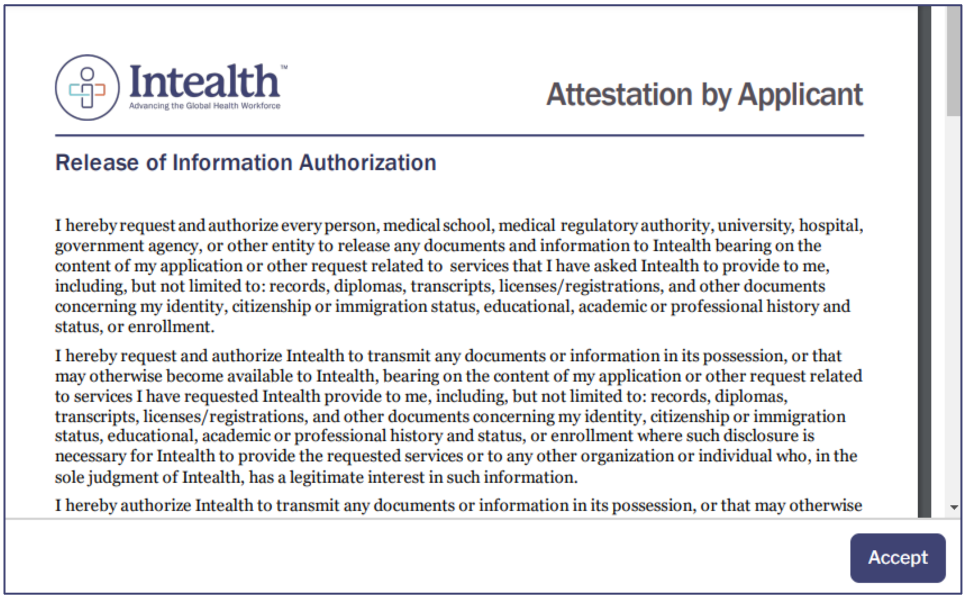
Step 16. Click Release of Legal Claims, Indemnification, and Hold Harmless Statement checkbox.

a. The **Release of Legal Claims, Indemnification, and Hold Harmless Statement Attestation** appears. Review the attestation and click **Accept**.



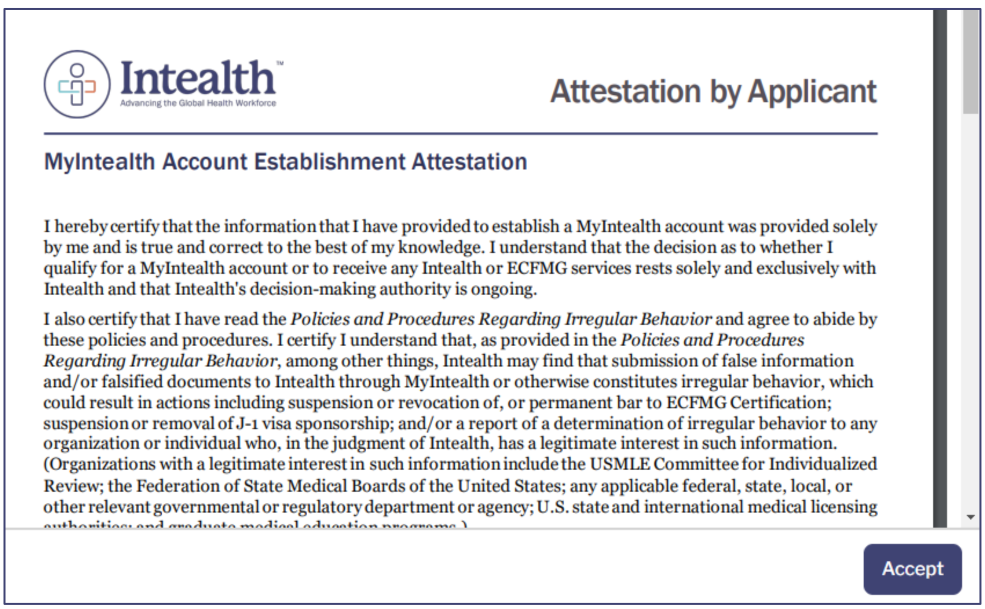
Step 17. Click Release of Information Authorization checkbox.

a. The Release of Information Authorization Attestation appears. Review the attestation and click Accept.



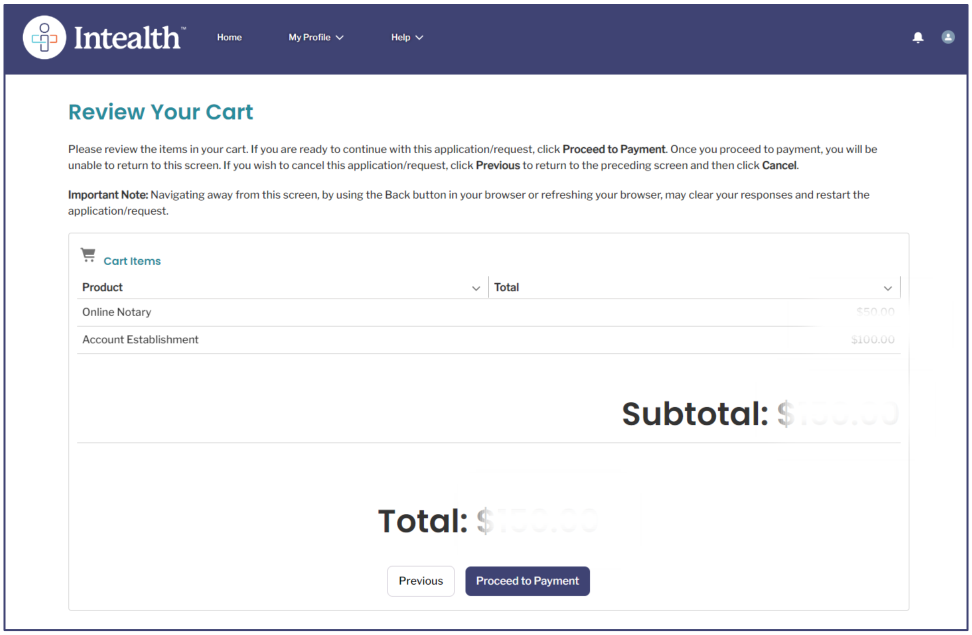
Step 18. Click the MyIntealth Account Establishment checkbox.

a. The MyIntealth Account Establishment Attestation appears. Review the attestation and click Accept.



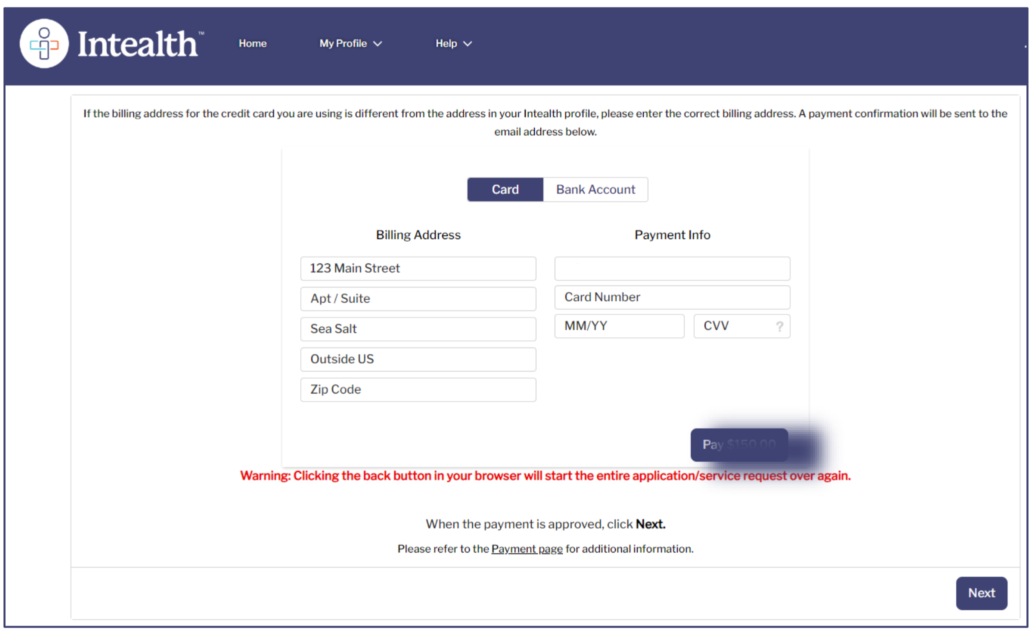
Step 19. Once you have viewed and accepted all attestations, click **Next**.

Step 20. The **Review Your Cart** page appears with an overview of your **Cart Items**.

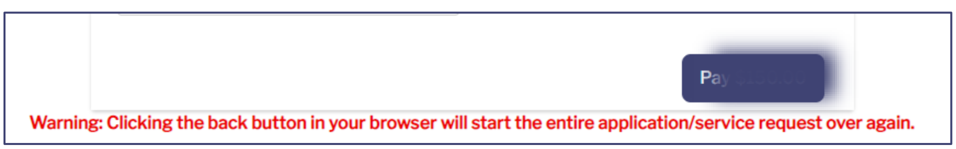


Step 21. Click **Proceed to Payment** at the bottom of the screen.

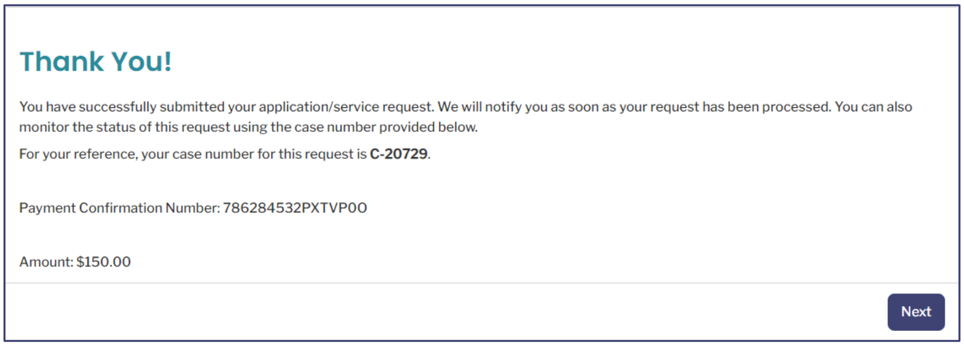
Step 22. Choose your payment method, **Card** or **Bank Account**, and enter your payment information.



Step 23. Once all information has been entered, click **Pay $**.



Step 24. When your payment is successfully processed, a **Thank You!** confirmation message appears, and an email confirmation is sent to your email address on file. Click **Next** to finish.



> ***Note:*** *It is recommended that you document your case number* ***(C-#)*** *for this request. It may be useful if you need an Intealth Advisor to locate your case quickly.*

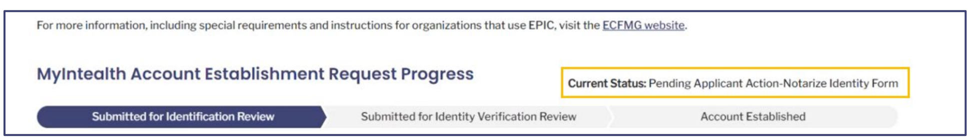
1.4 Notarize an Identification Form - NotaryCam

This section highlights how to notarize an **Identification Form** using **NotaryCam**.

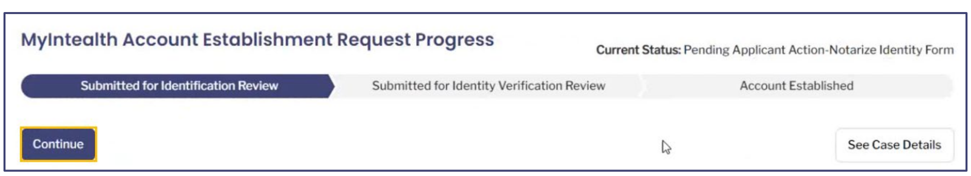
1.4.1 Notarize an Identification Form (Applicant)

At this stage in the process, you have submitted your request for an account, it has been reviewed, and your **Passport** and **Photo** have been accepted. Once this happens, your personalized **Intealth Identification Form (IIF)** will be created. You will be notified by email to log in to the portal for a status update. A copy of your IIF will be accessible via the MyIntealth Applicant Portal. You need to have your IIF notarized through NotaryCam.

Step 1. On the MyIntealth Applicant Portal homepage, scroll to the MyIntealth Account Establishment Request Progress section, which shows a Current Status of Pending Applicant Action-Notarize Identity Form.

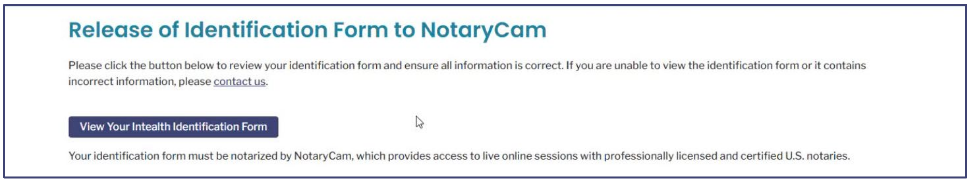


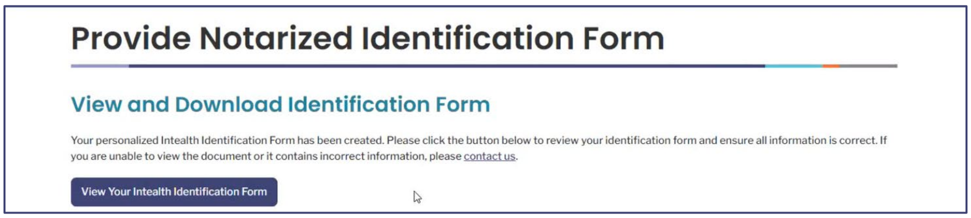
Step 2. Click Continue.



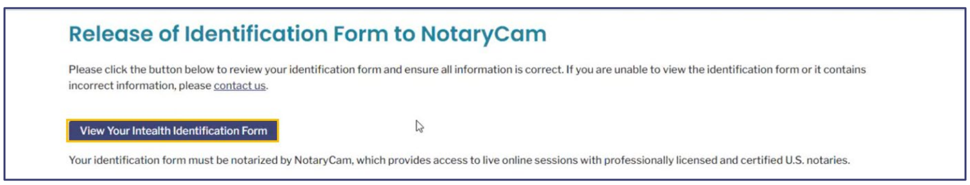
Step 3. The Release of Identification Form to NotaryCam screen appears.

> ***Note:** If the **Provide Notarized Identification Form** page appears instead of the one above, refer to the [**Notarize an Identification Form – Alternate Process (Applicant)**]() section for full instructions. This screen only appears if you cannot use **NotaryCam** to have your identification form notarized.*

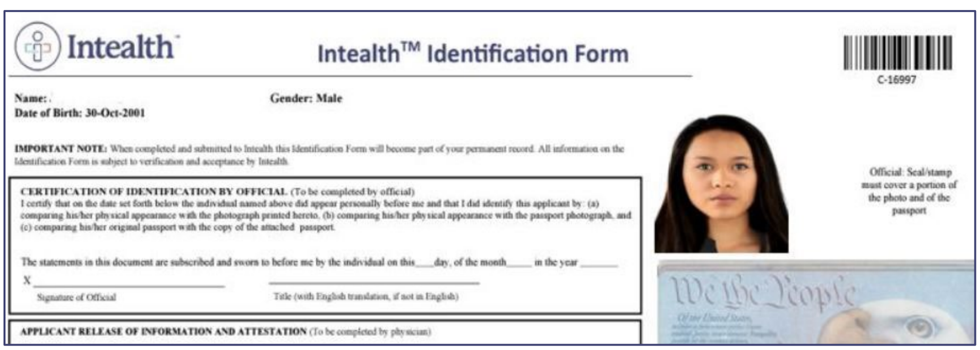




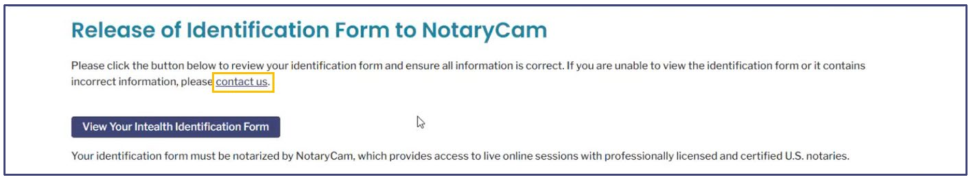
Step 4. Click View Your Intealth Identification Form.

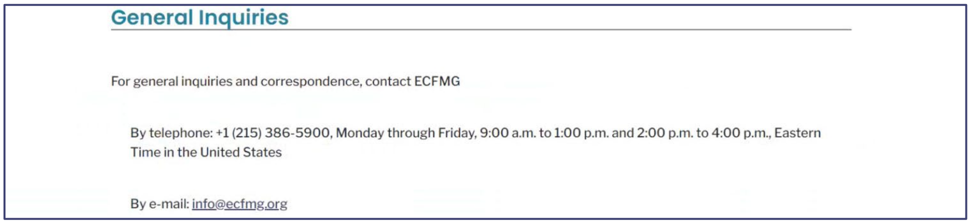


Step 5. The **IIF**, which was also previously emailed, opens in a new tab for reference. Review this form to ensure all information is correct before having it notarized.



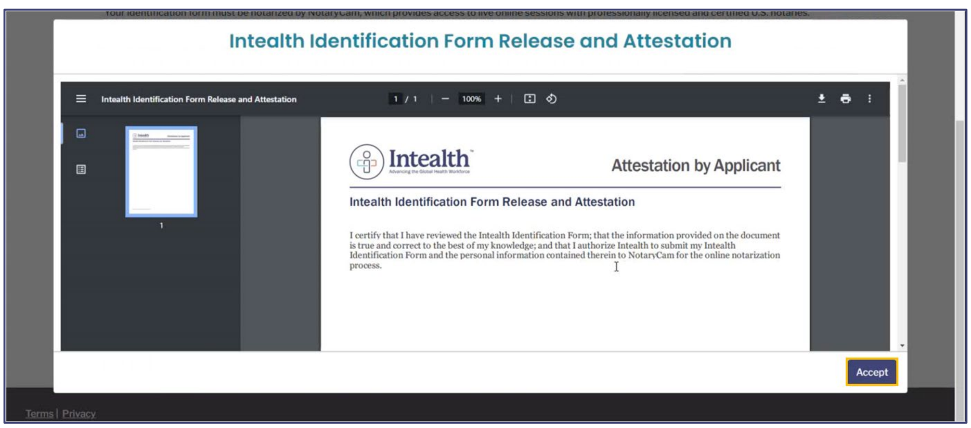
a. If there are any errors on the form that need to be corrected prior to notarization, click the **contact us** link to open a new page with contact information.



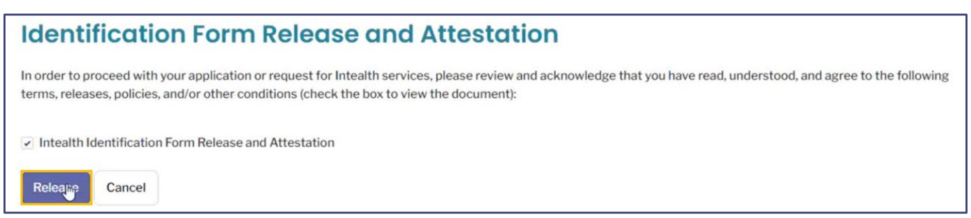


Step 6. If the form is ready to be notarized, scroll to the **Identification Form Release and Attestation** section, and click the checkbox.

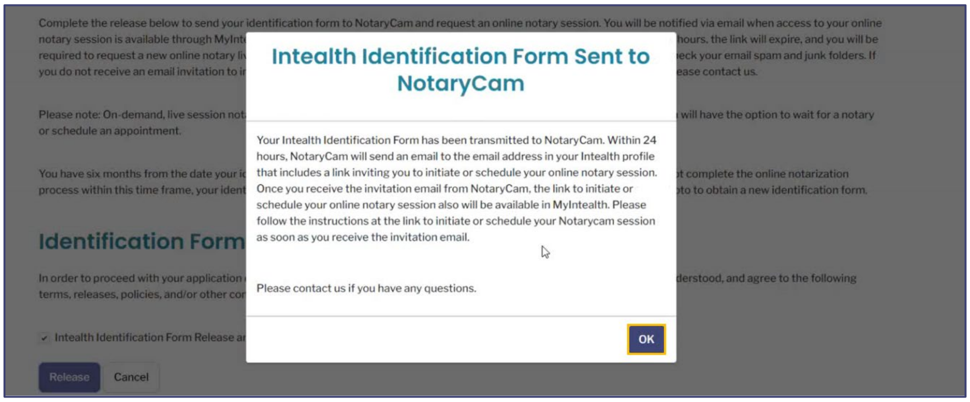
Step 7. The **Intealth Identification Form Release and Attestation** appears. Review the information and click **Accept** to continue.



Step 8. Click **Release**.

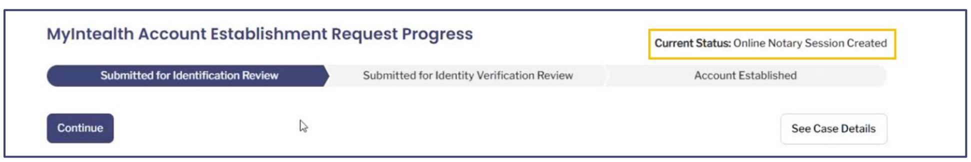


Step 9. An **Intealth Identification Form Sent to NotaryCam** pop-up appears. Review the information and click **OK**.

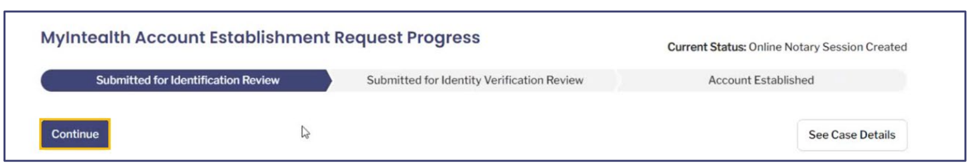


Step 10. The MyIntealth Application Portal homepage appears.

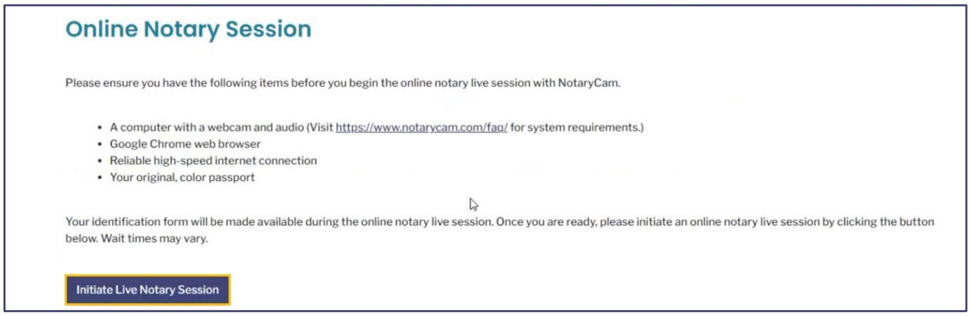
Step 11. Scroll to the MyIntealth Account Establishment Request Progress section. The Current Status is updated to Online Notary Session Created.



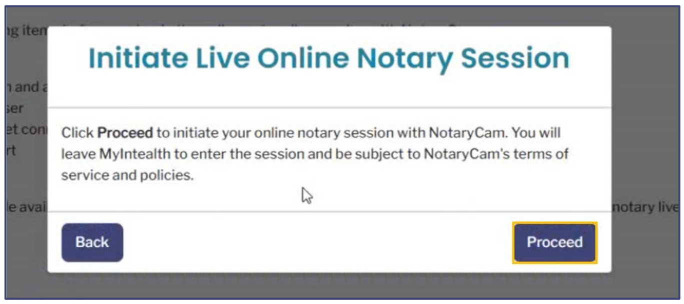
Step 12. Click Continue.



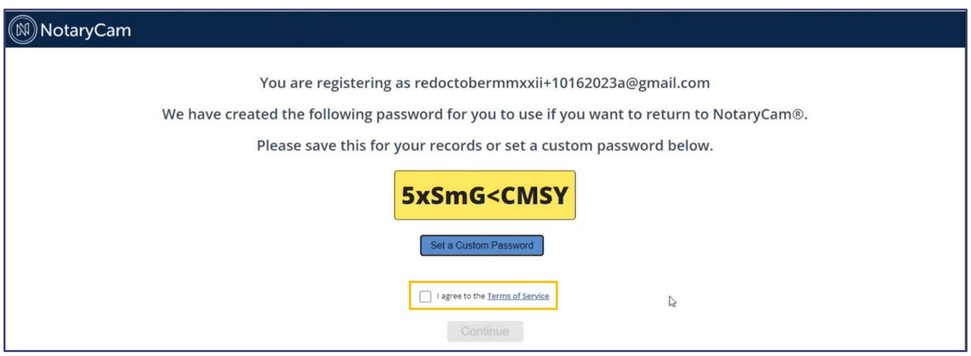
Step 13. The **Online Notary Session** page appears. Review the information and click **Initiate Live Notary Session**.



Step 14. Click **Proceed** to initiate the live notary session.

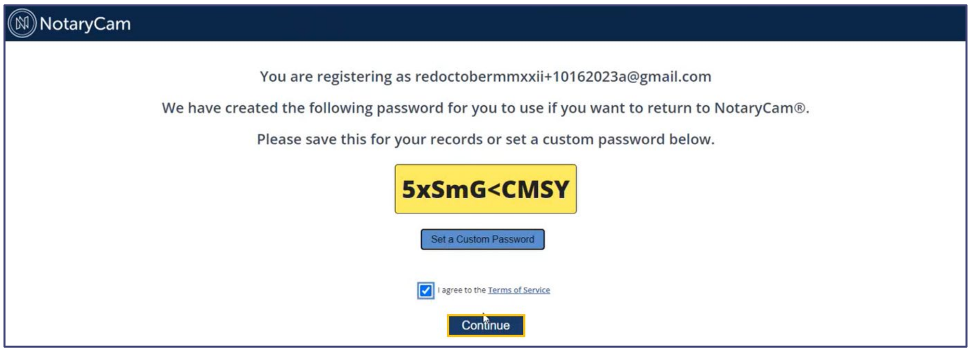


Step 15. The **NotaryCam** site opens. To begin, you must agree to the **Terms of Service** by clicking the checkbox.

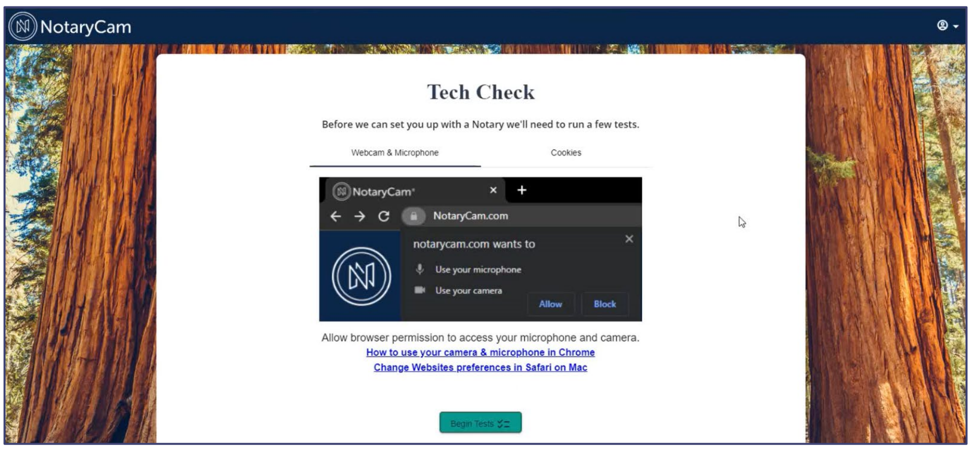


a. A password is provided in case you need to return to **NotaryCam**. You may also **Set a Custom Password**.

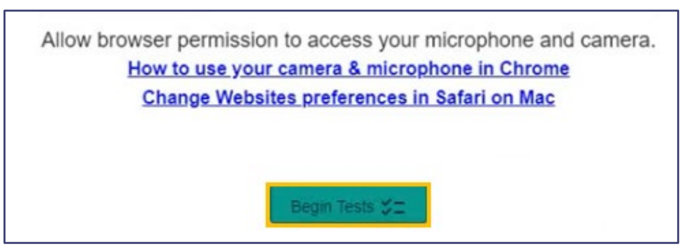
Step 16. Click Continue.



Step 17. The **NotaryCam** interview session opens. At this time, set your browser permissions to allow access to your microphone and camera.

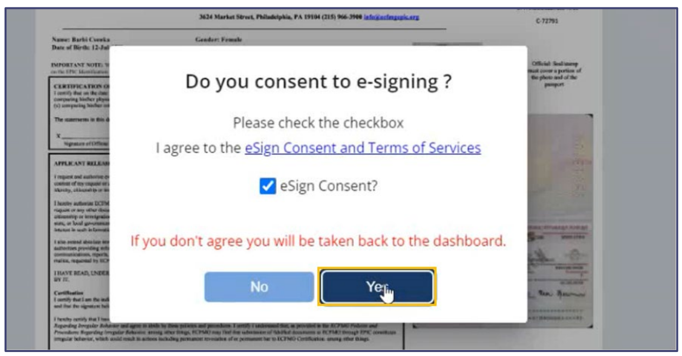


Step 18. Click Begin Tests.



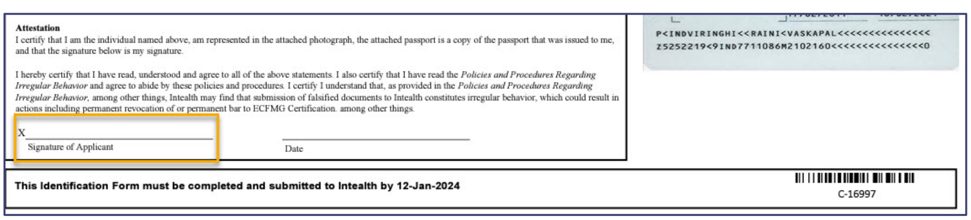
Step 19. The notary session begins. You can communicate with the **NotaryCam** representative during this session.

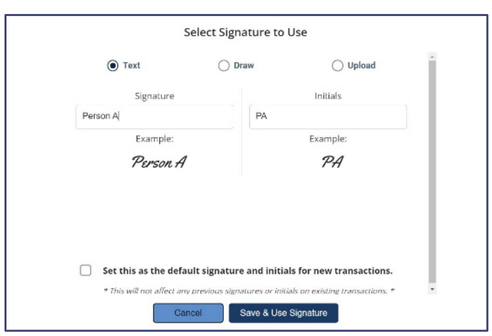
Step 20. The notary requests that you complete an **eSign Consent**. Review the **eSign Consent and Terms of Services** information, click the checkbox and then click **Yes**.



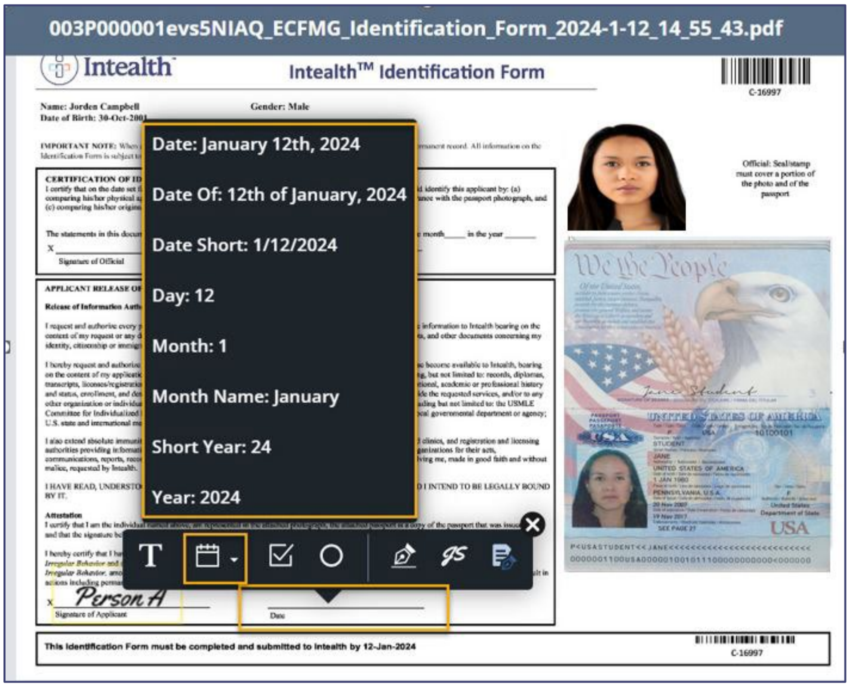
Step 21. At this stage, the notary grants you permission to update your account and walks through the process step-by-step for all required fields, including:

a. Signature of Applicant

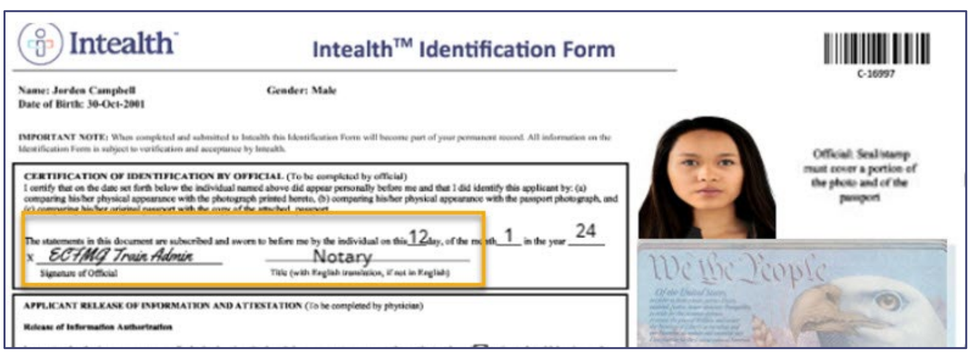


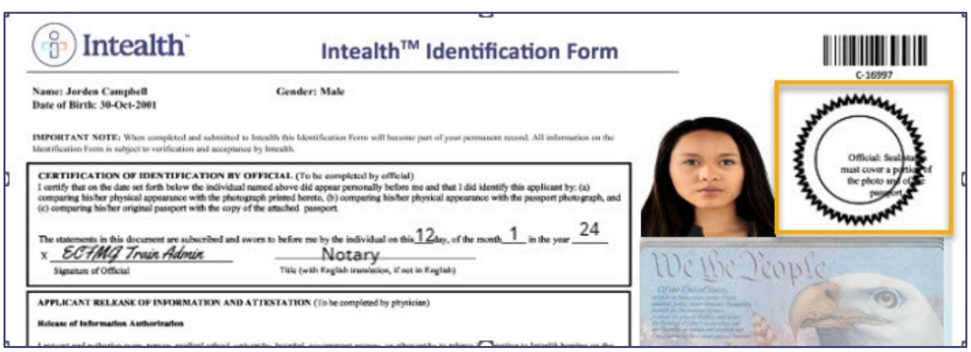


b. **Date** (of completion)



Step 22. The notary completes their section, accordingly, including adding a seal to the **Identification Form**.





Step 23. The document is locked by the notary and the interview is complete. The notarized **Identification Form** is sent directly to **Intealth** for review.

Step 24. Return to the MyIntealth Applicant Portal homepage.

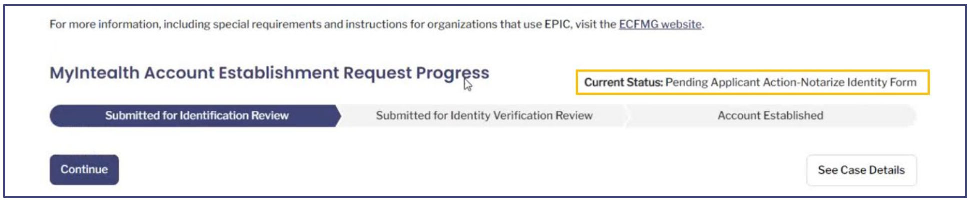
Step 25. Scroll to the MyIntealth Account Establishment Request Progress section, which shows a Current Status of Submitted for Identity Verification Review.

1.5 Notarize an Identification Form – Alternate Process

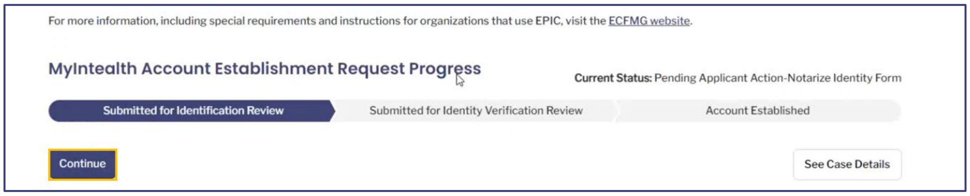
This process highlights the process for applicants that Intealth has determined must use an alternate process for getting their IIF notarized.

Step 1. Login to the MyIntealth Applicant Portal.

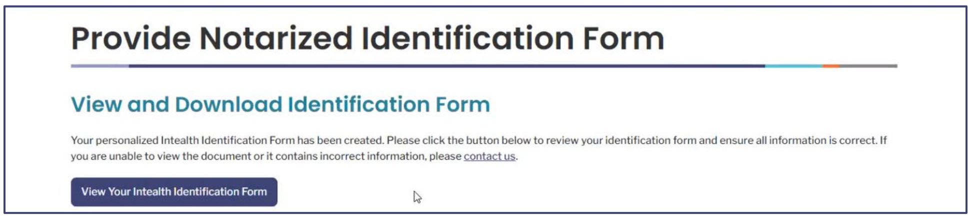
Step 2. On the MyIntealth Applicant Portal homepage, scroll to the MyIntealth Account Establishment Request Progress section. The Current Status is listed as Pending Applicant Action-Notarize Identity Form.



Step 3. Click Continue.



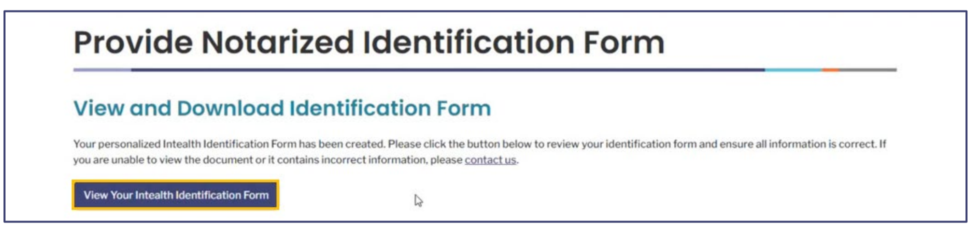
Step 4. The Provide Notarized Identification Form page appears.



a. The screen states: "We have determined that you cannot use NotaryCam to have your identification form notarized."

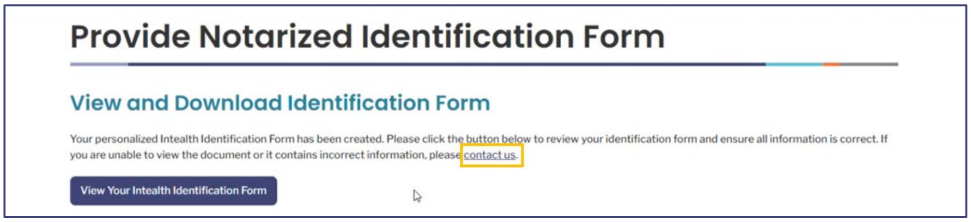
> We have determined that you cannot use NotaryCam to have your identification form notarized. You must have your identification form notarized in person by a Notary Public, Consular Official, First Class Magistrate, or Commissioner of Oaths (each, an "Authorized Official"). Once you have determined that your identification form is correct, download the PDF file of your identification form, print it, and sign it in the presence of an Authorized Official. The Authorized Official must then sign the form and affix his/her seal in the location designated on the form. The seal must cover a portion of your photo and a portion of your passport, as directed on the form. You must then scan and upload the notarized identification form below.

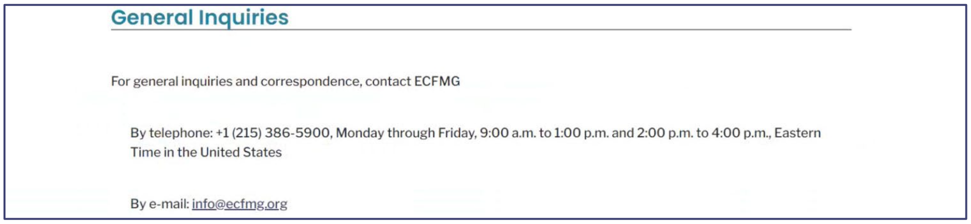
Step 5. Click View Your Intealth Identification Form.



a. The **Identification Form**, which was also previously emailed, opens in a new tab for reference. This document is also downloadable.

b. If there are any errors with the form that need to be corrected prior to being notarized, click the **contact us** link to open a new page with contact information.



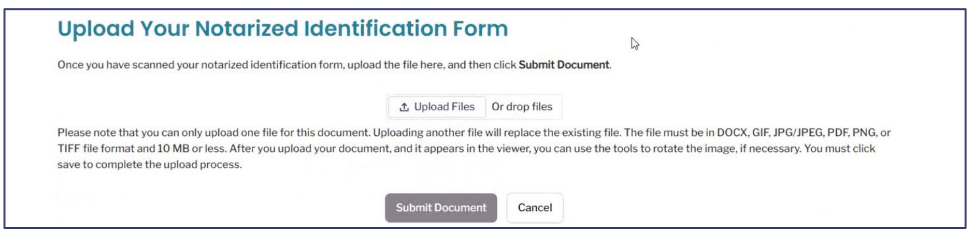


Step 6. At this point, you are responsible for getting the document notarized in person.

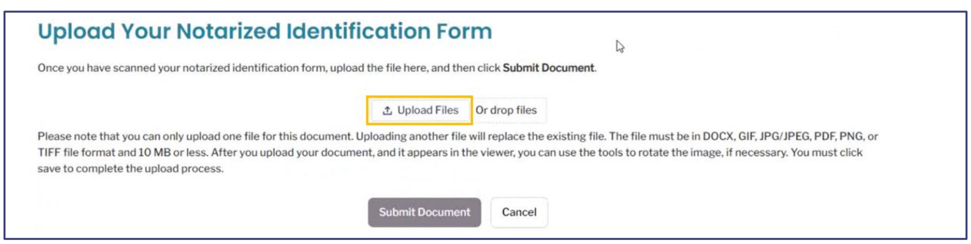
a. Do not continue to the next step until that document has been notarized.

b. Once you have had your document notarized in person by a notary, continue with the next step and upload that document to your MyIntealth account for review.

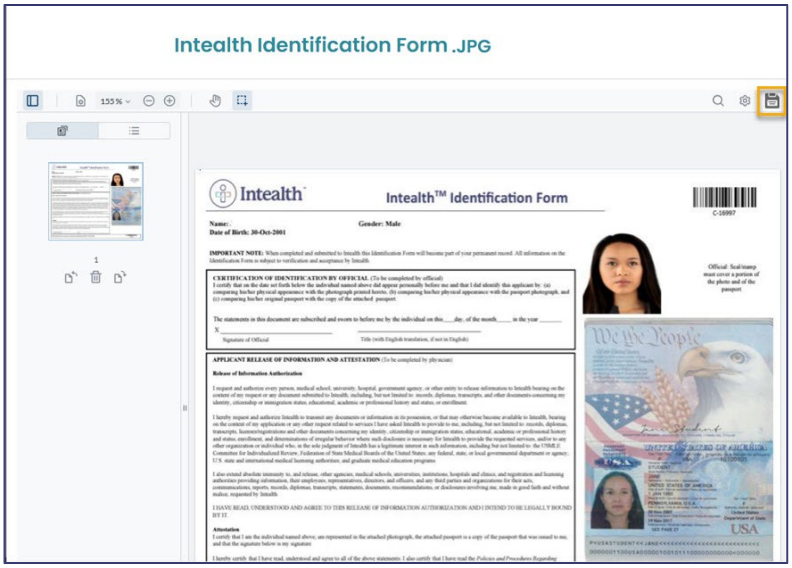
Step 7. Return to the Provide Notarized Identification Form page and scroll to the Upload Your Notarized Identification Form section.



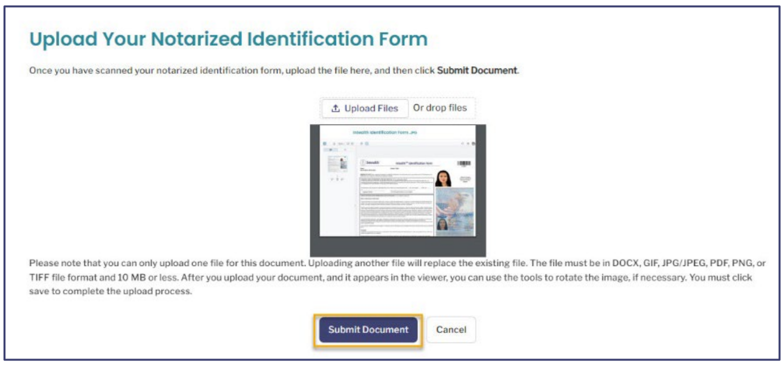
Step 8. Click **Upload Files** and upload the notarized document.



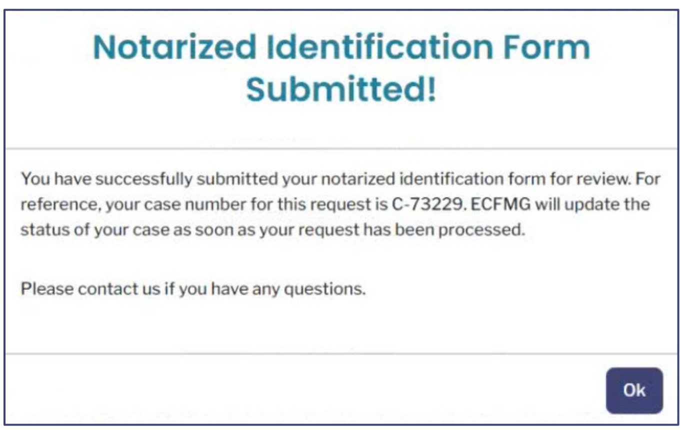
Step 9. A preview of the notarized document appears. Click **Save** (disk icon) in the top right corner.



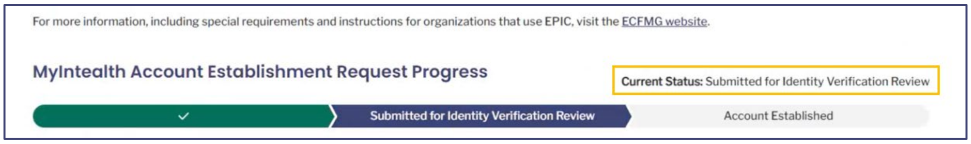
Step 10. A preview of the uploaded file appears below the **Upload Your Notarized Identification Form** section. Click **Submit Document**.



Step 11. A pop-up appears stating the Notarized Identification Form was Submitted. Click Ok.



Step 12. The MyIntealth Account Establishment homepage displays. Scroll to the MyIntealth Account Establishment Request Process section to see the updated status: Submitted for Identity Verification Review.



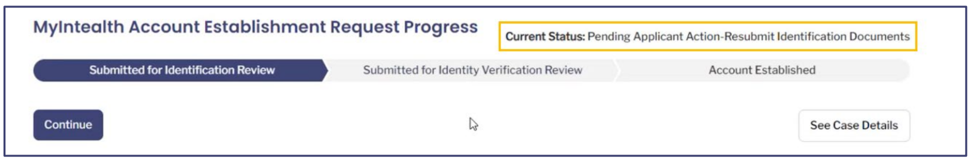
Step 13. The form is sent to Intealth for review.

1.6 ID Rejection Review and Application Resubmission

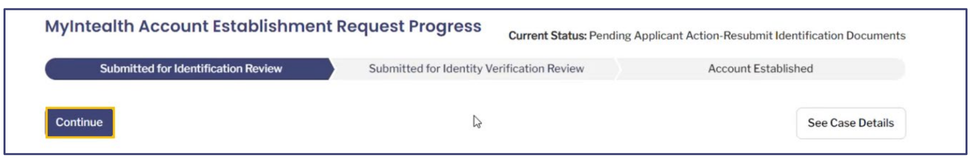
This section shows next steps after one or more of your identity documents has been rejected and the application resubmission process.

If your application status updated to **Pending Applicant Action-Resubmit Identification Documents**, use the following instructions to resolve any issues.

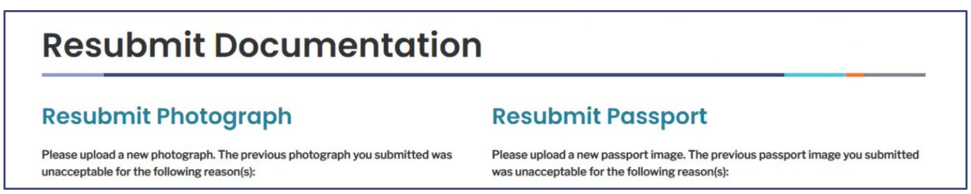
Step 1. From the MyIntealth Applicant Portal homepage, scroll to the MyIntealth Account Establishment Request Progress section, the Current Status appears as Pending Applicant Action-Resubmit Identification Documents.



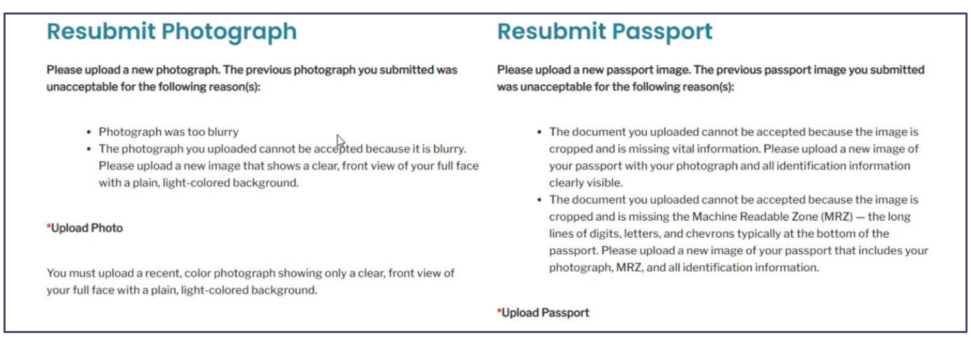
Step 2. Click **Continue**.



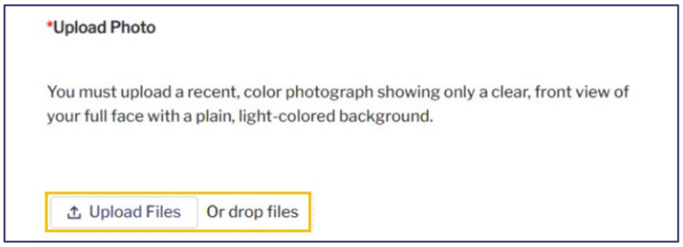
Step 3. The **Resubmit Documentation** page appears. Use the following instructions to upload a new file.



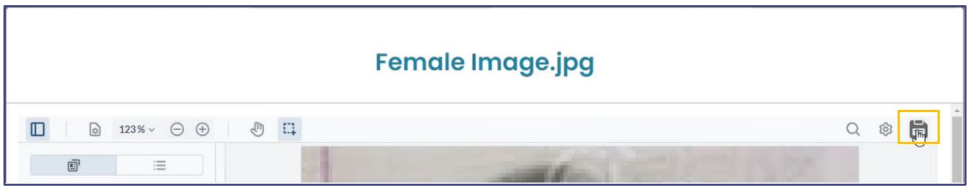
a. Below each subsection (**Resubmit Photograph** and **Resubmit Passport**), reasons are shown regarding why the document was marked as unacceptable.



b. Click **Upload Files** in either subsection to upload the required file. The previous version of the document appears for reference.



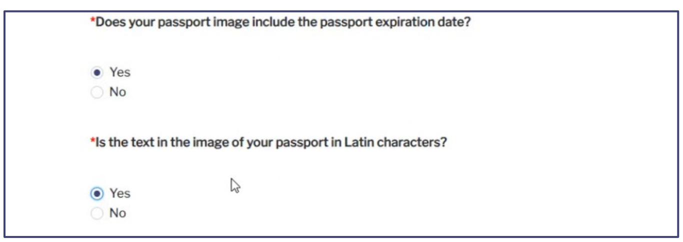
c. Follow the on-screen prompts to upload a file. A preview of the selected file appears onscreen. Click **Save** (disk icon) in the right corner of the preview.



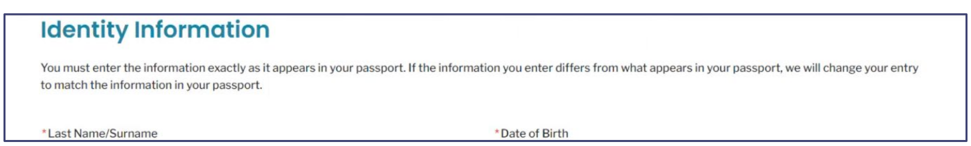
d. A Success notification appears, and the image now displays below the **Upload Files** button.

e. Repeat the same steps for the **Resubmit Passport** (if marked as unacceptable).

f. Answer the subsequent **Yes/No** questions pertaining to that newly uploaded Passport.



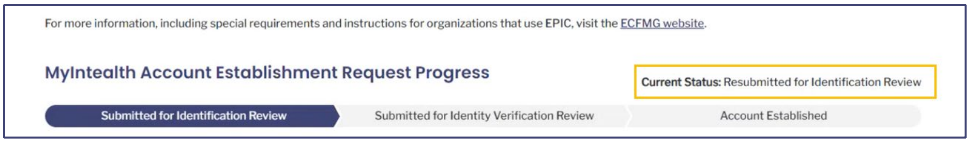
Step 4. Review the **Identify Information** at the bottom of the screen. If any edits need to be made to this section, update those fields now.



Step 5. Click **Submit**.

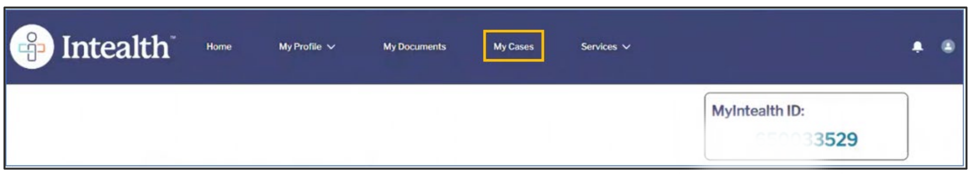
Step 6. The MyIntealth Applicant Portal home page appears.

Step 7. Scroll to the MyIntealth Account Establishment Request Progress section to view the newly updated Current Status: Resubmitted for Identification Review.



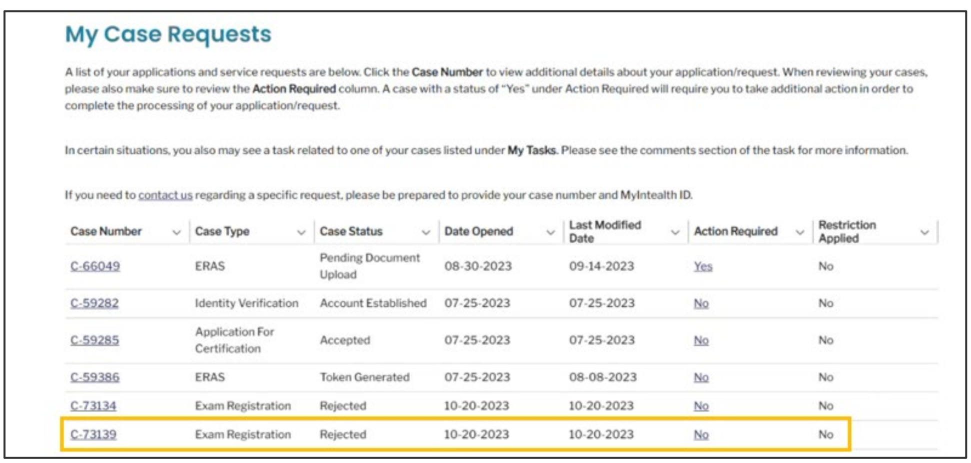
1.7 Review My Case Requests

Step 1. From the **MyIntealth Applicant Portal**, click **My Cases** in the top banner.



Step 2. The **My Case Requests** section will now appear. Click the **Case Number** to review the case status and details.

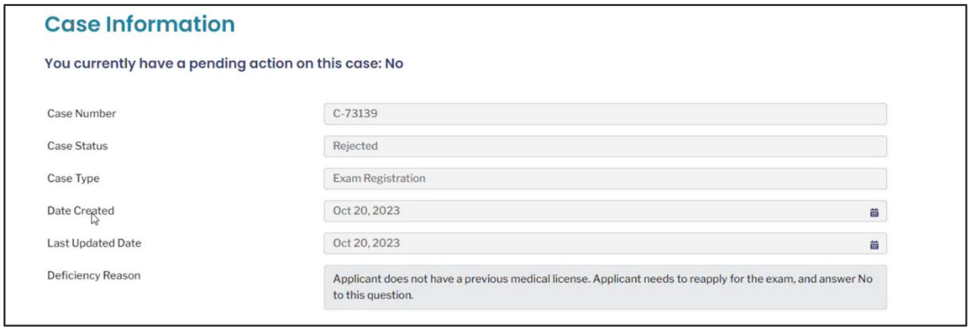
a. If **Yes** appears in the **Action Required** column, click the **Case Number** to see what actions are required.



Step 3. The **Case Information** page appears.

a. If this case was **Rejected**, a **Deficiency Reason** appears indicating why the case was rejected

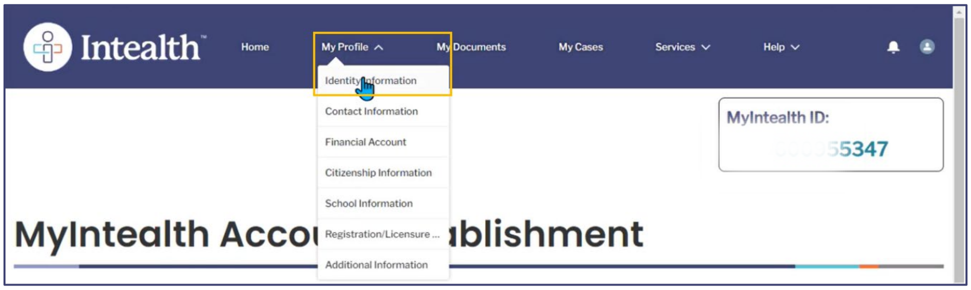
b. Once you submit updated information (via portal or email) for a case with an **Action Required**, the document is re-reviewed. As progress is made on your case, you can find additional information under the same **Case Number**.


Case Information
You currently have a pending action on this case: No
Case Number
C-73139
Case Status
Rejected
Case Type
Exam Registration
Date Created
Oct 20, 2023
Last Updated Date
Oct 20, 2023
Deficiency Reason
Applicant does not have a previous medical license. Applicant needs to reapply for the exam, and answer No to this question.

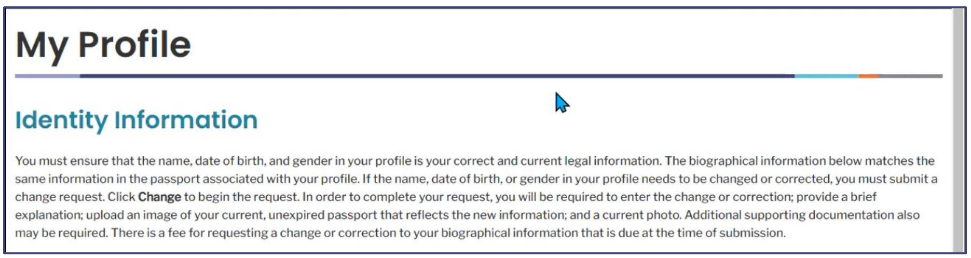
2 Complete a Biographic Change Request

2.1 Submit a Biographic Change Request

Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **My Profile** and select **Identity Information** from the dropdown menu.

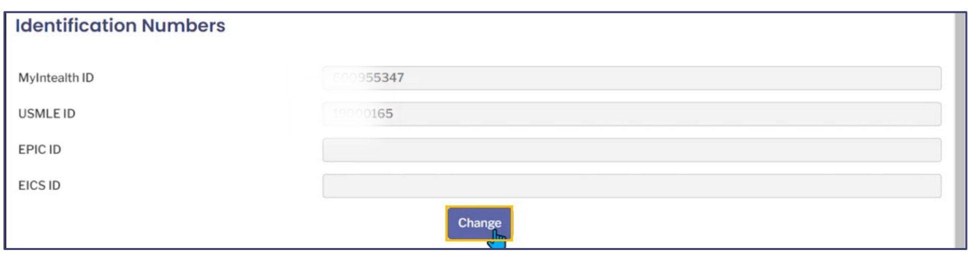


Step 2. The Identity Information page appears.

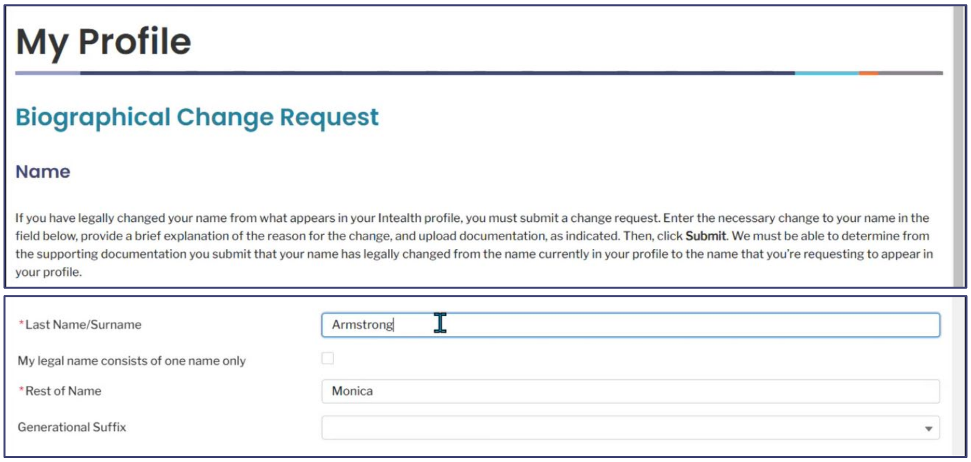


> ***Note:*** *The subsections (**Biographical Information** and **Identification Numbers**) are grayed out and you are unable to edit these sections.*

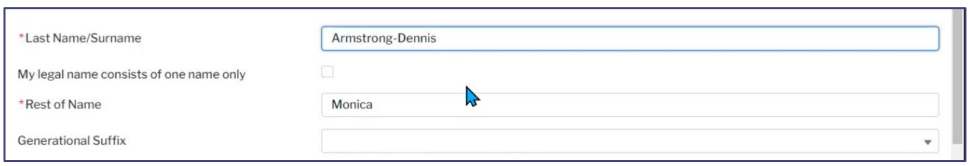
Step 3. Click **Change** at the bottom of the screen.



Step 4. The **Biographical Change Request** page opens. Follow the onscreen instructions and update fields accordingly. Additional sections with required fields (*) may appear depending on your selection.

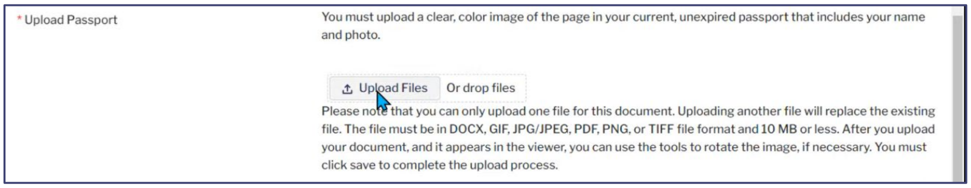


> ***Note:*** *In this example, the applicant is updating their* ***Last Name/Surname****.*



a. Additional sections with required information (*) appear when the revised **Last Name/Surname** is entered. Enter all required information (*).

b. The **Upload Passport** prompt (*) requires you to upload a passport with your updated information (e.g., if updating your **Last Name/Surname**, ensure you upload a passport that includes the updated name). To **Upload Passport**, follow these instructions:



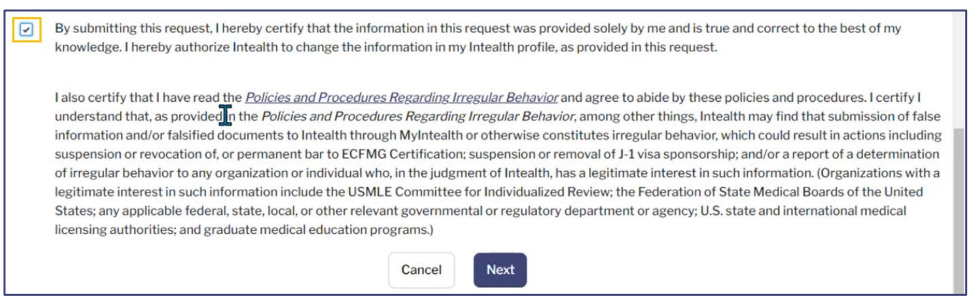
(1) Click **Upload Files** and select a file.

(2) A preview of the file appears. Click **Save** (disk icon) in the top right corner of the preview.

(3) The file is saved and uploaded.

c. Enter the remaining required information (*). For the **Upload Photo** prompt, follow the instructions used for **Upload Passport**.

Step 5. Review the information and click the checkbox at the bottom of the page to continue.



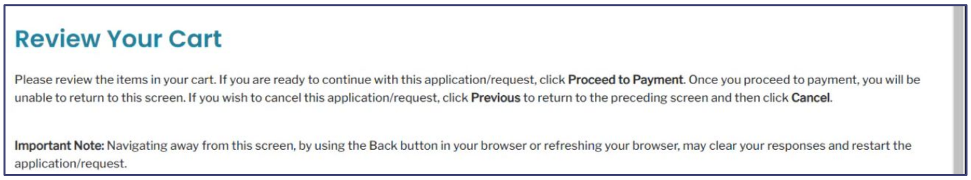
Step 6. Click **Next**.

Step 7. Once you have made all your updates, complete the **Review Your Cart** section to pay for the **Online Notary**.

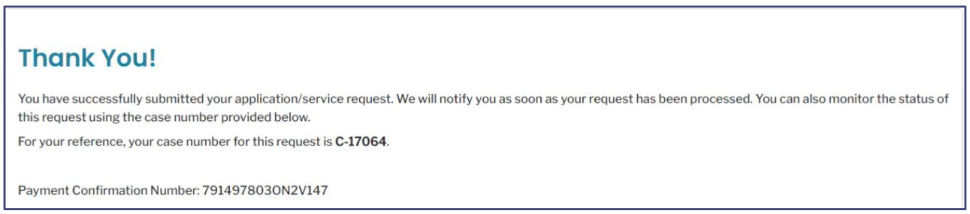
a. Click Proceed to Payment.

b. Enter Billing Address and Payment Info.

c. Click **Pay $**.



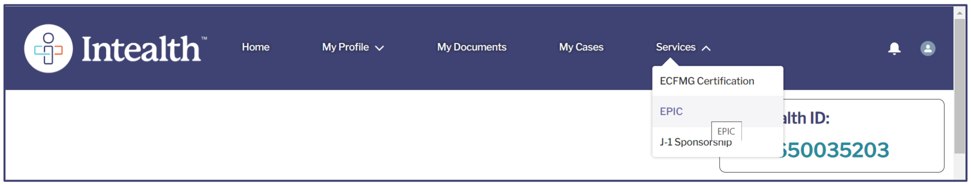
Step 8. A **Thank You!** notification screen appears with information related to your purchase. The **Biographic Change Request** is submitted to Intealth for review.



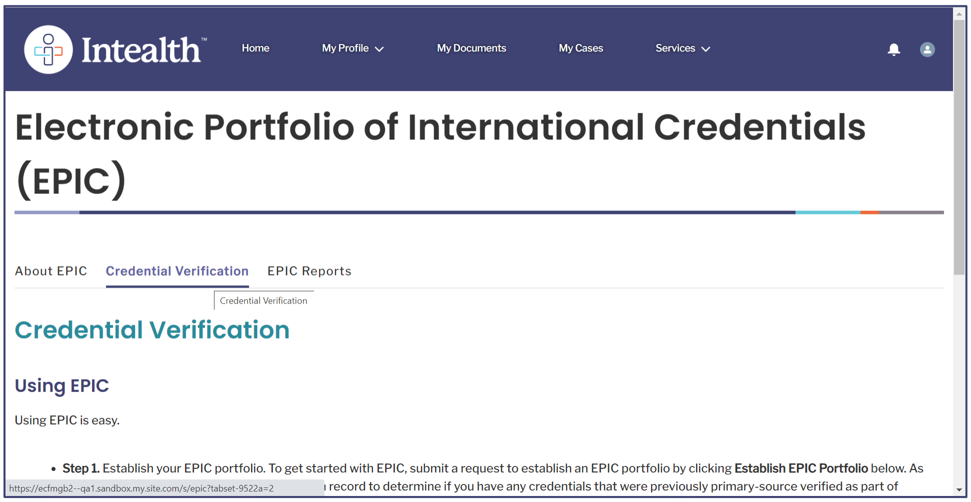
3 Electronic Portfolio of International Credentials (EPIC)

3.1 Submit Request to Establish Your EPIC Portfolio

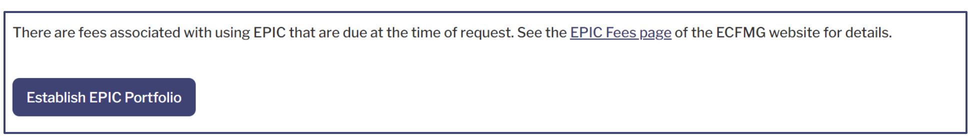
Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services** and then click **EPIC** from the resulting dropdown.



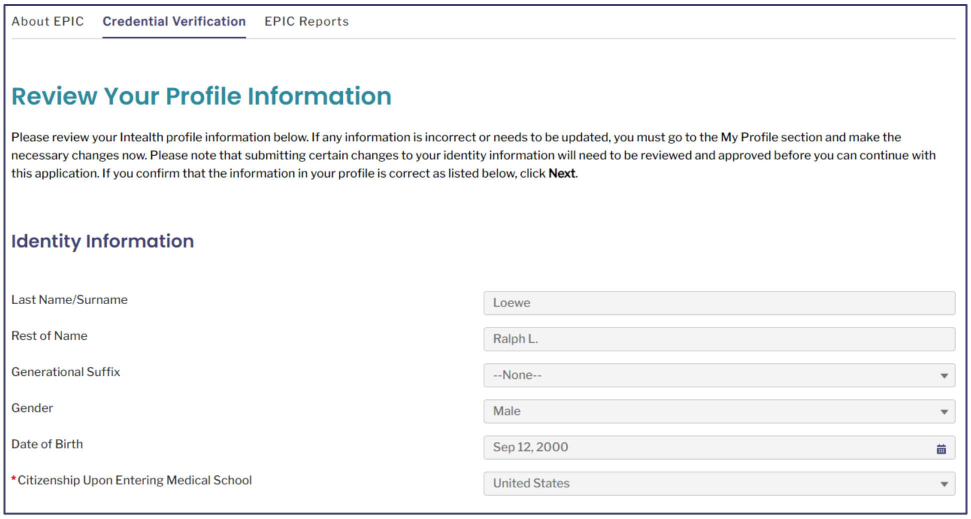
Step 2. Click the Credential Verification tab.



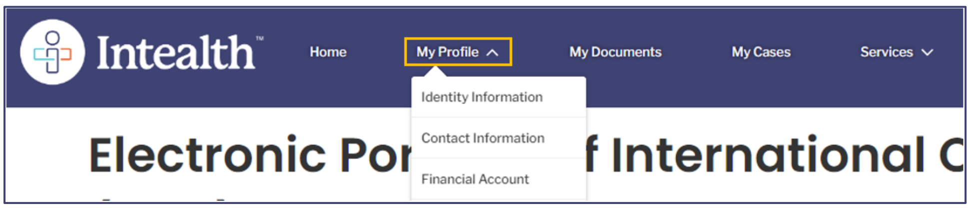
Step 3. Click **Establish EPIC Portfolio** at the bottom of the screen.



Step 4. Review your profile information and, if accurate, click **Next** and continue with [Organization(s) to Which I Am Applying Section](#)

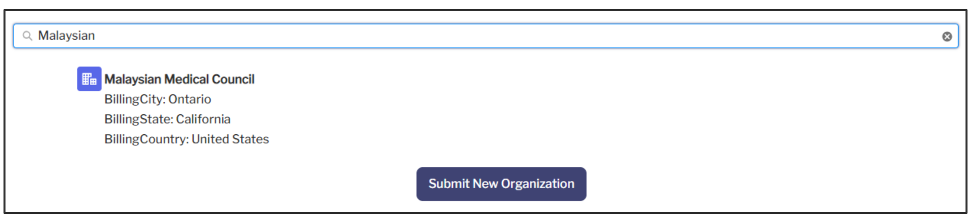


a. If edits need to be made to the **Identity Information** and/or **Contact Information** sections, click **Cancel**. Then, make any necessary edits by opening the **My Profile** tab → **Identify Information** or **Contact Information** pages.



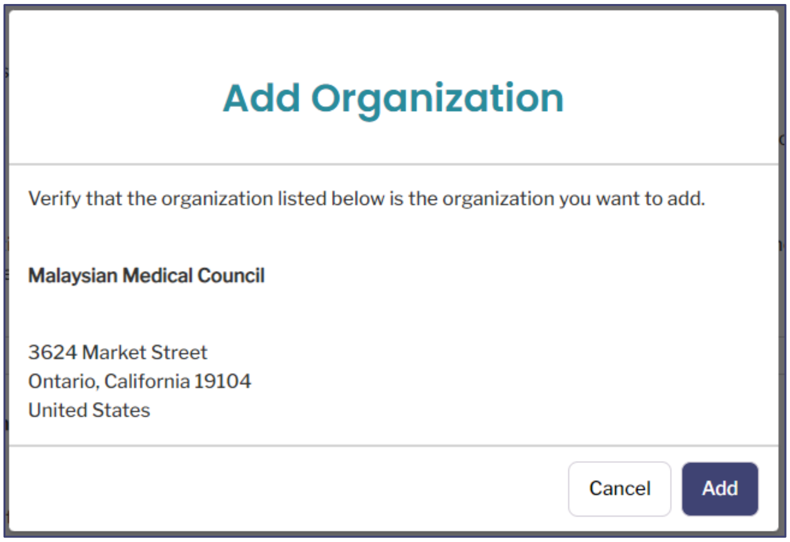
3.1.1 Organization(s) to Which I Am Applying Section

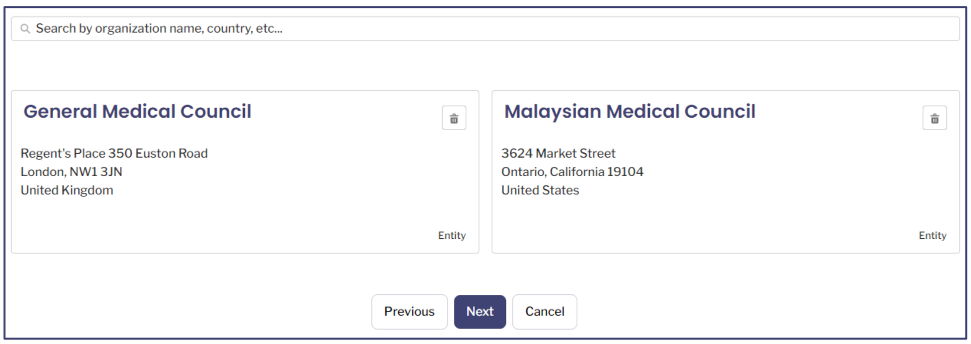
Step 1. Search for the organization(s) to which you are applying.



Step 2. Once you begin typing in the search field, choices appear. Click on the organization(s) you want to include and click **Add** to add that organization to your list.

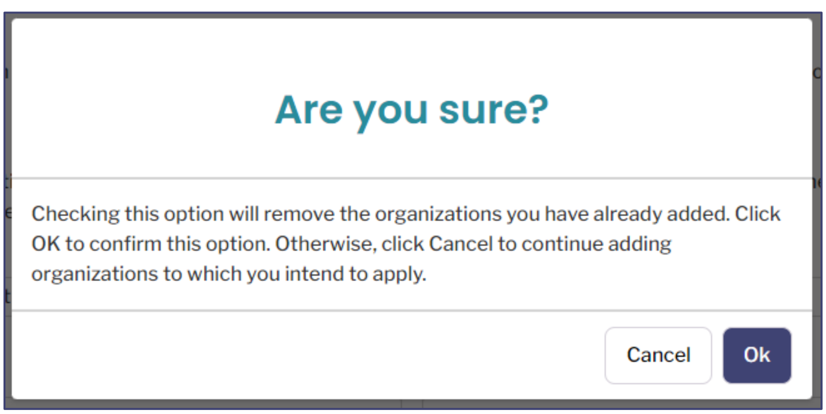
> ***Note:*** *Any selected (or previously added during the* ***MyIntealth Account Establishment*** *process) organizations appear at the bottom of the screen.*



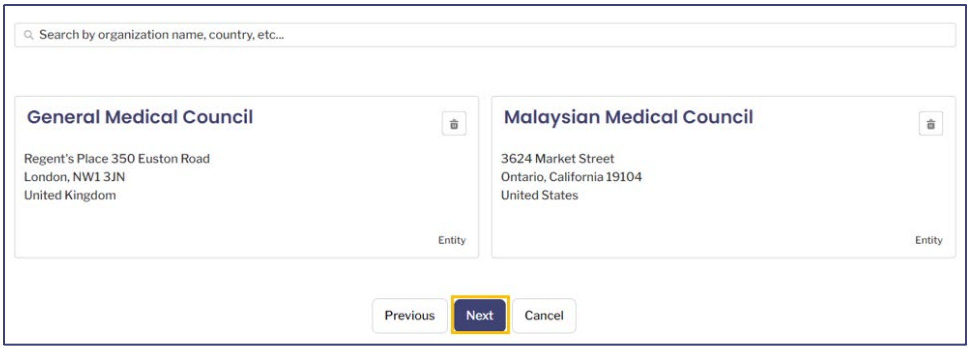


a. Alternatively, you can click **I do not know to which organization(s) I plan to send EPIC reports** if you are unsure of which organizations you want to include.

> ***Note:*** *Choosing this option removes any previously selected entities/organizations from the bottom display and the search bar disappears. Prior to making this change, a pop-up box warning of this action displays. Click **Ok**.*

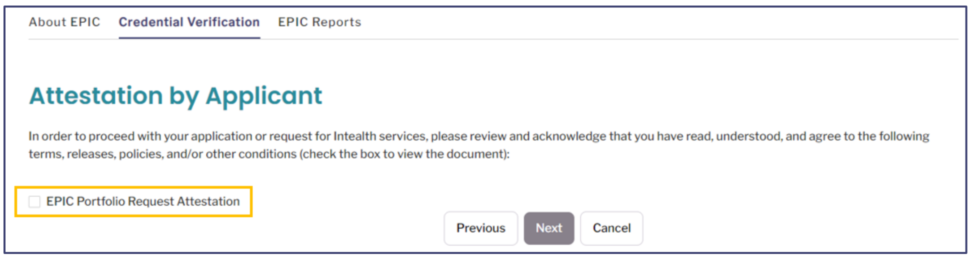


Step 3. Once you have added all organizations, click **Next** at the bottom of the screen, and continue with [Complete the Attestation by Applicant Section](#).



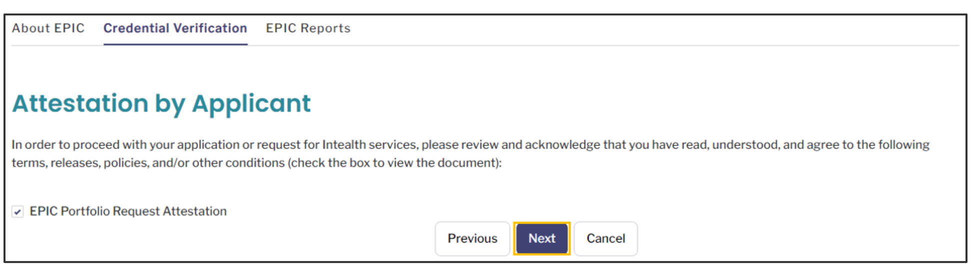
3.1.2 Complete the Attestation by Applicant Section

Step 1. Click the **EPIC Portfolio Request Attestation** checkbox and review the subsequent documentation.



Step 2. Review the documentation and click **Accept**. You may also download or print this file.

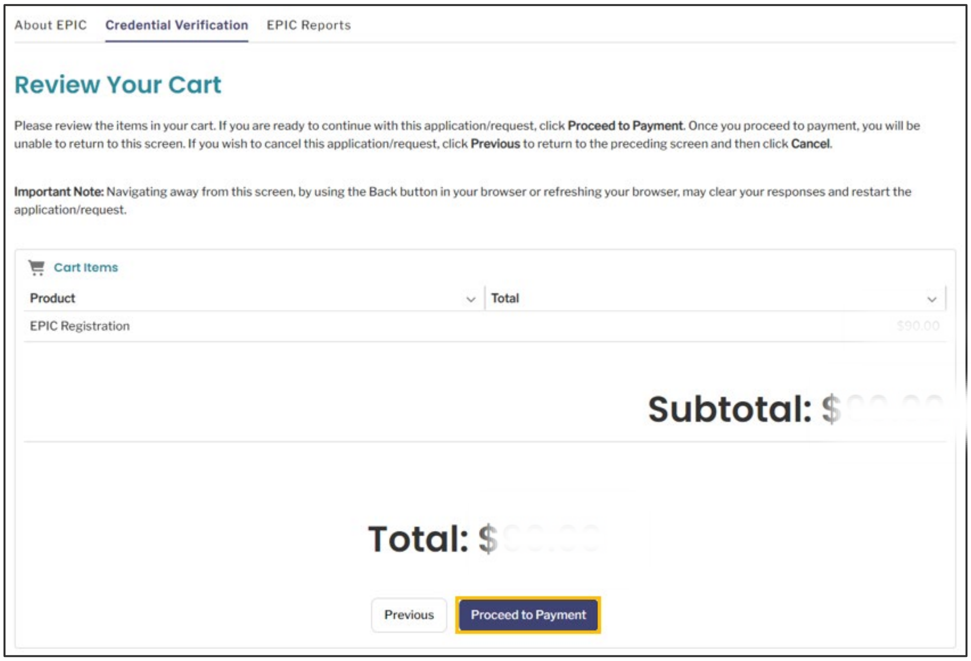
Step 3. Click Next and continue with the [Complete the Review Your Cart Section](#).



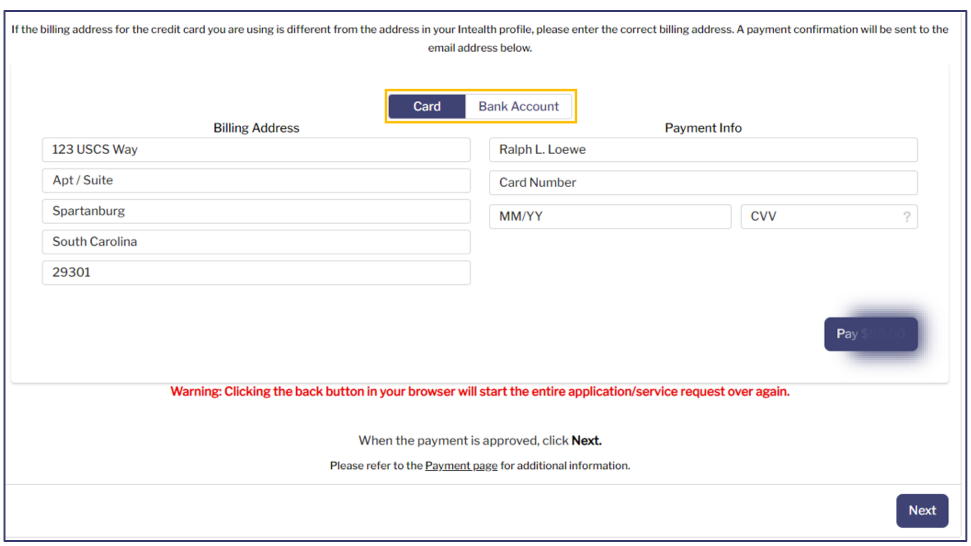
3.1.3 Complete the Review Your Cart Section

Step 1. Review the items and subtotal cost of your cart. Once ready to continue, click **Proceed to Payment**.

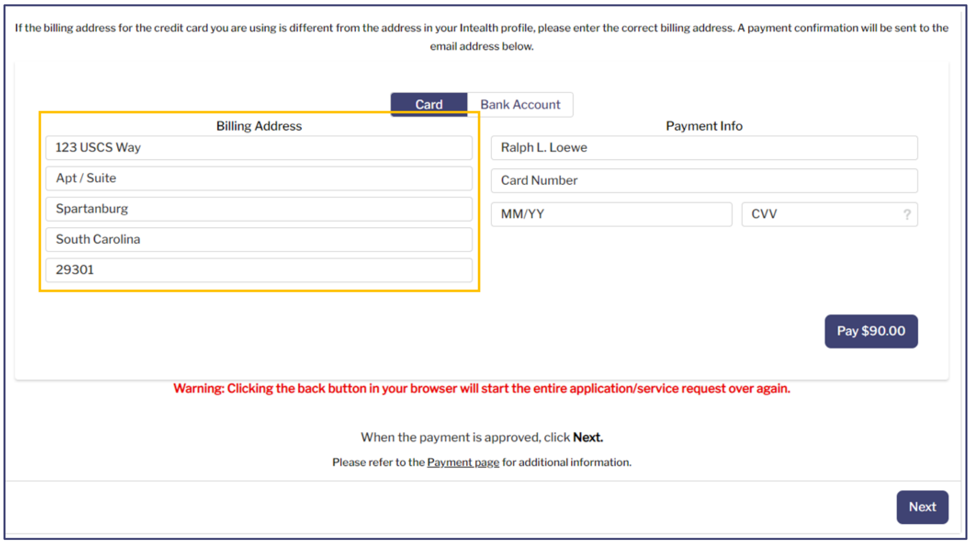
> ***Note:*** *To return to any prior screens, click **Previous**. As stated on the screen, if you navigate away from this screen using your browser's **Back** button or if you refresh your browser page, your responses may clear and you will need to restart the application/request.*



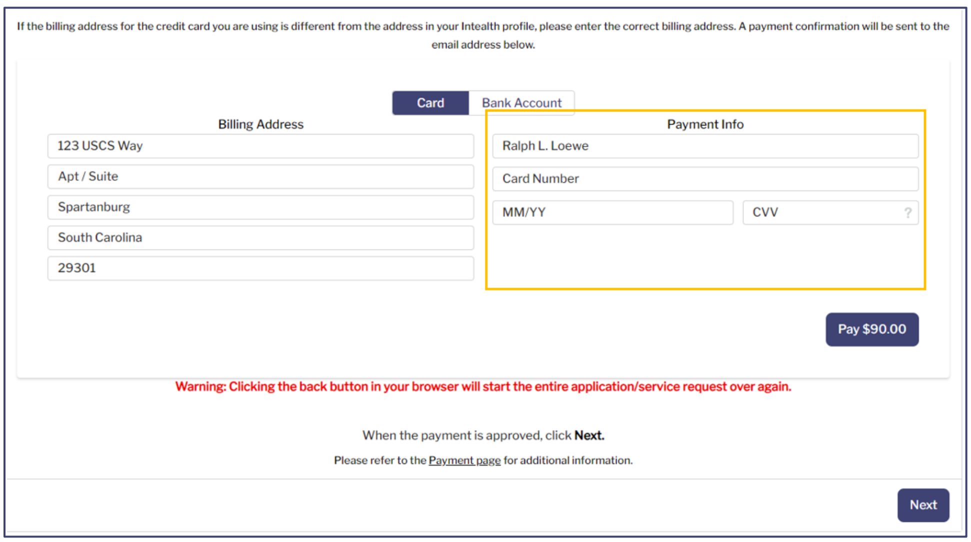
Step 2. Click **Card** or **Bank Account** (depending on how you want to pay for the service).



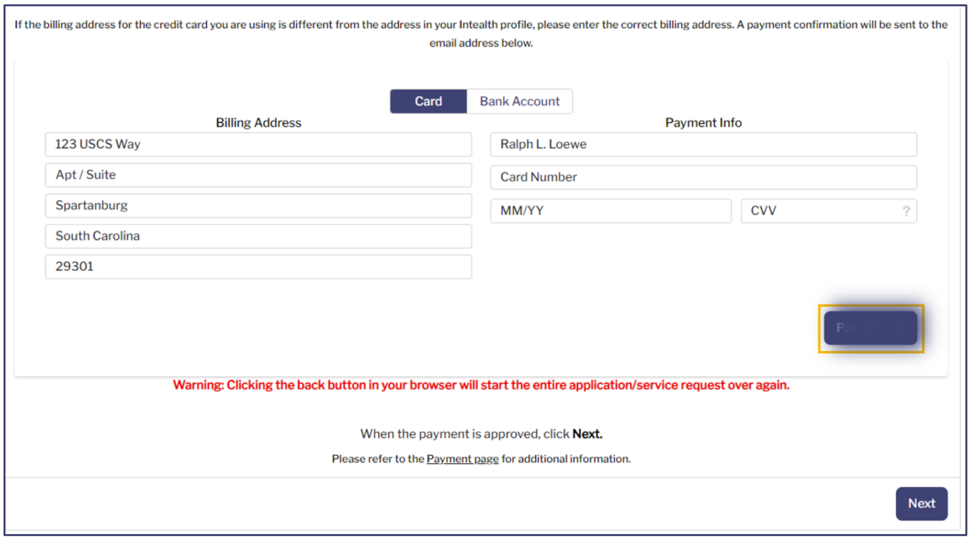
Step 3. Confirm/update the **Billing Address** information.



Step 4. Enter the **Payment Info** according to the **Card** or **Bank Account** option you selected.

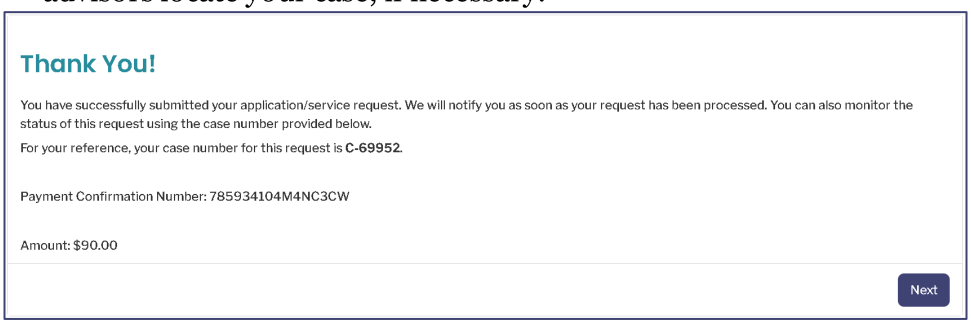


Step 5. To pay for the service, click **Pay $**.

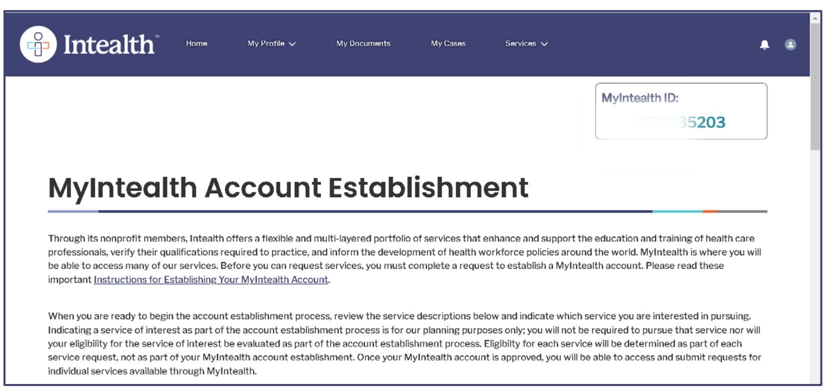


Step 6. When your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email on file. Click **Next** to continue.

a. It is recommended to document your case number for this request. It helps the Intealth advisors locate your case, if necessary.

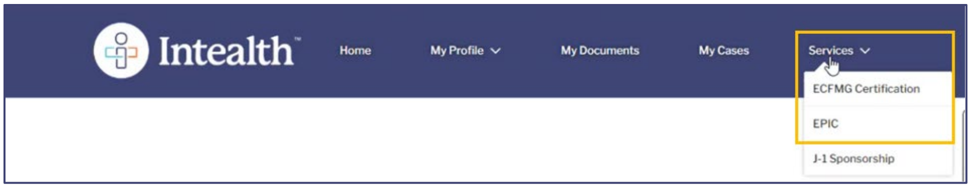


Step 7. The **MyIntealth Account Establishment** homepage appears.



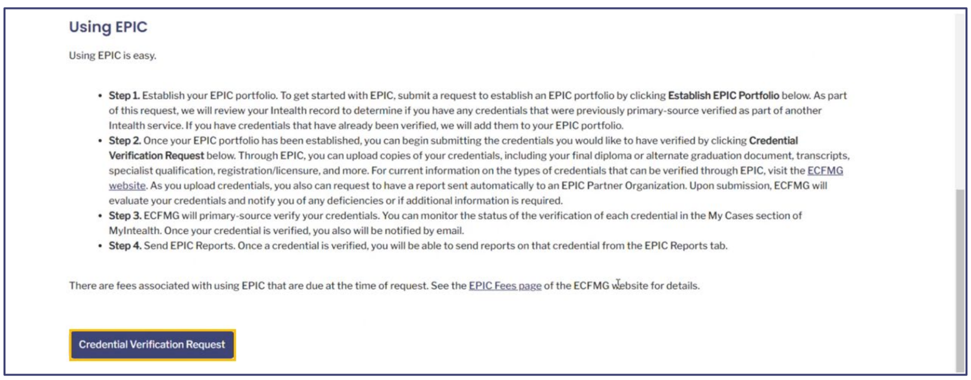
3.2 Upload Credentials to Your EPIC Portfolio for Verification

Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services**, and then select **EPIC** from the dropdown menu.

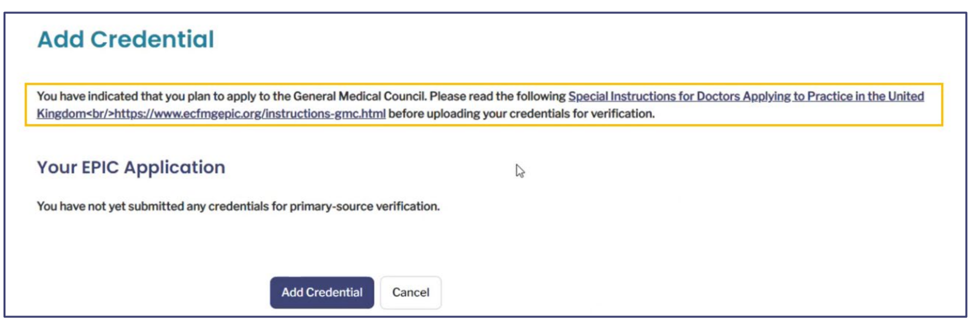


Step 2. The Electronic Portfolio of International Credentials (EPIC) page appears. Click the Credential Verification tab.

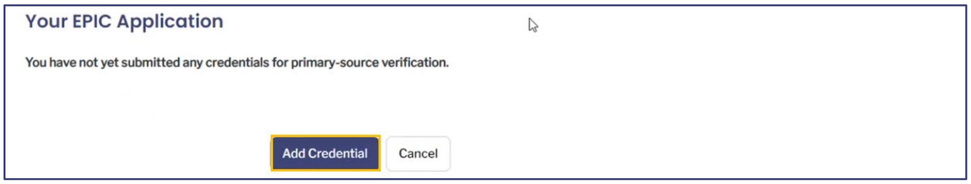
Step 3. Review the information related to **Using EPIC**. Click **Credential Verification Request**.



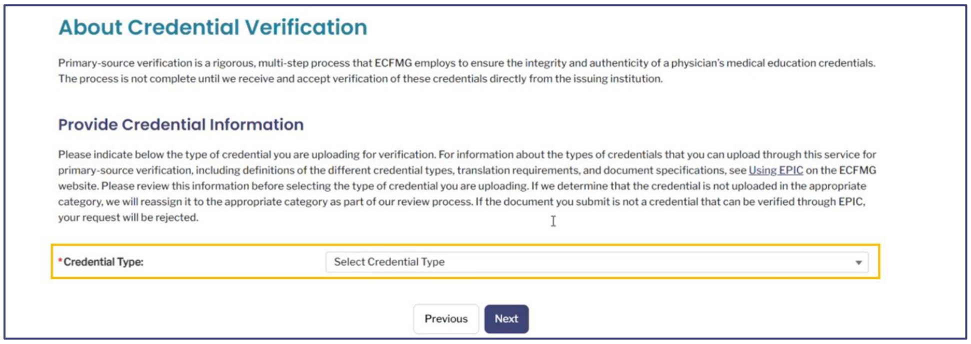
Step 4. The **Add Credential** page opens. If you are applying to an EPIC Partner Organization, click the link to review the special instructions.



Step 5. In the Your EPIC Application section, click Add Credential.

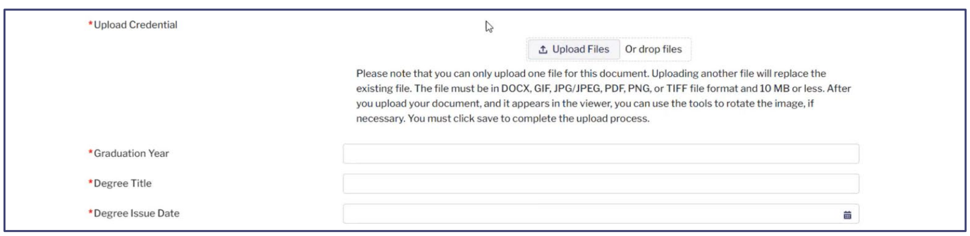


Step 6. The **About Credential Verification** page opens. Select the type of credential you are uploading from the **Credential Type** dropdown menu.



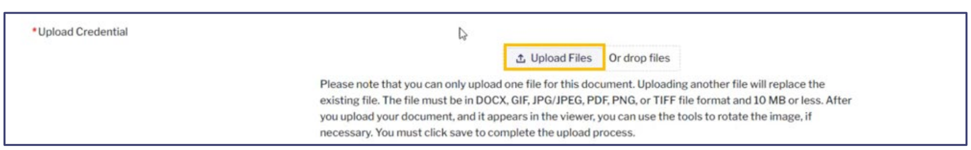
a. Enter any additional required information (*) that appears because of your selected **Credential Type**.

> ***Note:*** *In the example below, the additional required information results from selecting **Final Medical School Transcript**.*



Step 7. If you are required to **Upload a Credential**, use the following instructions.

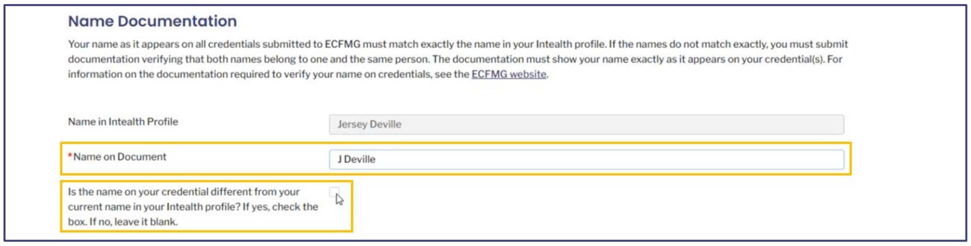
a. Click **Upload Files** and follow the onscreen instructions to select a file.



b. A preview of the file appears. Click **Save** (disk icon) in the right corner to save the file.

c. The file is saved.

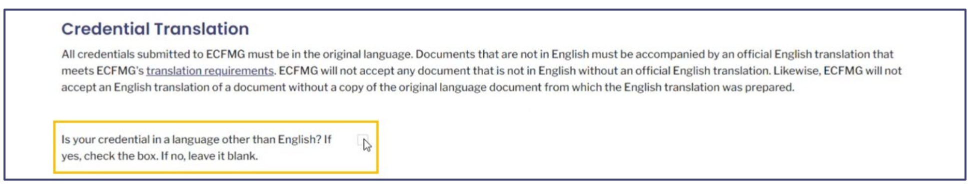
Step 8. In the **Name Documentation** section, enter the **Name on Document** and determine if it is different than the name shown in **Name in Intealth Profile**.



a. If the name on your credential ***is different*** from the name shown in **Name in Intealth Profile**, click the checkbox.

(1) Upload the **Name Documentation** to support the name difference, using the instructions shown above for uploading a file.

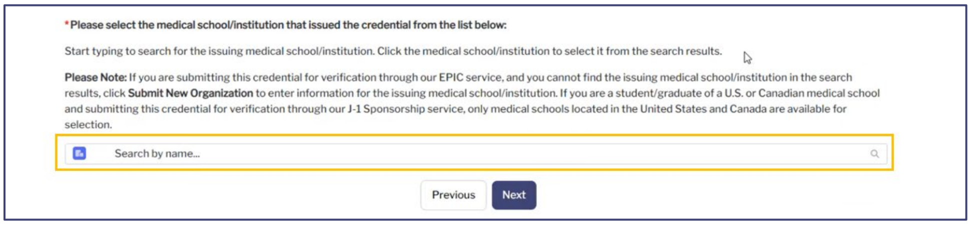
Step 9. In the **Credential Translation** section, determine if the credential is in a language other than English.



a. If the credential is in a language other than English, click the checkbox.

(1) Upload the **Credential Translation (if not in English)** using the instructions shown above for uploading a file.

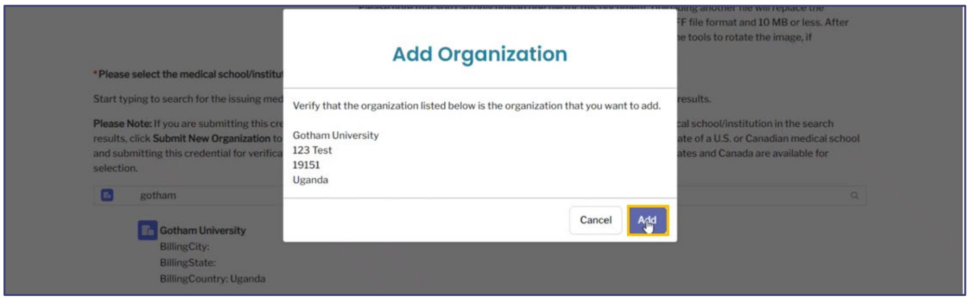
Step 10. Using **Search by name**, enter/select the medical school or institution that issued the credential.



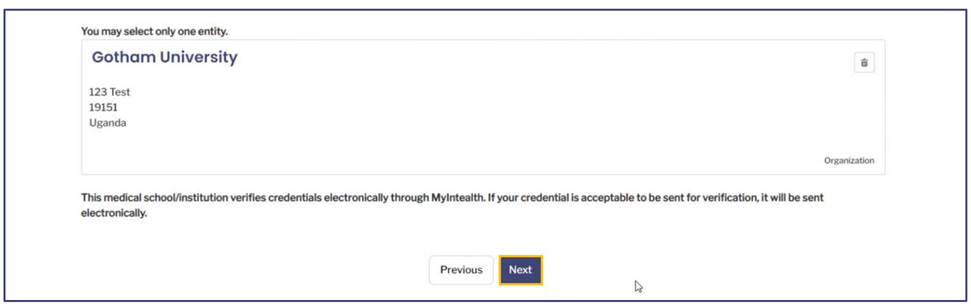
a. Type the name of the school or institution in the search bar.

b. Select the school.

c. The **Add Organization** pop-up appears. Click **Add**.

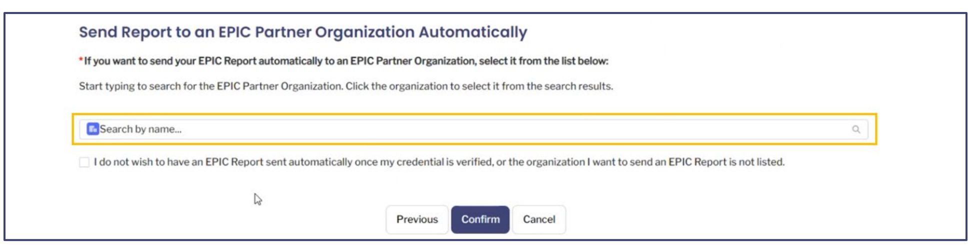


Step 11. Click **Next**.

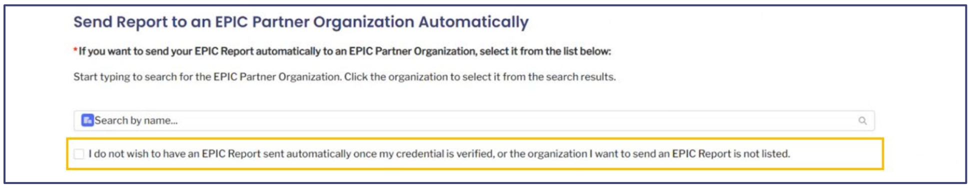


Step 12. Determine if you want to Send Report to an EPIC Partner Organization Automatically.

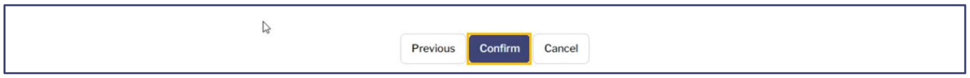
a. If so, use **Search by name** to enter/select the EPIC Partner Organization.



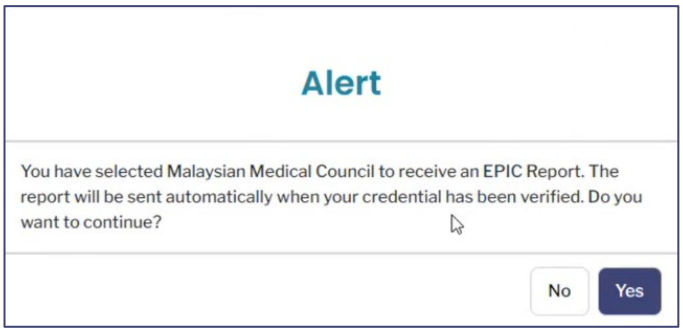
b. If not, click the checkbox.



Step 13. Click **Confirm**.



a. If you selected to send the report to an **EPIC Partner Organization**, an alert pop-up message appears reminding you of that selection. Click **Yes** to continue.

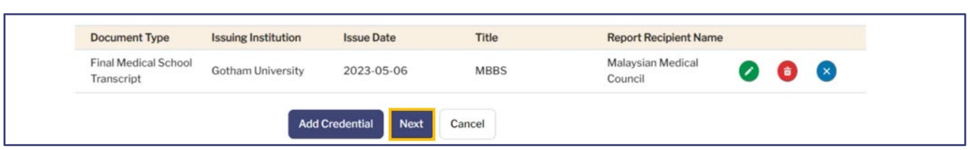


Step 14. The **Add Credential** page displays again. The information you recently confirmed appears in the **Your EPIC Application** section.

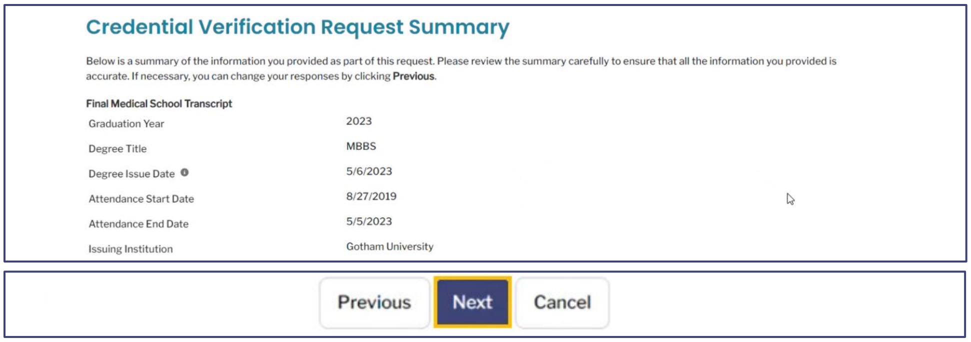
3.2.1 Upload Additional Credentials

At this stage, you may add an additional credential by clicking **Add Credential**. You may also **Edit**, **Remove**, or **Remove Recipient** from the previously confirmed information by clicking the icons within that row.

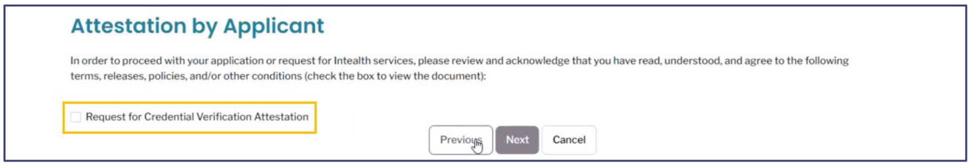
Step 1. Click **Next**.



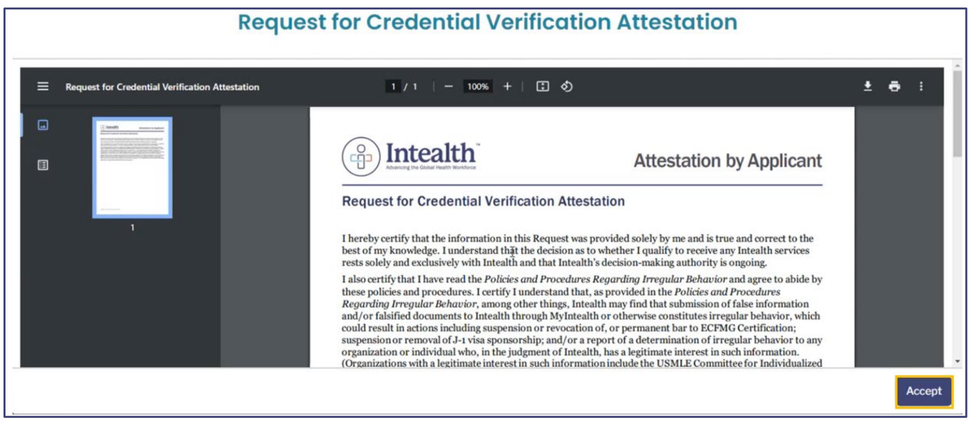
Step 2. The **Credential Verification Request Summary** page appears. Review the information and click **Next** at the bottom of the screen.



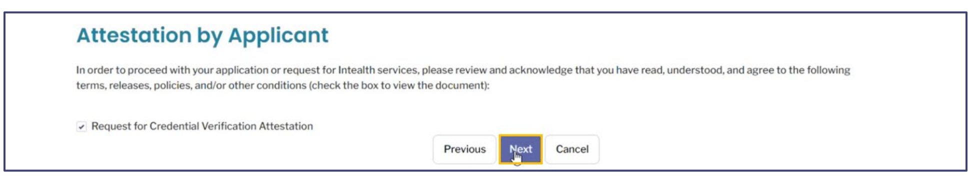
Step 3. The **Attestation by Applicant** page appears. Click the **Request for Credential Verification Attestation** checkbox to review the attestation information.



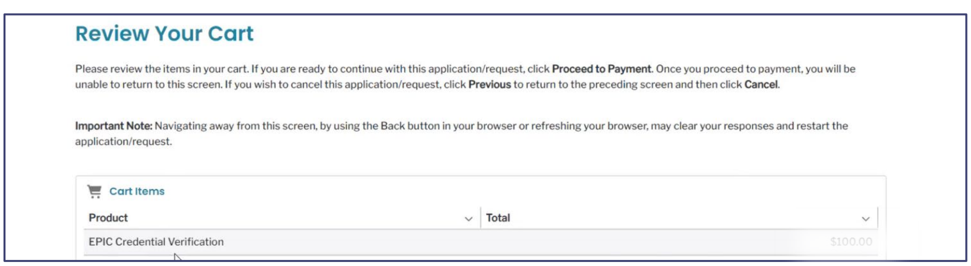
Step 4. The **Request for Credential Verification Attestation** pop-up appears. Review the information and click **Accept**.



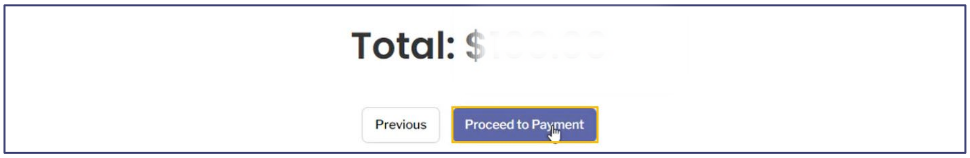
Step 5. Click **Next**.



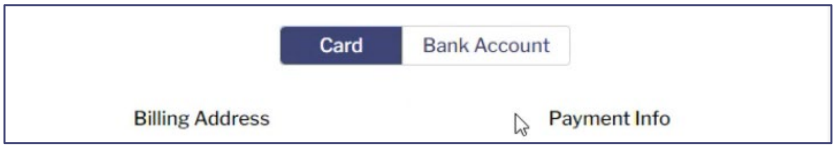
Step 6. The **Review Your Cart** page appears with an overview of your **Cart Items**.



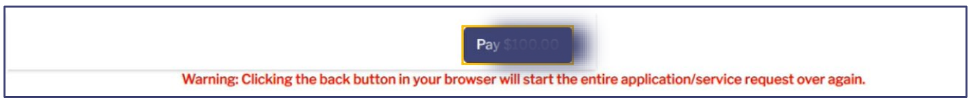
Step 7. Click **Proceed to Payment** at the bottom of the screen.



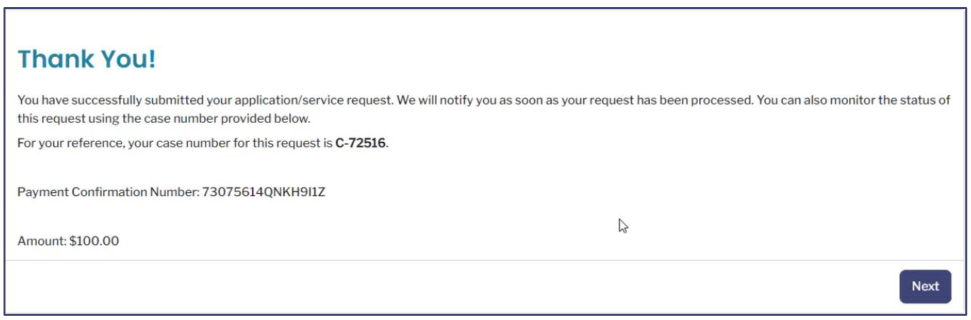
Step 8. Select your payment method, **Card** or **Bank Account,** and enter the required information in the subsequent sections.



Step 9. Once all information has been entered, click **Pay $**.

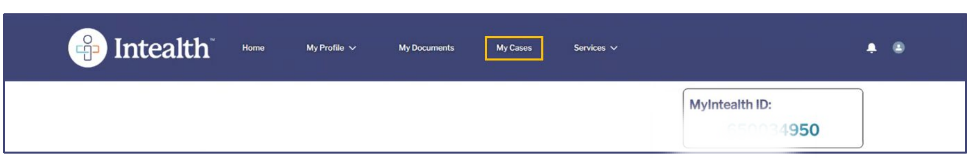


Step 10. When the payment is successfully processed, a **Thank You!** confirmation message appears, and an email confirmation is sent to your email address on file. Click **Next** to finish.

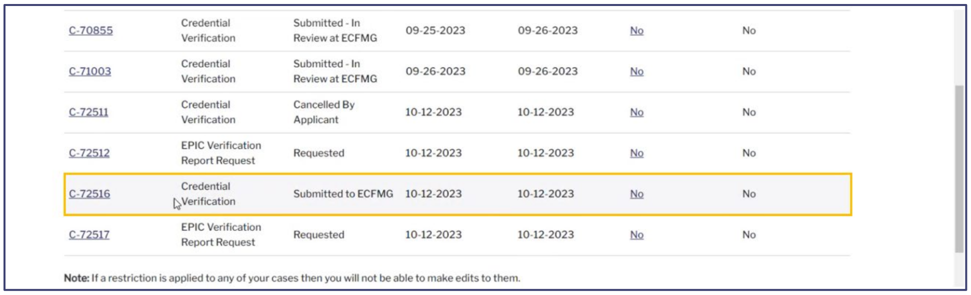


> ***Note:*** *It is recommended that you document your case number (**C-#**) for this request. It may be useful if you need an Intealth Advisor to locate your case quickly.*

Step 11. The **MyIntealth Applicant Portal** homepage displays again. Click **My Cases** to review the submitted information.



Step 12. The **My Case Requests** page opens. Scroll to locate the **Case Number** referenced on the **Thank You!** notification.



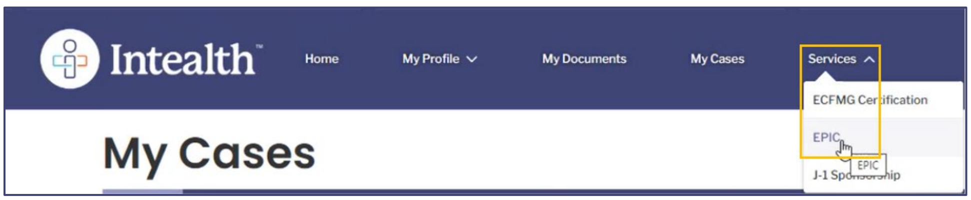
C-70855	Credential Verification	Submitted - In Review at ECFMG	09-25-2023	09-26-2023	No	No
C-71003	Credential Verification	Submitted - In Review at ECFMG	09-26-2023	09-26-2023	No	No
C-72511	Credential Verification	Cancelled By Applicant	10-12-2023	10-12-2023	No	No
C-72512	EPIC Verification Report Request	Requested	10-12-2023	10-12-2023	No	No
C-72516	Credential Verification	Submitted to ECFMG	10-12-2023	10-12-2023	No	No
C-72517	EPIC Verification Report Request	Requested	10-12-2023	10-12-2023	No	No

Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

3.3 EPIC Reports

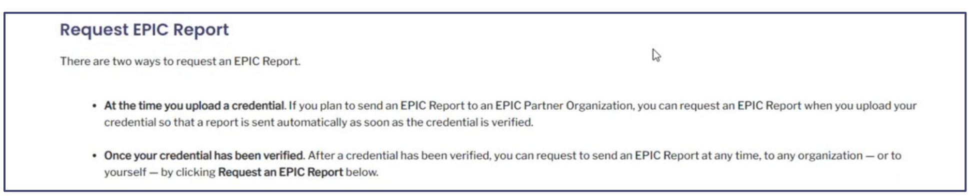
3.3.1 Request an EPIC Report Be Sent to EPIC Partner Organization

Step 1. Click **Services** in the top banner and select **EPIC** from the dropdown.



Step 2. The Electronic Portfolio of International Credentials (EPIC) page appears. Click the EPIC Reports tab.

Step 3. Scroll to the **Request EPIC Report** section. Review the information about the ways to request an **EPIC Report**.



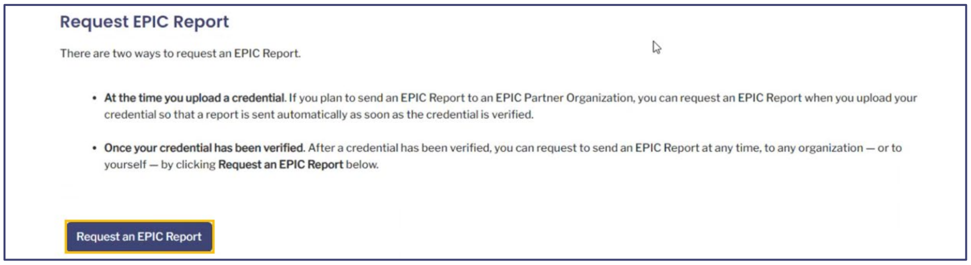
Request EPIC Report

There are two ways to request an EPIC Report.

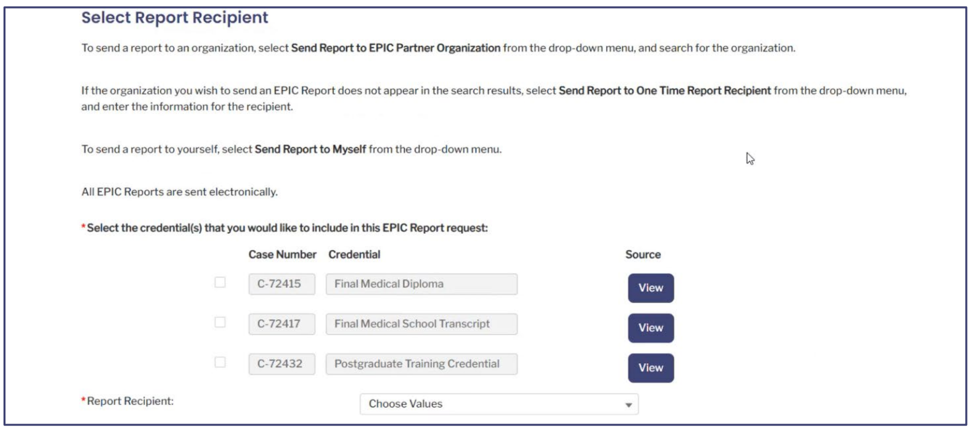
- **At the time you upload a credential.** If you plan to send an EPIC Report to an EPIC Partner Organization, you can request an EPIC Report when you upload your credential so that a report is sent automatically as soon as the credential is verified.
- **Once your credential has been verified.** After a credential has been verified, you can request to send an EPIC Report at any time, to any organization — or to yourself — by clicking **Request an EPIC Report** below.

> ***Note:*** *The **EPIC Report History** is also available for review.*

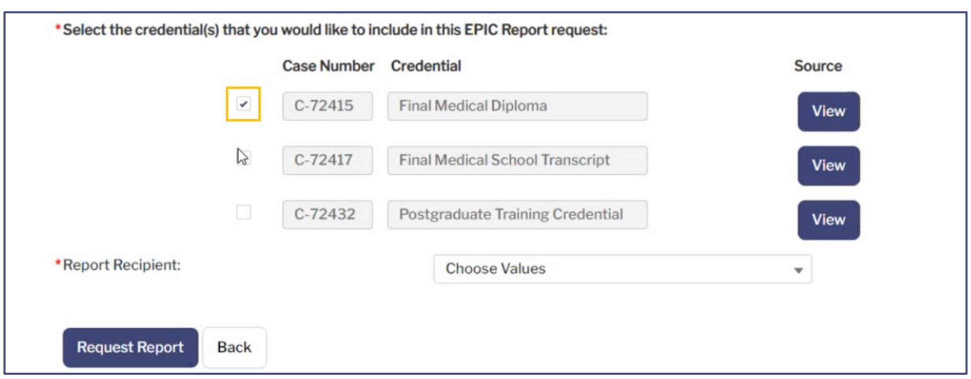
Step 4. Click Request an EPIC Report.



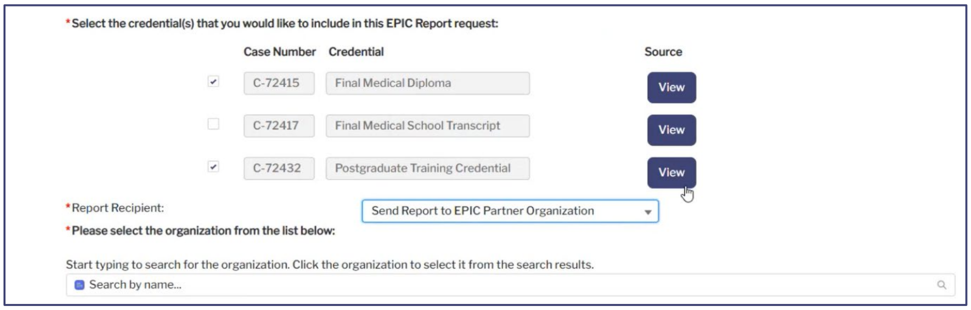
Step 5. The **Select Report Recipient** page opens. Select the credentials that you want included in this EPIC Report request using the following instructions.



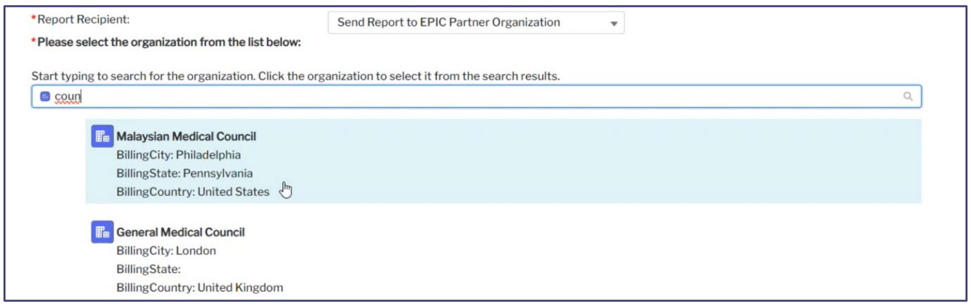
a. Click the checkbox(es) for the credential(s) you want included.

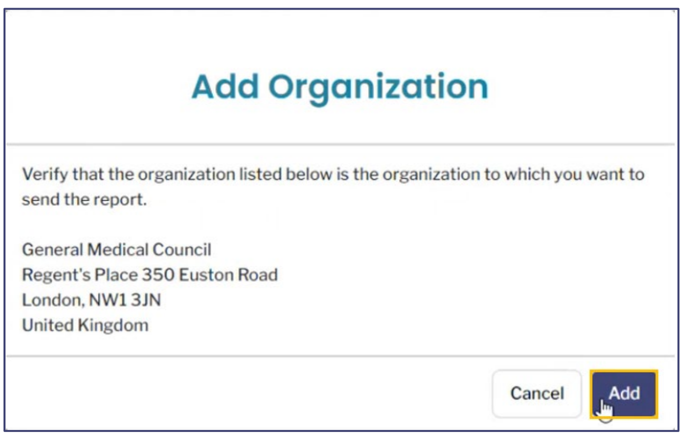


b. In the Report Recipient field, select Send Report to EPIC Partner Organization from the dropdown.

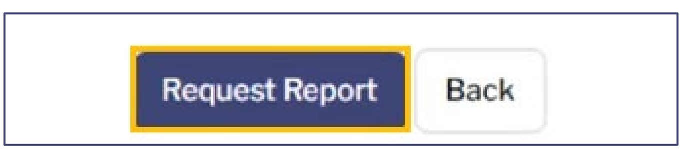


c. Search for and Add the **Entity** to receive this report.



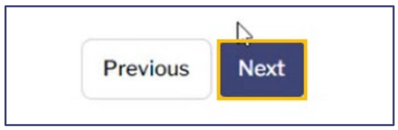


d. Click Request Report.

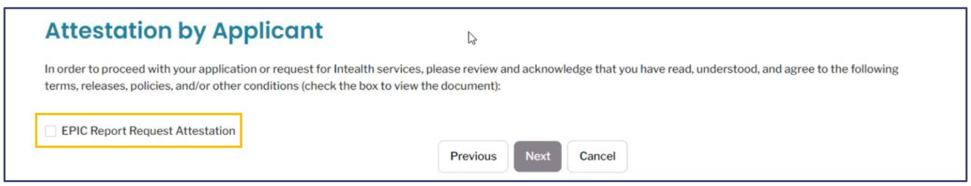


Step 6. The **EPIC Report Request Summary** page appears. Review this information.

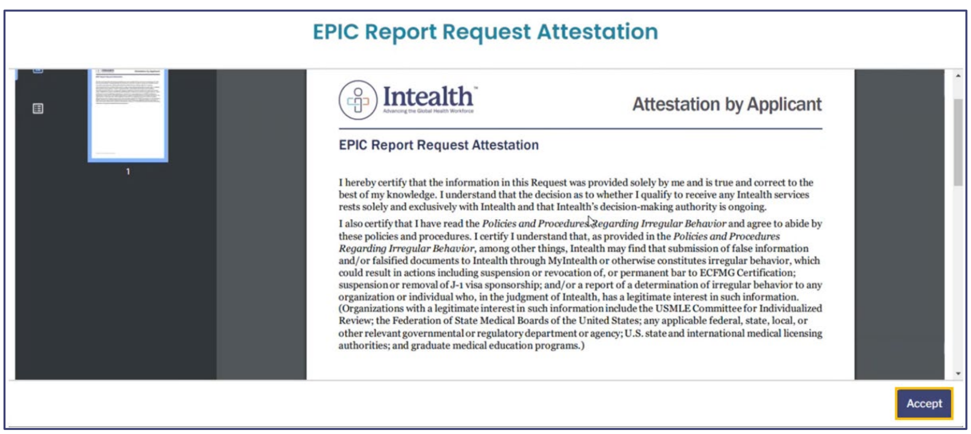
Step 7. Scroll to the bottom of the page and click **Next**.



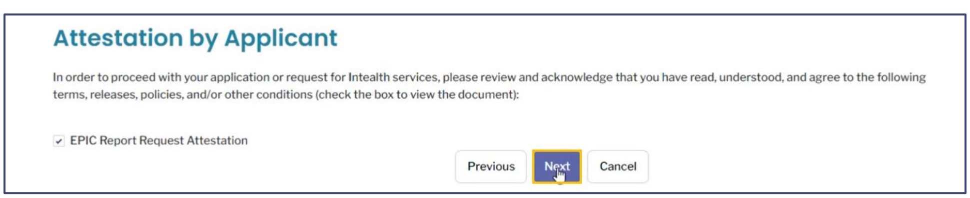
Step 8. The Attestation by Applicant page appears. Click the EPIC Report Request Attestation checkbox.



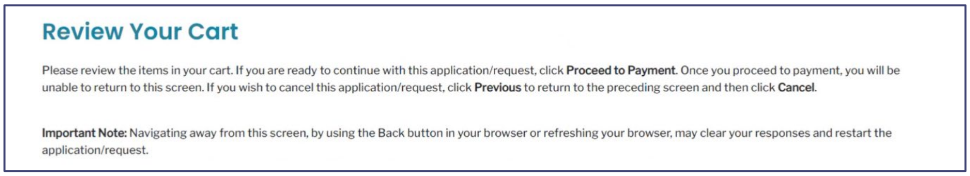
Step 9. The **EPIC Report Request Attestation** appears. Review the attestation and click **Accept**.



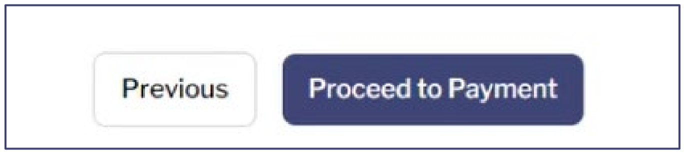
Step 10. Click **Next**.



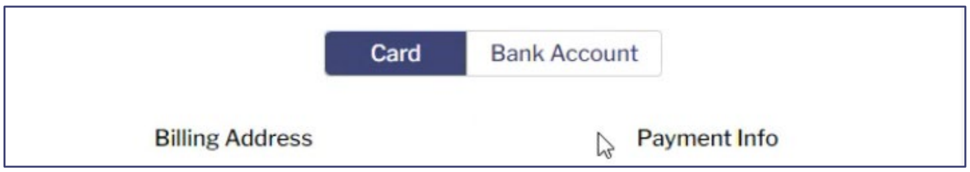
Step 11. The **Review Your Cart** page opens with an overview of your **Cart Items**.



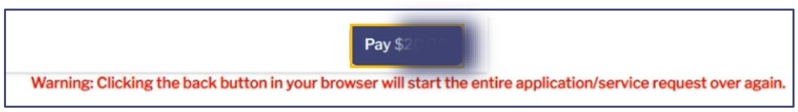
Step 12. Scroll down and click **Proceed to Payment**.



Step 13. Select your payment method, **Card** or **Bank Account.** Enter your payment information into the subsequent sections.

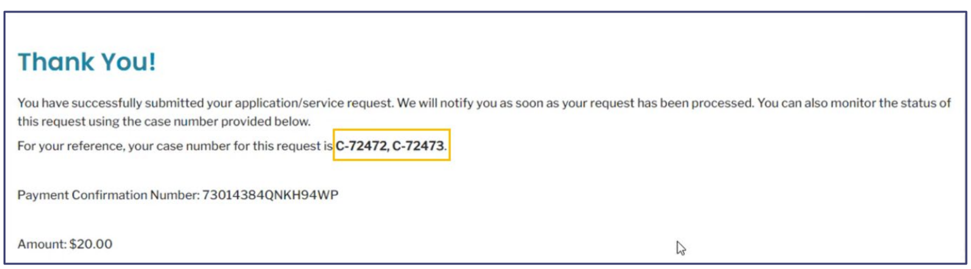


Step 14. Once you have entered all information, click **Pay $**.



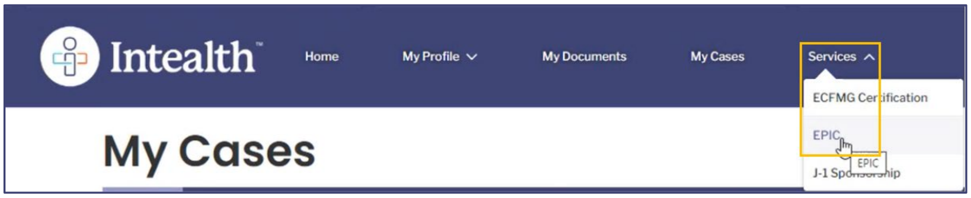
Step 15. Once the payment is successfully processed, a **Thank You!** message appears, and an email confirmation is sent to your email address on file.

a. It is recommended to document your case numbers (**C-#**) for this request. It can help MyIntealth advisors quickly locate your case.



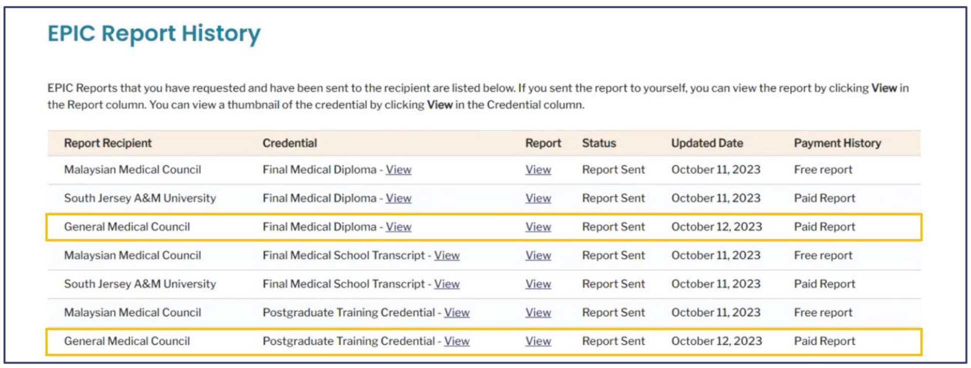
Step 16. Click **Next** to complete the application and return to the **MyIntealth Applicant Portal** homepage.

Step 17. To review the report request, click **Services** in the top banner, and select **EPIC** from the dropdown menu.



Step 18. The Electronic Portfolio of International Credentials (EPIC) page appears. Click the EPIC Reports tab.

Step 19. The **EPIC Report History** section appears and now shows your most recent requests.

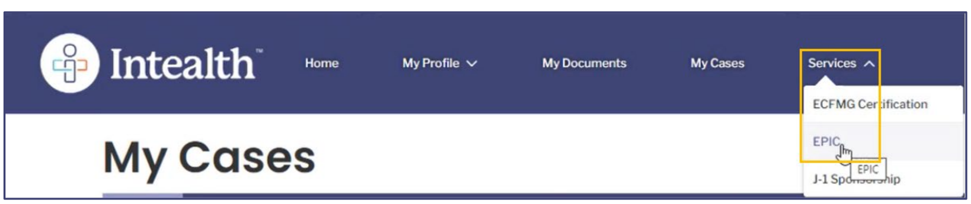

EPIC Report History

EPIC Reports that you have requested and have been sent to the recipient are listed below. If you sent the report to yourself, you can view the report by clicking **View** in the Report column. You can view a thumbnail of the credential by clicking **View** in the Credential column.

Report Recipient	Credential	Report	Status	Updated Date	Payment History
Malaysian Medical Council	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Paid Report
General Medical Council	Final Medical Diploma - View	View	Report Sent	October 12, 2023	Paid Report
Malaysian Medical Council	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Paid Report
Malaysian Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 11, 2023	Free report
General Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 12, 2023	Paid Report

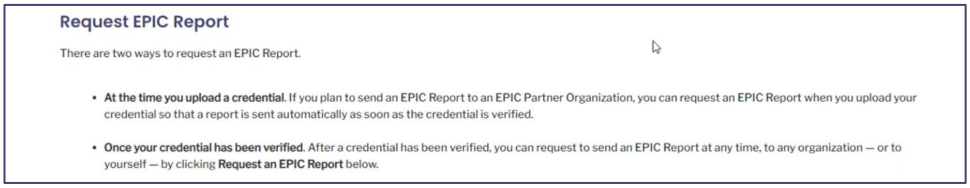
3.3.2 Request an EPIC Report Be Sent to One-Time Report Recipient

Step 1. Click **Services** in the top banner and select **EPIC** from the dropdown menu.

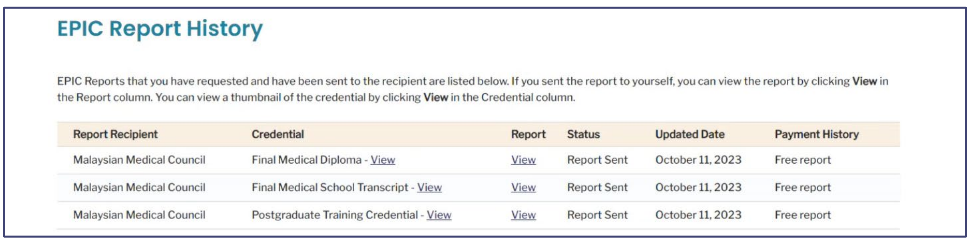


Step 2. The Electronic Portfolio of International Credentials (EPIC) page appears. Click the EPIC Reports tab.

Step 3. Scroll to the **Request EPIC Report** section. Review the information for ways to request an **EPIC Report**.

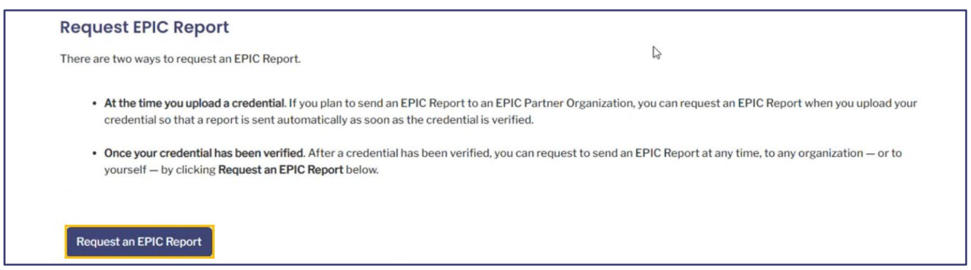


> ***Note:** The **EPIC Report History** is also available for review.*

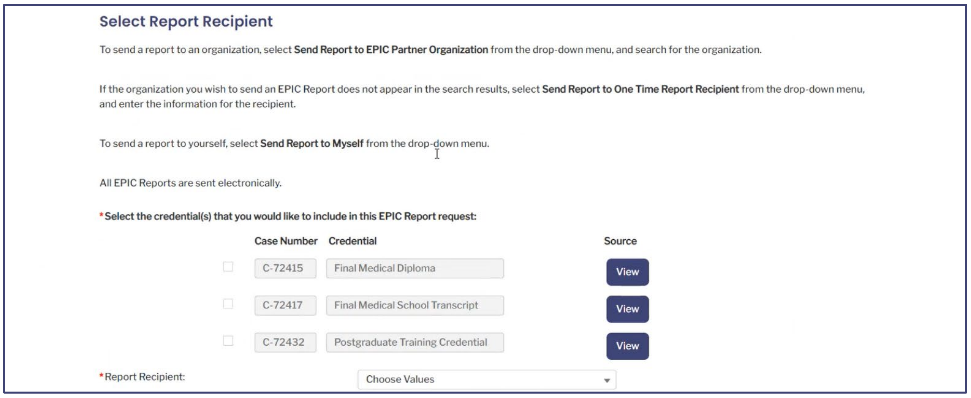


Report Recipient	Credential	Report	Status	Updated Date	Payment History
Malaysian Medical Council	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Free report
Malaysian Medical Council	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Free report
Malaysian Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 11, 2023	Free report

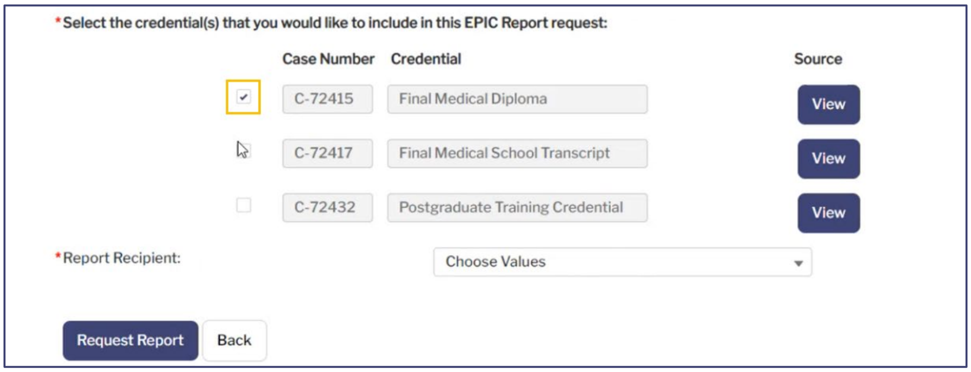
Step 4. Click Request an EPIC Report.



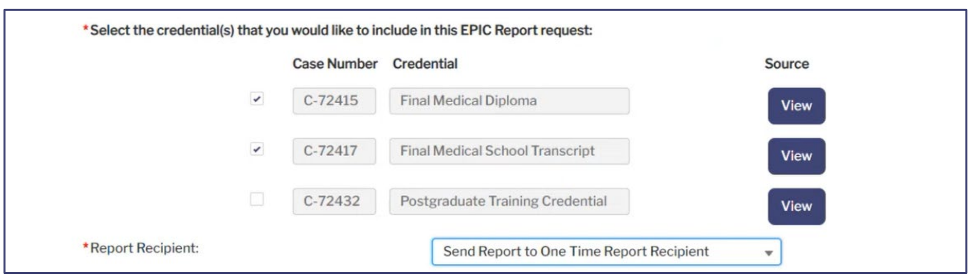
Step 5. The **Select Report Recipient** page opens. Select the credentials you want to include in this EPIC Report request by using the following instructions:



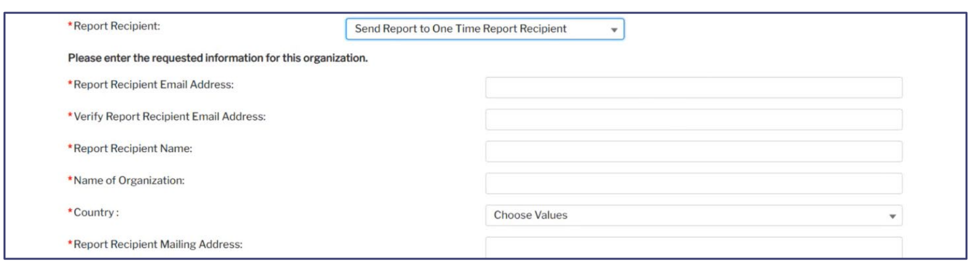
a. Click the checkbox(es) for the credential(s) you want to include.



b. In the Report Recipient field, select Send Report to One Time Report Recipient from the dropdown.

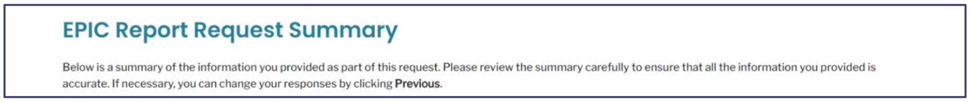


c. More fields appear based on your selection. Enter information for all required fields (*).

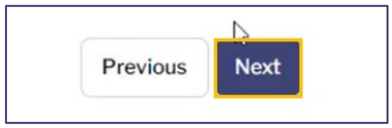


d. Click Request Report.

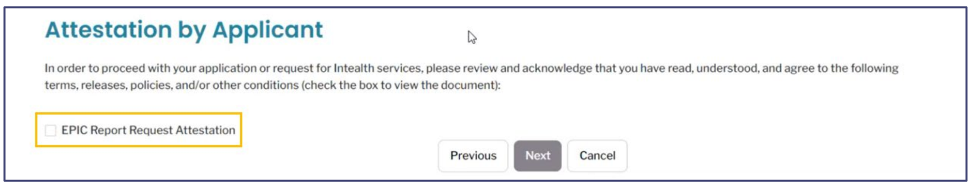
Step 6. The **EPIC Report Request Summary** page appears. Review this information.



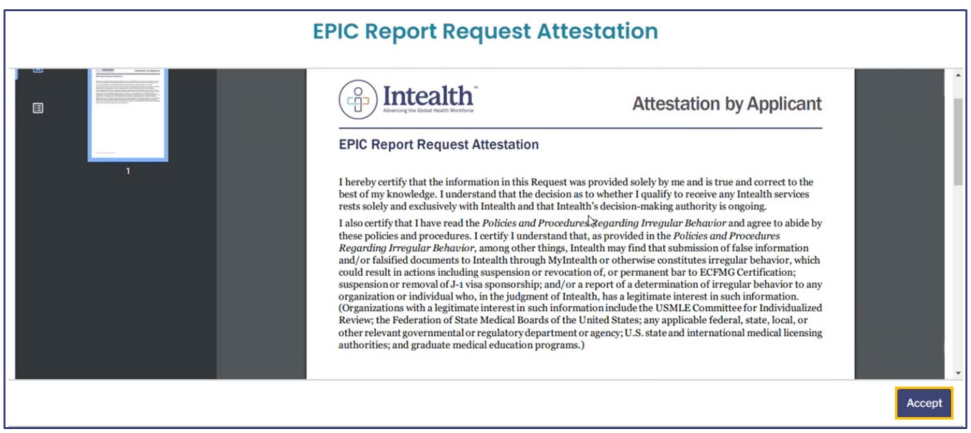
Step 7. Scroll to the bottom of the page and click **Next**.



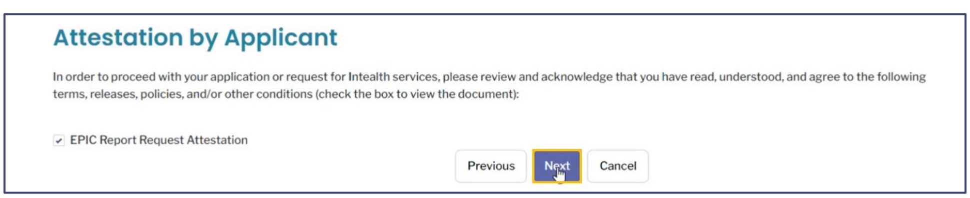
Step 8. The Attestation by Applicant page appears. Click the EPIC Report Request Attestation checkbox.



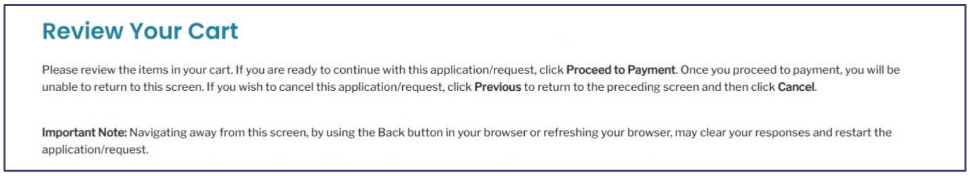
Step 9. The **EPIC Report Request Attestation** appears. Review the attestation and click **Accept**.



Step 10. Click **Next**.

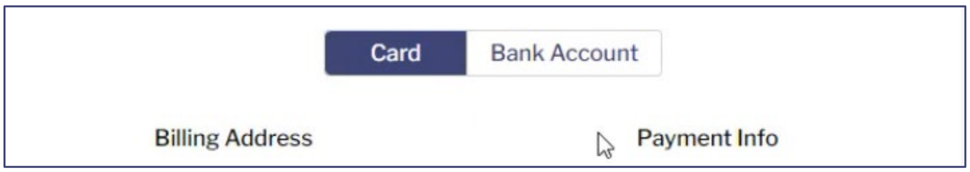


Step 11. The **Review Your Cart** page opens with an overview of the **Cart Items**.

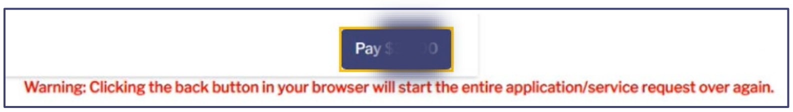


Step 12. Scroll down and click **Proceed to Payment**.

Step 13. Select your payment method, **Card** or **Bank Account.** Enter the payment information into the subsequent sections.

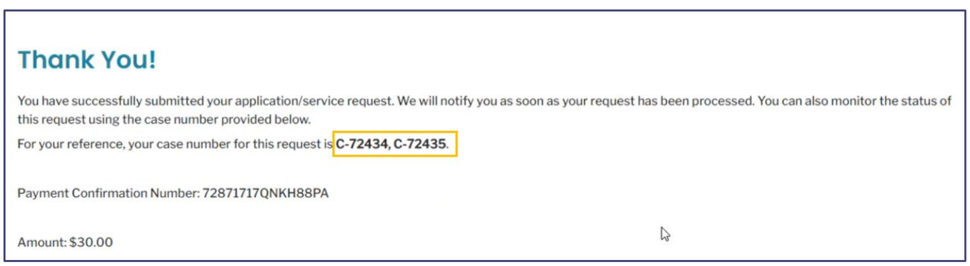


Step 14. Once you have entered all information, click **Pay $**.



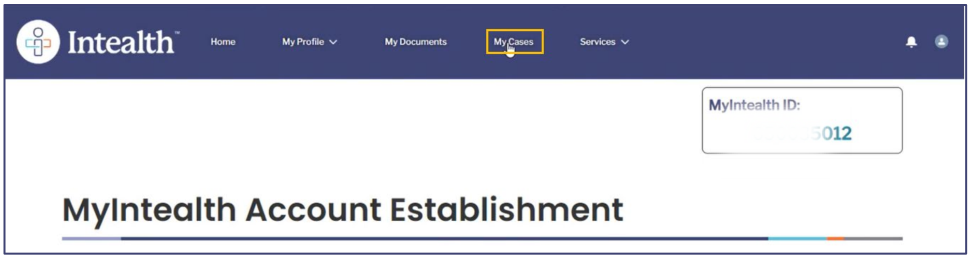
Step 15. Once the payment is successfully processed, a **Thank You!** message appears, and an email confirmation is sent to your email address on file.

a. It is recommended to document your case numbers (**C-#**) for this request. It can help MyIntealth advisors quickly locate your case.



Step 16. Click **Next** to complete the application and return to the **MyIntealth Applicant Portal** homepage.

Step 17. To review your submitted request, click **My Cases** in the top banner.



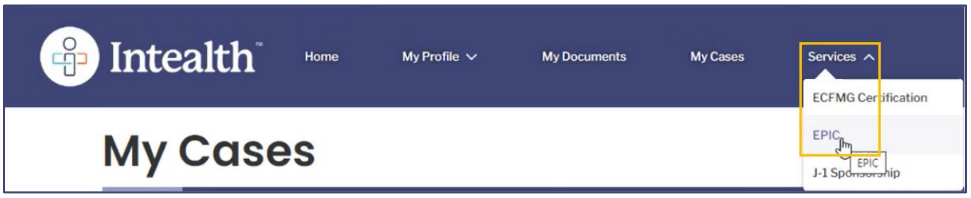
Step 18. The My Case Requests list appears. This list now includes your EPIC Verification Report Request(s).

Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-67503	Identity Verification	Account Established	09-07-2023	10-11-2023	No	No
C-72414	Epic Extraction	Verification Extraction Complete	10-11-2023	10-11-2023	No	No
C-72415	Credential Verification	CV Accepted	10-11-2023	10-11-2023	No	No
C-72416	EPIC Verification Report Request	Sent	10-11-2023	10-11-2023	No	No
C-72417	Credential Verification	CV Accepted	10-11-2023	10-11-2023	No	No
C-72418	EPIC Verification Report Request	Sent	10-11-2023	10-11-2023	No	No
C-72432	Credential Verification	CV Accepted	10-11-2023	10-11-2023	No	No
C-72433	EPIC Verification Report Request	Sent	10-11-2023	10-11-2023	No	No
C-72434	EPIC Verification Report Request	Requested	10-11-2023	10-11-2023	No	No
C-72435	EPIC Verification Report Request	Requested	10-11-2023	10-11-2023	No	No

Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

3.3.3 Request an EPIC Report Be Sent to Myself

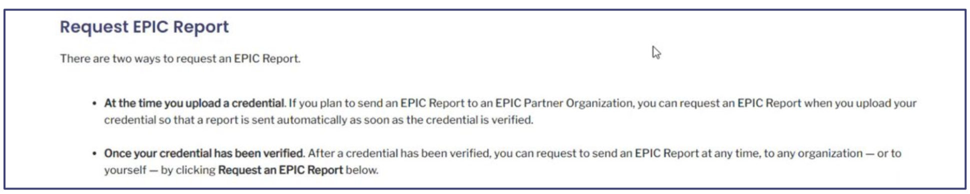
Step 1. Click **Services** in the top banner, and select **EPIC** from the dropdown.



Step 2. The Electronic Portfolio of International Credentials (EPIC) page appears. Click the **EPIC Reports** tab.

Step 3. Scroll to the **Request EPIC Report** section. Review the ways to request an **EPIC Report**.

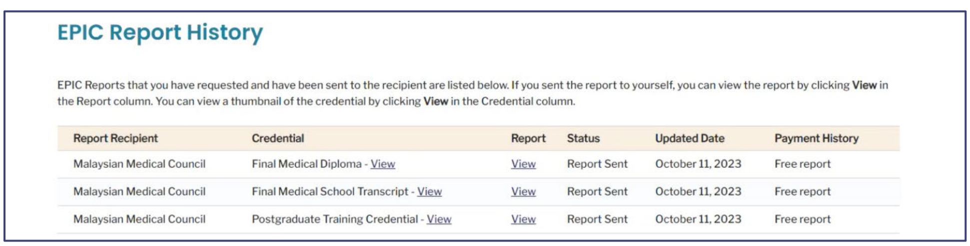
> ***Note:*** *The* ***EPIC Report History*** *is also available for review.*



Request EPIC Report

There are two ways to request an EPIC Report.

- **At the time you upload a credential.** If you plan to send an EPIC Report to an EPIC Partner Organization, you can request an EPIC Report when you upload your credential so that a report is sent automatically as soon as the credential is verified.
- **Once your credential has been verified.** After a credential has been verified, you can request to send an EPIC Report at any time, to any organization — or to yourself — by clicking **Request an EPIC Report** below.

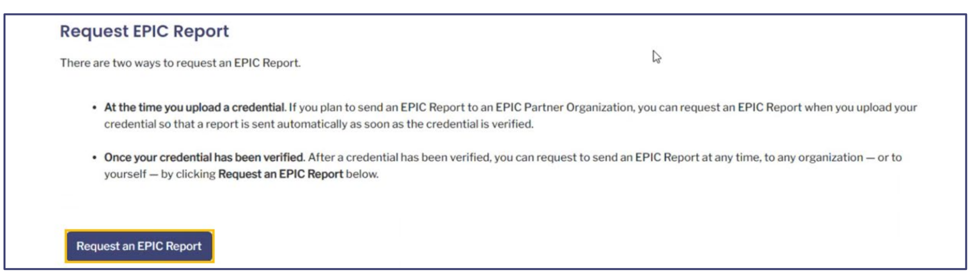


EPIC Report History

EPIC Reports that you have requested and have been sent to the recipient are listed below. If you sent the report to yourself, you can view the report by clicking **View** in the Report column. You can view a thumbnail of the credential by clicking **View** in the Credential column.

Report Recipient	Credential	Report	Status	Updated Date	Payment History
Malaysian Medical Council	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Free report
Malaysian Medical Council	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Free report
Malaysian Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 11, 2023	Free report

Step 4. Click **Request an EPIC Report**.



Request EPIC Report

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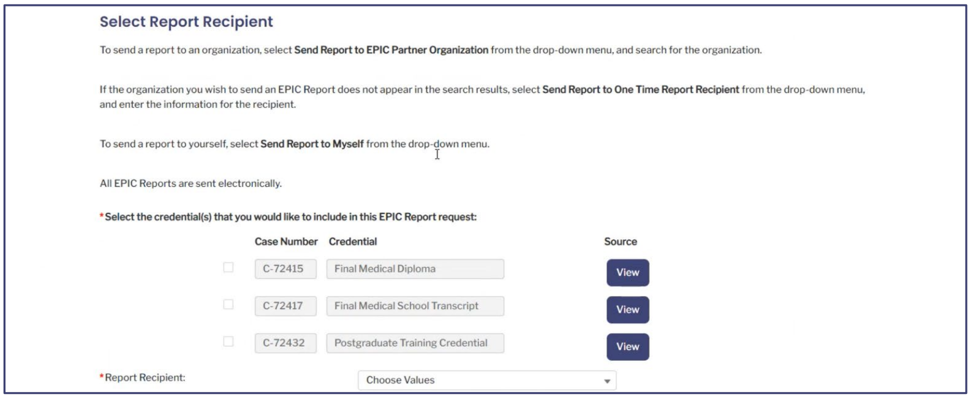
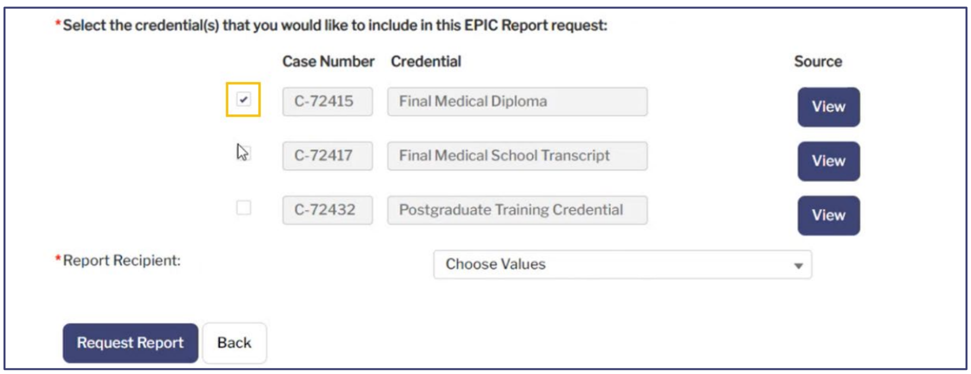
- **Once your credential has been verified.** After a credential has been verified, you can request to send an EPIC Report at any time, to any organization — or to yourself — by clicking **Request an EPIC Report** below.

Request an EPIC Report

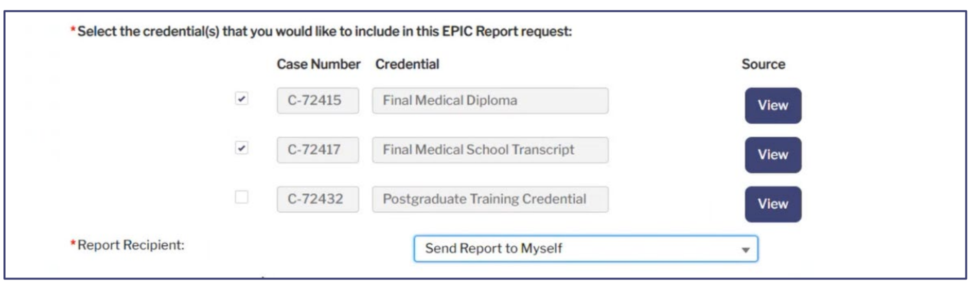
Step 5. The **Select Report Recipient** page opens. Select the credentials that you want included in this **EPIC Report** request by using the following instructions.



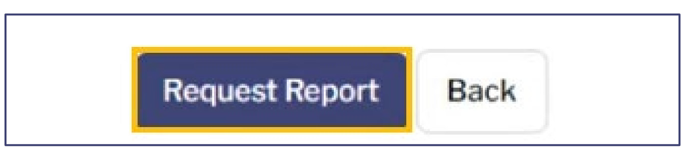
a. Click the checkbox(s) for the credential(s) you want to include.



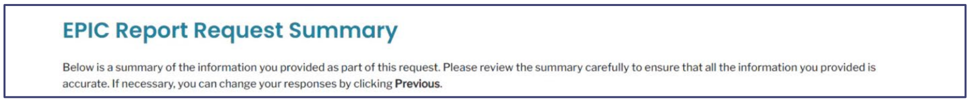
b. In the **Report Recipient** field, select **Send Report to Myself** from the dropdown.



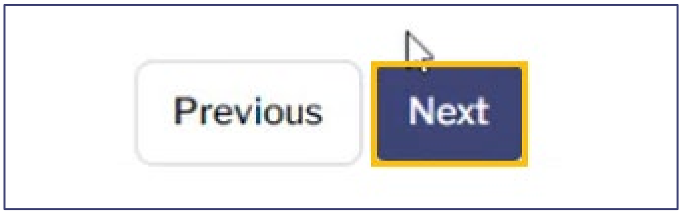
c. Click **Request Report**.



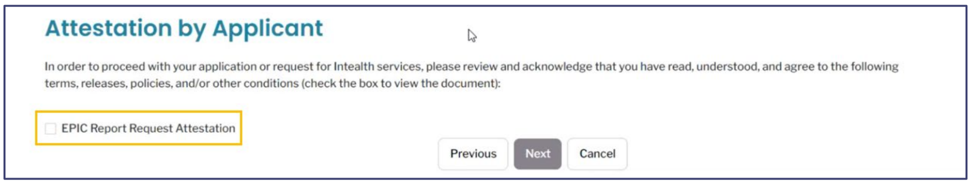
Step 6. The **EPIC Report Request Summary** page appears. Review this information.



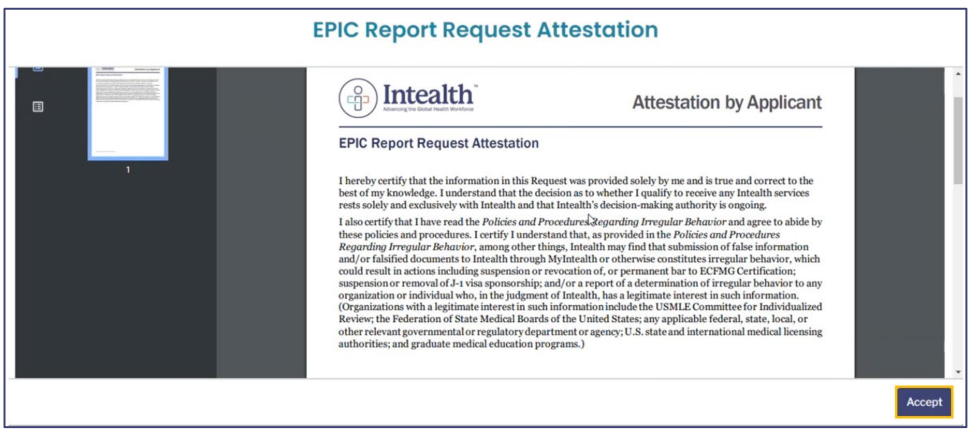
Step 7. Once ready, scroll to the bottom of the page and click **Next**.



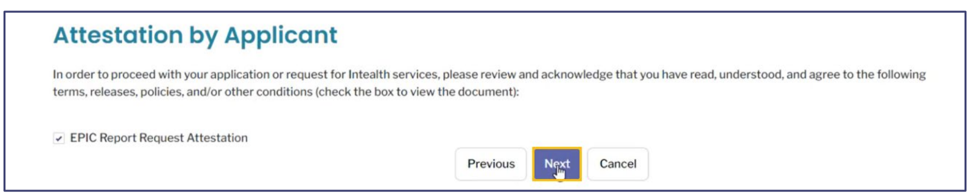
Step 8. The **Attestation by Applicant** page appears. Click the **EPIC Report Request Attestation** checkbox.



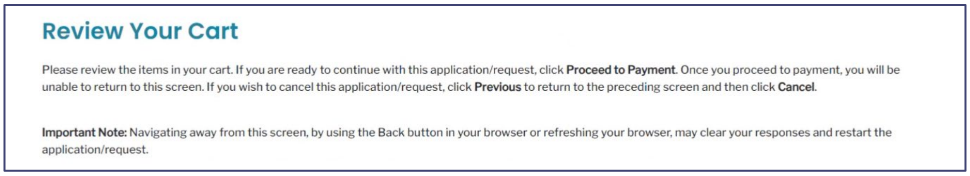
Step 9. The **EPIC Report Request Attestation** document appears. Review the attestation and click **Accept**.



Step 10. Click **Next**.

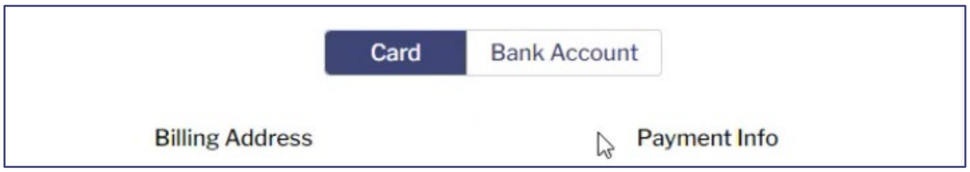


Step 11. The **Review Your Cart** page opens with an overview of the **Cart Items**.

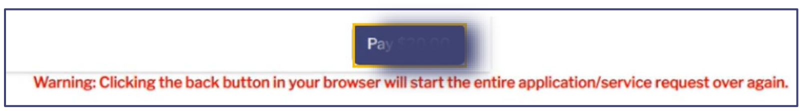


Step 12. Scroll down and click **Proceed to Payment**.

Step 13. Select your payment method, **Card** or **Bank Account.** Enter the payment information into the subsequent sections.

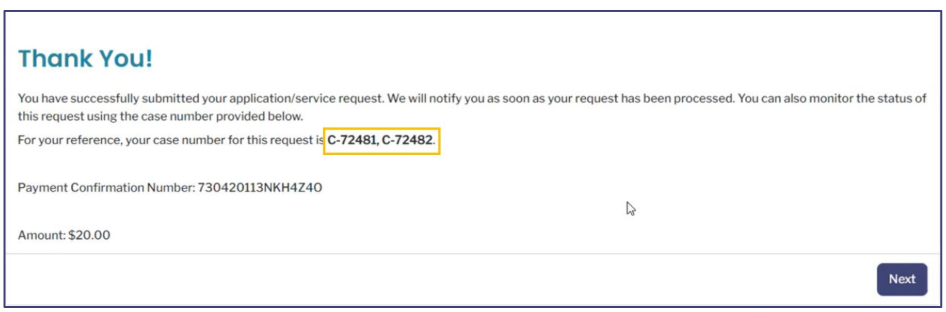


Step 14. Once you have entered all information, click **Pay $**.



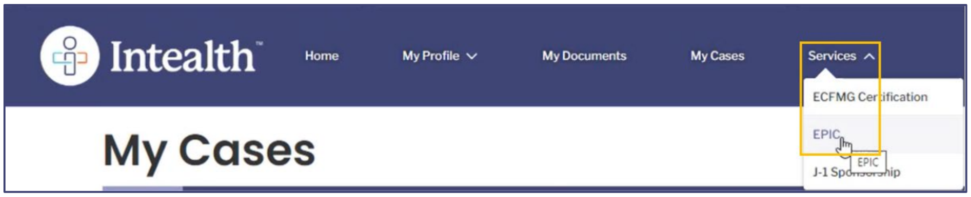
Step 15. Once the payment is successfully processed, a **Thank You!** message appears, and an email confirmation is sent to your email address on file.

a. It is recommended to document your case numbers (**C-#**) for this request. It can help MyIntealth advisors quickly locate your case.



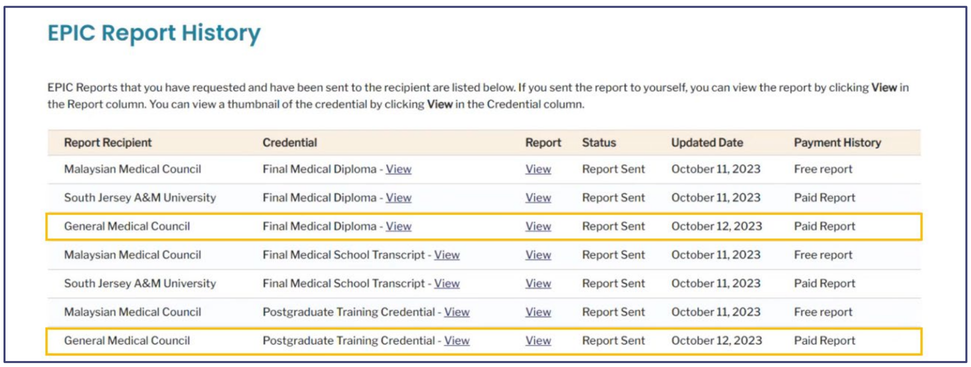
Step 18. Click **Next** to complete the application and return to the **MyIntealth** homepage.

Step 19. To review the report request, click **Services** in the top banner, and select **EPIC** from the dropdown menu.



Step 20. The Electronic Portfolio of International Credentials (EPIC) page appears. Click the EPIC Reports tab.

Step 21. The **EPIC Report History** section appears and now shows your most recent requests.

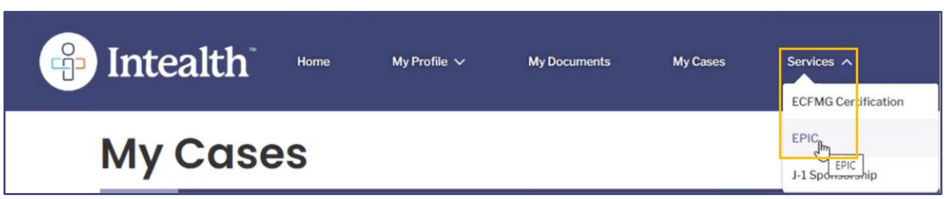

EPIC Report History

EPIC Reports that you have requested and have been sent to the recipient are listed below. If you sent the report to yourself, you can view the report by clicking **View** in the Report column. You can view a thumbnail of the credential by clicking **View** in the Credential column.

Report Recipient	Credential	Report	Status	Updated Date	Payment History
Malaysian Medical Council	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Paid Report
General Medical Council	Final Medical Diploma - View	View	Report Sent	October 12, 2023	Paid Report
Malaysian Medical Council	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Paid Report
Malaysian Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 11, 2023	Free report
General Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 12, 2023	Paid Report

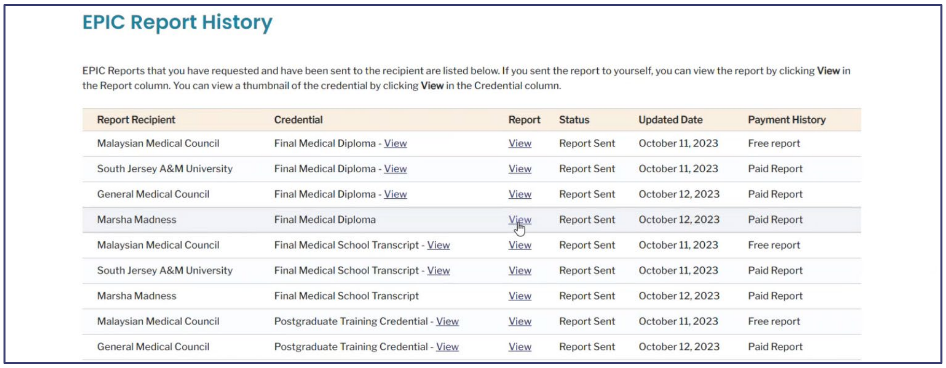
3.3.4 View History of EPIC Report Requests

Step 1. Click **Services** in the top banner and select **EPIC** from the dropdown.



Step 2. The Electronic Portfolio of International Credentials (EPIC) page appears. Click the EPIC Reports tab.

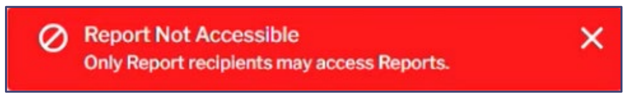
Step 3. Scroll to the **EPIC Report History** section to review the reports sent.


EPIC Report History

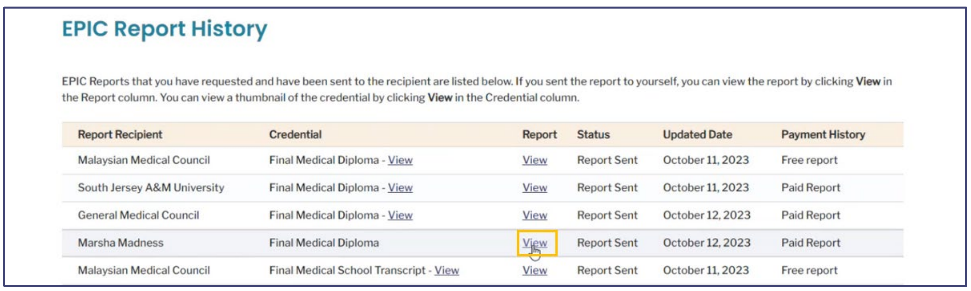
EPIC Reports that you have requested and have been sent to the recipient are listed below. If you sent the report to yourself, you can view the report by clicking **View** in the Report column. You can view a thumbnail of the credential by clicking **View** in the Credential column.

Report Recipient	Credential	Report	Status	Updated Date	Payment History
Malaysian Medical Council	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Paid Report
General Medical Council	Final Medical Diploma - View	View	Report Sent	October 12, 2023	Paid Report
Marsha Madness	Final Medical Diploma	View	Report Sent	October 12, 2023	Paid Report
Malaysian Medical Council	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Paid Report
Marsha Madness	Final Medical School Transcript	View	Report Sent	October 12, 2023	Paid Report
Malaysian Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 11, 2023	Free report
General Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 12, 2023	Paid Report

a. Clicking **View** under the **Report** column may trigger an error warning: Only Report recipients may access Reports.



b. You are only able to view reports that you have sent to yourself.


EPIC Report History

EPIC Reports that you have requested and have been sent to the recipient are listed below. If you sent the report to yourself, you can view the report by clicking **View** in the Report column. You can view a thumbnail of the credential by clicking **View** in the Credential column.

Report Recipient	Credential	Report	Status	Updated Date	Payment History
Malaysian Medical Council	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Paid Report
General Medical Council	Final Medical Diploma - View	View	Report Sent	October 12, 2023	Paid Report
Marsha Madness	Final Medical Diploma	View	Report Sent	October 12, 2023	Paid Report
Malaysian Medical Council	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Free report

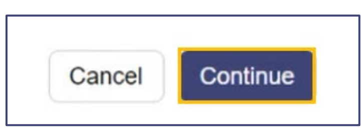
3.3.5 Access an EPIC Report You Sent to Yourself

Step 1. If you wish, you can send an EPIC Report to yourself. To send a report to yourself, see Request an EPIC Report Be Sent to Myself. If you send an EPIC Report to yourself, once the report is available, you will receive an **ECFMG EPIC Credential Verification Report Notification email** at the email address you provided. A link to access the report will be embedded within the email. Click the **Access my Report link**.

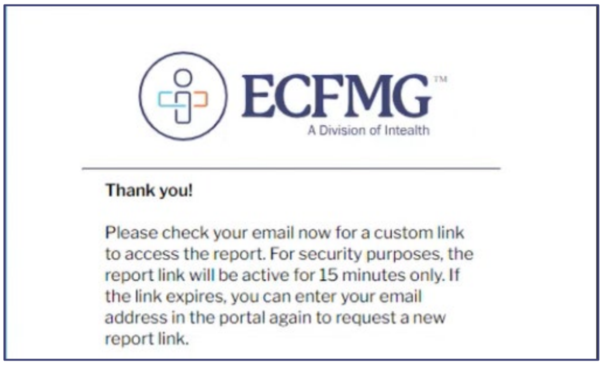
Step 2. The One-time EPIC Report Recipient Access page opens. Click **Access Report**.

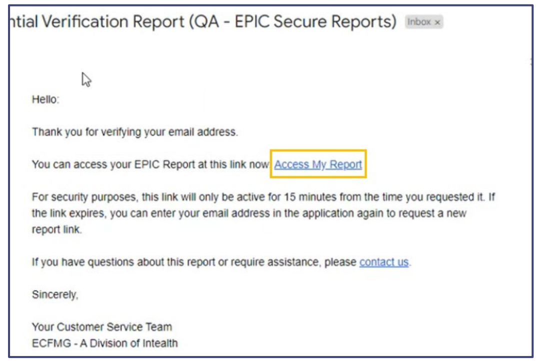
Step 3. Enter the **email address** at which you received the report notification.

Step 4. Click Continue.



Step 5. A **Thank you!** notification appears. Check your email for an additional email containing a new custom link to access the report. Click **Access My Report** in this new email.





Step 6. The **One-time EPIC Report Recipient Access** page opens again. Click **Access Report**.

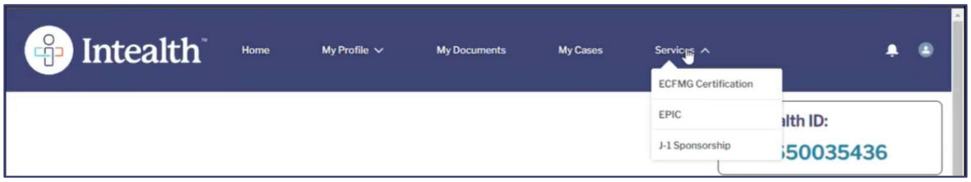
Step 7. A list of the **EPIC Reports** you requested for verified credentials are available to view and download.

Individual	MyIntealth ID	Reference Number	Credential	Report Issued	Report Removal	Actions
Phyllis del Phia	650035013	87654321	Postgraduate Training Credential	10/09/2023	10/12/2023	View Download
Phyllis del Phia	650035013	87654321	Postgraduate Training Credential	10/09/2023	10/12/2023	View Download
Marsha Madness	650035012	08163264	Final Medical Diploma	10/11/2023	10/14/2023	View Download
Marsha Madness	650035012	08163264	Final Medical School Transcript	10/11/2023	10/14/2023	View Download

4 ECFMG Certification

4.1 Submit an Application for ECFMG Certification

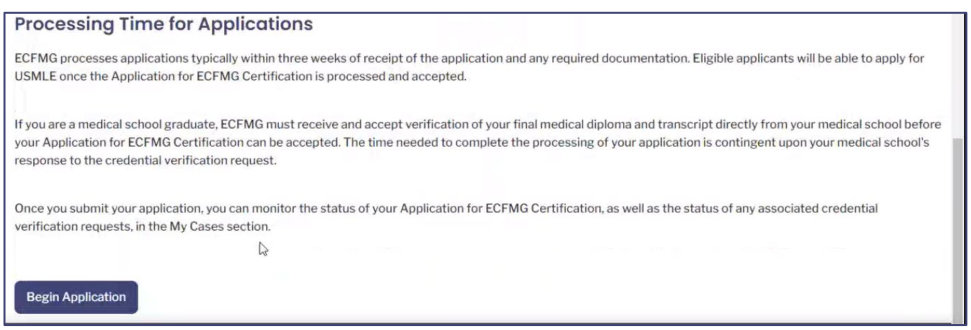
Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services** and select **ECFMG Certification** from the dropdown.



Step 2. Click the Application for ECFMG Certification tab.

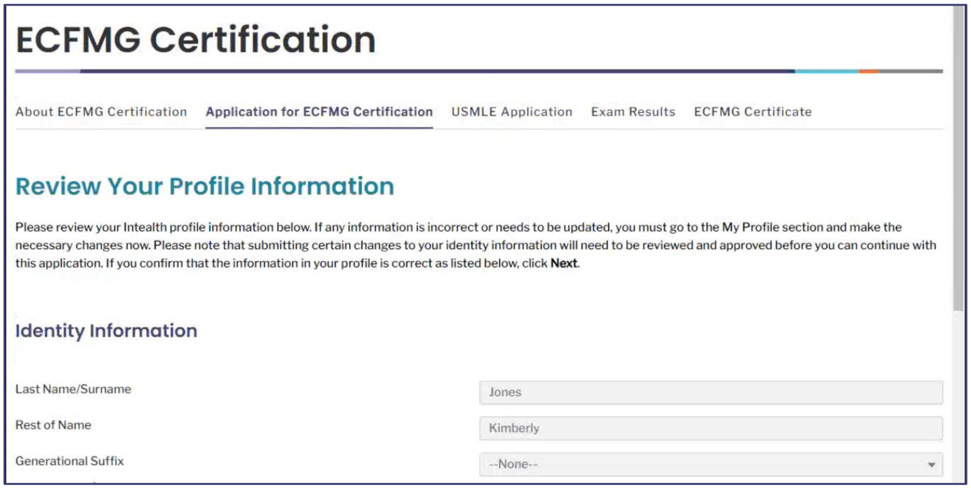
> ***Note:*** *Information about the ECFMG Certification process is found in the* ***About ECFMG Certification*** *tab.*

Step 3. After you have carefully read the information provided in the overview, scroll to the bottom of the page and click **Begin Application**.



Step 4. The **Review Your Profile Information** page appears. Review the **Identity Information** section to confirm no change are necessary, and click **Next** at the bottom of the screen.

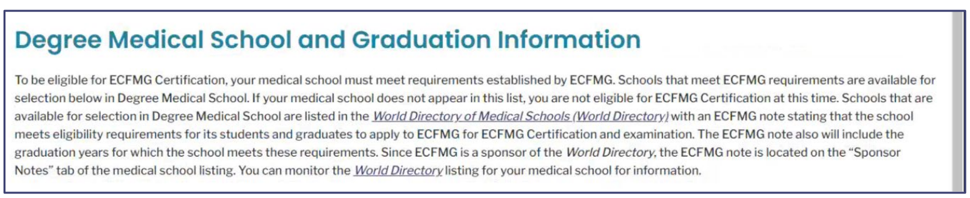
> ***Note:*** *You must make any necessary changes to your identity information before proceeding with the application.*

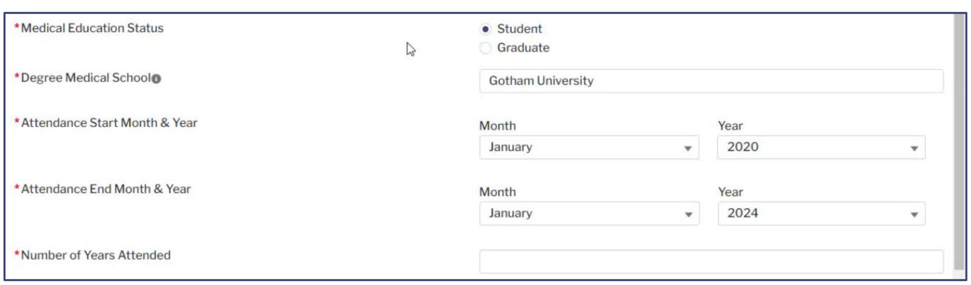


Step 5. The **Degree Medical School and Graduation Information** page appears. The information on this page represents the information you entered during account establishment.

a. If you are a student, go to the Continue with the Application as a Student section of this user guide.

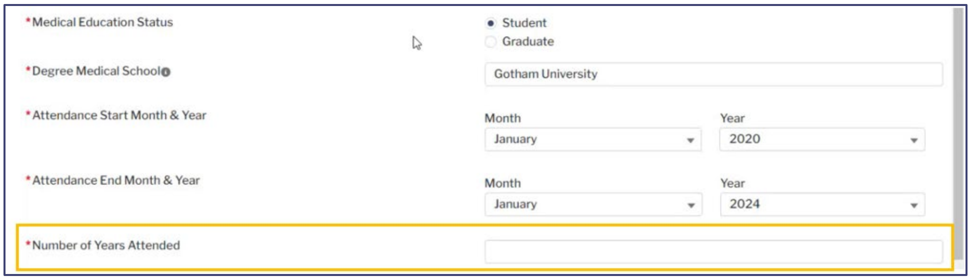
b. If you are a graduate, go to the Continue with the Application as a Graduate section of this user guide.



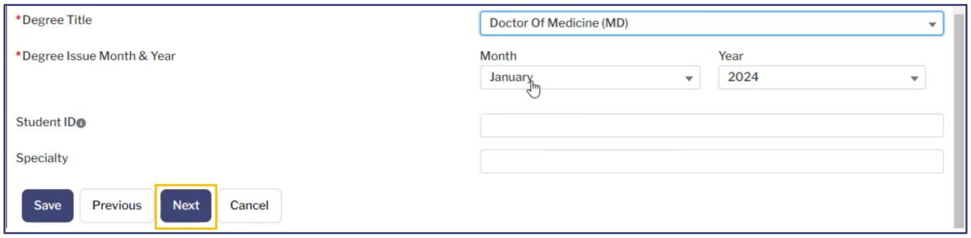


4.1.1 Continue with the Application as a Student

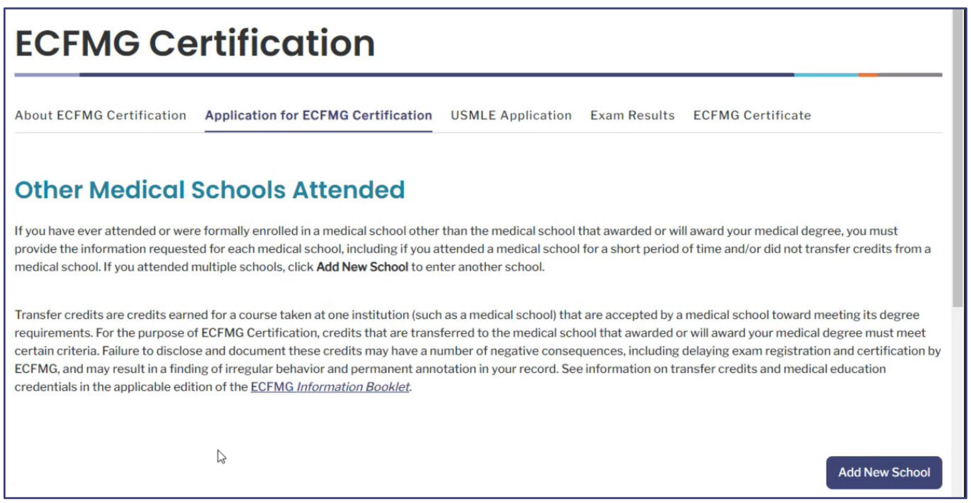
Step 1. Select **Student** as your **Medical Education Status**. Enter all required information (*).



Step 2. Click **Next** at the bottom of the screen.

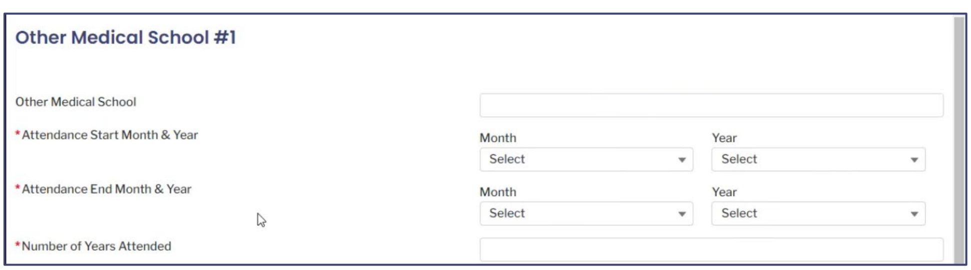


Step 3. The Other Medical Schools Attended page appears.

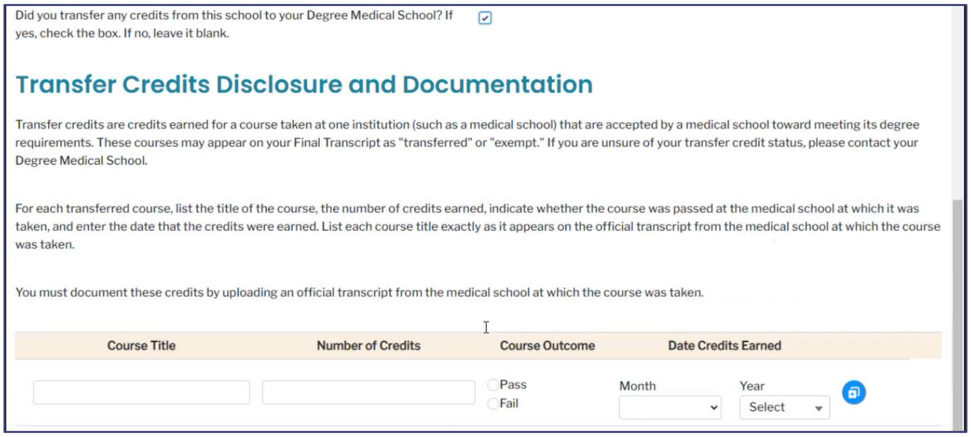


a. Enter required information (*) in the **Other Medical School #1** section.

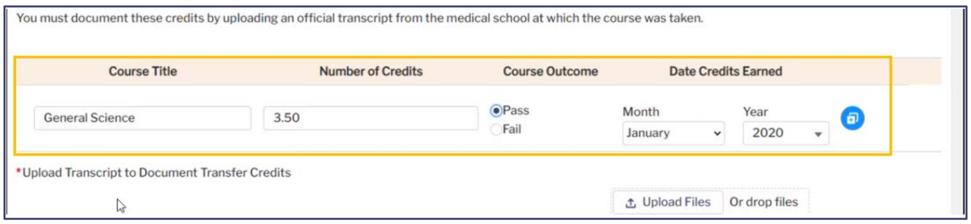
(1) (Optional) Once that information has been entered, click **Save**.



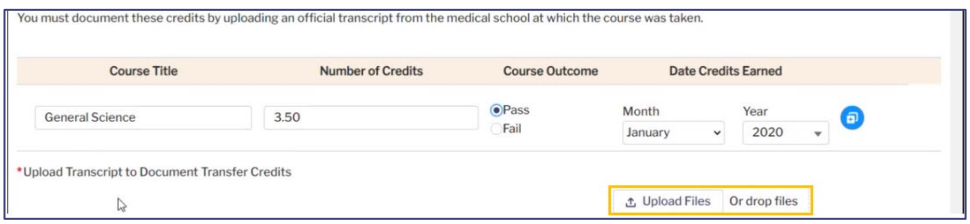
b. If any credits were transferred from this school to your **Degree Medical School**, click the checkbox and the **Transfer Credits Disclosure and Documentation** section appears.



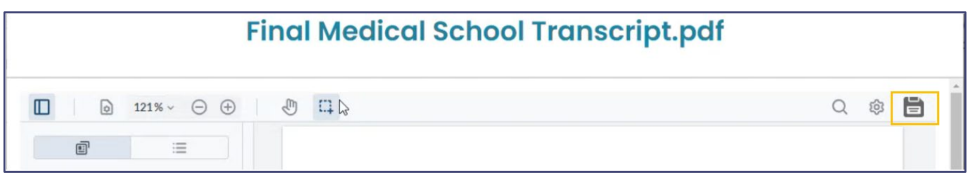
(1) Enter your transfer credits and all required information (*).



(2) To Upload Transcript to Document Transfer Credits, click Upload Files and select a file for upload.



(3) A preview of the file appears. Click **Save** (disk icon) to save the file.

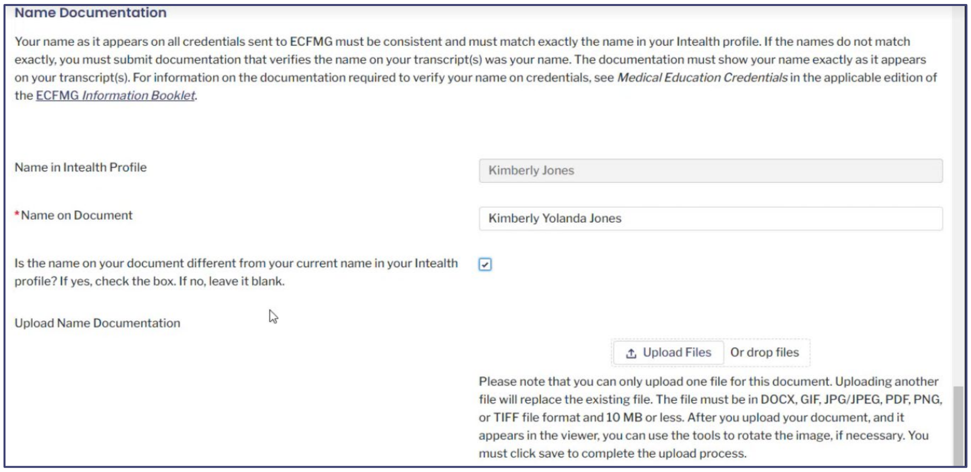


(4) After the file has been saved, a thumbnail of the document appears.

c. The **Name Documentation** section appears.

(1) Answer the **Name on Document** question.

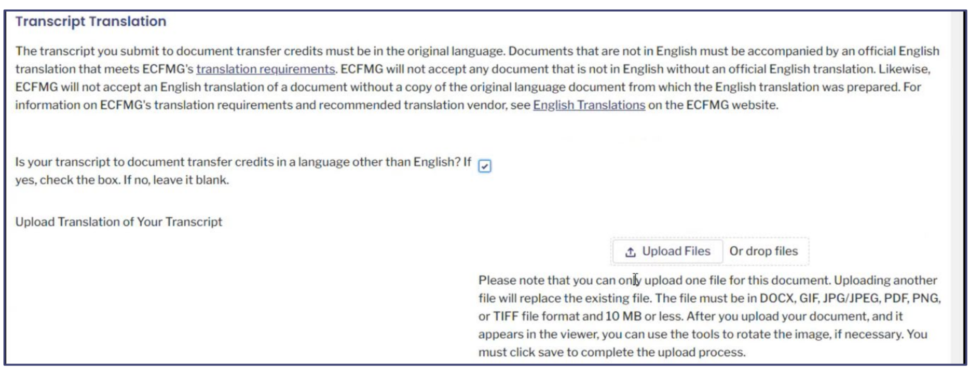
(2) If the **Name on Document** is different than the **Name in Intealth Profile**, click the checkbox below to clarify the difference. You must also upload documentation to support the name differences. Use the steps previously shown to upload and save your supporting name documentation.



d. In the Transcript Translation section, click the checkbox if the transcript to document credits is in a language other than English.

(1) If the checkbox is clicked, you must Upload a Translation of Your Transcript.

(2) Use the previously documented steps to upload and save your transcript translation.

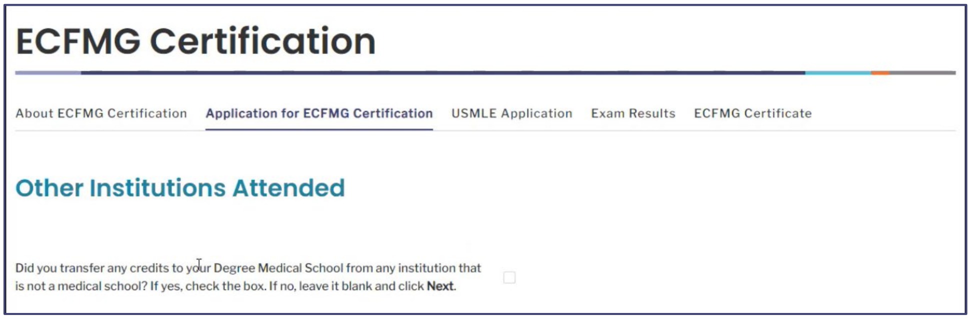


Step 4. To add more schools, click **Add New School,** and enter all required information (*).

> ***Note: Delete School*** *is available if you need to remove other medical schools.*

Step 5. Click **Next**.

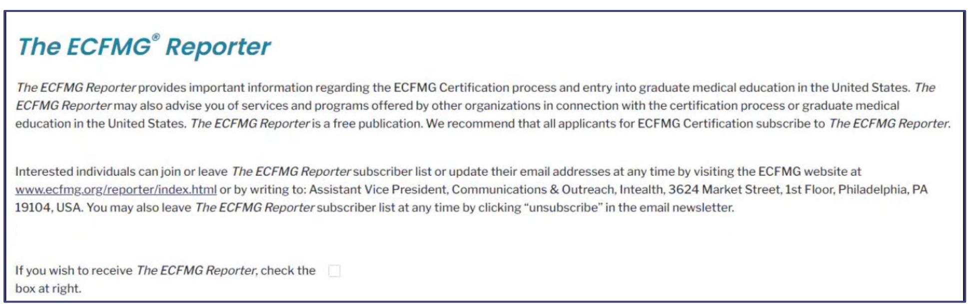
Step 6. The **Other Institutions Attended** screen appears. Click the **checkbox** if you transferred any credits to your degree medical school from any institution that is not a medical school.



a. If the checkbox is clicked, the **Other Institution #1** section appears, along with the ability to **Add New Institution**. Complete this information accordingly by following the on-screen prompts. The questions and information below follow a similar format to the **Transfer Credits Disclosure and Documentation** screen previously shown.

Step 7. Click **Next**.

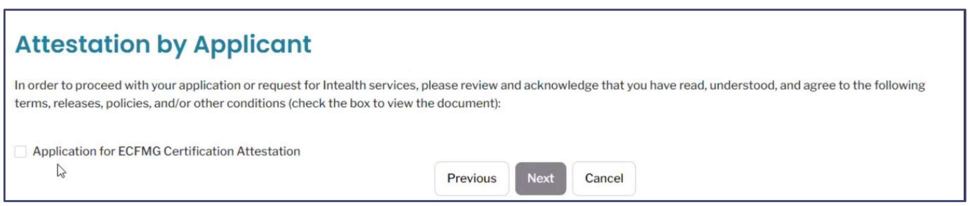
Step 8. ***The ECFMG Reporter*** screen appears. Click the **checkbox** to receive important information regarding the ECFMG Certification process.



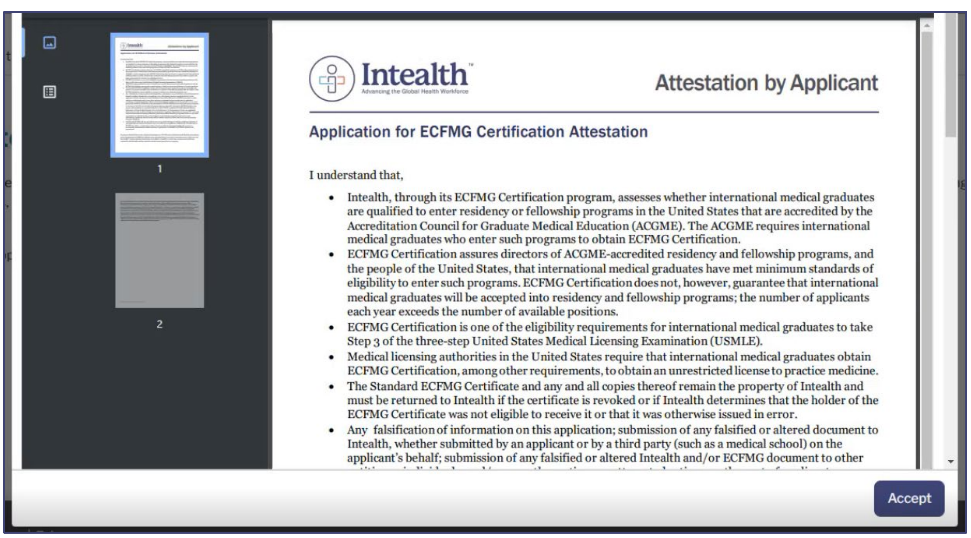
Step 9. Click **Next**.

Step 10. The **Application for ECFMG Certification Summary** screen appears. Review and update the information, if necessary, and click **Next**.

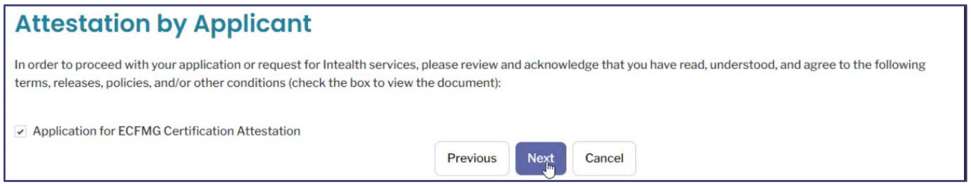
Step 11. The Attestation by Applicant page appears. Click the Application for ECFMG Certification Attestation checkbox.



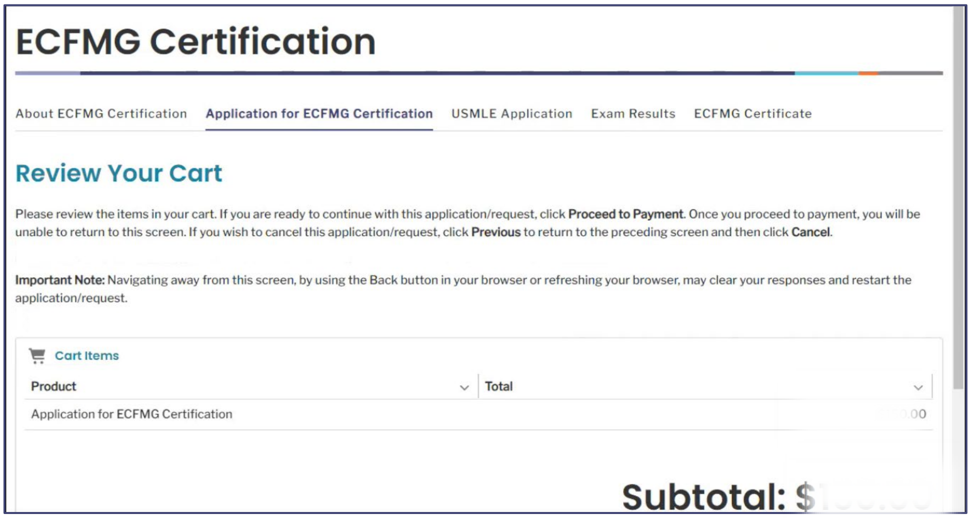
a. The **Attestation by Applicant** appears. Review the attestation and click **Accept** to continue.



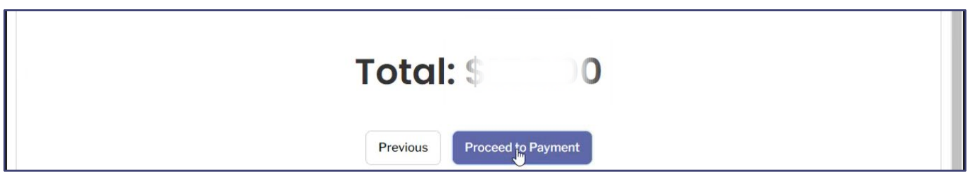
Step 12. Click **Next** to continue.



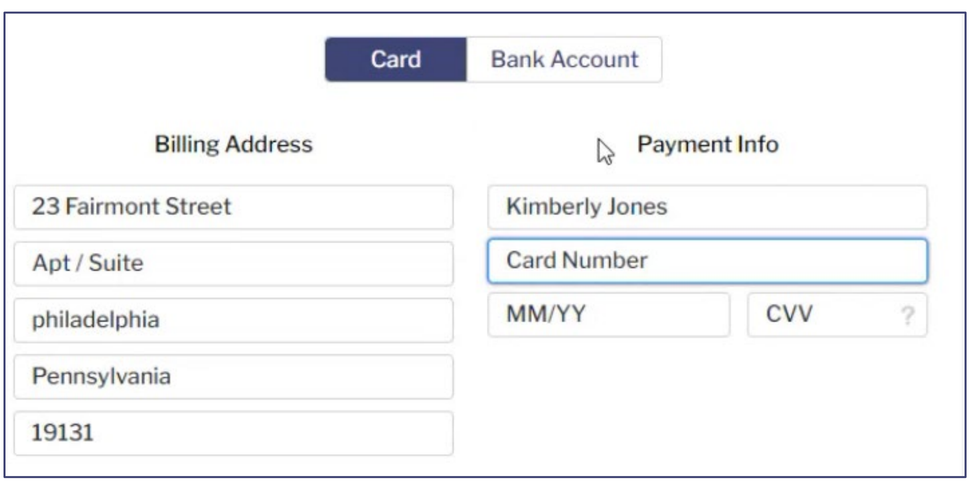
Step 13. The **Review Your Cart** page appears with an overview of your **Cart Items**.



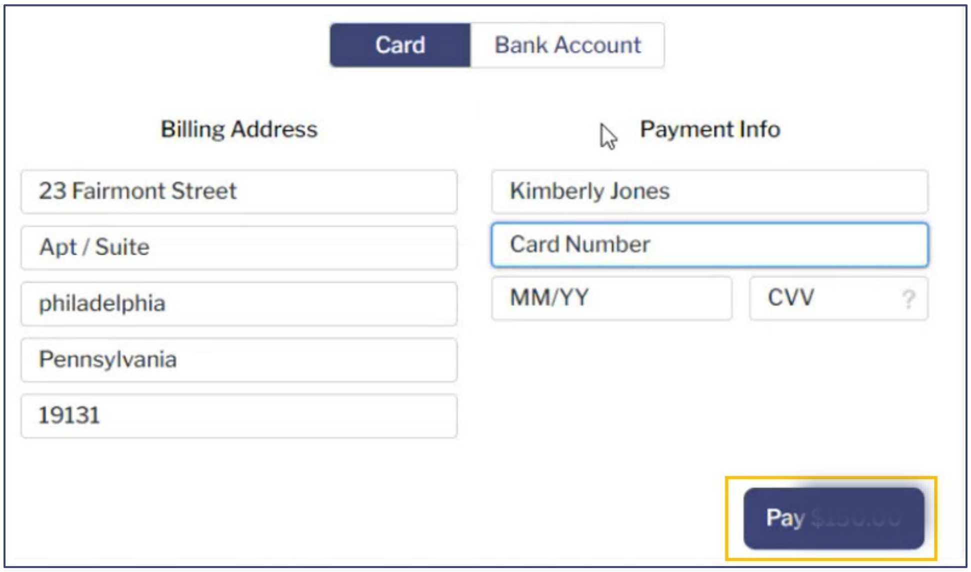
Step 14. Click Proceed to Payment.



Step 15. Select your payment method, **Card** or **Bank Account,** and enter your payment information as required.

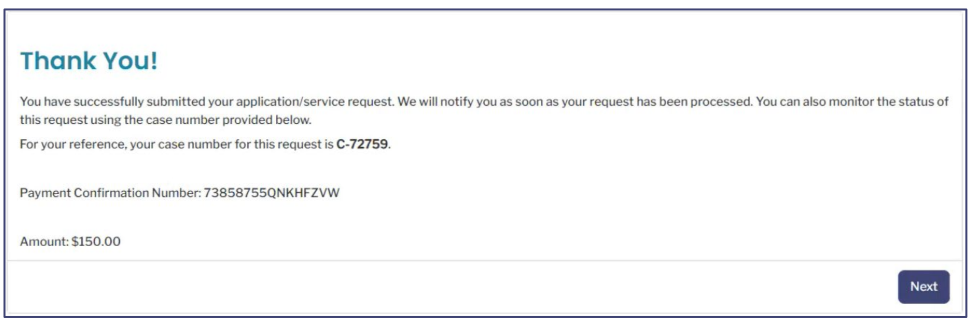


Step 16. Click **Pay $**.



Step 17. Once your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email address on file.

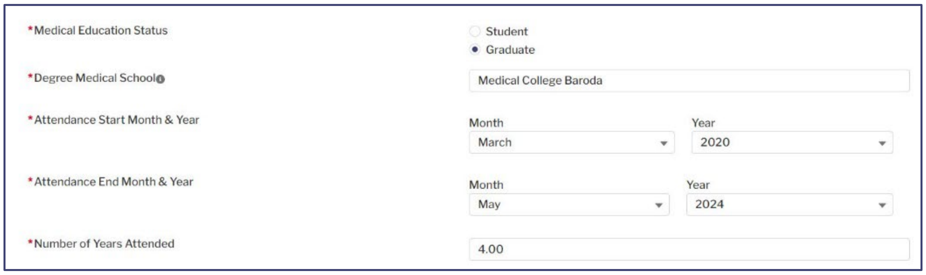
a. It is recommended to document your case number (**C-#**) for this request. It helps the Intealth advisors quickly locate your case if necessary.



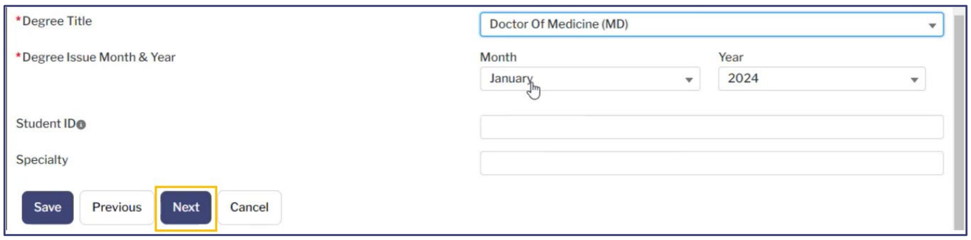
Step 18. Click **Next** to complete your application, and return to the **MyIntealth Applicant Portal** homepage. To review your application, go to the Review Your Submitted Application for Certification section of this user guide.

4.1.2 Continue with the Application as a Graduate

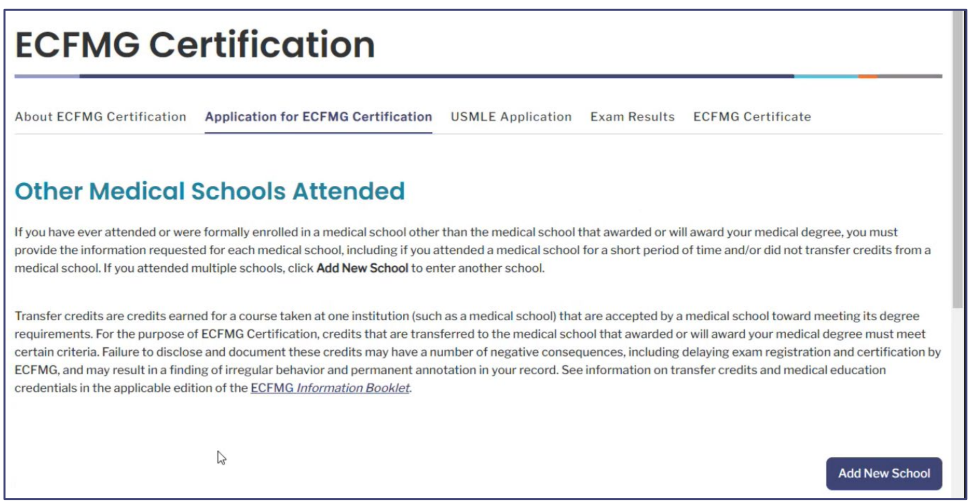
Step 1. Select **Graduate** as your **Medical Education Status**. Enter all required information (*).



Step 2. Click **Next**.

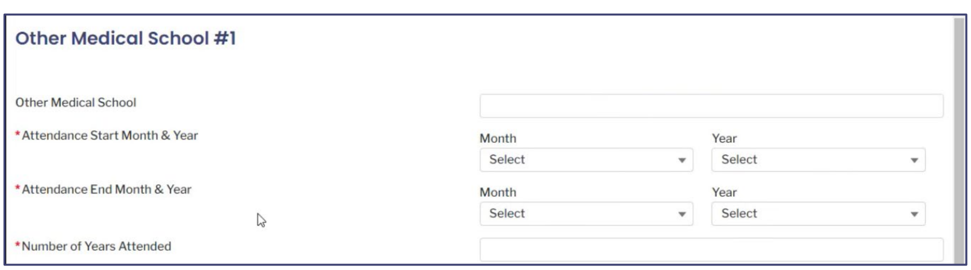


Step 3. The Other Medical Schools Attended page appears.

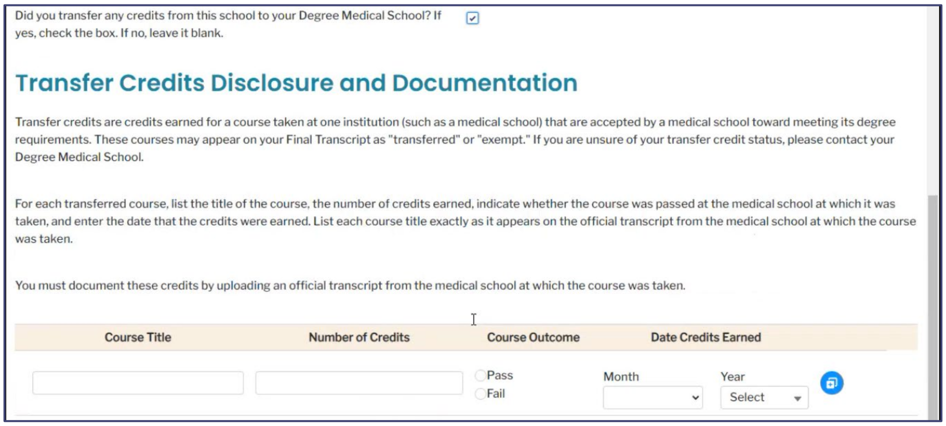


a. Enter required information (*) in the **Other Medical School #1** section.

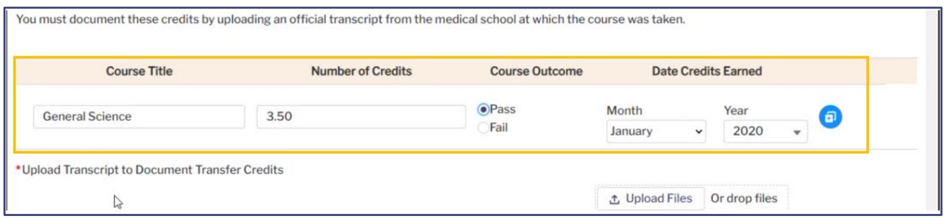
(1) (Optional) Once that information has been entered, click **Save**.



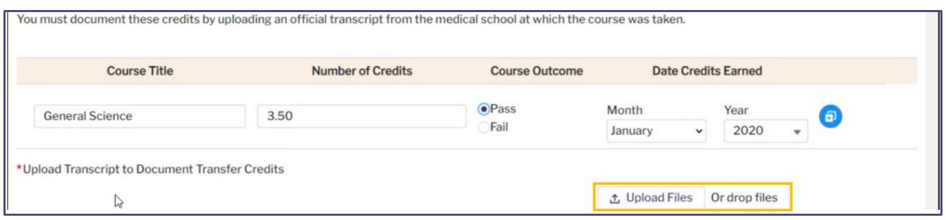
b. If any credits were transferred from this school to your **Degree Medical School**, click the checkbox and the **Transfer Credits Disclosure and Documentation** section appears.



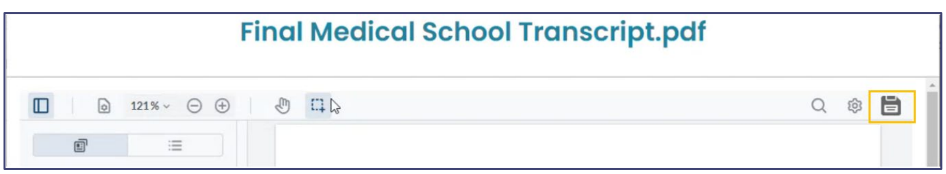
(1) Enter your transfer credits and all required information (*).



(2) To Upload Transcript to Document Transfer Credits, click Upload Files and select a file for upload.



(3) A preview of the file appears. Click **Save** (disk icon) to save the file.

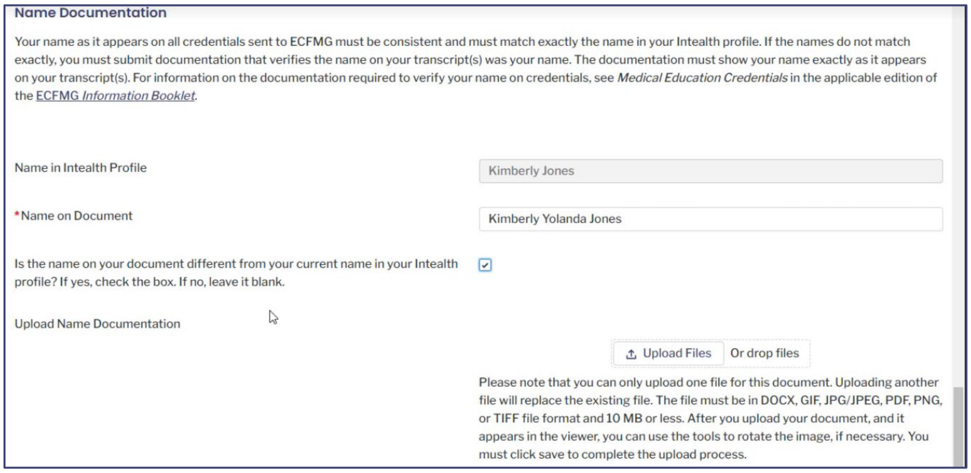


(4) After the file has been saved, a thumbnail of the document appears.

c. The Name **Documentation** section appears.

(1) Answer the **Name on Document** question.

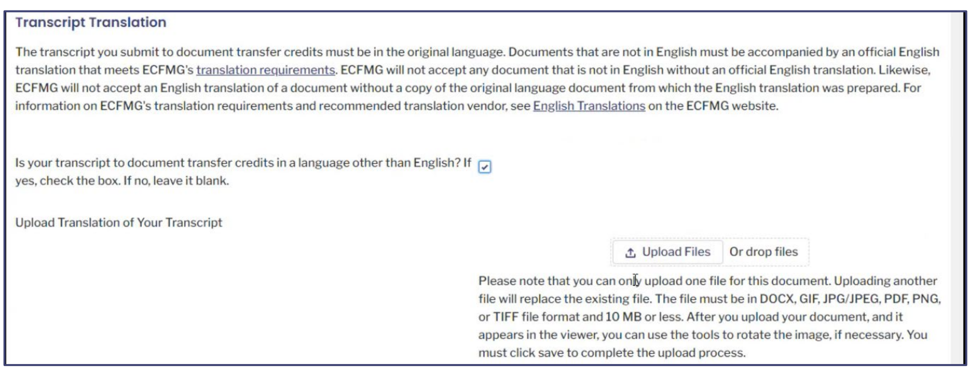
(2) If the **Name on Document** is different than the **Name in Intealth Profile**, click the checkbox below to clarify the difference. You must also upload documentation to support the name differences. Use the steps previously shown to upload and save your supporting name documentation.



d. In the **Transcript Translation** section, click the **checkbox** if the transcript to document credits is in a language other than English.

(1) If the checkbox is clicked, you must Upload a Translation of Your Transcript.

(2) Use the previously documented steps to upload and save your transcript translation.

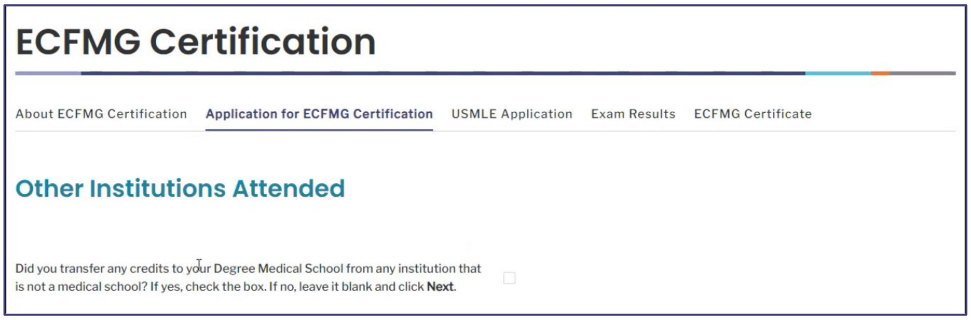


Step 4. To add more schools, click **Add New School,** and enter all required information (*).

> ***Note: Delete School** is available if you need to remove other medical schools.*

Step 5. Click **Next**.

Step 6. The **Other Institutions Attended** screen appears. Click the **checkbox** if you transferred any credits to your degree medical school from any institution that is not a medical school.

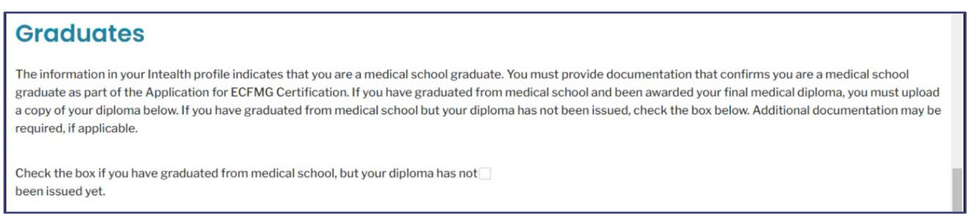


a. If the checkbox is clicked, the **Other Institution #1** section appears, along with the ability to **Add New Institution**. Complete this information accordingly by following the on-screen prompts. The questions and information below follow a similar format to the **Transfer Credits Disclosure and Documentation** screen previously shown.

Step 7. Once you entered all **Other Institutions Attended** information, click **Next**.

Step 8. The **Graduates** page appears. Use the following instructions related to your diploma:

a. If you have graduated from medical school but your diploma has not been issued yet, click the checkbox.



b. Use the previously documented steps to upload and save your diploma.

(1) If the school/institution verifies credentials via a paper process, an additional message appears. Click the associated **checkbox** to send this credential by courier service for an additional fee.

c. The **Name Documentation** section appears.

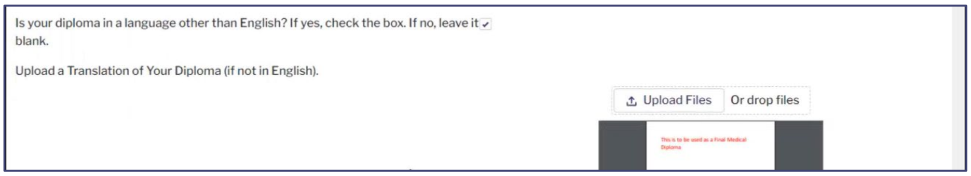
(1) Answer the **Name on Document** question.

(2) If the **Name on Document** is different than the **Name in Intealth Profile**, click the checkbox below to clarify the difference. You must also upload documentation to support the name differences. Use the steps previously shown to upload and save your supporting name documentation.

d. In the Diploma Translation section, click the checkbox if your diploma is in a language other than English.

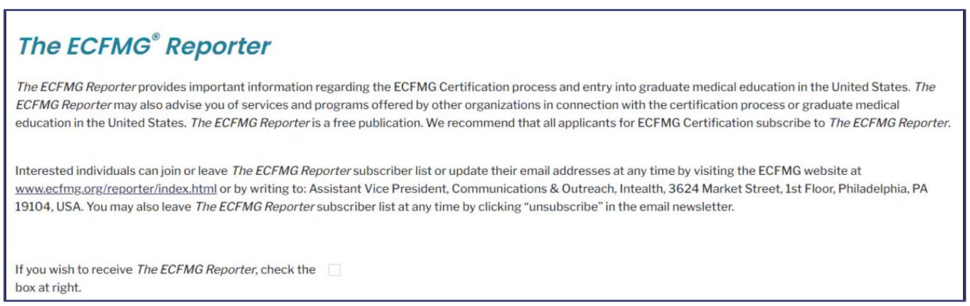
(1) If the checkbox is clicked, you must **Upload a Translation of Your Diploma**.

(2) Use the previously documented steps to upload and save your diploma translation.



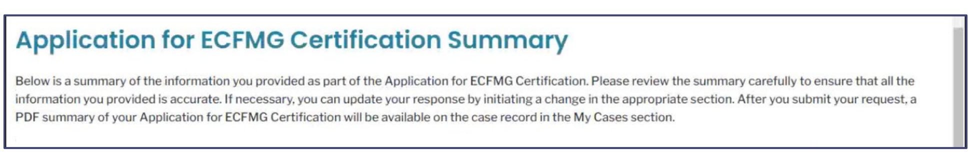
Step 9. Click **Next**.

Step 10. ***The ECFMG Reporter*** screen appears. Click the **checkbox** to receive important information regarding the ECFMG Certification process.

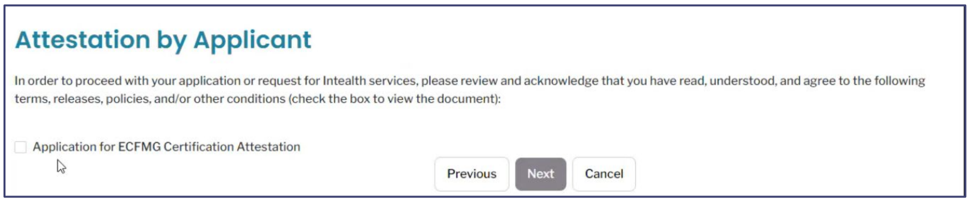


Step 11. Click **Next**.

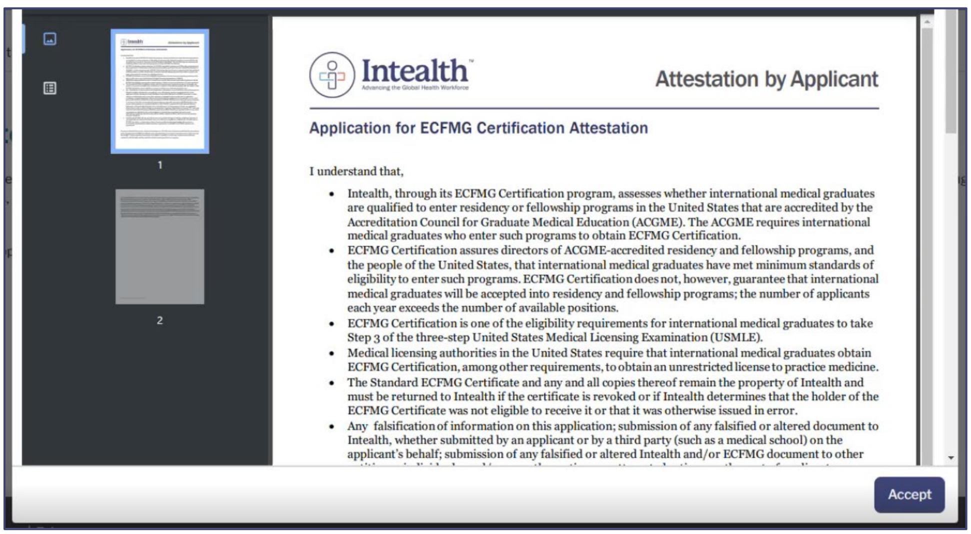
Step 12. The **Application for ECFMG Certification Summary** screen appears. Review/update the information and click **Next**.



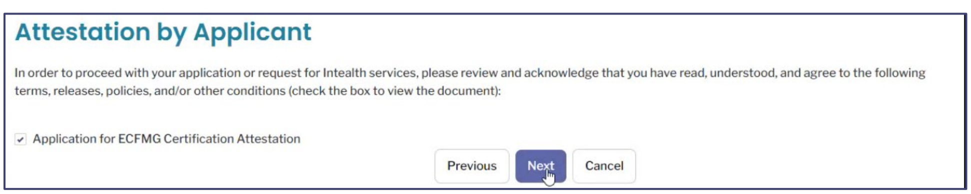
Step 13. The Attestation by Applicant page appears. Click the Application for ECFMG Certification Attestation checkbox.



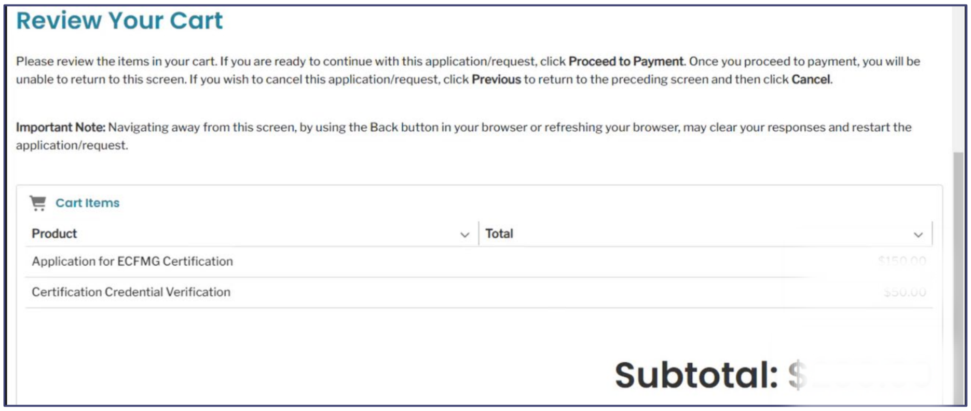
a. The **Attestation by Applicant** appears. Review the attestation and click **Accept** to continue.



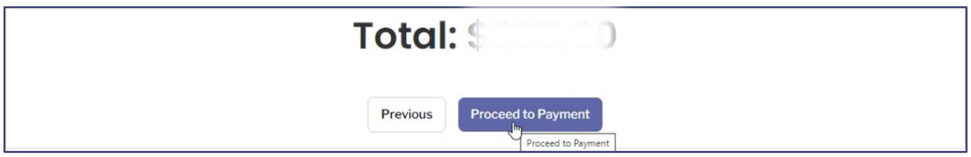
Step 14. Click **Next** to continue.



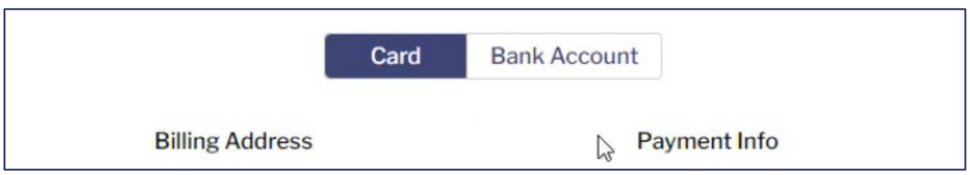
Step 15. The **Review Your Cart** page appears with an overview of your **Cart Items**.



Step 16. Click Proceed to Payment.



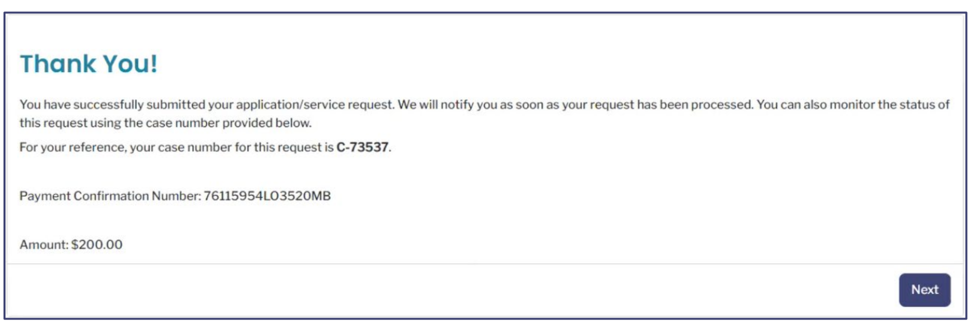
Step 17. Select your payment method, **Card** or **Bank Account**, and enter your payment information as required.



Step 18. Click the **Pay $**.

Step 19. Once your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email address on file.

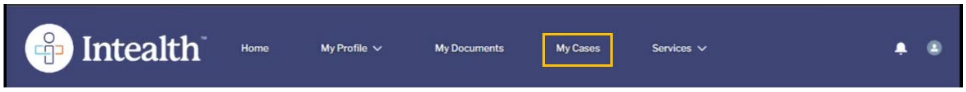
a. It is recommended to document your case number (**C-#**) for this request. It helps the Intealth advisors quickly locate your case if necessary.



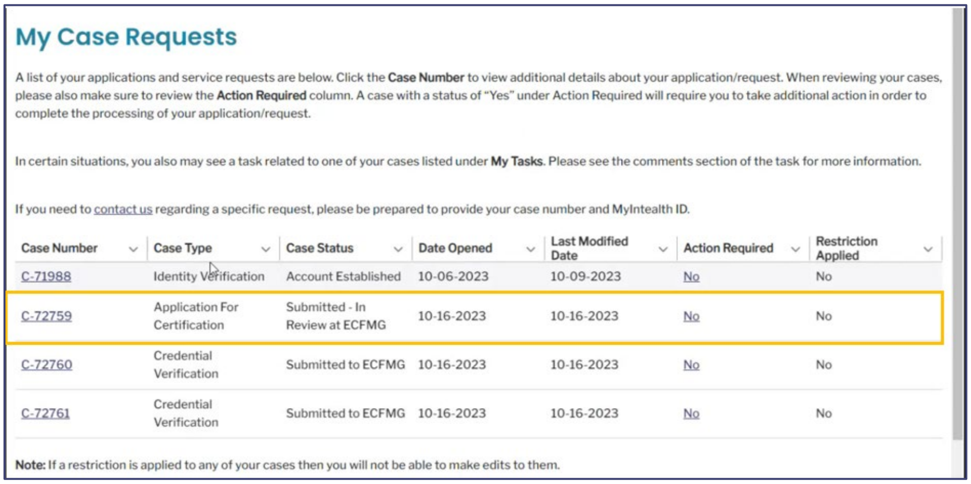
Step 20. Click **Next** to complete your application and return to the **MyIntealth Applicant Portal** homepage. To review your application, go to the Review Your Submitted Application for Certification section of this user guide.

4.2 Review Your Submitted Application for Certification

Step 1. From the **MyIntealth Applicant Portal** homepage, click **My Cases** in the top banner.



Step 2. **My Case Requests** information appears showing a list of all your MyIntealth cases, their associated status, and if action is required.



My Case Requests

A list of your applications and service requests are below. Click the **Case Number** to view additional details about your application/request. When reviewing your cases, please also make sure to review the **Action Required** column. A case with a status of "Yes" under Action Required will require you to take additional action in order to complete the processing of your application/request.

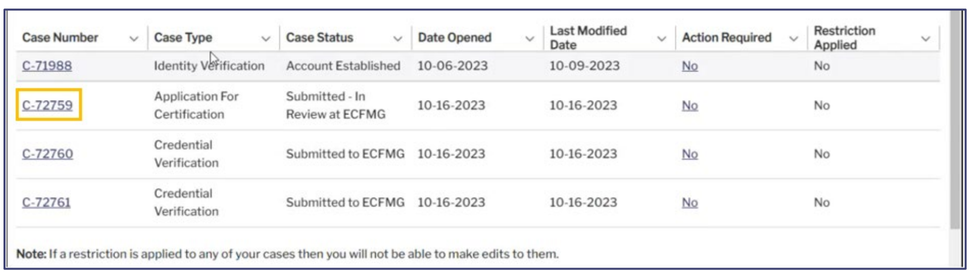
In certain situations, you also may see a task related to one of your cases listed under **My Tasks**. Please see the comments section of the task for more information.

If you need to contact us regarding a specific request, please be prepared to provide your case number and MyIntealth ID.

Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-71988	Identity Verification	Account Established	10-06-2023	10-09-2023	No	No
C-72759	Application For Certification	Submitted - In Review at ECFMG	10-16-2023	10-16-2023	No	No
C-72760	Credential Verification	Submitted to ECFMG	10-16-2023	10-16-2023	No	No
C-72761	Credential Verification	Submitted to ECFMG	10-16-2023	10-16-2023	No	No

Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

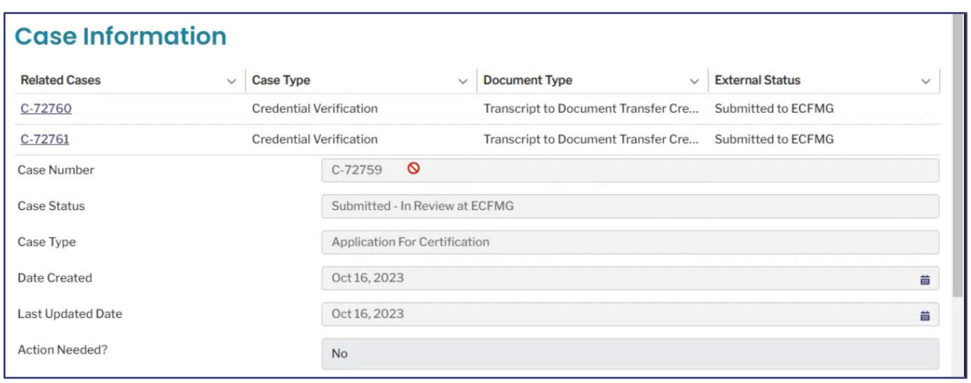
Step 3. Click the **Case Number (C-#)** associated with the case you are interested in viewing.



Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-71988	Identity Verification	Account Established	10-06-2023	10-09-2023	No	No
C-72759	Application For Certification	Submitted - In Review at ECFMG	10-16-2023	10-16-2023	No	No
C-72760	Credential Verification	Submitted to ECFMG	10-16-2023	10-16-2023	No	No
C-72761	Credential Verification	Submitted to ECFMG	10-16-2023	10-16-2023	No	No

Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

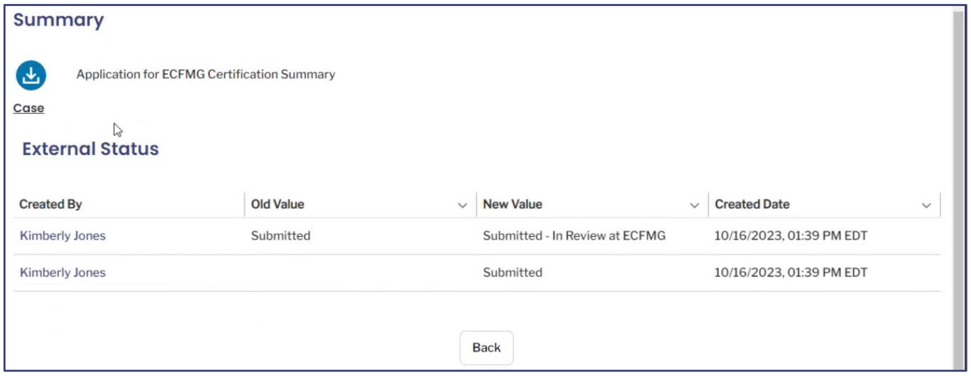
Step 4. The related **Case Information** page appears.



Case Information

Related Cases	Case Type	Document Type	External Status
C-72760	Credential Verification	Transcript to Document Transfer Cre...	Submitted to ECFMG
C-72761	Credential Verification	Transcript to Document Transfer Cre...	Submitted to ECFMG

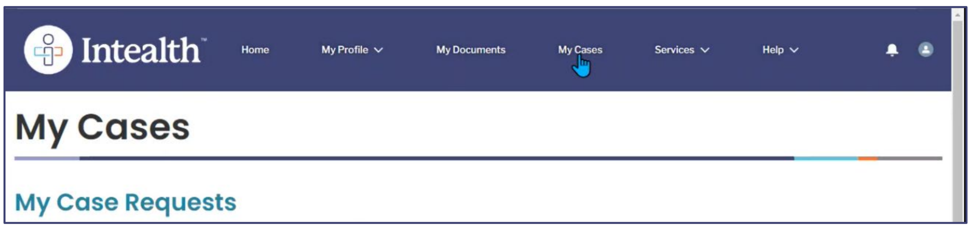
Case Number	C-72759
Case Status	Submitted - In Review at ECFMG
Case Type	Application For Certification
Date Created	Oct 16, 2023
Last Updated Date	Oct 16, 2023
Action Needed?	No



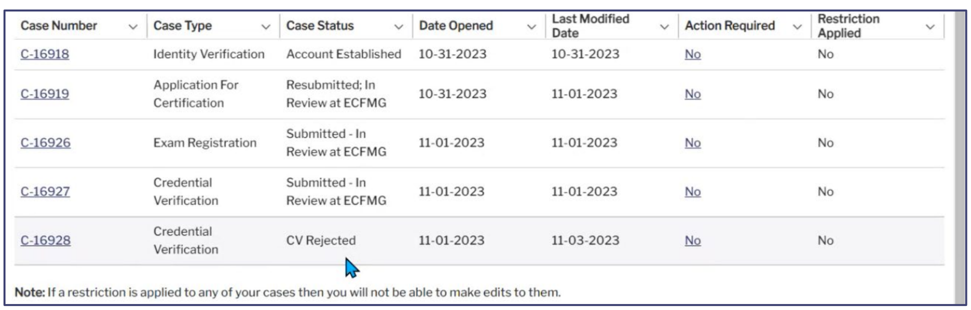
Created By	Old Value	New Value	Created Date
Kimberly Jones	Submitted	Submitted - In Review at ECFMG	10/16/2023, 01:39 PM EDT
Kimberly Jones		Submitted	10/16/2023, 01:39 PM EDT

4.2.1 Identify Rejected Credentials Case

Step 1. From the **MyIntealth Applicant** Portal, in the top banner, click **My Cases**.



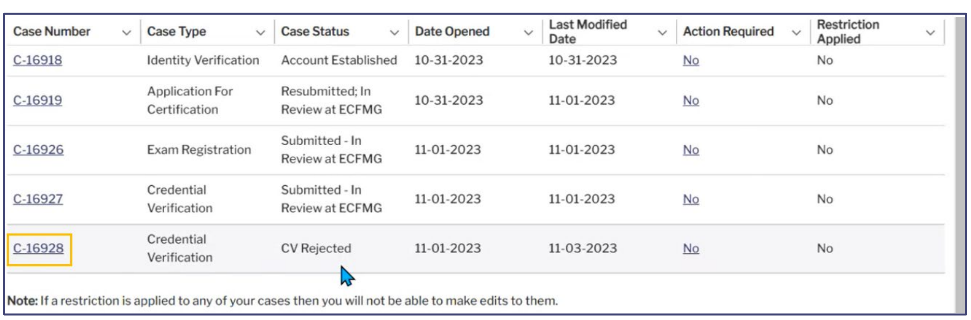
Step 2. The list of your **Case Numbers** appears in the **My Case Requests** section.



Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-16918	Identity Verification	Account Established	10-31-2023	10-31-2023	No	No
C-16919	Application For Certification	Resubmitted; In Review at ECFMG	10-31-2023	11-01-2023	No	No
C-16926	Exam Registration	Submitted - In Review at ECFMG	11-01-2023	11-01-2023	No	No
C-16927	Credential Verification	Submitted - In Review at ECFMG	11-01-2023	11-01-2023	No	No
C-16928	Credential Verification	CV Rejected	11-01-2023	11-03-2023	No	No

Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

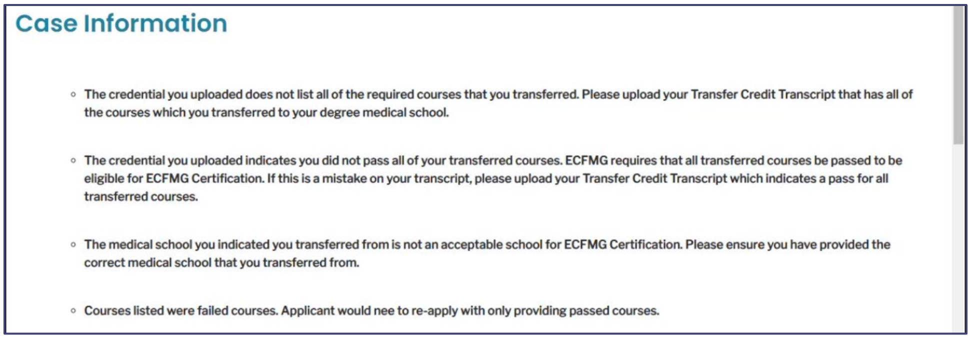
Step 3. Click the Case Number with the Case Status of CV Rejected.



Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-16918	Identity Verification	Account Established	10-31-2023	10-31-2023	No	No
C-16919	Application For Certification	Resubmitted; In Review at ECFMG	10-31-2023	11-01-2023	No	No
C-16926	Exam Registration	Submitted - In Review at ECFMG	11-01-2023	11-01-2023	No	No
C-16927	Credential Verification	Submitted - In Review at ECFMG	11-01-2023	11-01-2023	No	No
C-16928	Credential Verification	CV Rejected	11-01-2023	11-03-2023	No	No

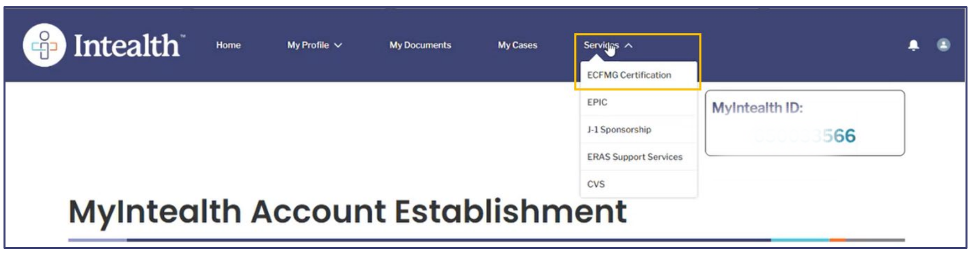
Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

Step 4. The **Case Information** page appears. At the top of the page, there is a list of reasons explaining why the case was rejected.



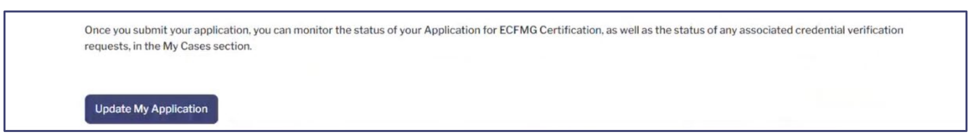
4.3 Update Your Application for ECFMG Certification

Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services** and then select **ECFMG Certification** from the dropdown.

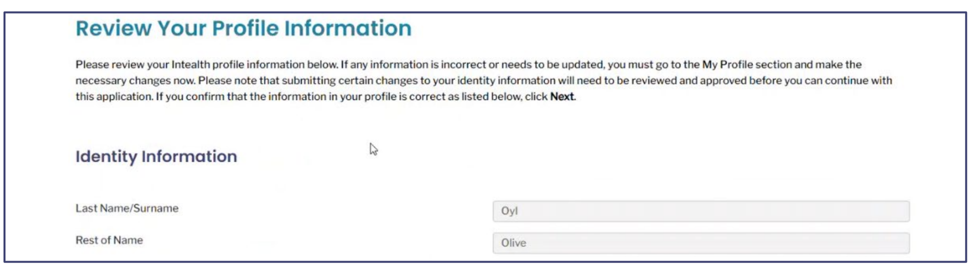


Step 2. The ECFMG Certification page appears. Click the Application for ECFMG Certification tab.

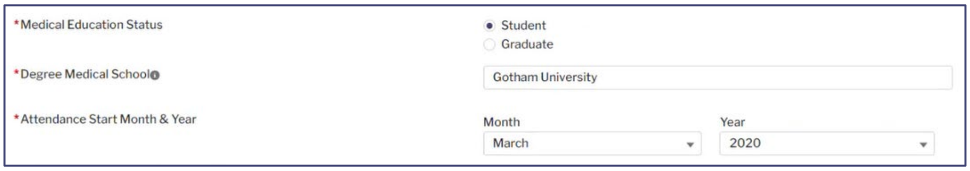
Step 3. Scroll down and click **Update My Application**.



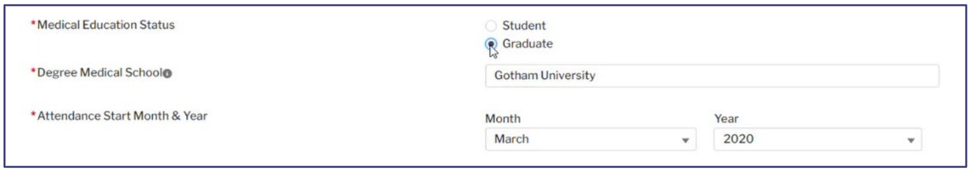
Step 4. All previously saved information appears. Click **Next** to navigate through the pages.



Step 5. Edit the information as needed.



a. In this example, the applicant is updating the **Medical Education Status** from **Student** to **Graduate**.



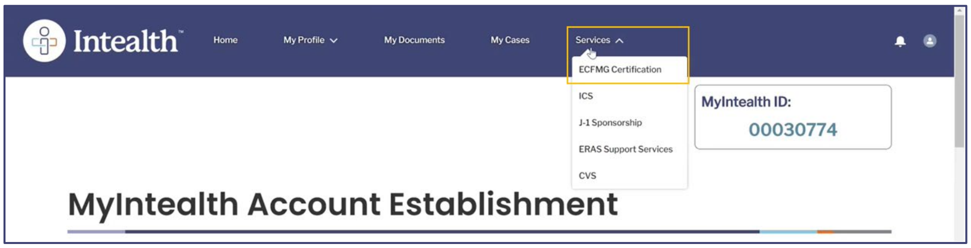
> ***Note:*** *If the* ***Medical Education Status*** *has been updated to* ***Graduate****, a new* ***Graduates*** *page opens asking you to upload your* ***Diploma****. Refer to the* ***Continue with the Application as a Graduate*** *section of this user guide.*

Step 6. Refer to the Application for ECFMG Certification section of this user guide, as necessary.

4.4 Request Duplicate Certificate

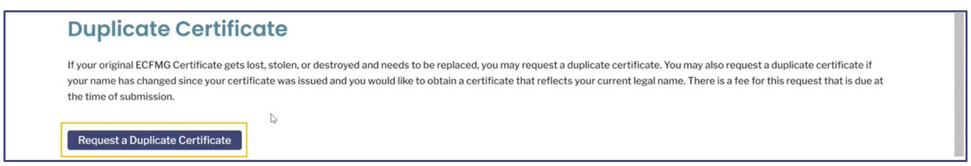
Step 1. Login to the MyIntealth Applicant Portal.

Step 2. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and select **ECFMG Certification** from the dropdown.



Step 3. Click the **ECFMG Certificate** tab.

Step 4. Click **Request a Duplicate Certificate**.



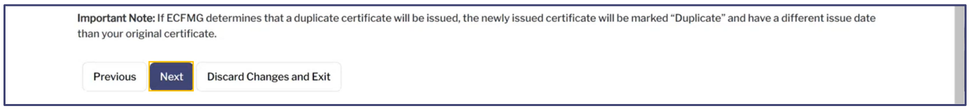
Step 5. Review your profile information and click **Next**.

Step 6. The **Request a Duplicate ECFMG Certificate** appears. Enter all required information (*).

a. Select a **Reason for Duplicate Certificate Request** from the dropdown.

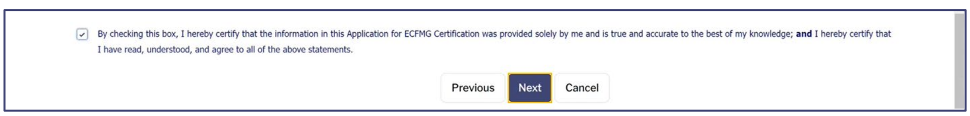
b. Provide a **Brief Explanation** in the textbox.

Step 7. Click **Next**.

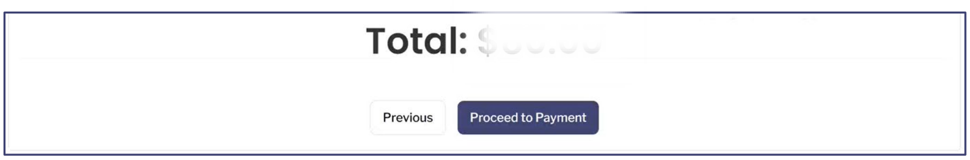


Step 8. Review the information on the **Certification by Applicant** page and click the confirmation **checkboxes**.

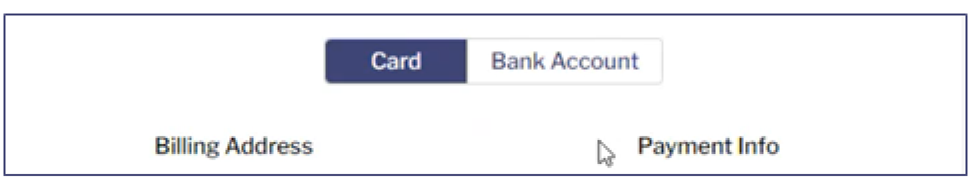
Step 9. Click **Next**.



Step 10. **The Review Your Cart** page appears with an overview of your **Cart Items**. Click **Proceed to Payment**.

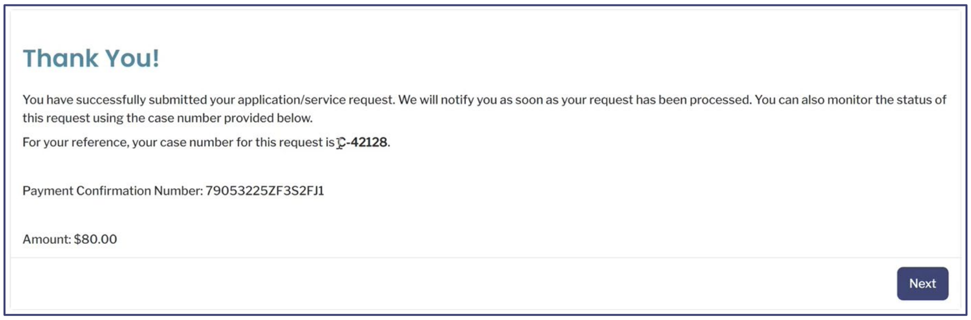


Step 11. Select your method of payment, **Card** or **Bank Account,** and enter your payment information as required.

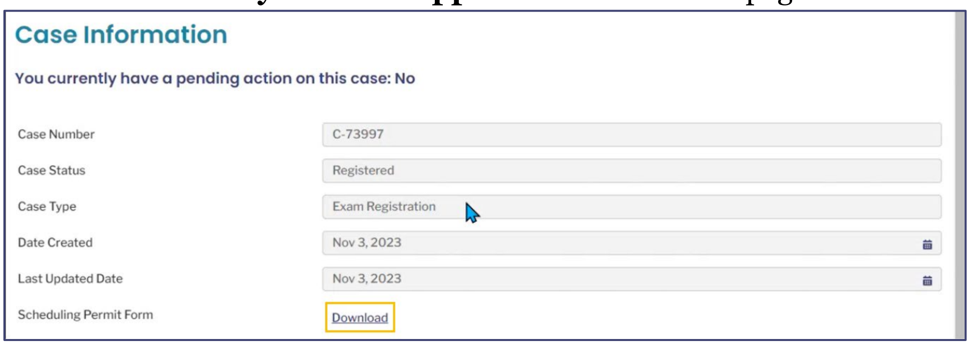


Step 12. Click **Pay $**.

Step 13. Once your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email address on file.



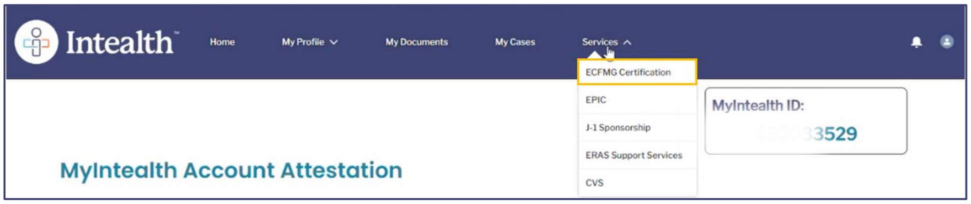
Click **Next** to return to the **MyIntealth Applicant Portal** homepage.



5 USMLE Exam

5.1 Submit a USMLE Application

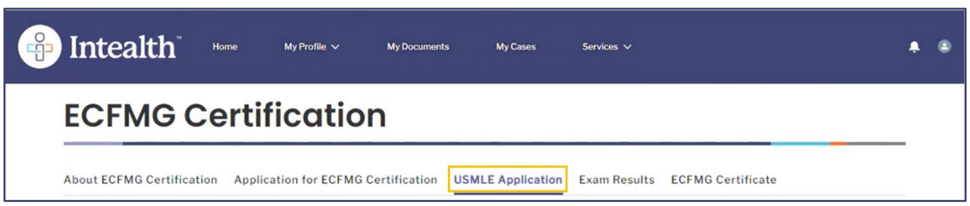
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and then select **ECFMG Certification** from the dropdown.



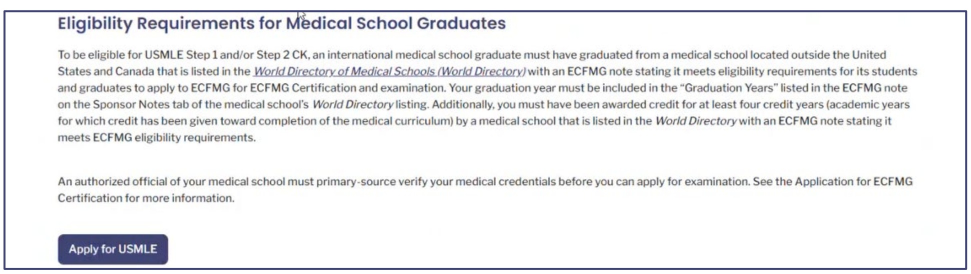
Step 2. The ECFMG Certification page opens.

> ***Note:*** *Before applying for a USMLE Exam, ensure the status of your Application for Certification case is "accepted". This status can be found on the* ***Application for ECFMG Certification*** *tab. See the* ***Review Your Submitted Application for Certification*** *section for more detail.*

Step 3. Click the USMLE Application tab.

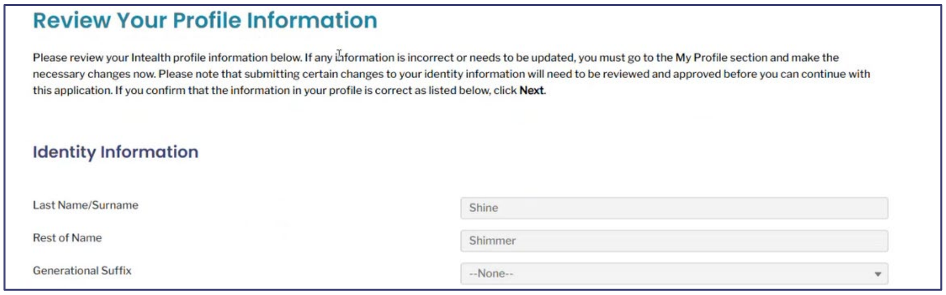


Step 4. Review the information and click **Apply for USMLE**.

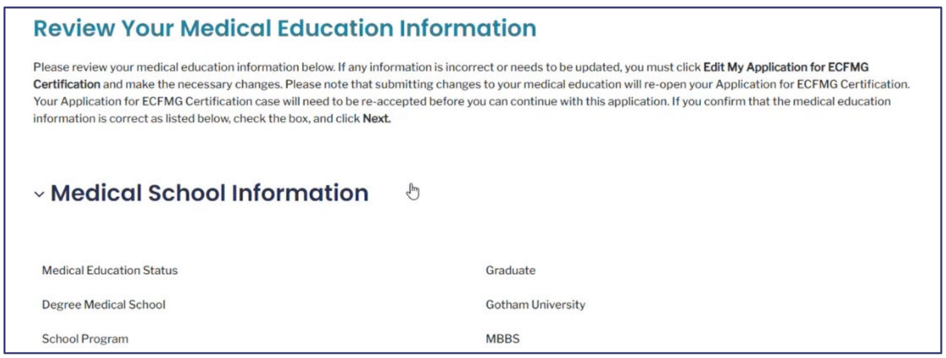


Step 5. The **Review Your Profile Information** page appears. Review your information and click **Next**.

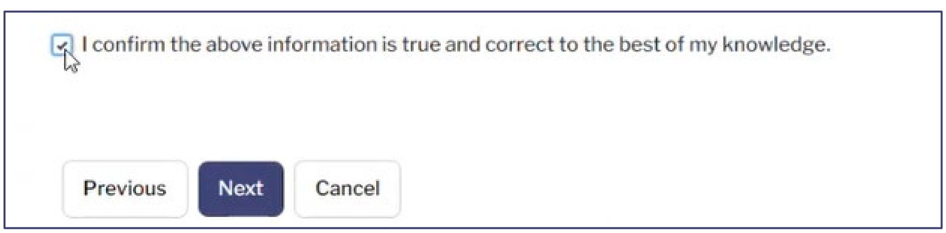
a. If you need to edit your **Identity Information** and/or **Contact Information**, click **Cancel**. To make any necessary edits, click **My Profile** from the top banner and edit your **Identify Information** or **Contact Information** pages.



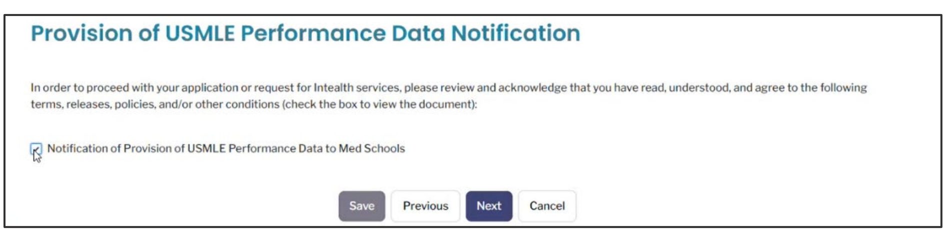
Step 6. The Review Your Medical Education Information page appears. Review the information and if the information is correct, click the I confirm the above information is true and correct to the best of my knowledge checkbox.



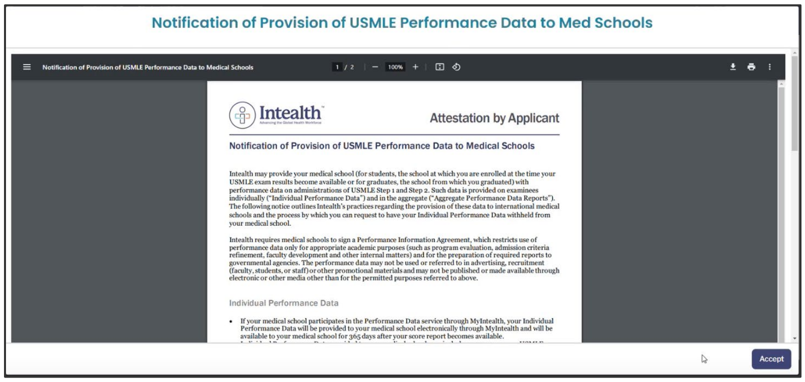
Step 7. Click **Next**.



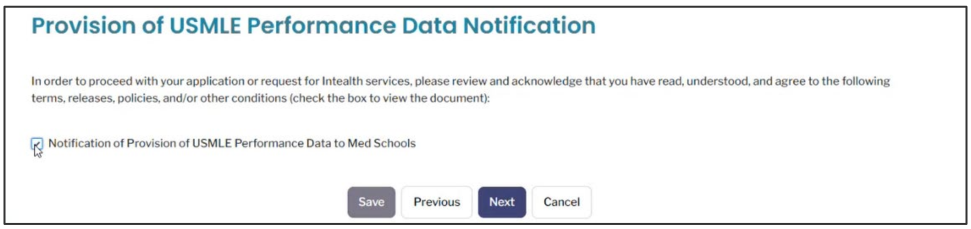
Step 8. The Provision of USMLE Performance Data Notification page appears. Click the Notification of Provision of USMLE Performance Data to Med Schools checkbox to view a larger version of the document.



Step 9. Review the document and click **Accept**.



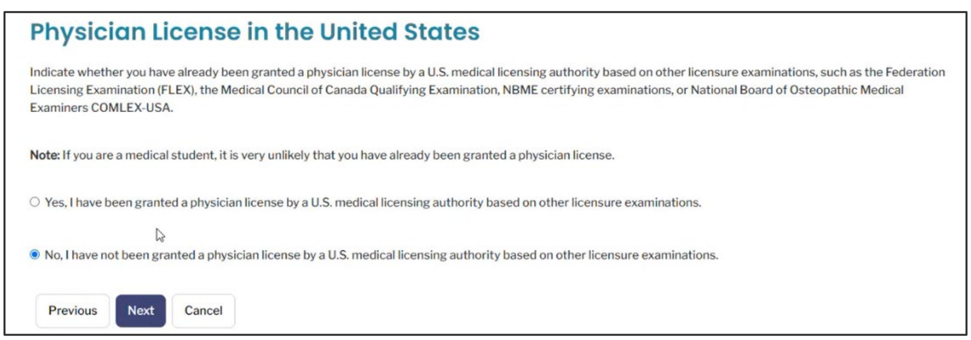
Step 10. Click **Next**.



Step 11. The **Physician License in the United States** page appears. Review the information on this page and indicate whether you have already been granted a physician license by a U.S. medical licensing authority.

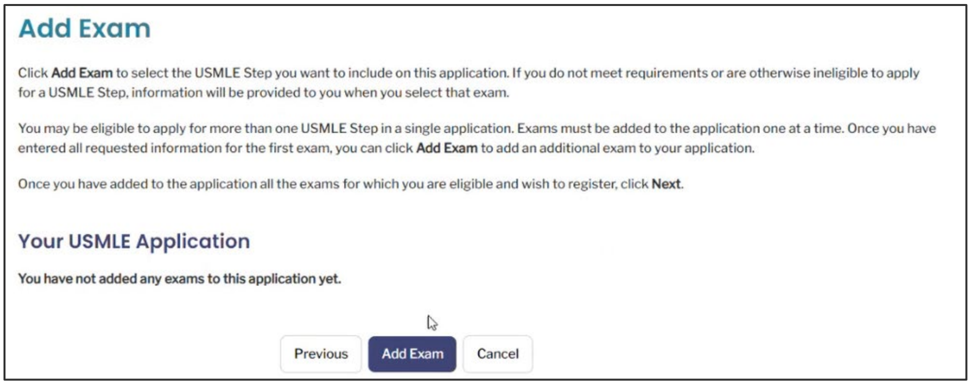
a. If you have already been granted a physician license by a U.S. medical licensing authority based on other licensure examinations, continue with the **Apply for a USMLE Exam with a Physician License** section.

b. If you have ***not*** been granted a physician license by a U.S. medical licensing authority based on other licensure examinations, click the **No, I have not been granted a physician license by a U.S. medical licensing authority based on other licensure examinations** checkbox and click **Next.**

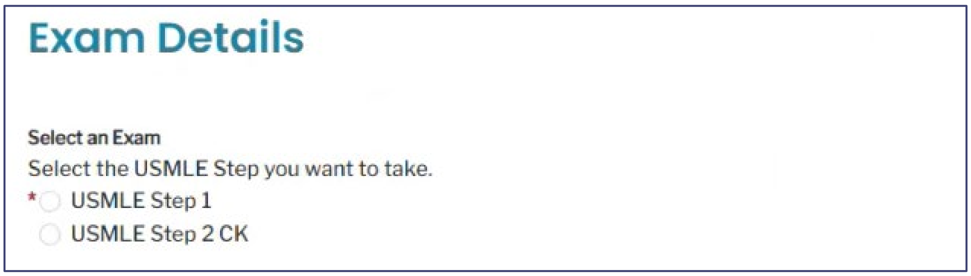


Step 12. The **Add Exam** page appears. Click **Add Exam**.

> ***Note:*** *You may only add one exam at a time. Once an exam has been added, you may be able to add an additional exam.*

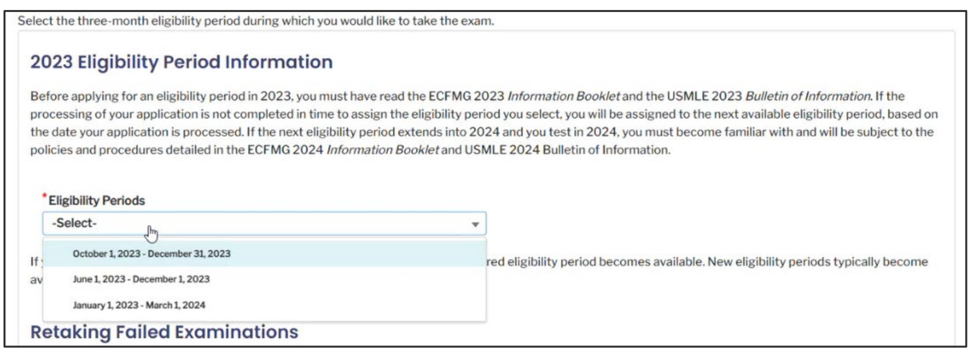


Step 13. The **Exam Details** page appears. Click the checkbox next to the **USMLE Step exam** you want to take. Use the following instructions to complete the subsequent questions pertaining to the selected exam.

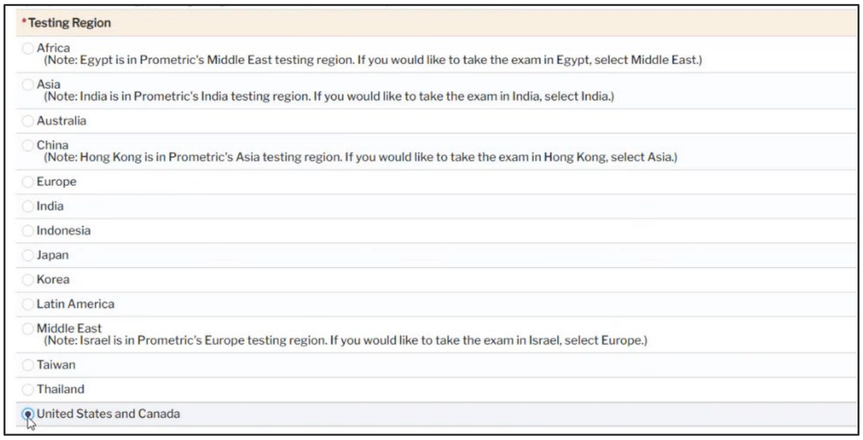


a. After selecting an exam, if a red notification appears stating that you have already passed this exam, continue with the **Apply for a USMLE Exam with a Previous Pass** section.

b. In the **Eligibility Period Information** section, select your **Eligibility Period** from the dropdown.



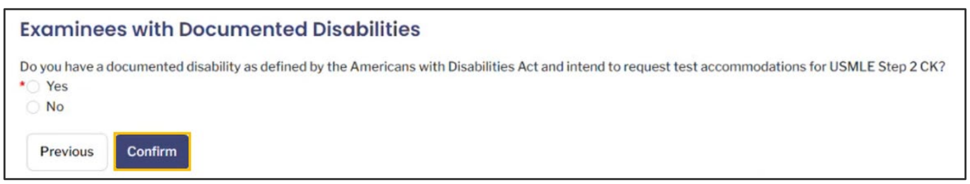
c. Select your **Testing Region**.



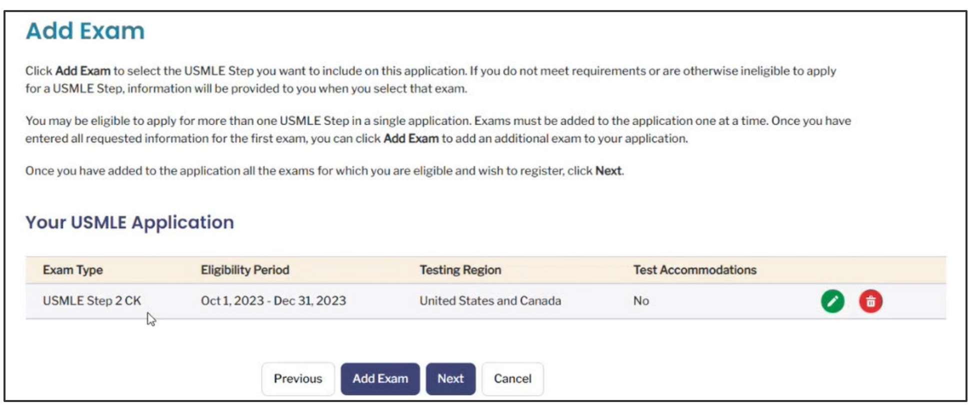
d. In the **Examinees with Documented Disabilities** section, review the question and select the appropriate answer.

(1) If you select **Yes**, follow the on-screen instructions for more detail.

Step 14. Once you have entered all information, click **Confirm**.



Step 15. The **Add Exam** page appears. Review the newly added **Exam Type** under the **Your USMLE Application** section.



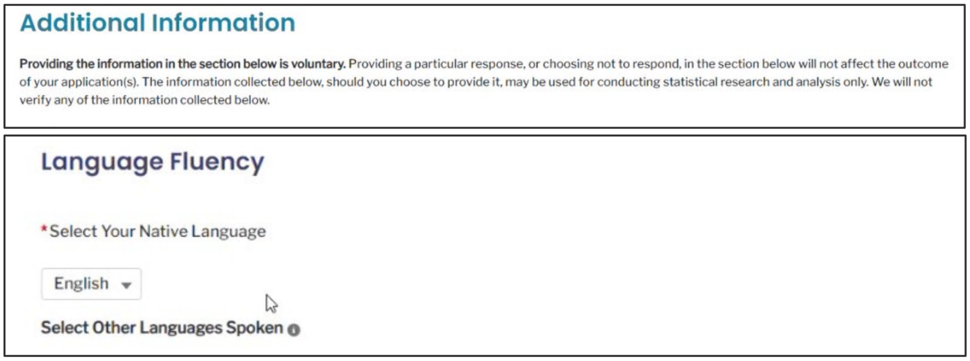
a. If you are eligible to add another exam, click **Add Exam** and follow the previous instructions.

b. If you would like to edit your exam details, click the **green pencil icon.**

c. If you would like to delete your exam, click the **red delete icon.**

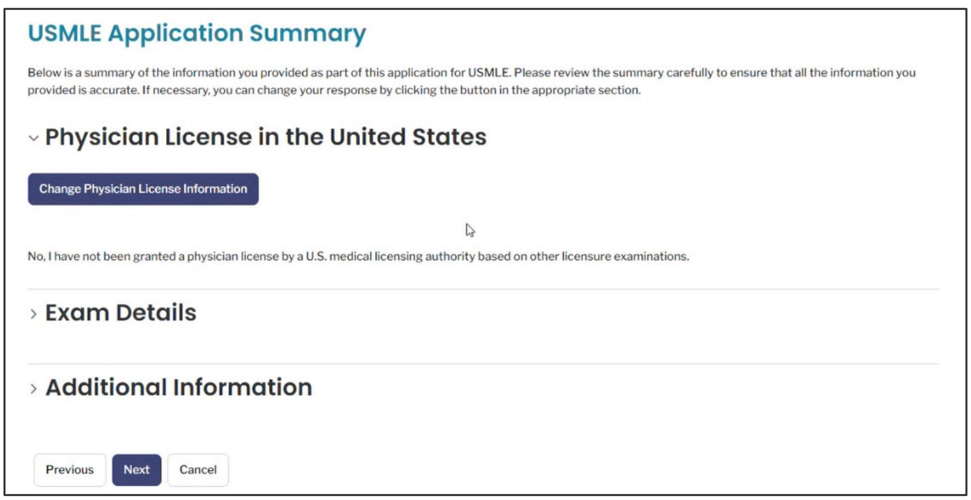
Step 16. Click **Next**.

Step 17. The **Additional Information** page appears. Choose your native language from the **Select Your Native Language** dropdown. All other fields are optional.



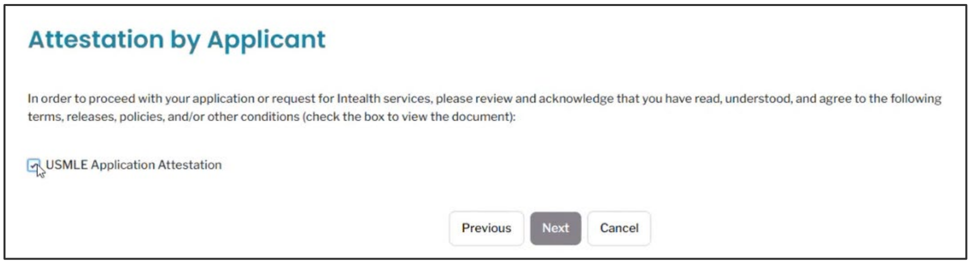
Step 18. Click **Next**.

Step 19. The USMLE Application Summary page appears. Click Next.



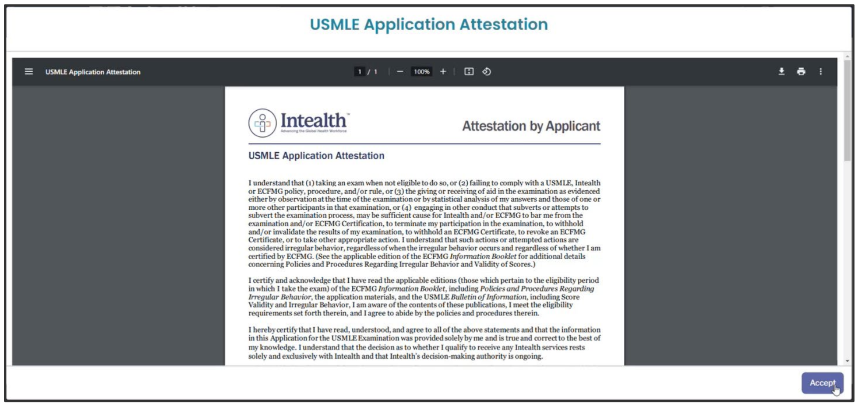
> **Important:** This is the last opportunity to make any changes to your exam application before proceeding to the final steps.

Step 20. The **Attestation by Applicant** page appears. Click the **USMLE Application Attestation** checkbox to view a larger version of the document.

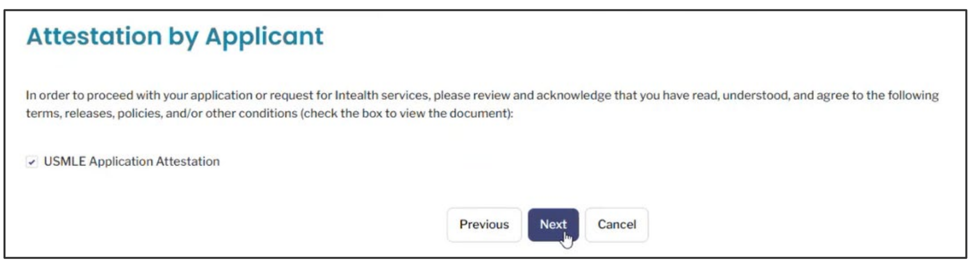


a. Accepting the **Attestation by Applicant** confirms your understanding and correct completion of all USMLE application questions.

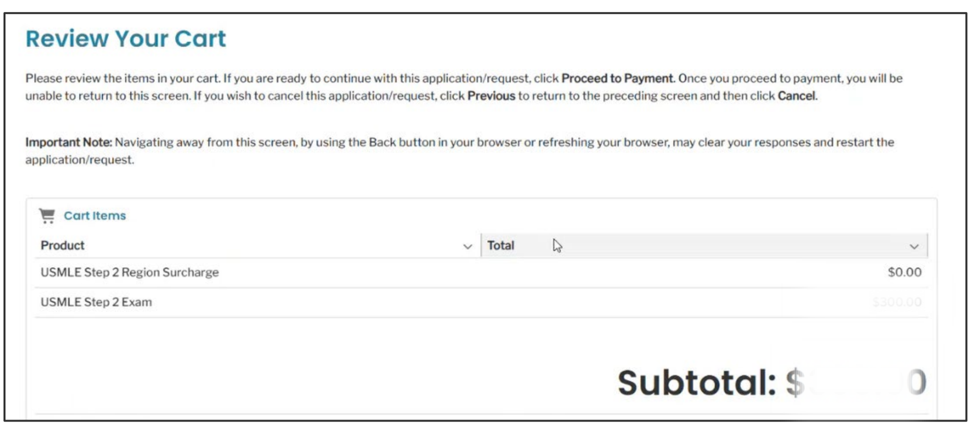
b. Review the document and click **Accept**.



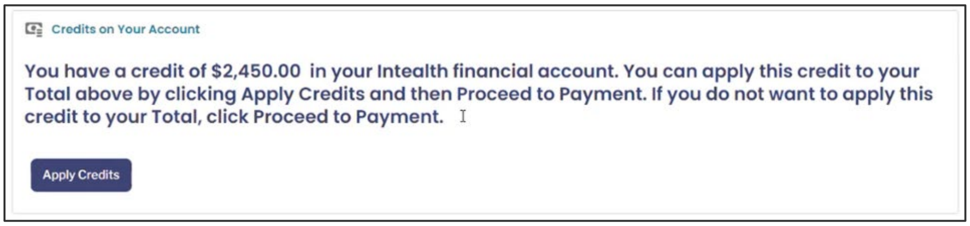
Step 21. Click **Next**.



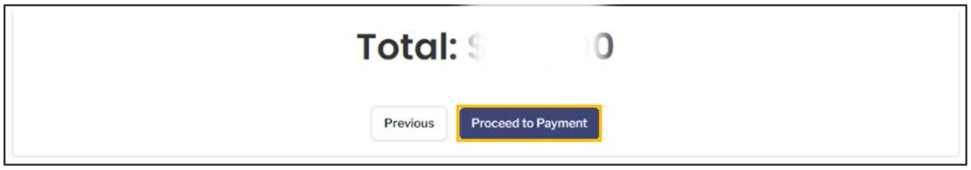
Step 22. The **Review Your Cart** page appears with a list of **Cart Items**.



a. If there are any credits in your financial account, click **Apply Credits** to use them.

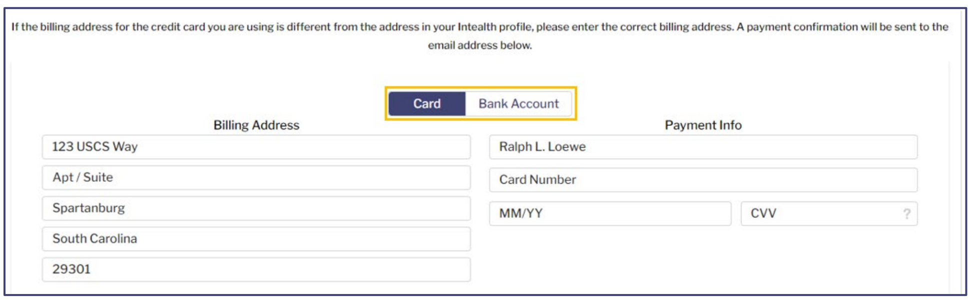


b. Click Proceed to Payment.

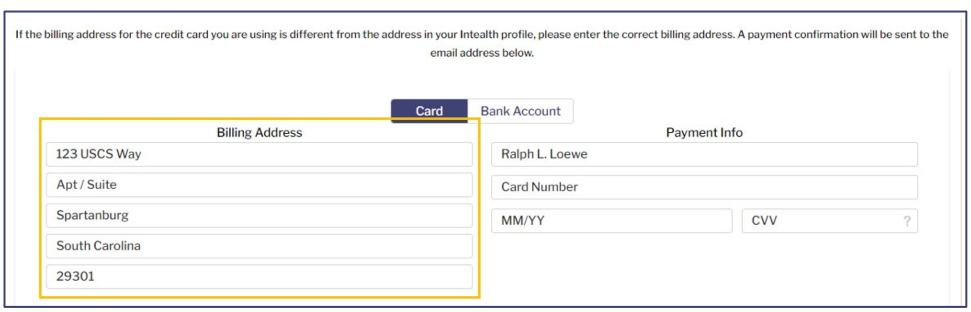


> ***Note:*** *As stated on the screen, refreshing your browser page, or navigating away from this screen using your browser's* ***Back*** *button restarts your application/request. Click* ***Previous*** *to return to any prior screens.*

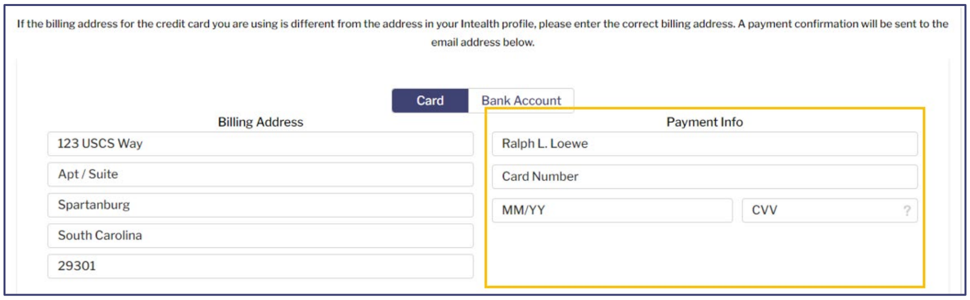
c. Click your payment method, **Card** or **Bank Account.**



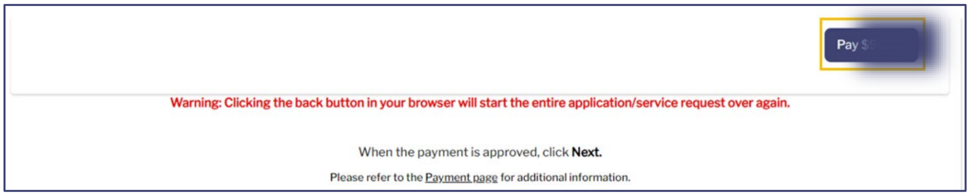
d. Confirm the **Billing Address** information is correct. Correct information as needed.



e. Enter your **Payment Info** based on the payment method you selected.



f. Click **Pay $**.

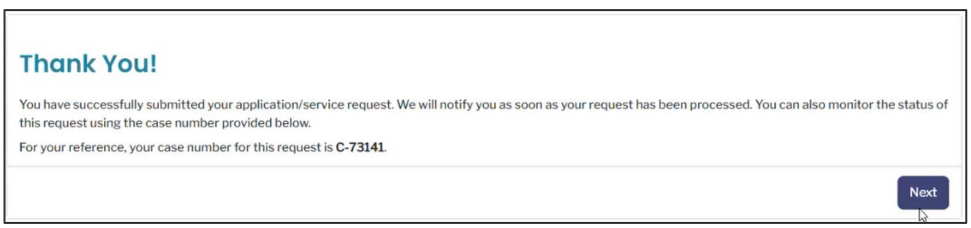


g. When the payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email address on file.

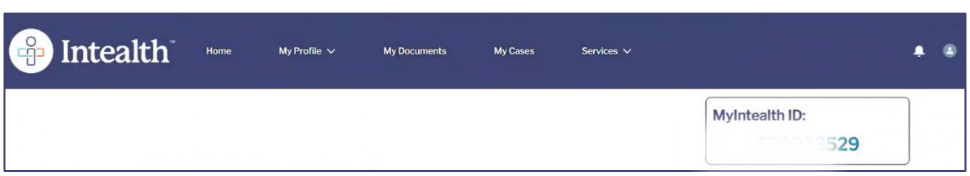
(1) If you are a student and your medical school participates in the **MyIntealth Entity Portal** (Formerly EMSWP), a request is sent to the **MyIntealth Entity Portal** to verify your student enrollment status.

(2) If you are a student and your medical school does not participate in the **Entity Portal**, your Form 183 is available on the **USMLE Exam** tab (at the bottom of the screen).

(3) If you are a graduate, your application should be accepted within 24 hours.



Step 23. Click Next to return to the homepage.

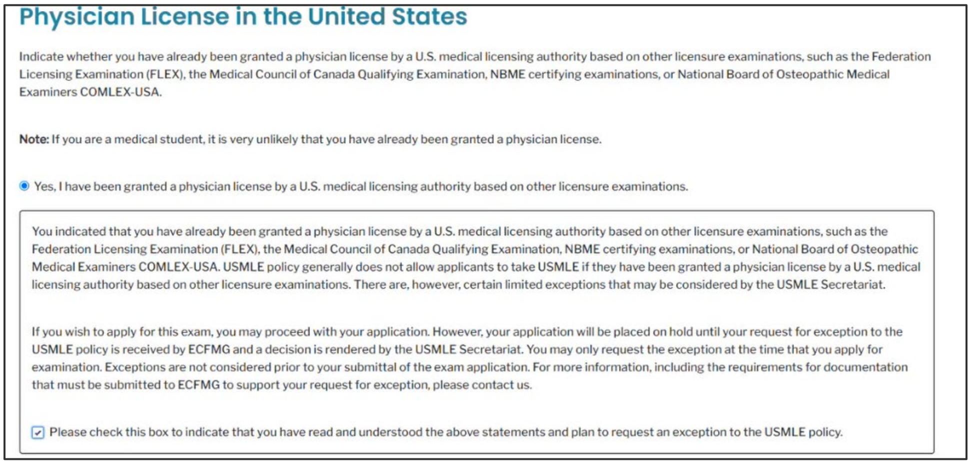


> ***Note:*** *To review any submitted cases, refer to the* ***Review My Case Requests*** *section.*

5.1.1 Apply for a USMLE Exam with a Physician License

Step 1. On the Physician License in the United States page, select the Yes, I have been granted a physician license by a U.S. medical licensing authority based on other licensure examinations checkbox.

Step 2. An additional information box appears. Review the information and click the **checkbox** at the bottom of the pop-up indicating you read and understand the information.


Physician License in the United States

Indicate whether you have already been granted a physician license by a U.S. medical licensing authority based on other licensure examinations, such as the Federation Licensing Examination (FLEX), the Medical Council of Canada Qualifying Examination, NBME certifying examinations, or National Board of Osteopathic Medical Examiners COMLEX-USA.

Note: If you are a medical student, it is very unlikely that you have already been granted a physician license.

Yes, I have been granted a physician license by a U.S. medical licensing authority based on other licensure examinations.

You indicated that you have already been granted a physician license by a U.S. medical licensing authority based on other licensure examinations, such as the Federation Licensing Examination (FLEX), the Medical Council of Canada Qualifying Examination, NBME certifying examinations, or National Board of Osteopathic Medical Examiners COMLEX-USA. USMLE policy generally does not allow applicants to take USMLE if they have been granted a physician license by a U.S. medical licensing authority based on other licensure examinations. There are, however, certain limited exceptions that may be considered by the USMLE Secretariat.

If you wish to apply for this exam, you may proceed with your application. However, your application will be placed on hold until your request for exception to the USMLE policy is received by ECFMG and a decision is rendered by the USMLE Secretariat. You may only request the exception at the time that you apply for examination. Exceptions are not considered prior to your submittal of the exam application. For more information, including the requirements for documentation that must be submitted to ECFMG to support your request for exception, please contact us.

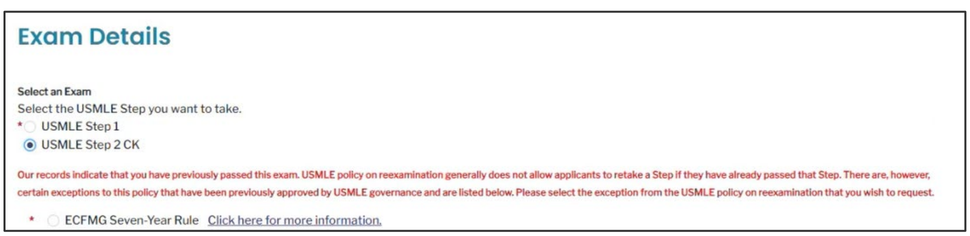
Please check this box to indicate that you have read and understood the above statements and plan to request an exception to the USMLE policy.

Step 3. Continue your USMLE exam application with [Step 12](#) of Section 5.1.

> ***Note:*** *If you are a medical student, it is very unlikely that you have already been granted a physician license.*

5.1.2 Apply for a USMLE Exam with a Previous Pass

When applying for a USMLE exam, you received a notification stating that you already passed the selected exam.

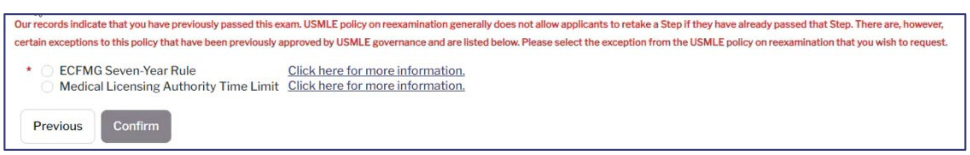

Exam Details

Select an Exam
Select the USMLE Step you want to take.
* USMLE Step 1
USMLE Step 2 CK

Our records indicate that you have previously passed this exam. USMLE policy on reexamination generally does not allow applicants to retake a Step if they have already passed that Step. There are, however, certain exceptions to this policy that have been previously approved by USMLE governance and are listed below. Please select the exception from the USMLE policy on reexamination that you wish to request.

* ECFMG Seven-Year Rule Click here for more information.

Step 1. An additional question appears.


Our records indicate that you have previously passed this exam. USMLE policy on reexamination generally does not allow applicants to retake a Step if they have already passed that Step. There are, however, certain exceptions to this policy that have been previously approved by USMLE governance and are listed below. Please select the exception from the USMLE policy on reexamination that you wish to request.

* ECFMG Seven-Year Rule Click here for more information.
Medical Licensing Authority Time Limit Click here for more information.

Previous Confirm

Step 2. Select the applicable exception reason and click **Confirm**..

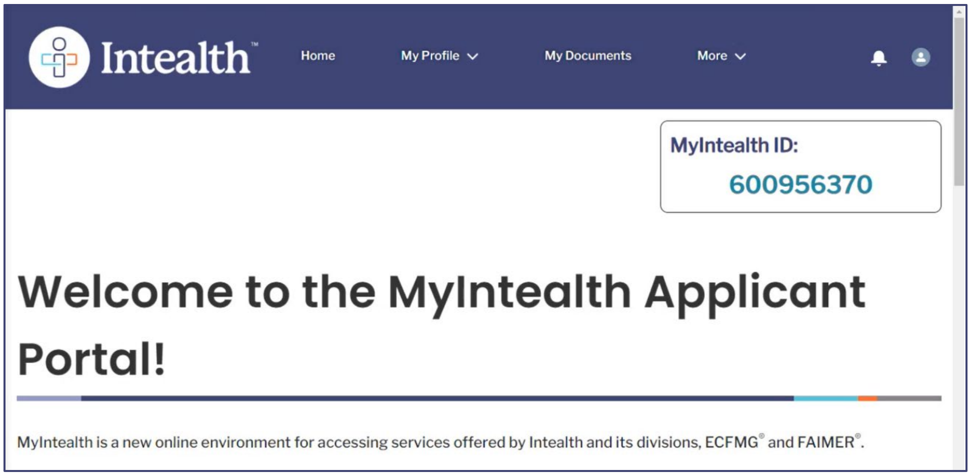
a. ECFMG Seven-Year Rule

b. Medical Authority Licensing Time Limit

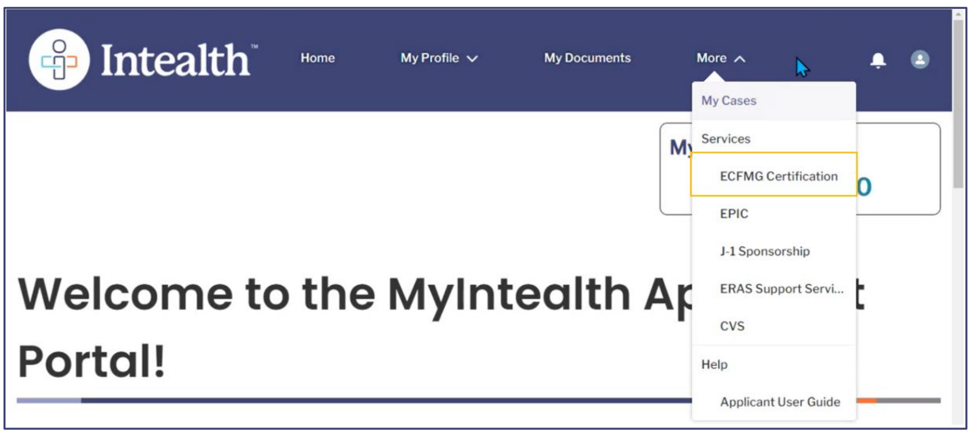
Step 3. Continue your USMLE Exam application with Step 13of Section 5.1.

5.2 Request a USMLE Eligibility Period Extension

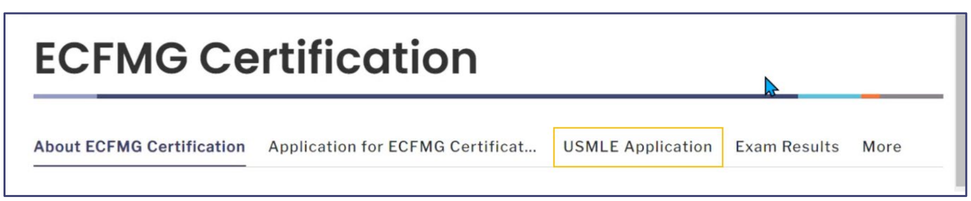
Step 1. Log in to the **MyIntealth Applicant Portal**.



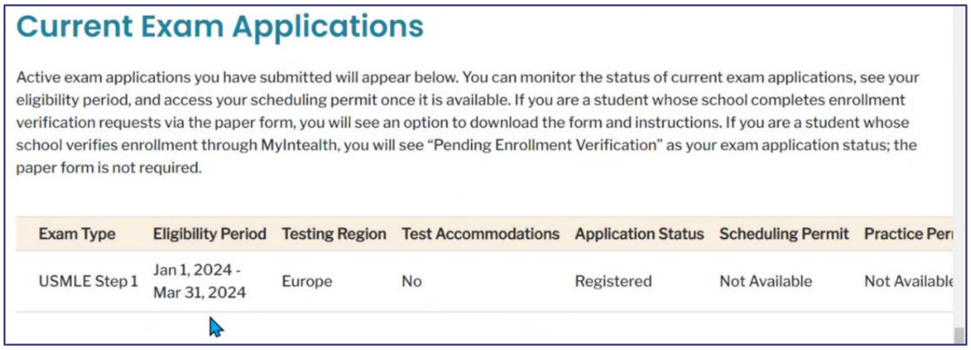
Step 2. From the top banner, select **ECFMG Certification** under **Services**.



Step 3. Click the **USMLE Application** tab.



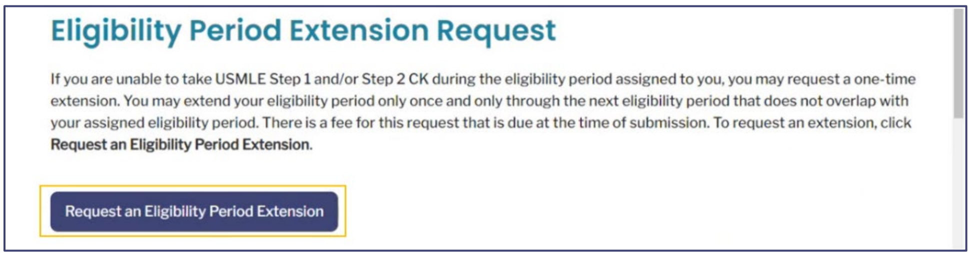
Step 4. Review the **Current Exam Applications** section to ensure you are within the current **Eligibility Period**.


Current Exam Applications

Active exam applications you have submitted will appear below. You can monitor the status of current exam applications, see your eligibility period, and access your scheduling permit once it is available. If you are a student whose school completes enrollment verification requests via the paper form, you will see an option to download the form and instructions. If you are a student whose school verifies enrollment through MyIntealth, you will see "Pending Enrollment Verification" as your exam application status; the paper form is not required.

Exam Type	Eligibility Period	Testing Region	Test Accommodations	Application Status	Scheduling Permit	Practice Peri
USMLE Step 1	Jan 1, 2024 - Mar 31, 2024	Europe	No	Registered	Not Available	Not Available

Step 5. Under the **Eligibility Period Extension Request** section, click **Request an Eligibility Period Extension**.


Eligibility Period Extension Request

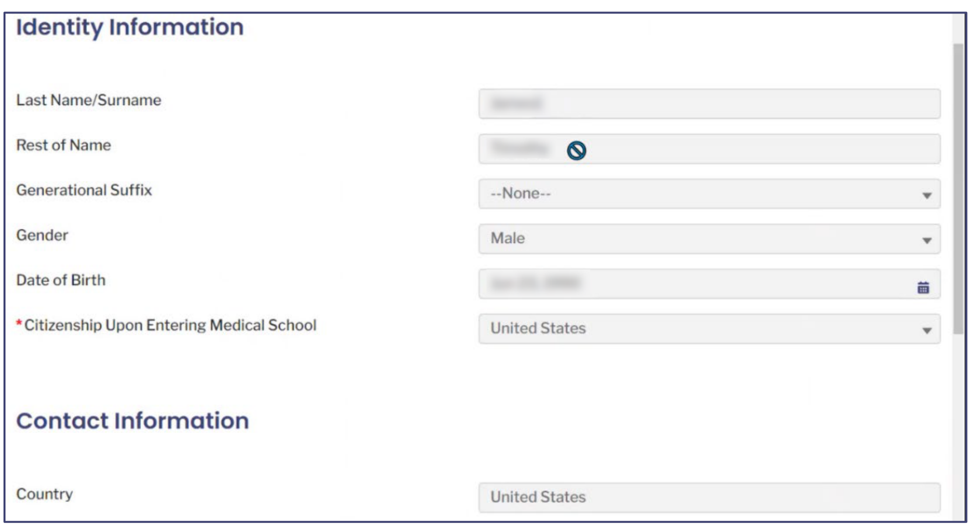
If you are unable to take USMLE Step 1 and/or Step 2 CK during the eligibility period assigned to you, you may request a one-time extension. You may extend your eligibility period only once and only through the next eligibility period that does not overlap with your assigned eligibility period. There is a fee for this request that is due at the time of submission. To request an extension, click **Request an Eligibility Period Extension.**

Request an Eligibility Period Extension

a. If you are not currently within the **Eligibility Period**, the option to **Request an Eligibility Period Extension** is not available.

> ***Note:*** *The section for an Eligiblity Period Extension Request will only appear on the USMLE Application tab if you have an active exam registration.*

Step 6. Review the previously entered **Identity Information** and **Contact Information**.


Identity Information

Last Name/Surname	
Rest of Name	
Generational Suffix	--None--
Gender	Male
Date of Birth	
*Citizenship Upon Entering Medical School	United States

Contact Information

Country	United States

Step 7. If no changes are necessary, click **Next**.

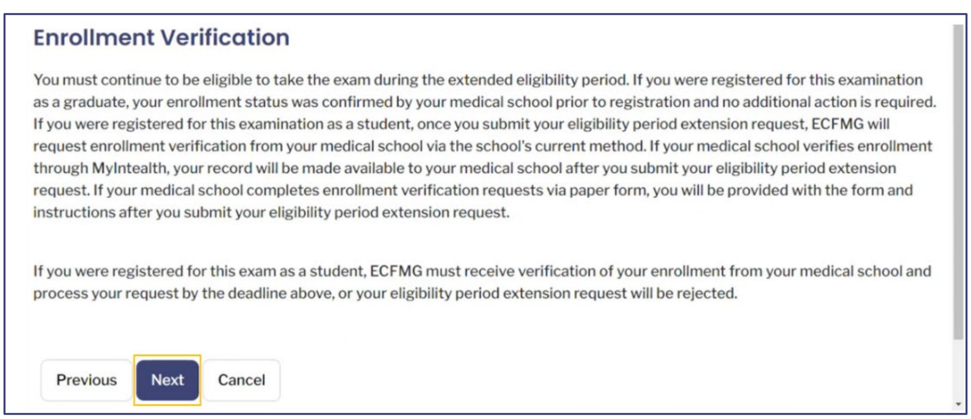
Step 8. On the **Eligibility Period Extension Request** page, select the exam you want to request an eligibility period extension for by clicking the appropriate checkbox.

a. The **Processing Deadline** is the date by which the eligibility extension request must be accepted. If it is not accepted by this date, then the eligibility extension will not be provided. If you are a student, enrollment verification by the medical school is required to process the extension. The enrollment verification must be received and accepted by the **Processing Deadline** date.

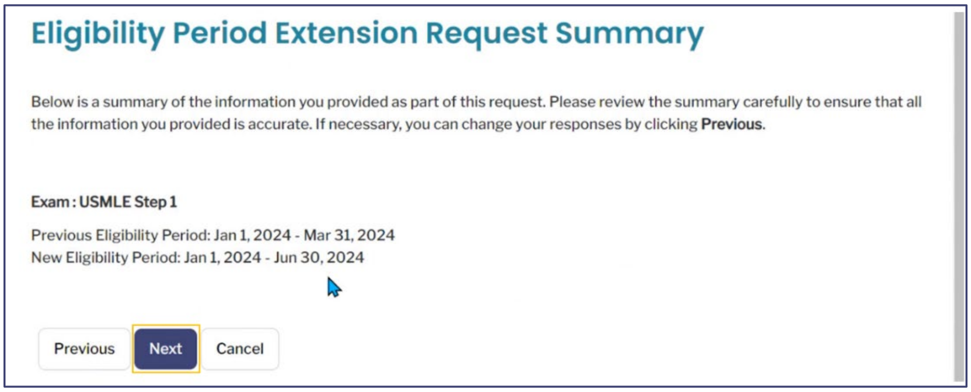
b. If you are a student and your medical school previously verified your enrollment electronically, once the request for an extension is submitted, another request is sent to your medical school to verify electronically your enrollment status.

c. If you are a student and your medical school verifies enrollment status via the paper process, once your request is submitted to extend your eligibility period, Form 183 is provided. This form must be signed and dated and then sent to your medical school. Your medical school must then send the form back to ECFMG.

Step 9. Click **Next**.

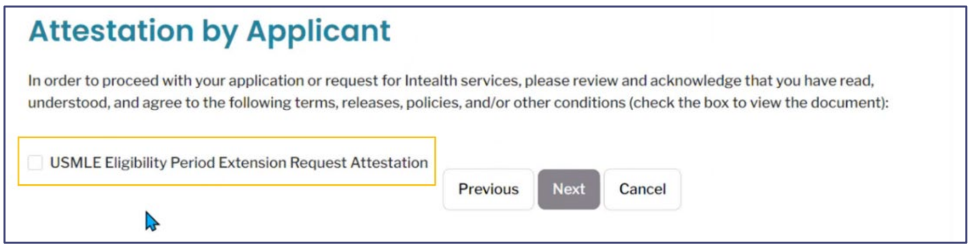


Step 10. Review the previous and new eligibility period information on the **Eligibility Period Extension Request Summary** page. Once ready, click **Next**.

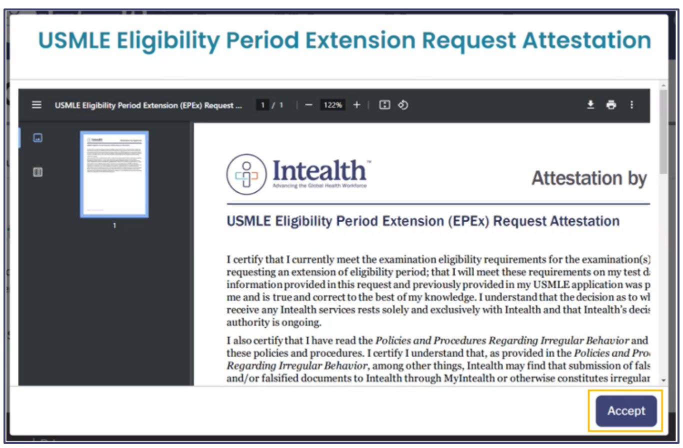


Step 11. Review the **Attestation by Applicant** information by following the instructions below:

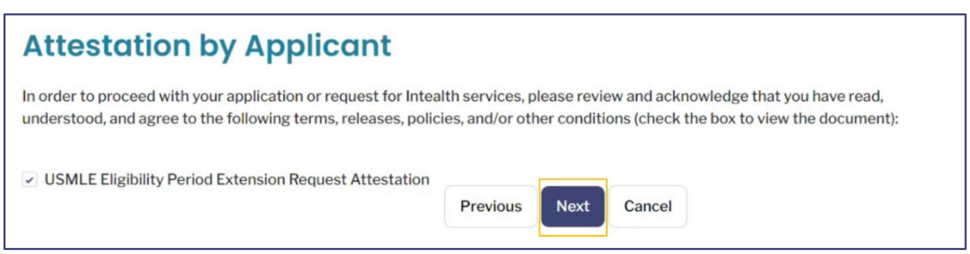
a. Click the **USMLE Eligibility Period Extension Request Attestation** checkbox.



b. Review the attestation form and click **Accept**.

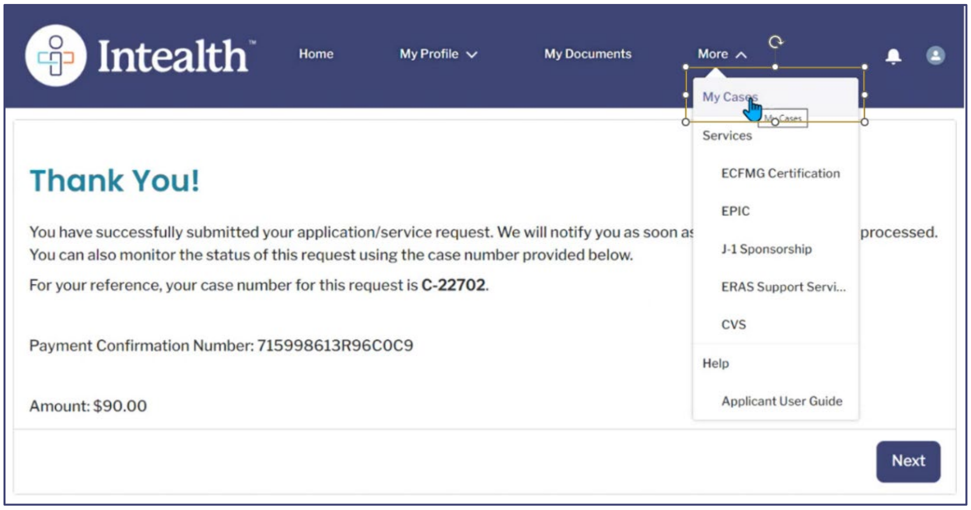


Step 12. Click **Next** and continue to the **Complete the Review Your Cart** section.



5.3 Review the Case Status of an Eligibility Period Extension Request

Step 1. In the top banner, click **My Cases**.



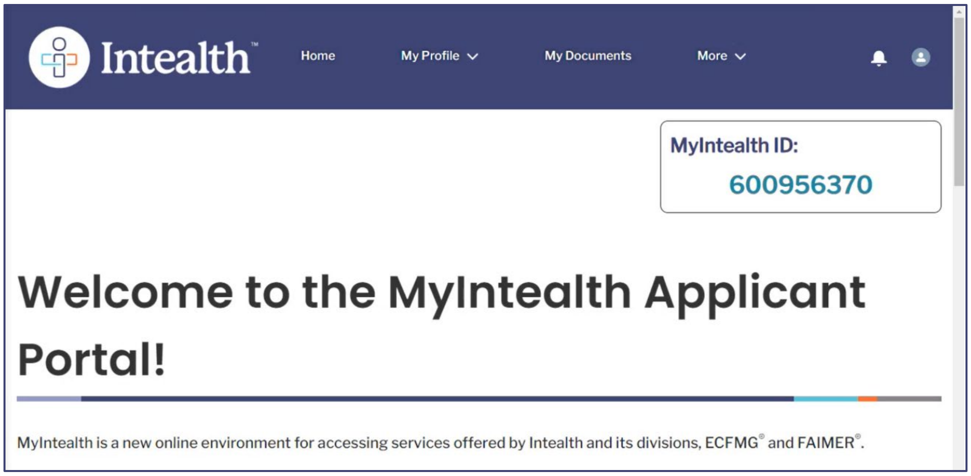
Step 2. Under **My Case Requests**, locate the **Eligibility Period Extension** case type request.

Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-22049	Identity Verification	Account Established	01-08-2024	01-09-2024	No	No
C-22226	Application For Certification	Accepted	01-10-2024	01-10-2024	No	No
C-22328	Exam Registration	Cancelled	01-10-2024	01-15-2024	No	No
C-22339	Exam Registration	Registered	01-10-2024	01-15-2024	No	No
C-22535	Region Change	Accepted	01-11-2024	01-11-2024	No	No
C-22539	Exam Registration	Registered	01-11-2024	01-15-2024	No	No
C-22701	USMLE Transcript	Submitted - In Review at ECFMG	01-15-2024	01-15-2024	No	No
C-22702	Eligibility Period Extension	Pending Enrollment Verification	01-15-2024	01-15-2024	No	No

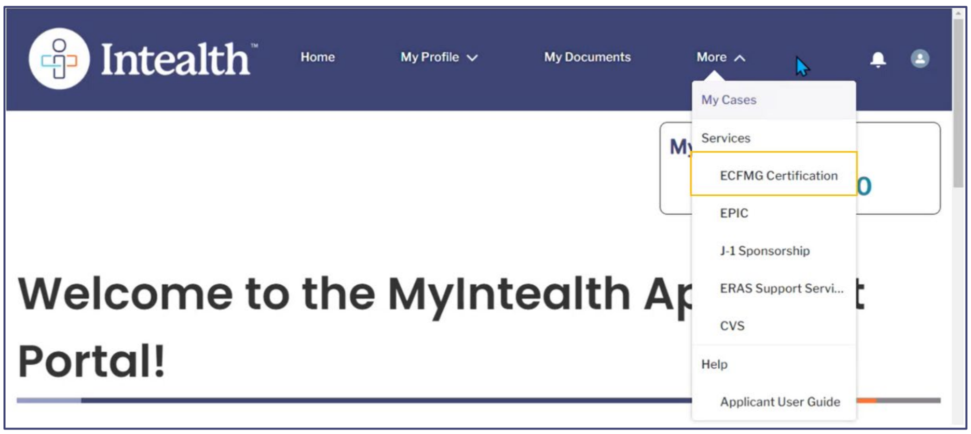
a. From here, you can review the **Case Status** and click the **Case Number** for more information specific to that case.

5.4 Request a USMLE Testing Region Change

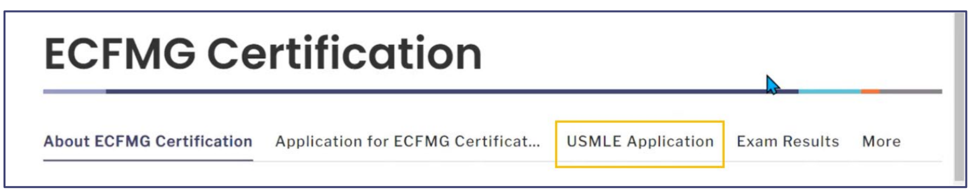
Step 1. Log in to the **MyIntealth Applicant Portal**.



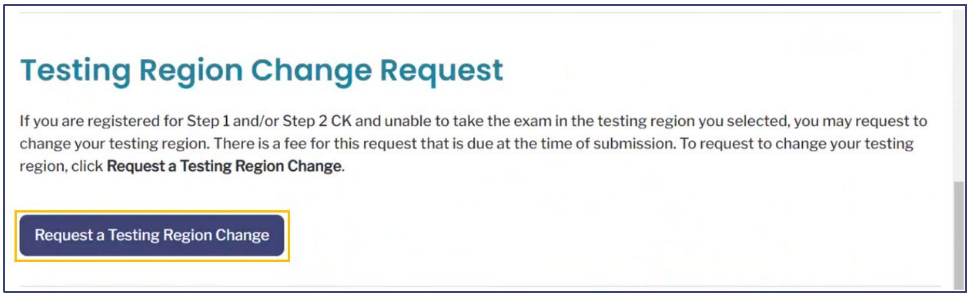
Step 2. From the top banner, select **ECFMG Certification** under **Services**.



Step 3. Click the **USMLE Application** tab.

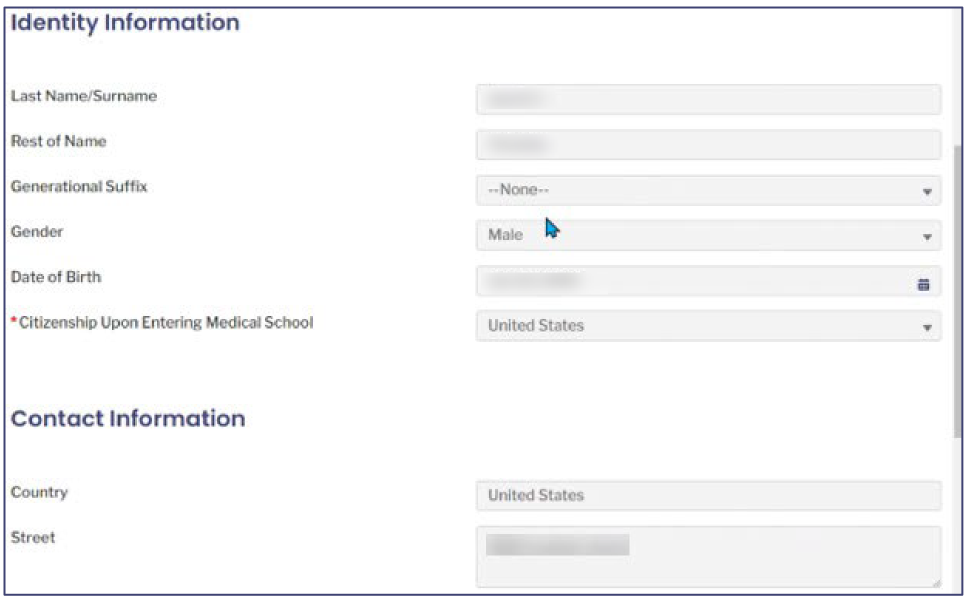


Step 4. Scroll down to the **Testing Region Change Request** section, and click **Request a Testing Region Change**.

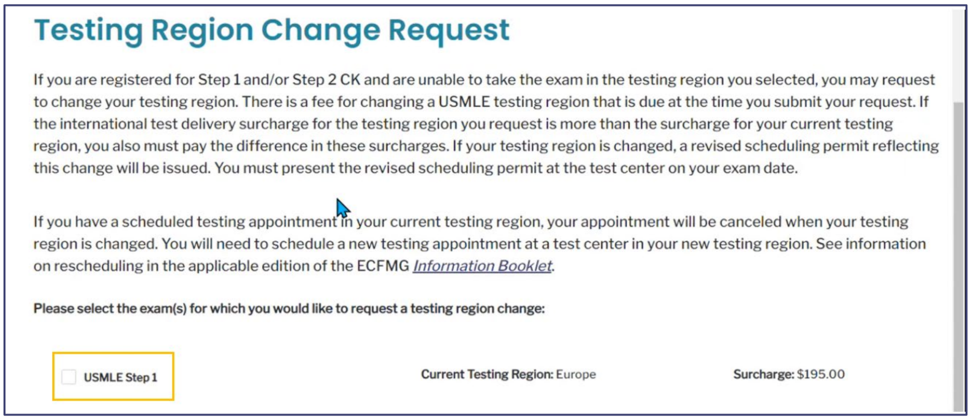


> ***Note:*** *Testing Region Change Request will only appear on the USMLE Application tab if you have an active exam registration.*

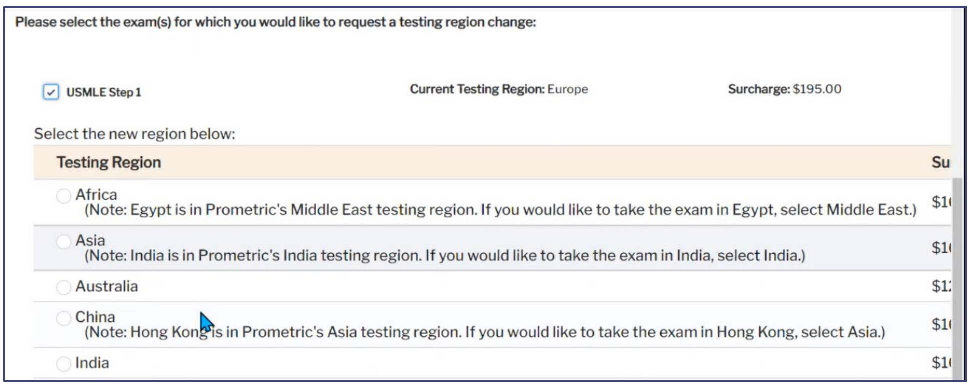
Step 5. Review your **Identify Information** and **Contact Information** to verify that it is accurate. Once ready, click **Next**.



Step 6. Review the information on the **Testing Region Change Request** page and click the checkbox next to the exam you would like to change.



Step 7. A list of available testing regions will appear below, along with their respective **Surcharge**. Select the **Testing Region** by clicking the circle next to the region.

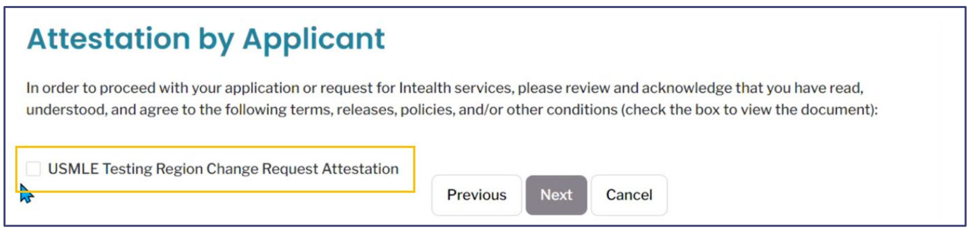


Step 8. Click **Next**.

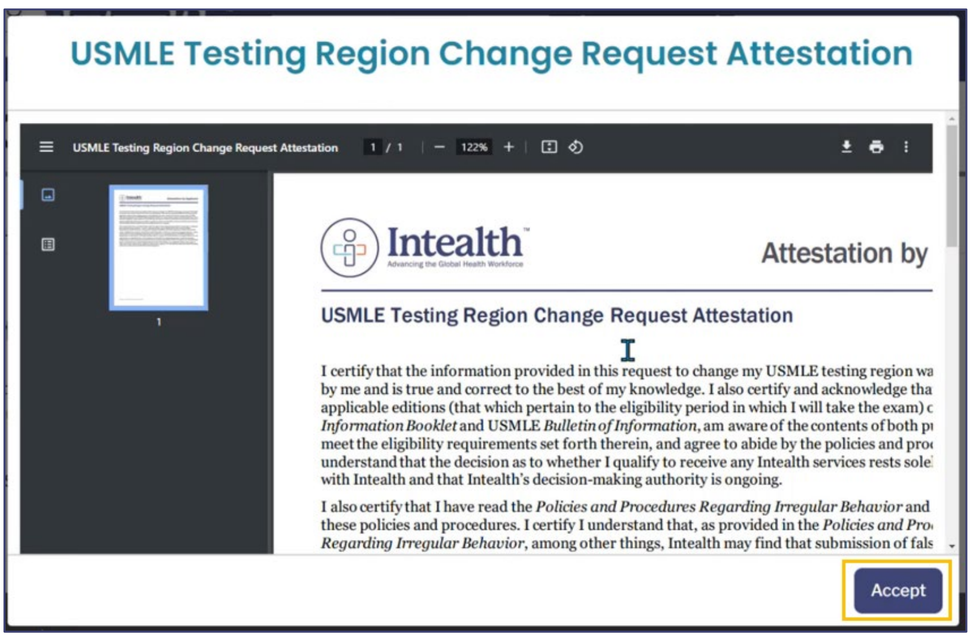
Step 9. The **Testing Region Change Request Summary** page now appears. Review the region fee information and click **Next**.

Step 10. Complete the **Attestation by Applicant** section by following the instructions below:

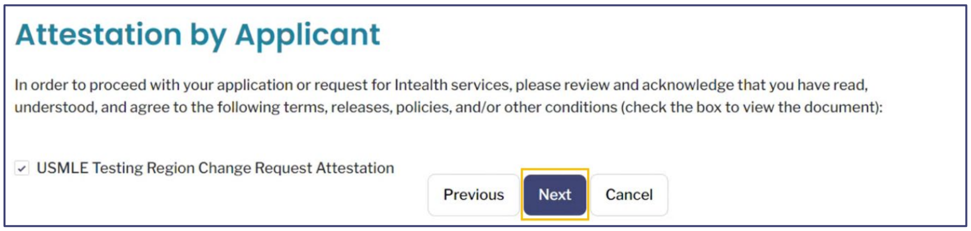
a. Click the **USMLE Testing Region Change Request Attestation** checkbox.



b. Review the information and click **Accept**.

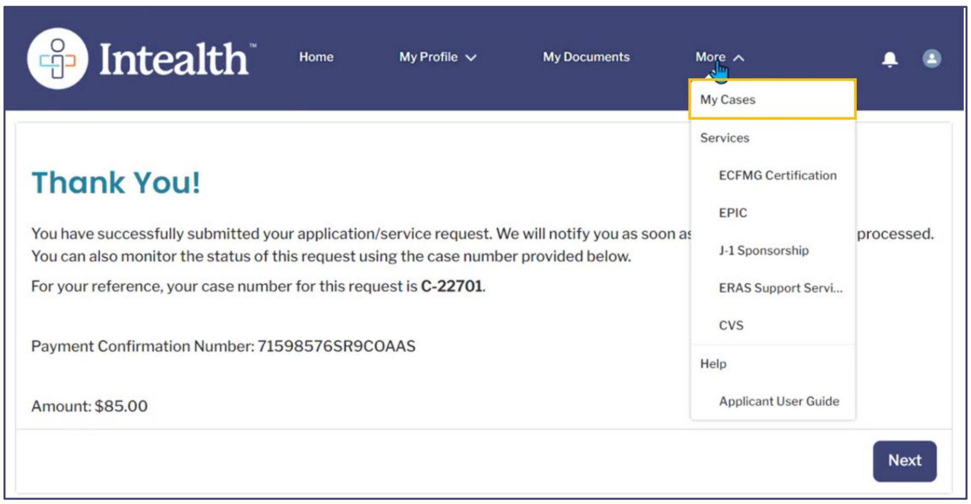


Step 11. Click **Next** and continue with the **Complete the Review Your Cart** section.



5.4.1 Review the Case Status of a Testing Region Change Request

Step 1. In the top banner of the **MyIntealth Applicant Portal**, select **My Cases**.



Step 2. Under **My Case Requests**, locate the **Region Change** request.

If you need to contact us regarding a specific request, please be prepared to provide your case number and MyIntealth ID.

Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-22049	Identity Verification	Account Established	01-08-2024	01-09-2024	No	No
C-22226	Application For Certification	Accepted	01-10-2024	01-10-2024	No	No
C-22328	Exam Registration	Cancelled	01-10-2024	01-15-2024	No	No
C-22339	Exam Registration	Registered	01-10-2024	01-15-2024	No	No
C-22535	Region Change	Accepted	01-11-2024	01-11-2024	No	No
C-22539	Exam Registration	Registered	01-11-2024	01-15-2024	No	No
C-22701	USMLE Transcript	Submitted - In Review at ECFMG	01-15-2024	01-15-2024	No	No
C-22702	Eligibility Period Extension	Pending Enrollment Verification	01-15-2024	01-15-2024	No	No
C-22703	Region Change	Submitted	01-15-2024	01-15-2024	No	No

a. From here, you can review the **Case Status** and click the **Case Number** for more information specific to that case.

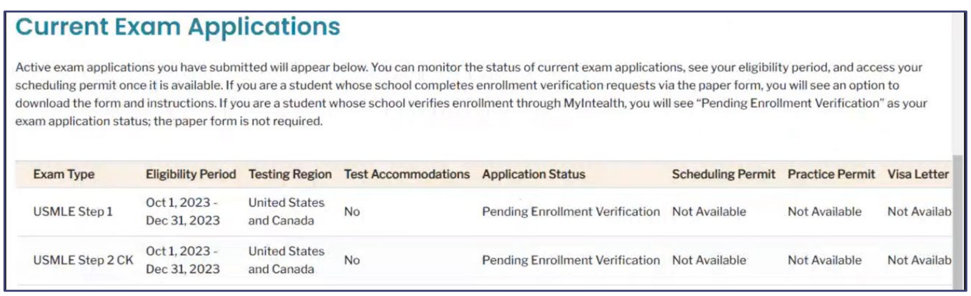
5.5 Locate and Download Student Enrollment Verification (Form 183)

If your school does not verify enrollment status electronically, you are prompted to download and complete a **paper enrollment verification form**.

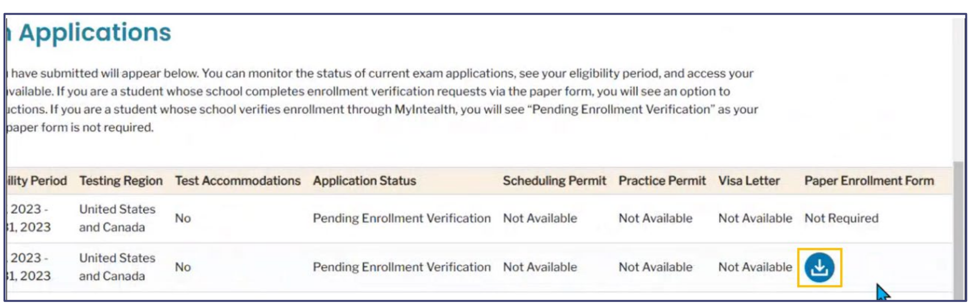
The steps shown in this section apply to an applicant who has already completed the **Application for ECFMG Certification** as a student and the application was accepted. In addition, the applicant applied and paid for the **USMLE Exam**. At this point, **the paper Student Enrollment Verification (Form 183)** became available.

Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and then select **ECFMG Certification** from the dropdown.

Step 2. Click the **USMLE Application** tab and scroll to the **Current Exam Applications** section at the bottom of the page.



Step 3. Click the download icon ( ) in the **Paper Enrollment Form** column.

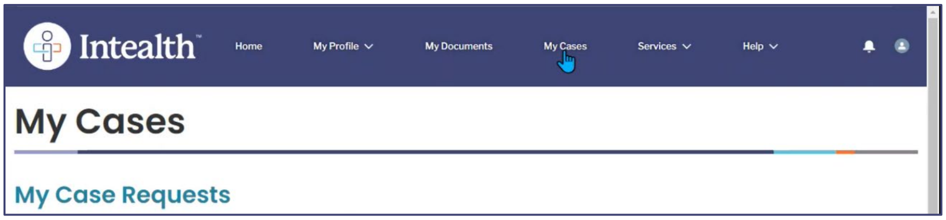


Step 4. The **Student Enrollment Verification (Form 183)** PDF file appears and is available to save.

a. Follow the instructions provided with the form.

5.6 Locate and Download a Scheduling Permit

Step 1. From the MyIntealth Applicant Portal, in the top banner, click My Cases.



Step 2. The list of **Case Numbers** appears within the **My Case Requests** section.

Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-73995	Identity Verification	Account Established	11-03-2023	11-03-2023	No	No
C-73996	Application For Certification	Accepted	11-03-2023	11-03-2023	No	No
C-73997	Exam Registration	Registered	11-03-2023	11-03-2023	No	No
C-74015	Exam Registration	Registered	11-03-2023	11-03-2023	No	No

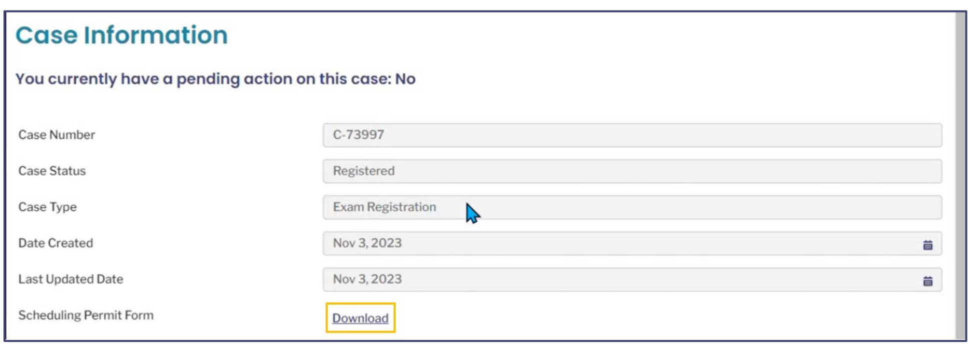
Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

Step 3. Click the **Case Number** next to the Exam Registration case with a **Case Status** of **Registered**

Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-73995	Identity Verification	Account Established	11-03-2023	11-03-2023	No	No
C-73996	Application For Certification	Accepted	11-03-2023	11-03-2023	No	No
C-73997	Exam Registration	Registered	11-03-2023	11-03-2023	No	No
C-74015	Exam Registration	Registered	11-03-2023	11-03-2023	No	No

Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

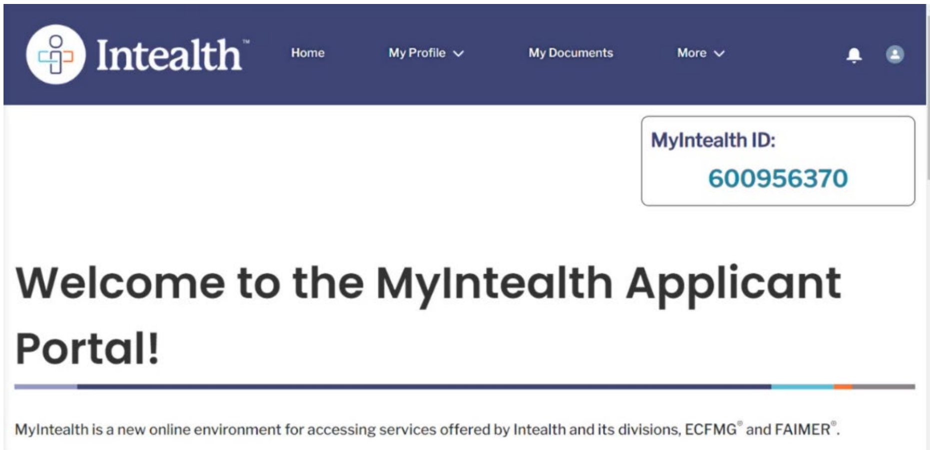
Step 4. The **Case Information** page appears. Click **Download**.



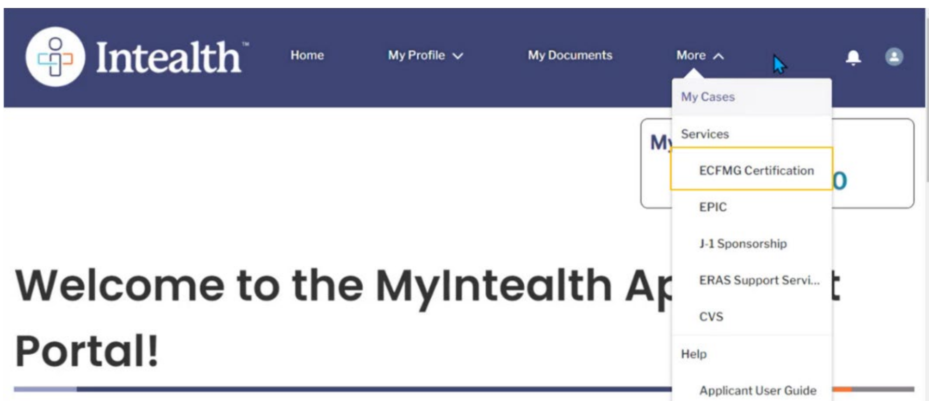
5.7 Locate and Download a Score Report

Once you have received an email that your score report is available, follow the instructions below to view that report.

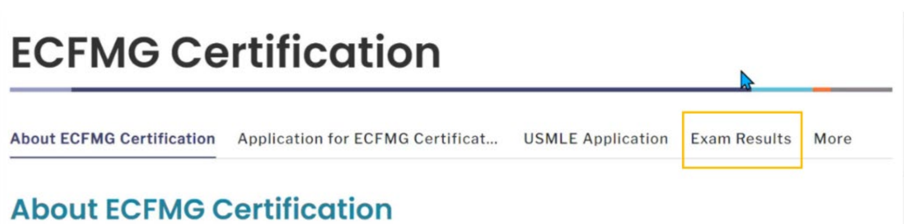
Step 1. Log in to the **MyIntealth Applicant Portal**.



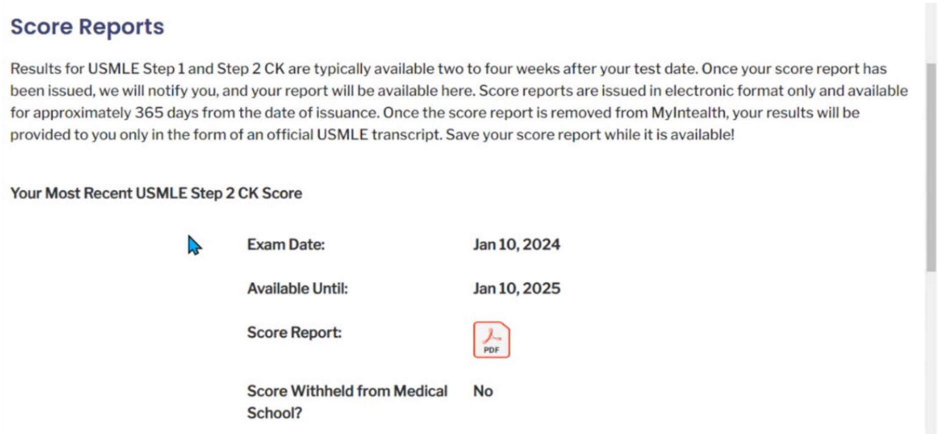
Step 2. From the top banner, select **ECFMG Certification** under **Services**.



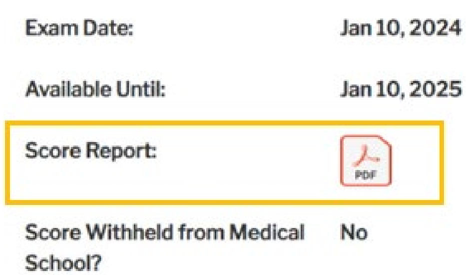
Step 3. Click the **Exam Results** tab.



Step 4. The Score **Reports** section will display your score report, if available.

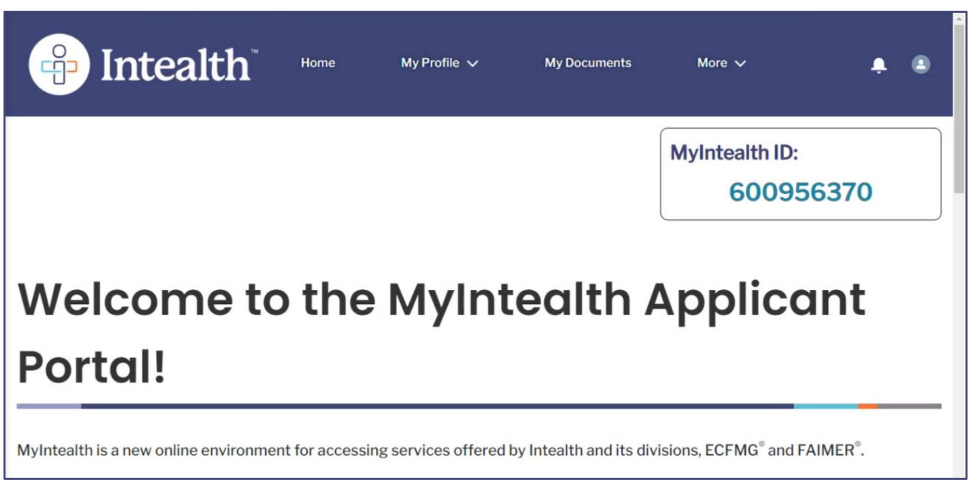


a. This **Score Report** is only accessible up to the **Available Until** date.
b. This **Score Report** can be downloaded and saved by clicking the **PDF** file.

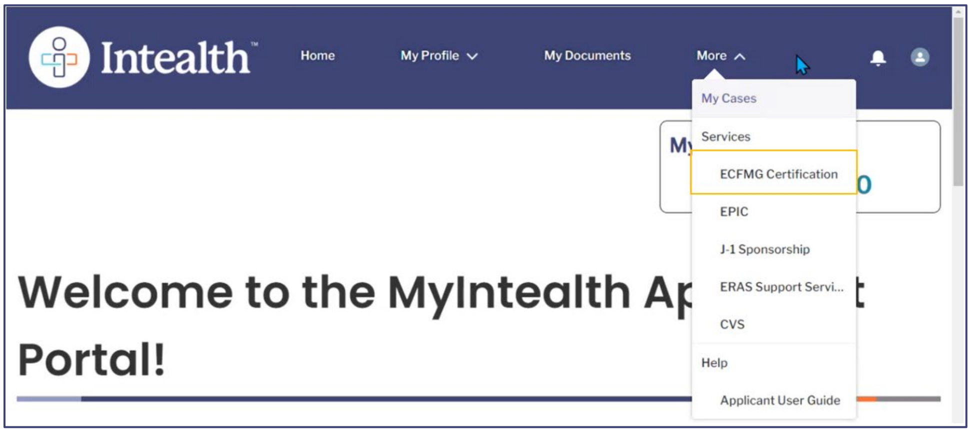


5.8 Request a Score Recheck

Step 1. Log in to the **MyIntealth Applicant Portal**.

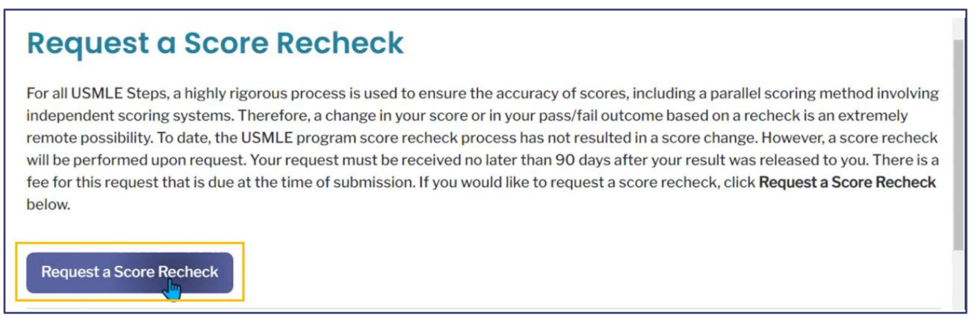


Step 2. From the top banner, select **ECFMG Certification** under **Services**.

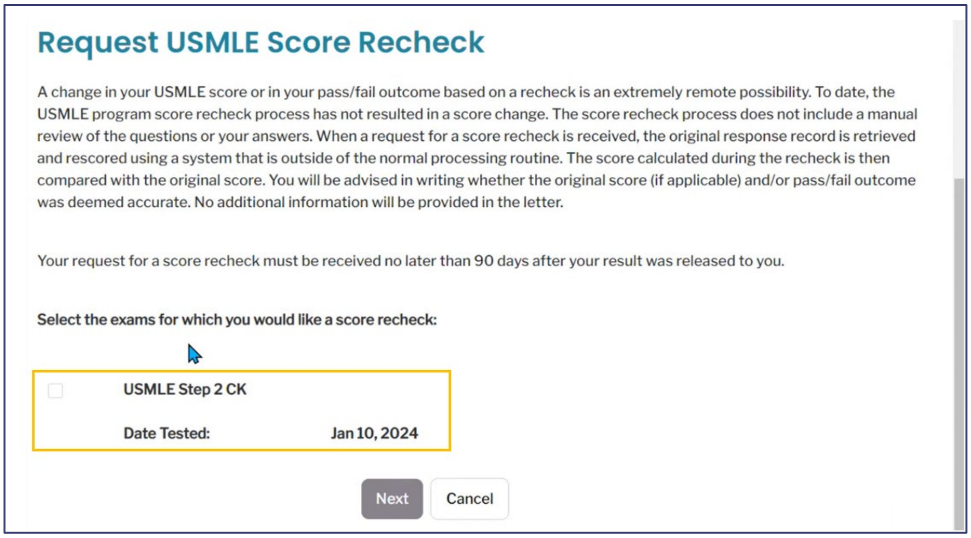


Step 3. Click the **Exam Results** tab.

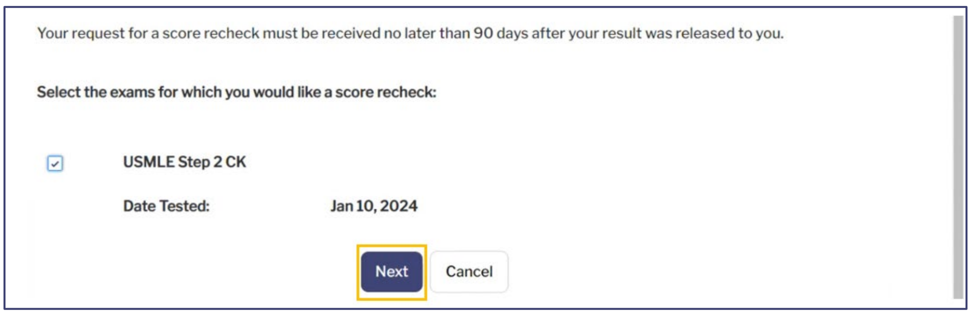
Step 4. **Scroll** down to the **Request a Score Recheck** section and review the information. Click **Request a Score Recheck**.



Step 5. **Select** the exam that you are requesting a **Score Recheck** for by clicking the appropriate checkbox.

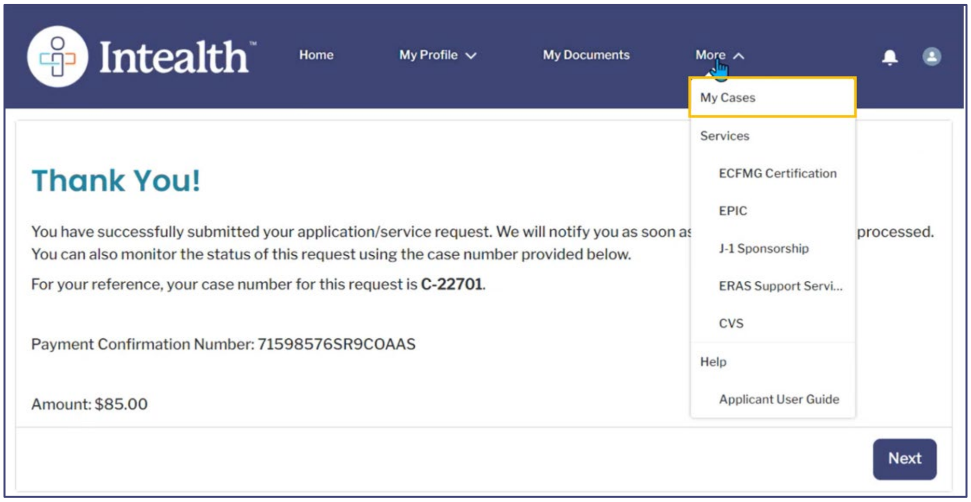


Step 6. **Click Next** and continue with the **Complete the Review Your Cart** section.



5.8.1 Review the Case Status of a Score Recheck

Step 1. In the top banner, select **My Cases**.



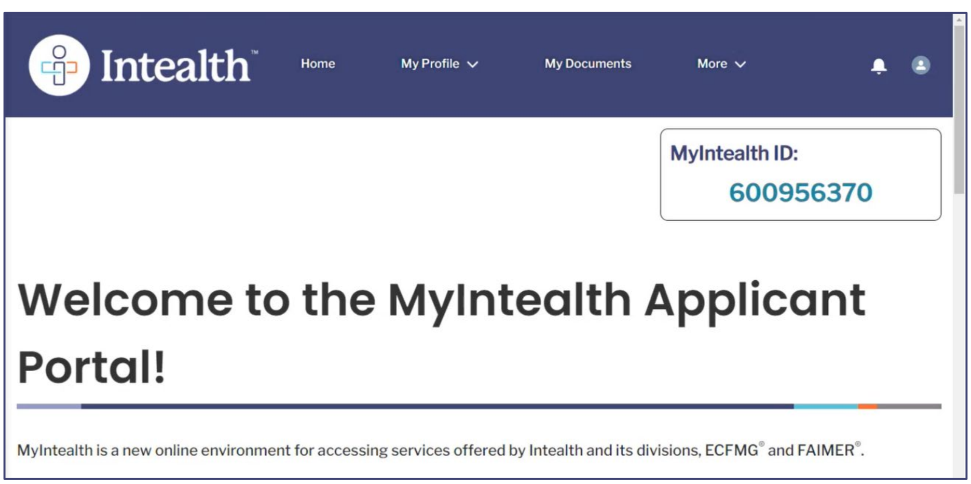
Step 2. Under **My Case Requests**, locate the **Score Recheck** request.

C-22702	Eligibility Period Extension	Pending Enrollment Verification	01-15-2024	01-15-2024	No	No
C-22703	Region Change	Accepted	01-15-2024	01-15-2024	No	No
C-22704	Exam Registration	Registered	01-15-2024	01-15-2024	No	No
C-22705	Score Recheck	Submitted - In Review at ECFMG	01-15-2024	01-15-2024	No	No

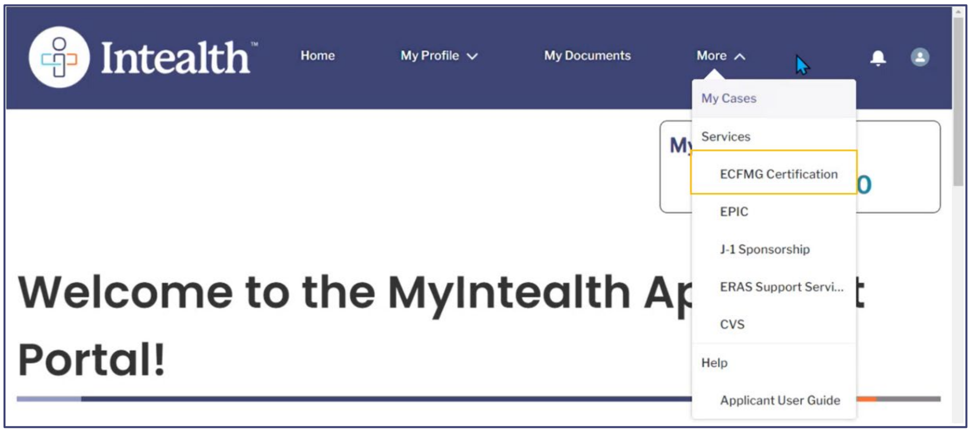
a. From here, you can review the **Case Status** and click the **Case Number** for more information specific to that case.

5.9 Request a USMLE Transcript

Step 1. Log in to the **MyIntealth Applicant Portal**.

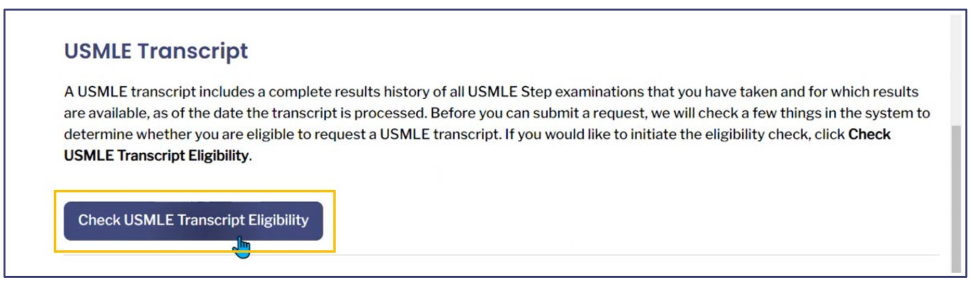


Step 2. From the top banner, select **ECFMG Certification** under **Services**.

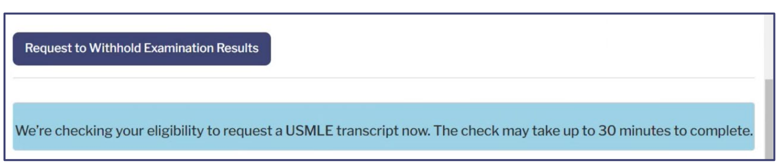


Step 3. Click the **Exam Results** tab.

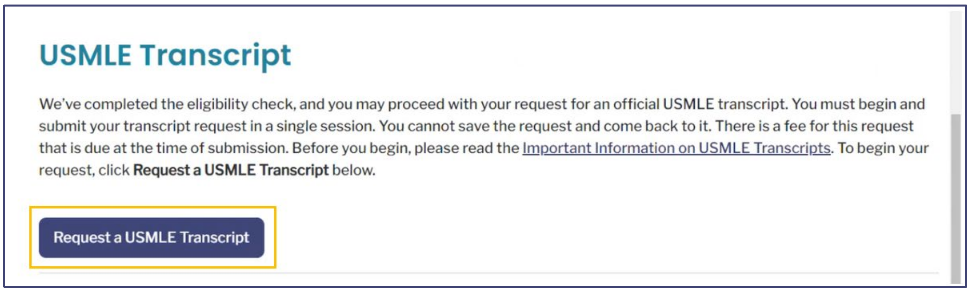
Step 4. Scroll down to the **USMLE Transcript** section and click **Check USMLE Transcript Eligibility**.



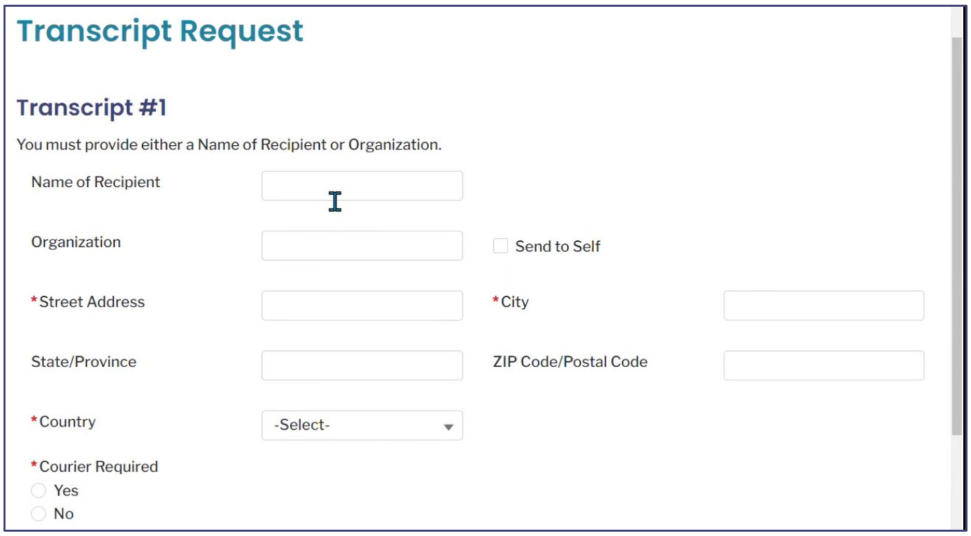
a. A notification appears stating that your eligibility to request a USMLE transcript is now being checked and may take up to 30 minutes to complete.



Step 5. Once the check has been completed, click **Request a USMLE Transcript**.



Step 6. On the **Transcript Request** page, provide all required information (*).



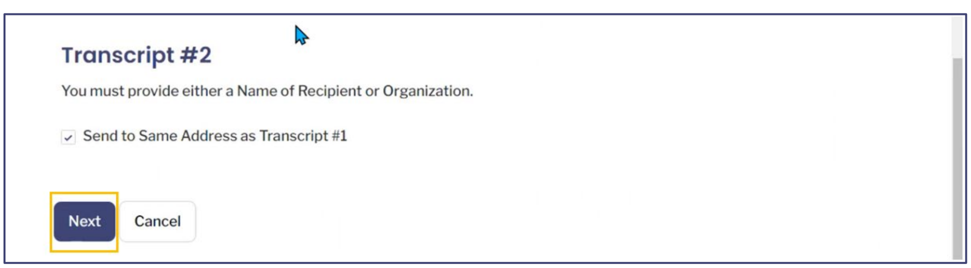
a. Enter either the **Name of Recipient** or an **Organization** you wish to send your transcripts to. Both are not required. However, if you are sending it to a recipient within an organization, both options should be updated.

b. If you click the **Send to Self** checkbox, the fields will auto-populate with your information.

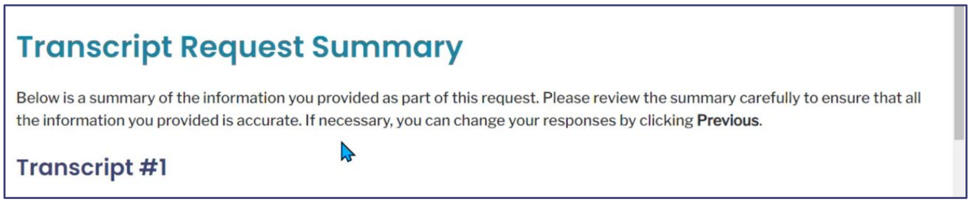
c. You also have the option to request a second transcript, which will prompt the same fields as above. If this option is selected, the option to **Send to Same Address as Transcript #1** is available, which will auto-populate the fields to match the fields above.

d. Only two transcripts can be submitted per request.

Step 7. Click **Next**.



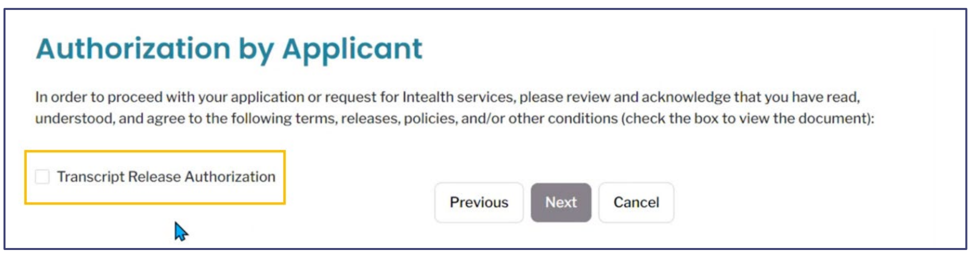
Step 8. Review the information on the **Transcript Request Summary** page.



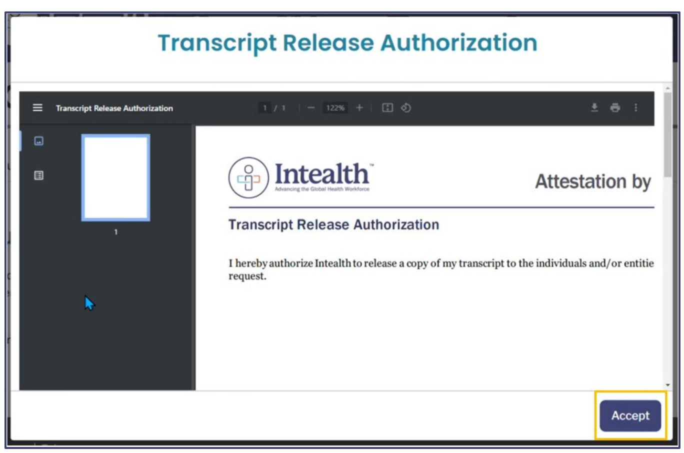
Step 9. Click **Next**.

Step 10. On the **Authorization by Applicant** page, review the **Transcript Release Authorization** by following the instructions below:

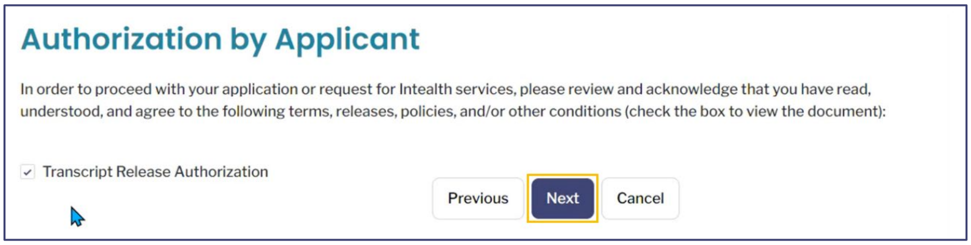
a. Click the **Transcript Release Authorization** checkbox.



b. Review the information and click **Accept**.

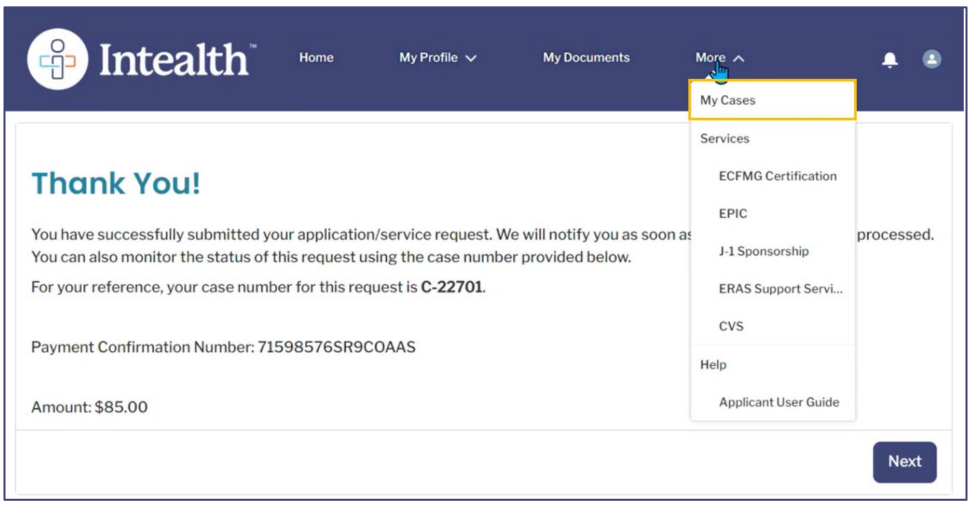


Step 11. Click **Next** and continue to the **Complete the Review Your Cart** section.

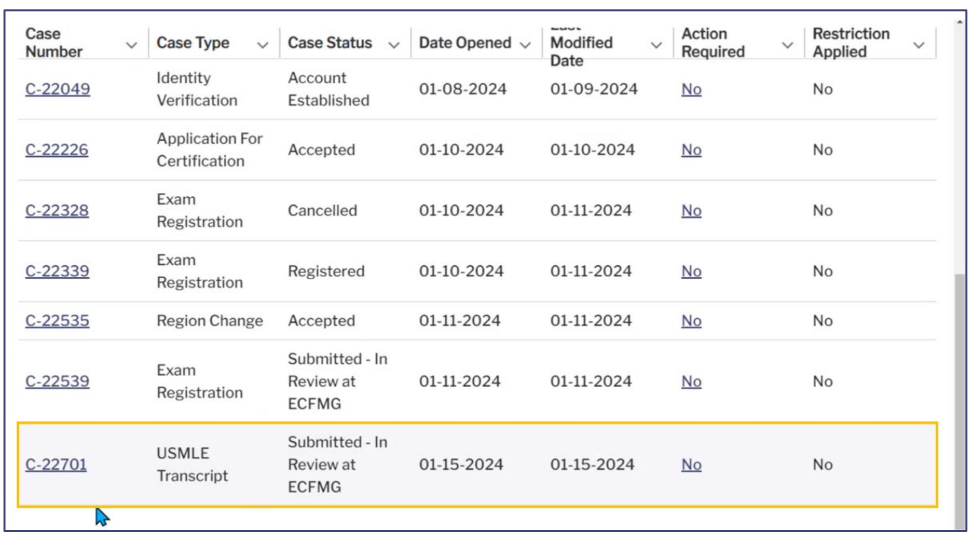


5.9.1 Review the Case Status of a USMLE Transcript Request

Step 1. In the top banner, select **My Cases**.



Step 2. Under **My Case Requests**, locate the **USMLE Transcript** request.

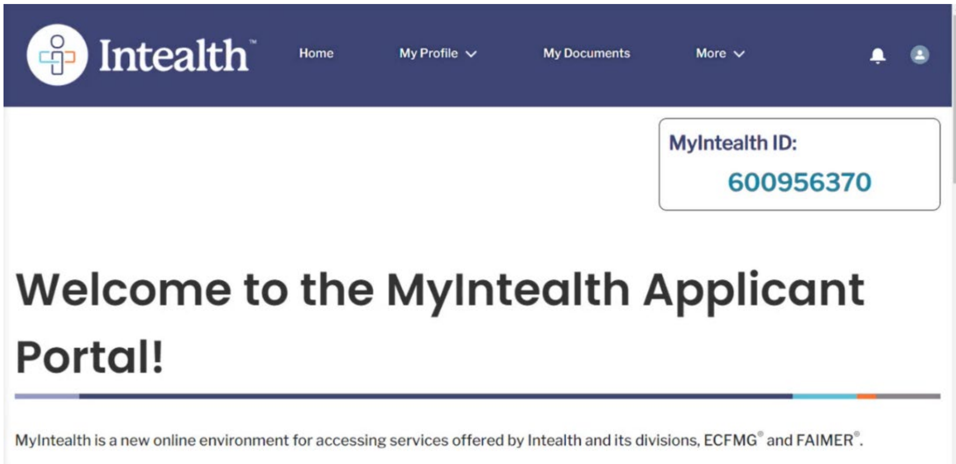


Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-22049	Identity Verification	Account Established	01-08-2024	01-09-2024	No	No
C-22226	Application For Certification	Accepted	01-10-2024	01-10-2024	No	No
C-22328	Exam Registration	Cancelled	01-10-2024	01-11-2024	No	No
C-22339	Exam Registration	Registered	01-10-2024	01-11-2024	No	No
C-22535	Region Change	Accepted	01-11-2024	01-11-2024	No	No
C-22539	Exam Registration	Submitted - In Review at ECFMG	01-11-2024	01-11-2024	No	No
C-22701	USMLE Transcript	Submitted - In Review at ECFMG	01-15-2024	01-15-2024	No	No

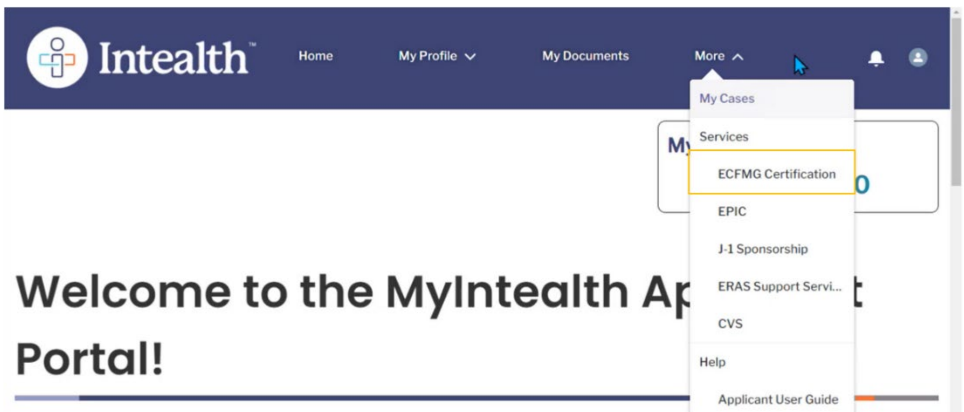
a. From here, you can review the **Case Status** and click the **Case Number** for more information specific to that case.

5.10 Request to Withhold Exam Results

Step 1. Log in to the **MyIntealth Applicant Portal**.

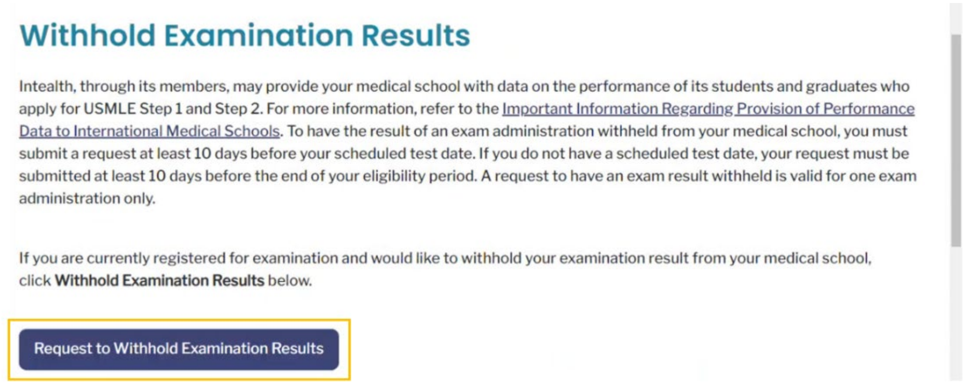


Step 2. From the top banner, select **ECFMG Certification** under **Services**.

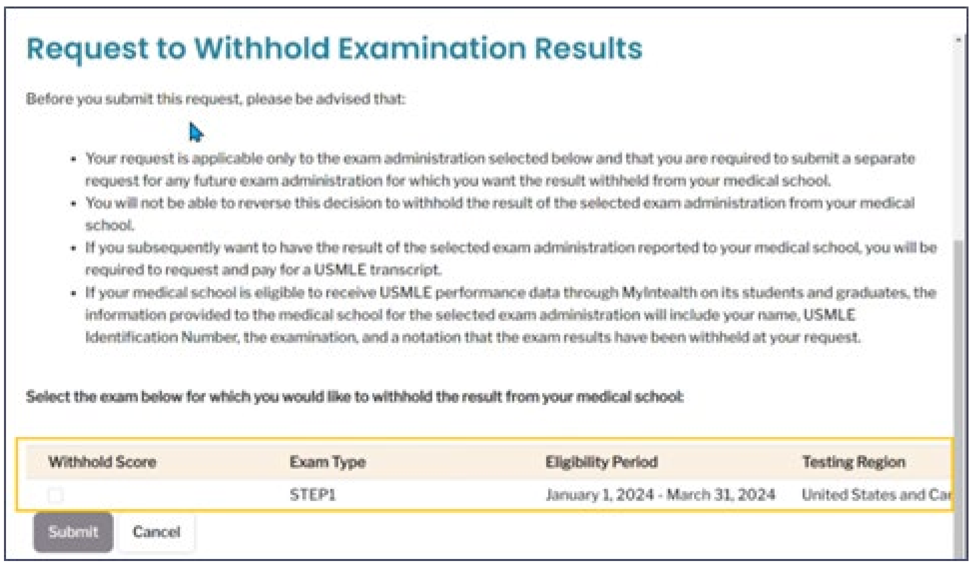


Step 3. Click the **Exam Results** tab.

Step 4. Scroll down to the **Withhold Examination Results** section. Click **Request to Withhold Examination Results.**

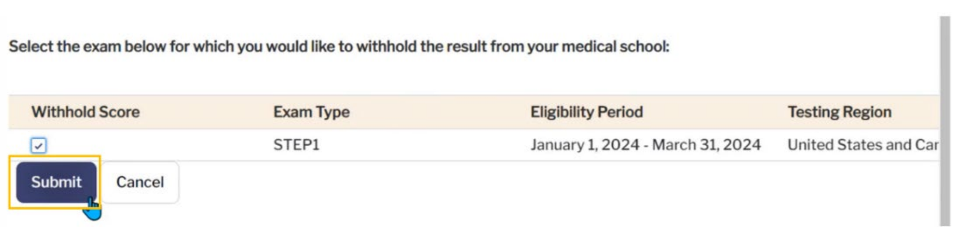


Step 5. Review the information on the **Request to Withhold Examination Results** page. Once ready, select the exam for which you would like to withhold the results from your medical school.



a. The option to withhold exam results is only available once the applicant is registered for examination.
b. The request to withhold exam results cannot be reversed, and the medical school will be notified of the request to not have the results shared with them.
c. If the applicant decides to withhold exam results and the medical school requires them, the applicant will later be required to request and pay for a USMLE transcript.

Step 6. Click **Submit**.

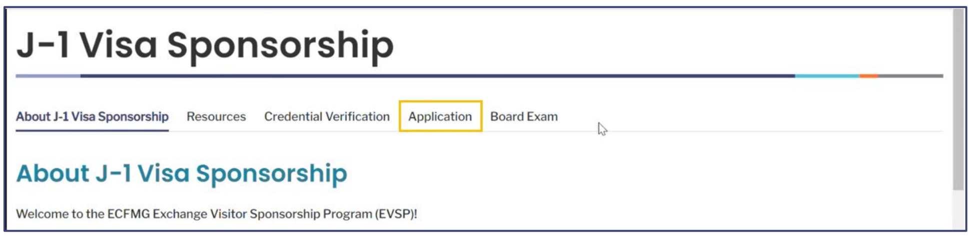


6 J-1 Sponsorship Application

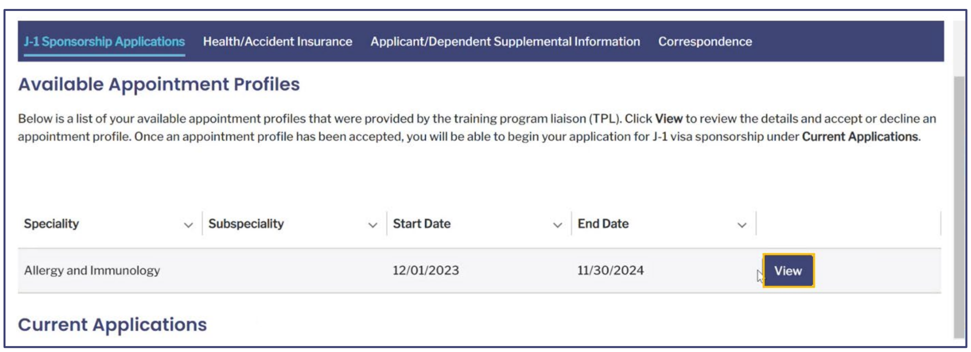
6.1 Submit a J-1 Visa Sponsorship Application

Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and select **J-1 Sponsorship** from the dropdown.

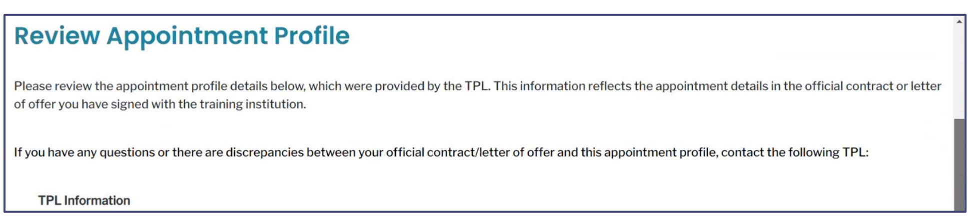
Step 2. The **J-1 Visa Sponsorship** page appears. Click the **Application** tab.



Step 3. The **J-1 Sponsorship Applications** information appears. Under the **Available Appointment Profiles** section, click **View** for any **Specialty** to review the details and accept or decline an appointment profile.

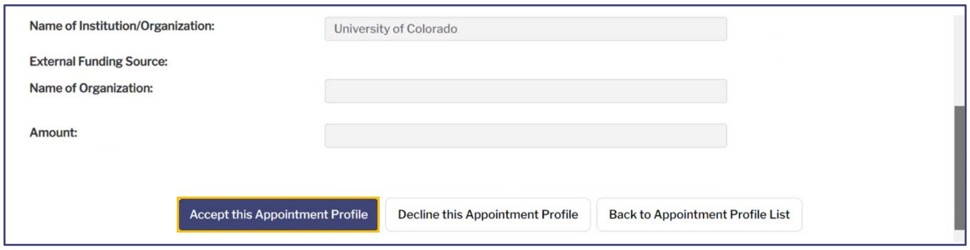


Step 4. The **Review Appointment Profile** page appears. Review the TPL Information, Program Information, and Appointment Profile Information sections.

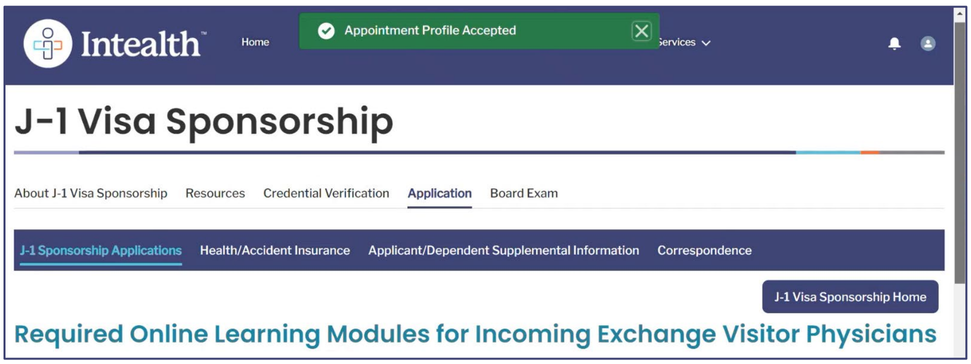


Step 5. Click Accept this Appointment Profile.

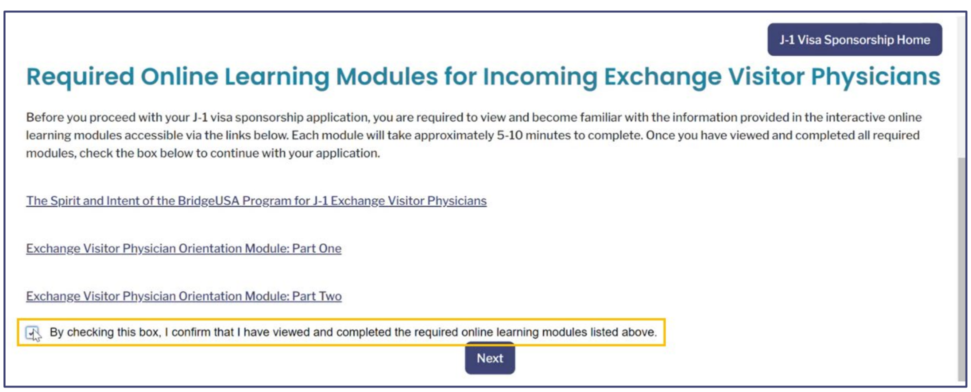
> ***Note:*** *After reviewing the appointment profile information, you may opt to* ***Decline the Appointment Profile*** *instead.*



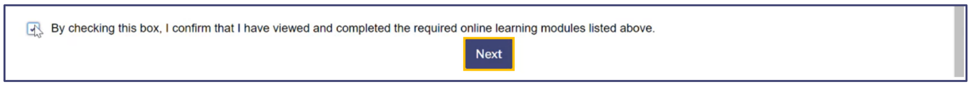
Step 6. The Appointment Profile Accepted notification appears.



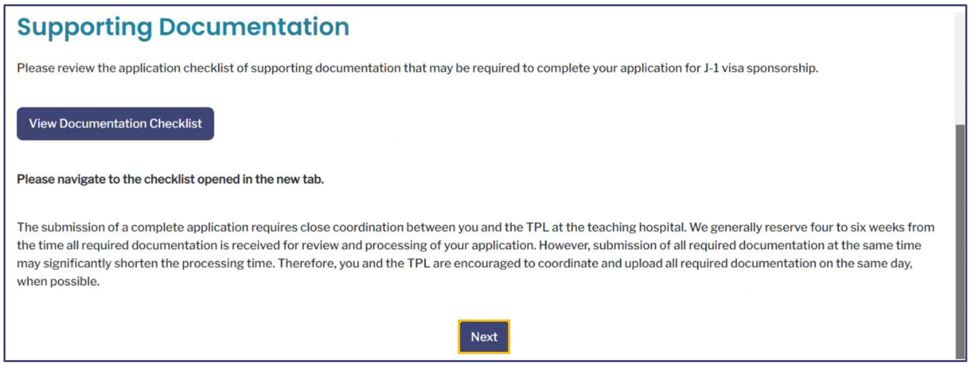
Step 7. On the J-1 Sponsorship Applications page, there is a Required Online Learning Modules for Incoming Exchange Visitor Physicians section. Review the links to the online learning modules and then click the I confirm that I have viewed and completed the required online learning modules listed above checkbox.



Step 8. Click **Next**.

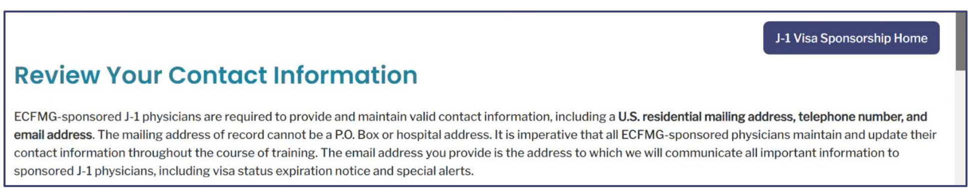


Step 9. The **Supporting Documentation** page appears. Review the information and click **Next**.

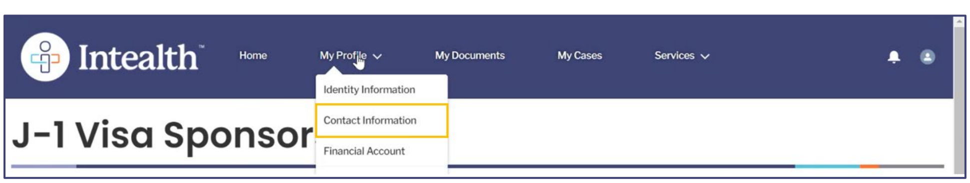


a. To review a checklist of supporting documentation that may be required for your **J-1 Visa Sponsorship** application, click **View Documentation Checklist**. The checklist automatically opens in a new browser tab.

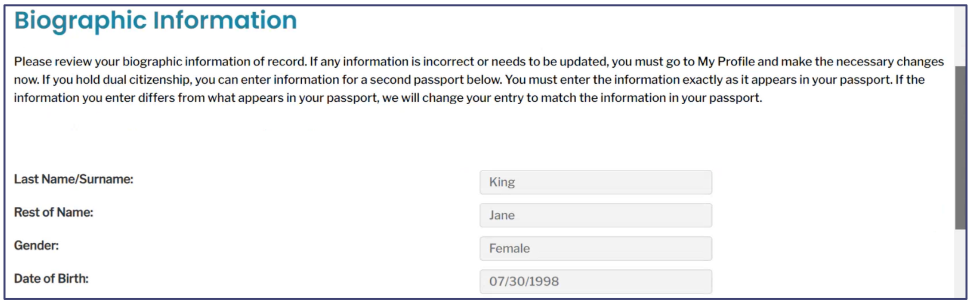
Step 10. The **Review Your Contact Information** page appears. Review the information and click **Next**.



> ***Note:** You cannot edit contact information on this page. To update your contact information, click **My Profile** in the top banner, and select **Contact Information** from the dropdown. Then, update the information as necessary and click **Save**.*



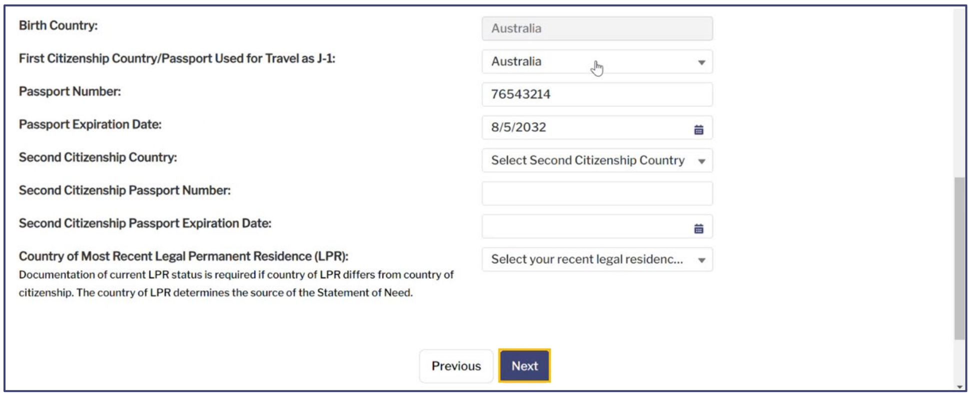
Step 11. The **Biographic Information** page appears. Review the information, update any required fields (*), and click **Next**.



Biographic Information

Please review your biographic information of record. If any information is incorrect or needs to be updated, you must go to My Profile and make the necessary changes now. If you hold dual citizenship, you can enter information for a second passport below. You must enter the information exactly as it appears in your passport. If the information you enter differs from what appears in your passport, we will change your entry to match the information in your passport.

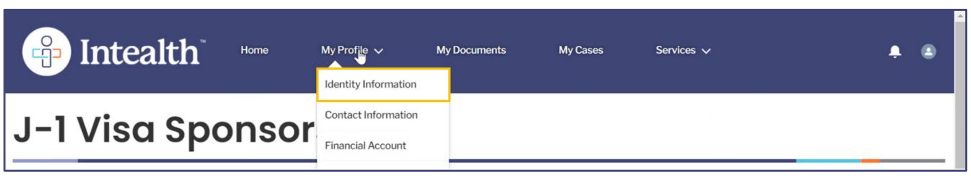
Last Name/Surname: King
Rest of Name: Jane
Gender: Female
Date of Birth: 07/30/1998



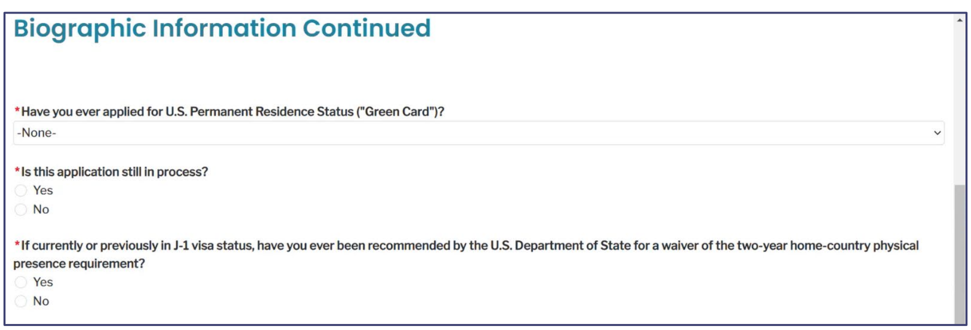
Birth Country: Australia
First Citizenship Country/Passport Used for Travel as J-1: Australia
Passport Number: 76543214
Passport Expiration Date: 8/5/2032
Second Citizenship Country: Select Second Citizenship Country
Second Citizenship Passport Number:
Second Citizenship Passport Expiration Date:
Country of Most Recent Legal Permanent Residence (LPR): Select your recent legal residenc...
Documentation of current LPR status is required if country of LPR differs from country of citizenship. The country of LPR determines the source of the Statement of Need.

Previous Next

> ***Note:*** *To update biographic information such as Name, Date of Birth or gender, click **My Profile** in the top banner, and select **Identity Information** from the dropdown.*



Step 12. The **Biographic Information Continued** page appears. Complete all required fields (*).



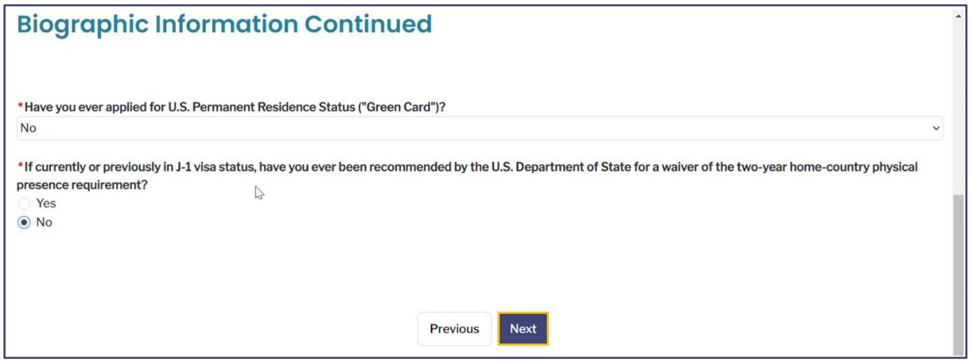
Biographic Information Continued

*Have you ever applied for U.S. Permanent Residence Status ("Green Card")?
-None-

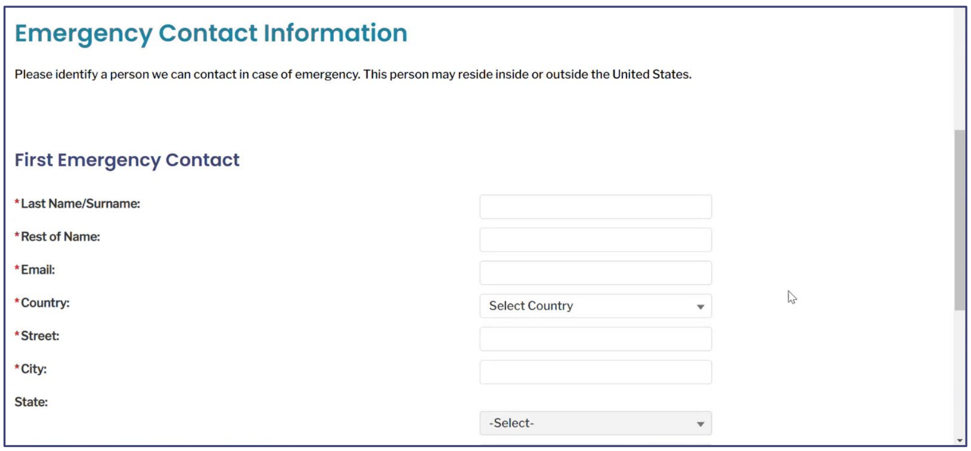
*Is this application still in process?
Yes
No

*If currently or previously in J-1 visa status, have you ever been recommended by the U.S. Department of State for a waiver of the two-year home-country physical presence requirement?
Yes
No

Step 13. Click **Next**.

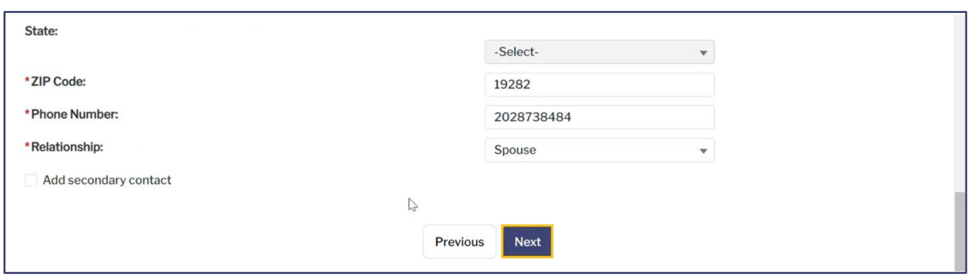


Step 14. The **Emergency Contact Information** page appears. Complete all required fields (*).

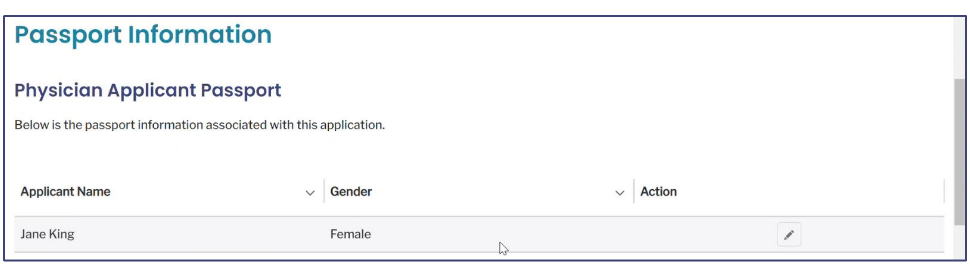


a. Click the **Add secondary contact** checkbox if you want to include an additional emergency contact and additional required fields (*) appear.

Step 15. Click **Next**.



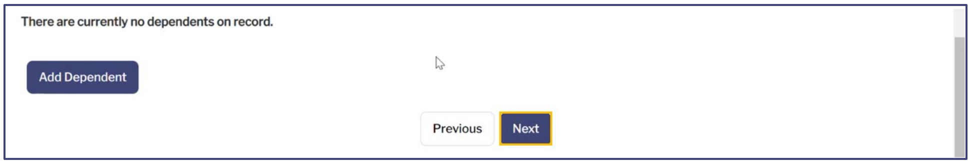
Step 16. The **Passport Information** page appears. Review the information. To edit this information, click the **pencil icon** in the **Action** column.



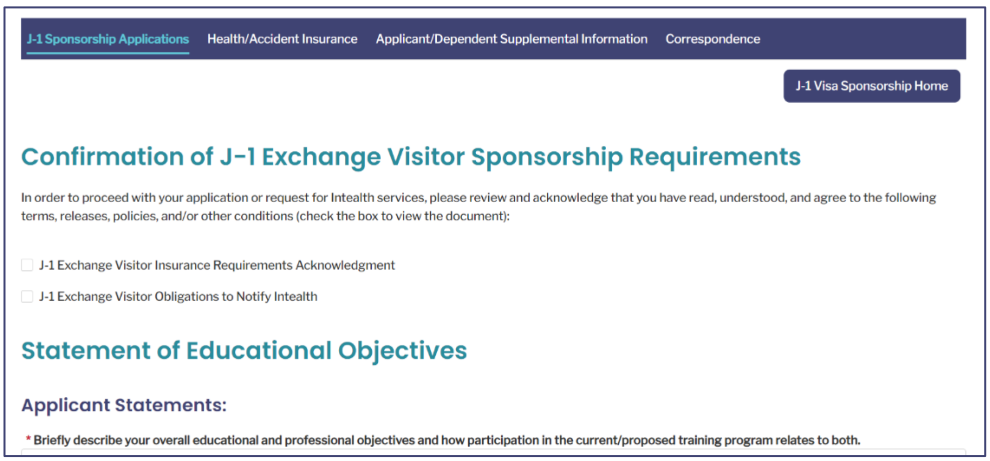
Step 17. The **Dependent Passport Information** section is available to add dependents to your record. Review the information and determine if you want to add a dependent.

a. To add a dependent to your record, click **Add Dependent** and follow the on-screen prompts.

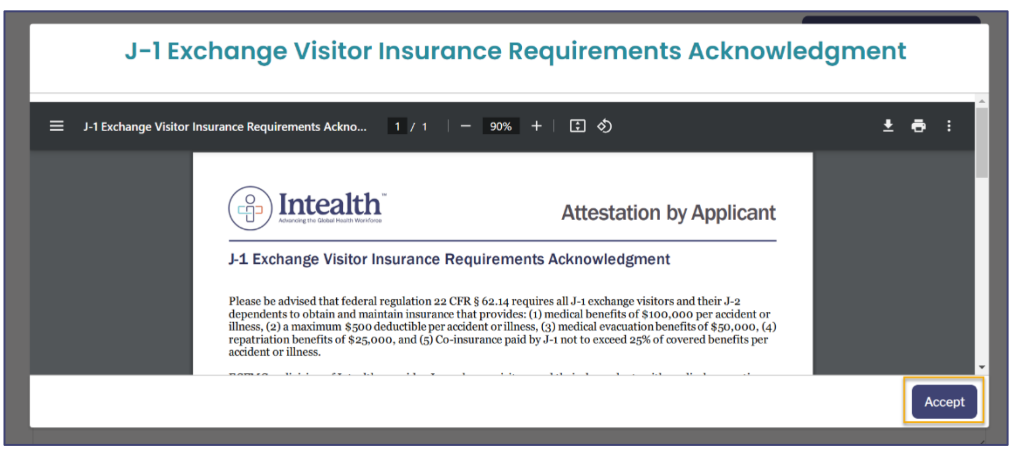
Step 18. Click **Next**.



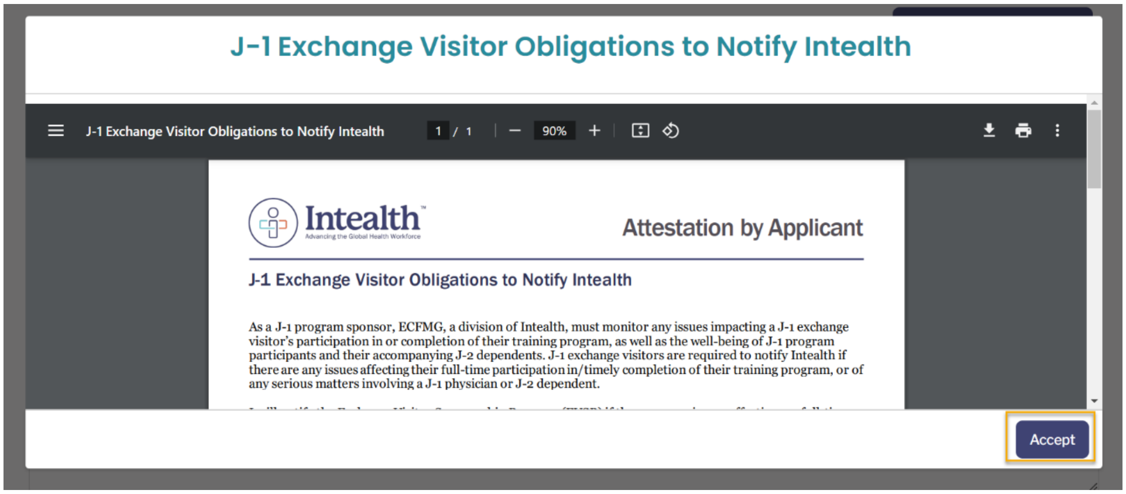
Step 19. The **Confirmation of J-1 Exchange Visitor Sponsorship Requirements** page appears. Review the information and click the required checkbox confirmations.



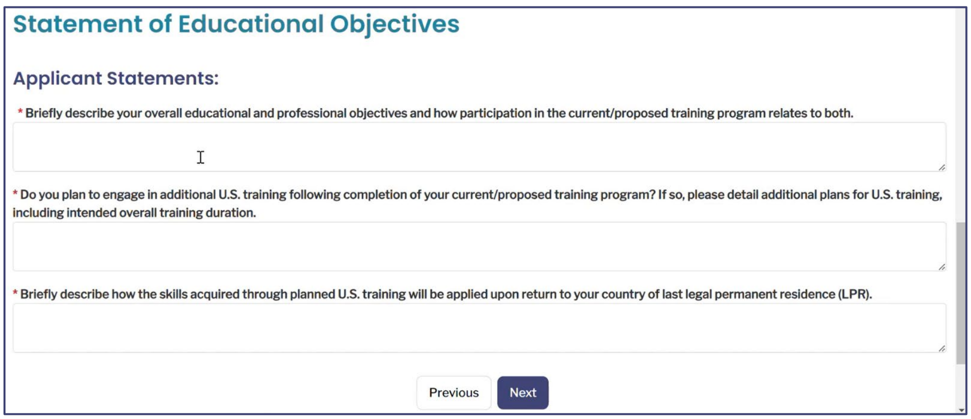
a. Review the document and click **Accept.**



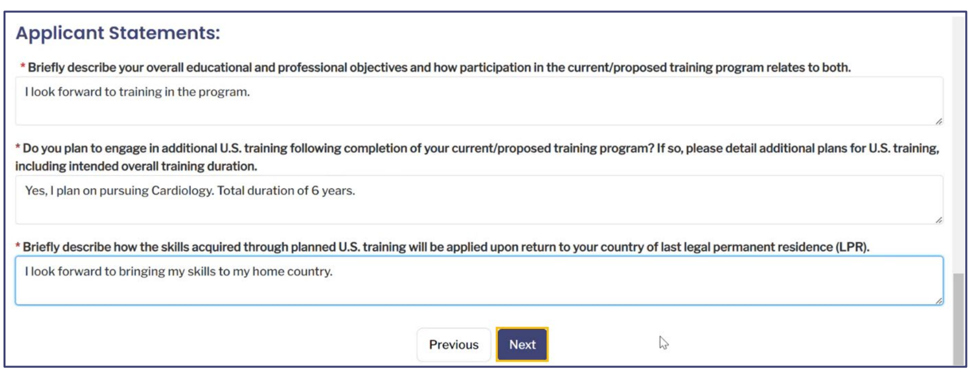
b. Repeat the steps for the J-1 Exchange Visitor Obligations to Notify Intealth Attestation.



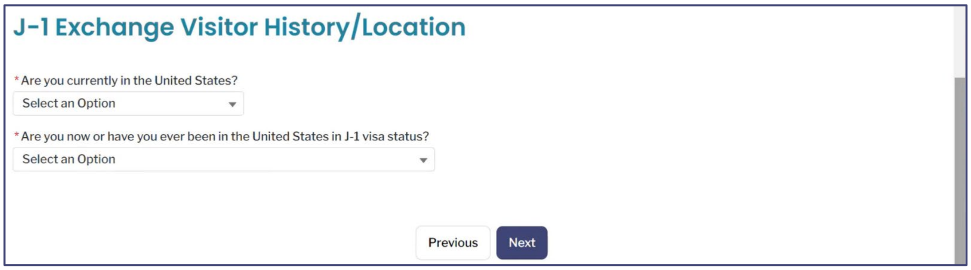
Step 20. Once all checkboxes have been checked, the **Statement of Educational Objectives** (SEO) section appears. Answer the required questions (*).



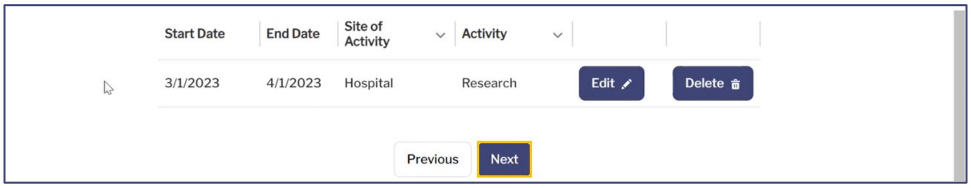
Step 21. Click **Next**.



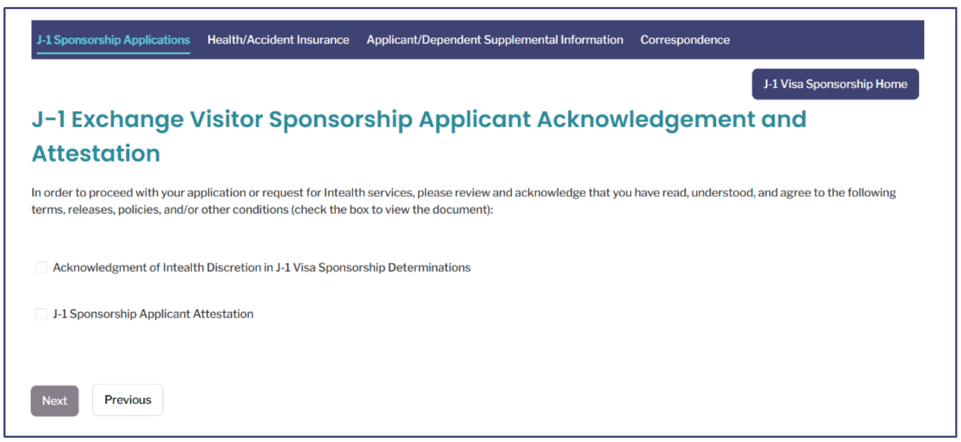
Step 22. The **J-1 Exchange Visitor History/Location** page appears. Answer the required questions (*).

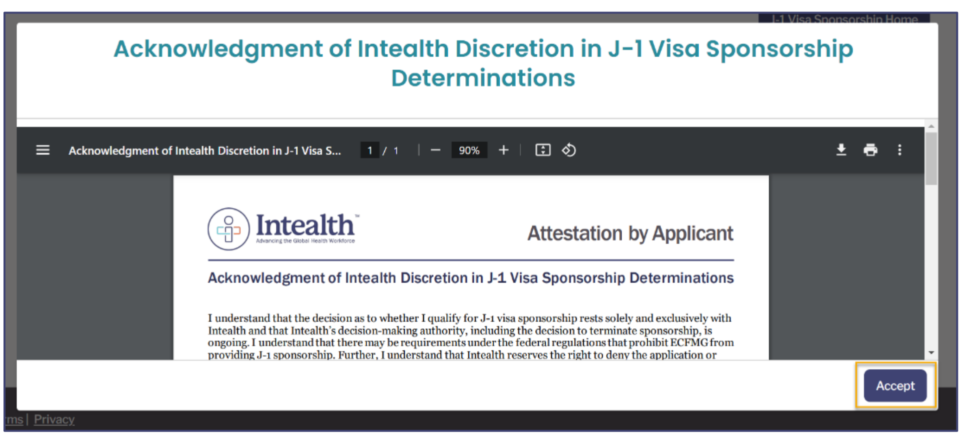


Step 23. Click **Next**.

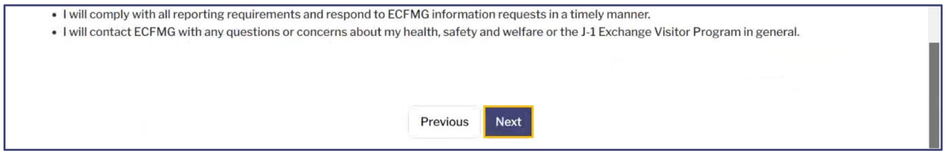


Step 24. The J-1 Exchange Visitor Sponsorship Applicant Release page appears. Review the information and agree to the Acknowledgement of Intealth Discretion in J-1 Visa Sponsorship Determinations and J-1 Sponsorship Applicant Attestation checkboxes.

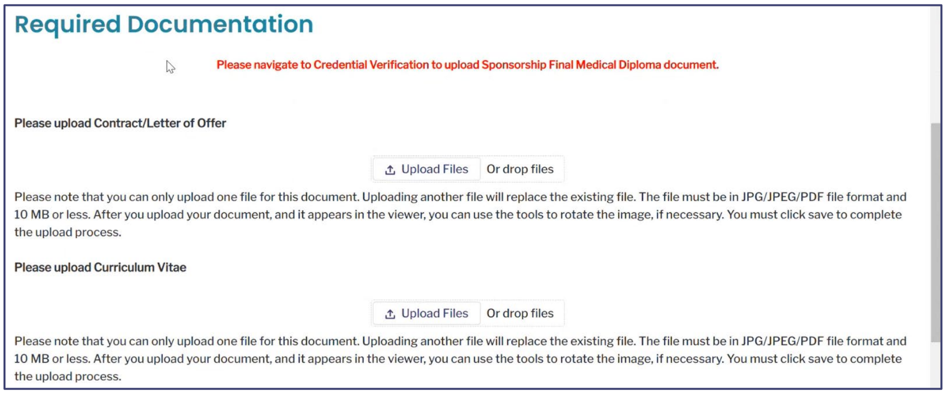




Step 25. Click **Next**.

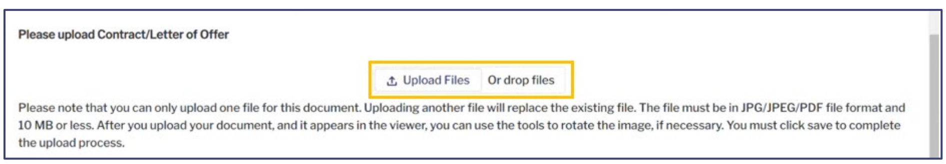


Step 26. The **Required Documentation** page appears. Use the following instructions to upload required files for this sponsorship.



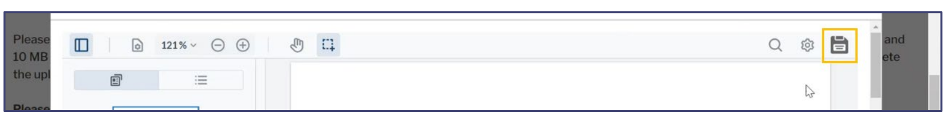
a. To upload the Contract/Letter of Offer:

(1) Click Upload Files.



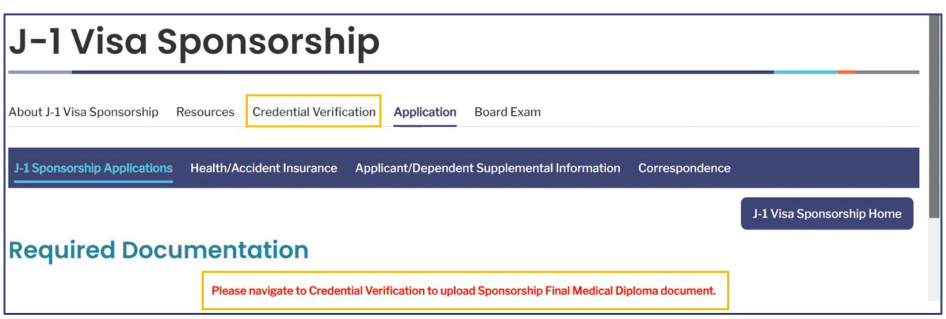
(2) Select the file to upload.

(3) A preview of the file appears. Click **Save** (disk icon).

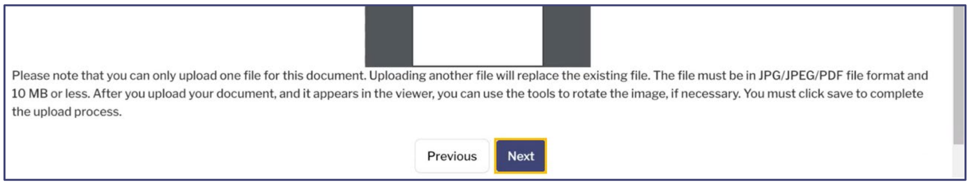


b. To upload your Curriculum Vitae, repeat the above steps.

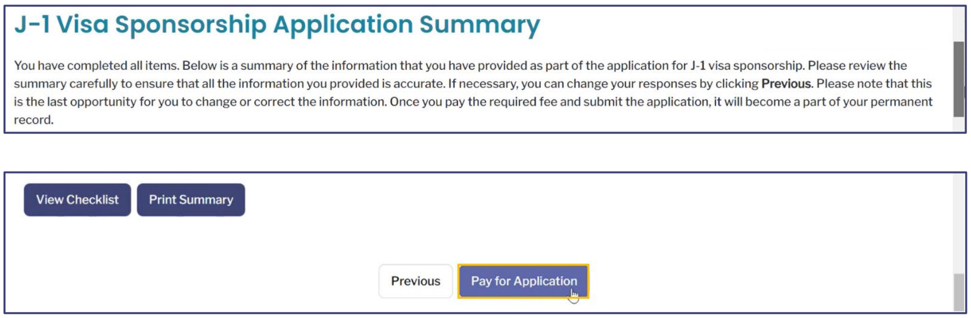
c. To upload a **Sponsorship Final Medical Diploma** document, click the **Credential Verification** tab and follow the on-screen instructions to continue.



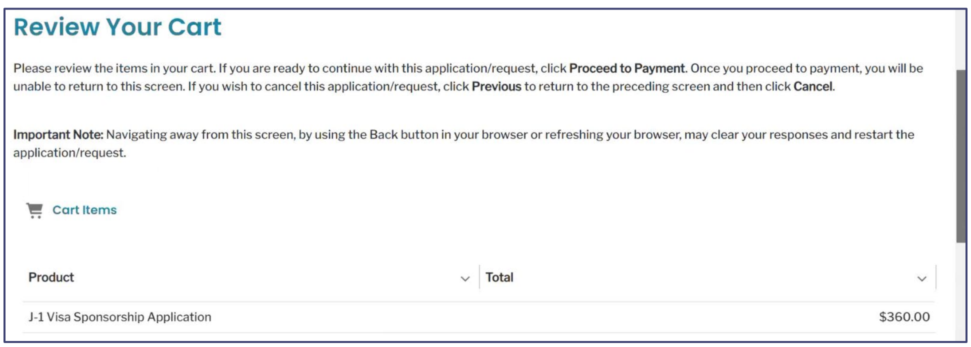
Step 27. Click **Next**.



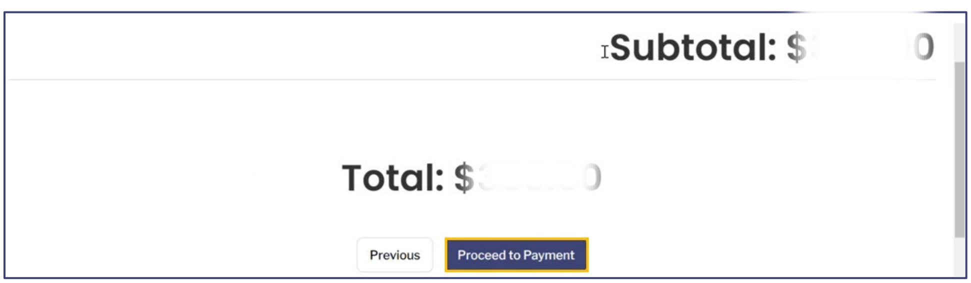
Step 28. The J-1 Visa Sponsorship Application Summary page appears. Review the information and click Pay for Application.



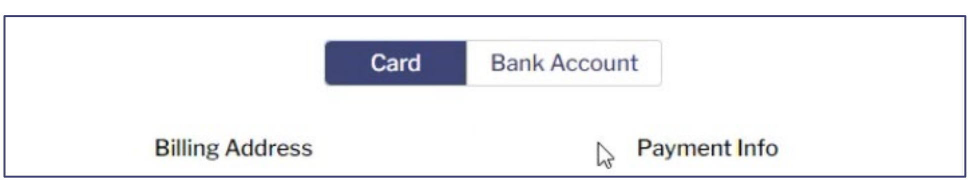
Step 29. The **Review Your Cart** page appears with an overview of the **Cart Items**.



Step 30. Click **Proceed to Payment** at the bottom of the screen.



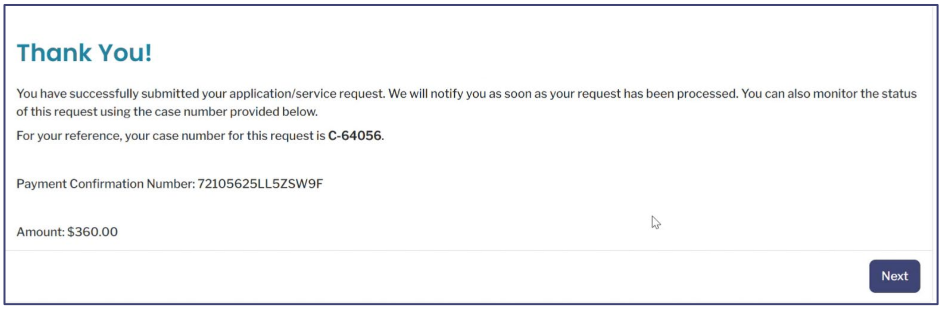
Step 31. Select your method of payment, **Card** or **Bank Account** and enter the required payment information.



Step 32. Click **Pay $**.

Step 33. When the payment is successfully processed, a **Thank You!** Notification message appears and an email confirmation is sent to your email on file.

a. It is recommended to document your case number (**C-#**) for this request. It helps Intealth advisors quickly locate your case.

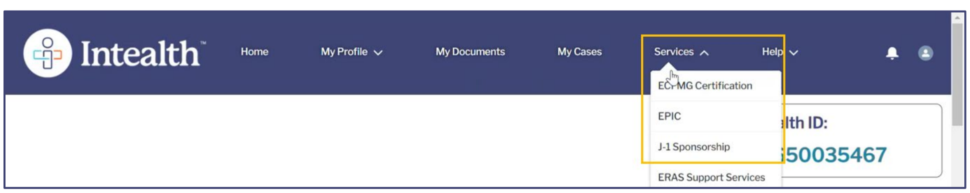


Step 34. Click **Next** to complete the application and return to the **MyIntealth Applicant Portal** homepage.

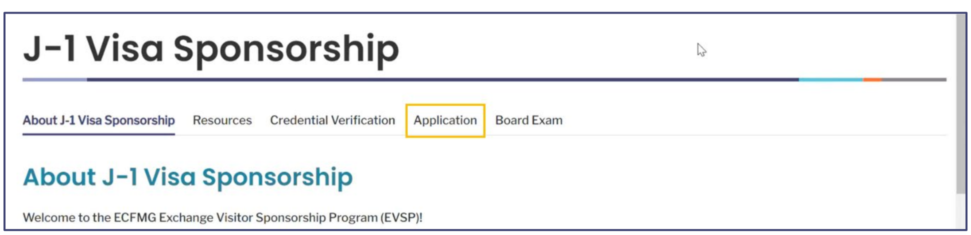
6.1.1 Add and Upload a Document to a J-1 Sponsorship Application

This section highlights how to add and upload a document to a **J-1 Sponsorship Application** within the **MyIntealth Applicant Portal**.

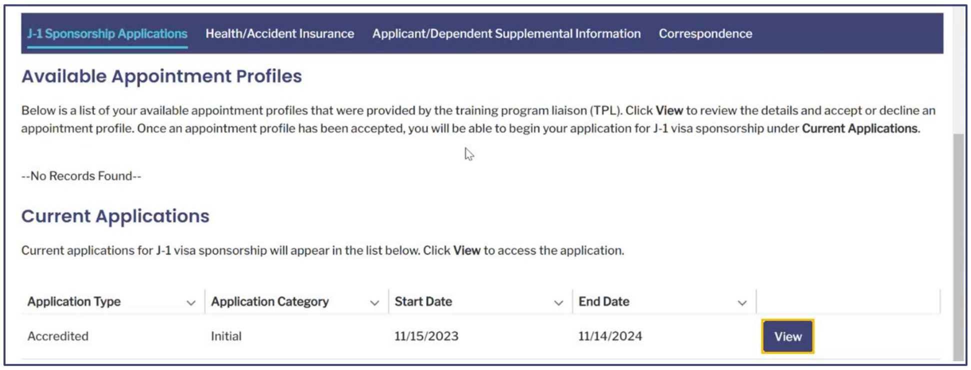
Step 1. From the MyIntealth Applicant Portal, in the top banner, click Services and select J-1 Sponsorship from the dropdown.



Step 2. The **J-1 Visa Sponsorship** page opens. Click the **Application** tab.

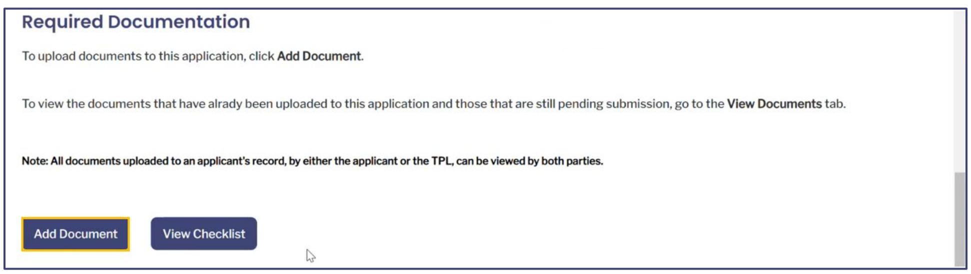


Step 3. The J-1 Sponsorship Applications page opens. In the Current Applications section, click View.

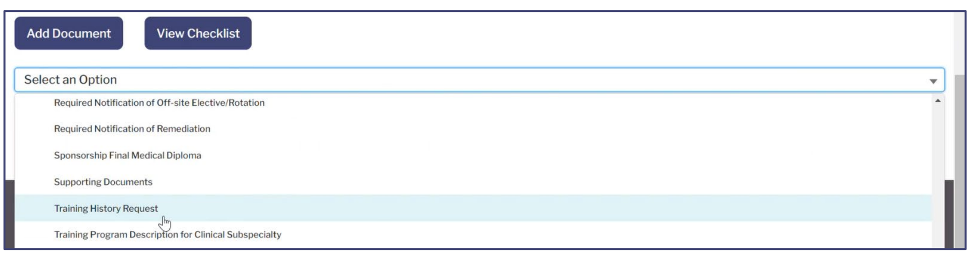


Step 4. The **Current Application** page opens. Scroll to the bottom of the page and click **View and Upload Documents.**

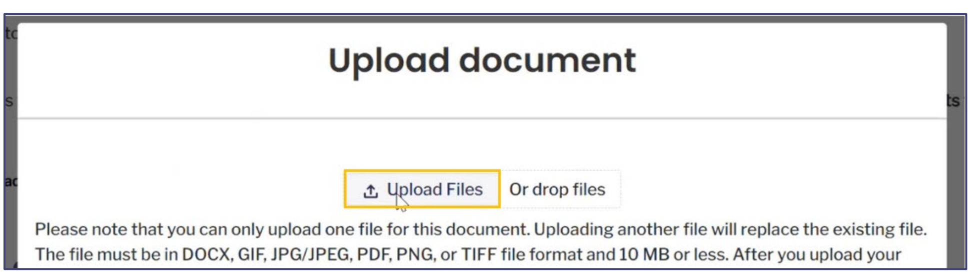
Step 5. The Required Documentation section opens. Click Add Document.



Step 6. A dropdown list appears. Select the appropriate document type.

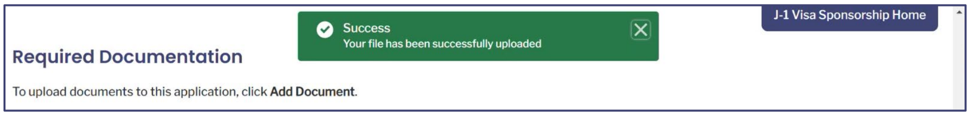


Step 7. The **Upload document** pop-up appears. Click **Upload Files** and select the file for upload.



Step 8. A preview of the document appears. Click **Save** (disk icon).

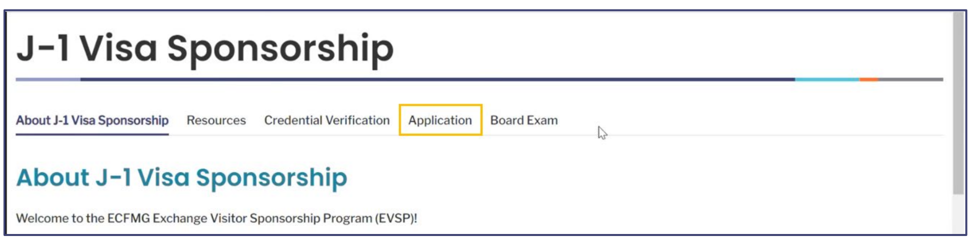
Step 9. A **Success** notification appears indicating that the file was uploaded.



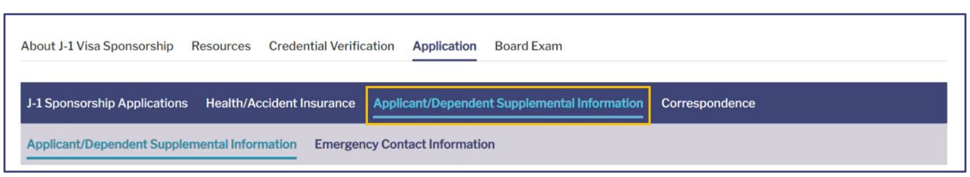
6.1.2 Submit a J-2 Dependent

Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and select **J-1 Sponsorship** from the dropdown.

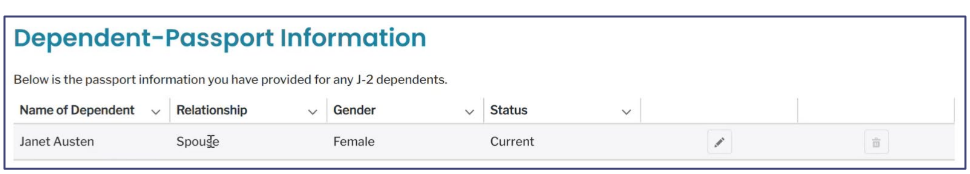
Step 2. The **J-1 Visa Sponsorship** page appears. Click the **Application** tab.

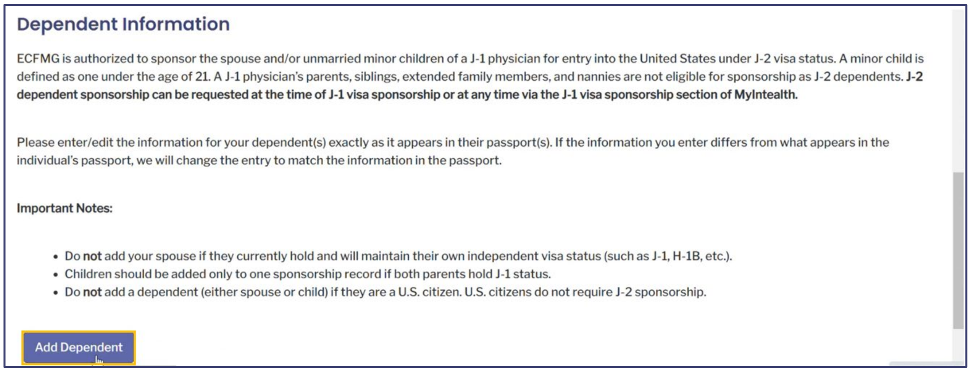


Step 3. Click the Applicant/Dependent Supplemental Information tab.

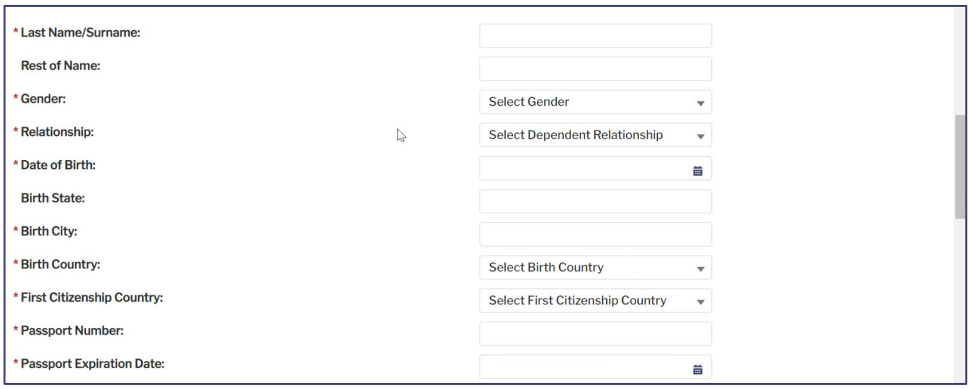


Step 4. Scroll to the **Dependent-Passport Information** section. Within that section, review the **Dependent Information** and click **Add Dependent**.

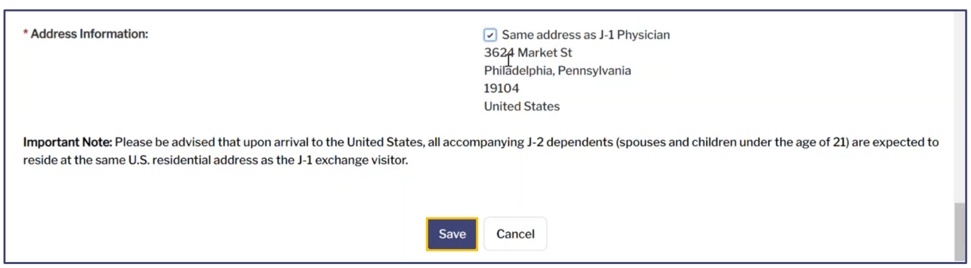




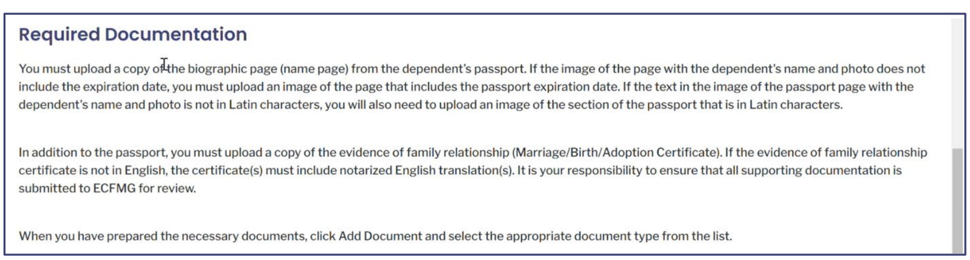
Step 5. A new **Dependent Information** page appears. Answer the required questions (*) related to the dependent to be added.



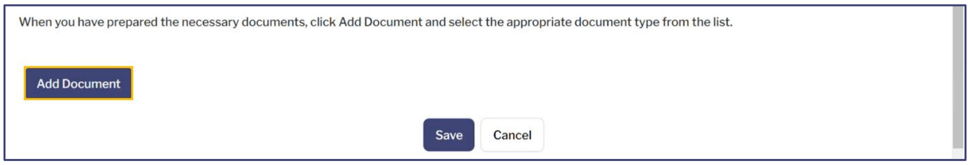
Step 6. Click **Save**.



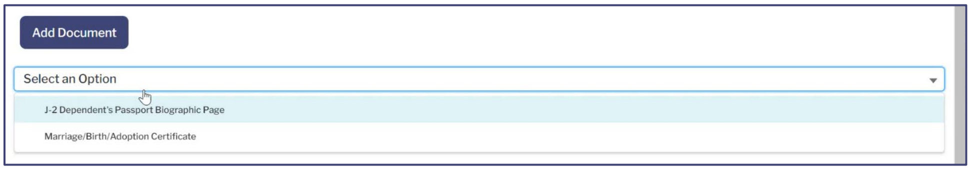
Step 7. The **Required Documentation** page appears. Review the information and use the following instructions to continue.



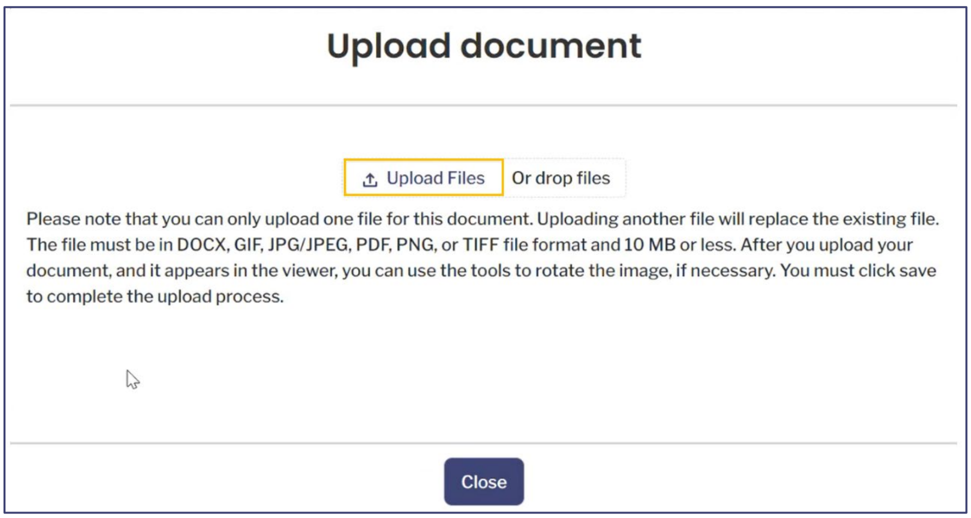
a. Click **Add Document**.



b. Select **J-2 Dependent's Passport Biographic Page** from the dropdown.



c. An **Upload document** pop-up appears. Use the following instructions to upload a document.

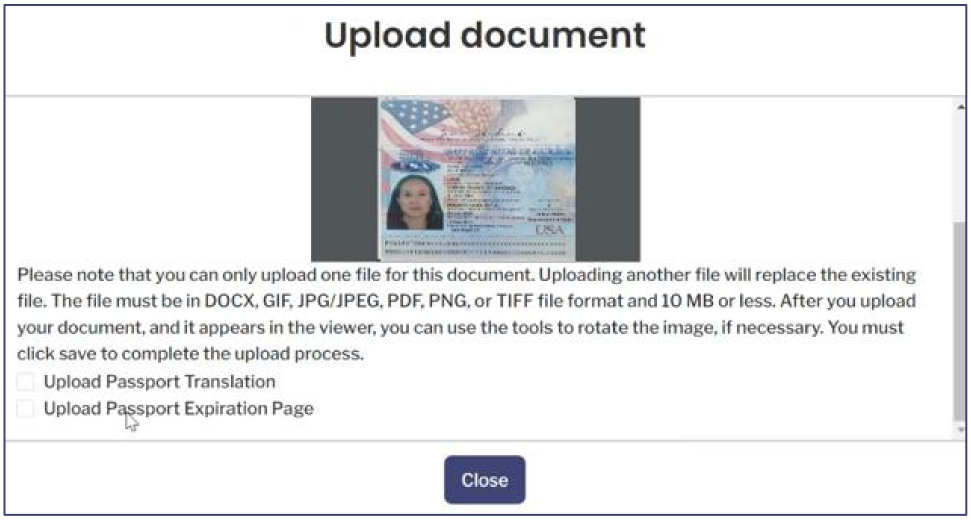


(1) Click **Upload Files**.

(2) Select the file to upload.

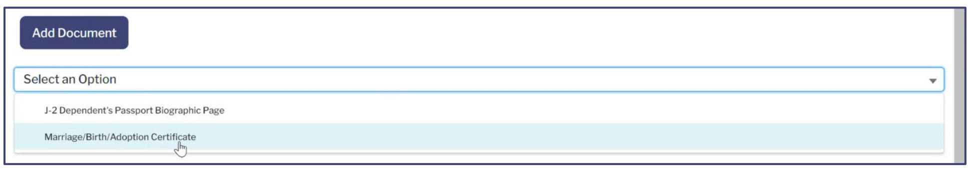
(3) A preview of the document appears. Click **Save** (disk icon).

(4) The pop-up window now shows a preview of the document and provides the option to upload either: a **Passport Translation** or **Passport Expiration Page**. If either need to be uploaded, click the respective checkbox(es), and follow the instructions above to upload those files.

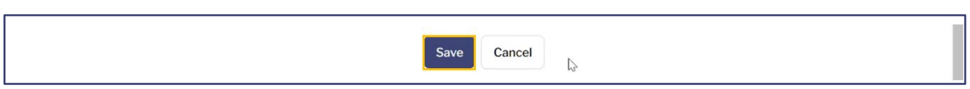


(5) Click **Close**.

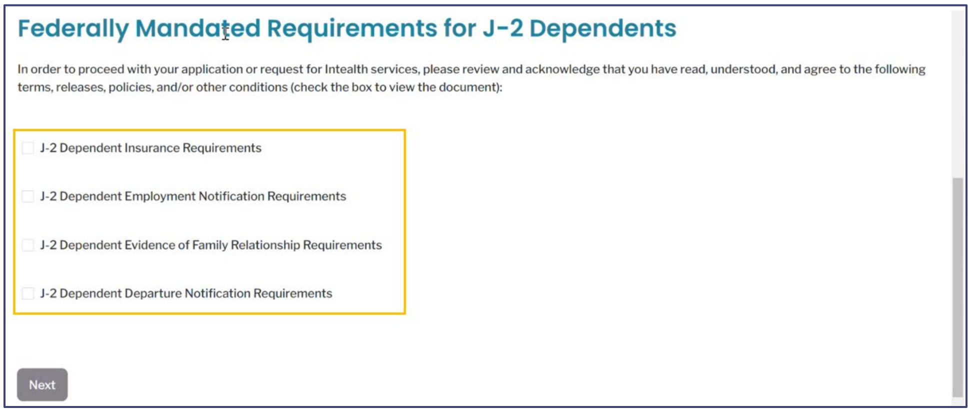
Step 8. Select **Marriage/Birth/Adoption Certificate** option from the dropdown. Repeat the instructions shown in the previous step to upload the appropriate documentation. **Both options must be added.**



Step 9. Once both options (J-2 Dependent's Passport Biographic Page and Marriage/Birth/Adoption Certificate) have been uploaded, click Save.

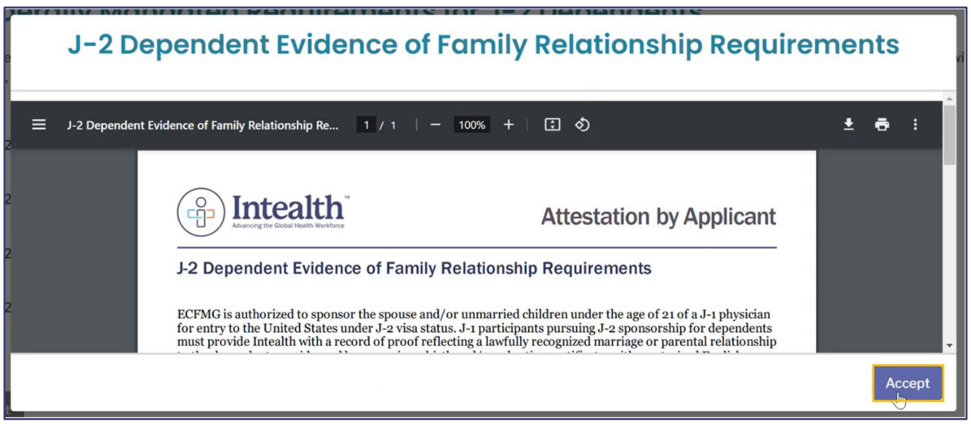


Step 10. The **Federally Mandated Requirements for J-2 Dependents** page appears. Review and acknowledge the information by clicking the checkboxes.



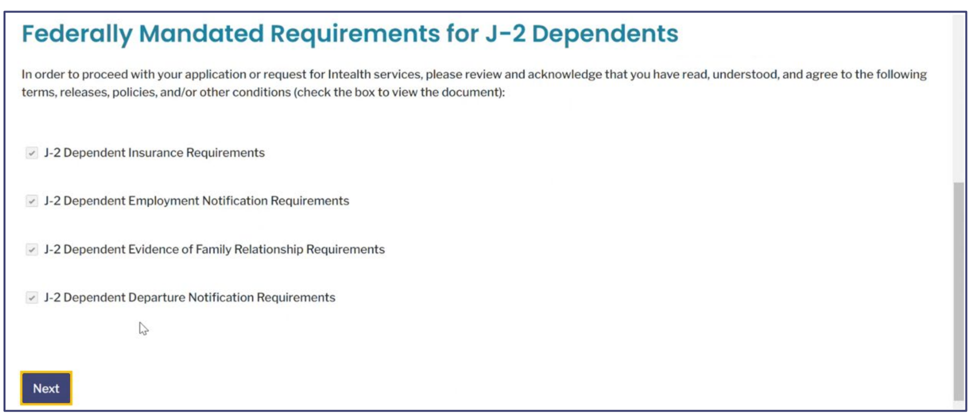
a. As each checkbox is clicked, a pop-up of an associated document appears for review.

b. Once reviewed, click **Accept**.

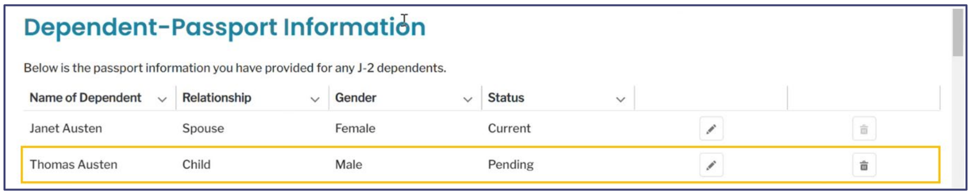


c. Continue until all checkboxes have been clicked, reviewed, and accepted.

Step 11. Click **Next**.

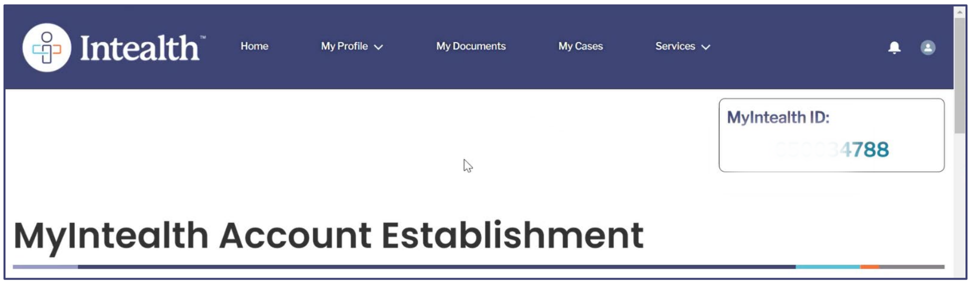


Step 12. The **Passport Information** page appears again. Scroll to the **Dependent-Passport Information** section to review the **Pending** dependent.



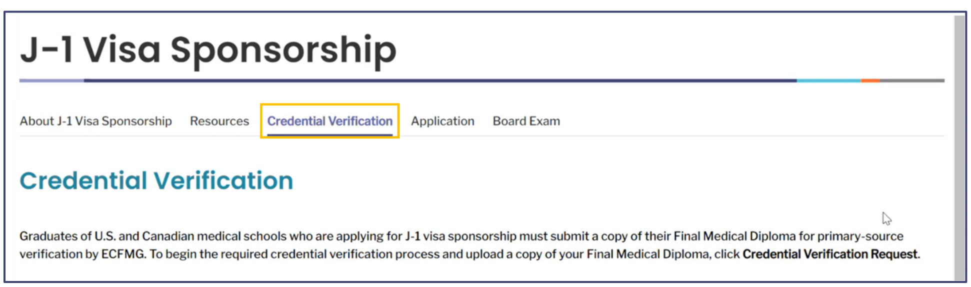
6.2 Submit a Sponsorship Credential Verification Request

Step 1. Login to the MyIntealth Applicant Portal.

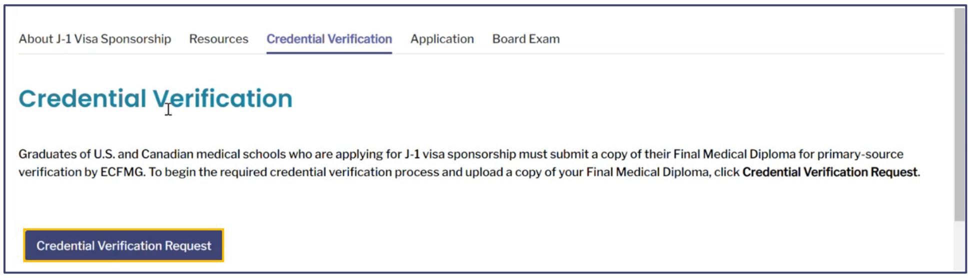


Step 2. From the **MyIntealth Applicant Portal**, in the top banner, click **Services**, and then select **J-1 Sponsorship** from the dropdown.

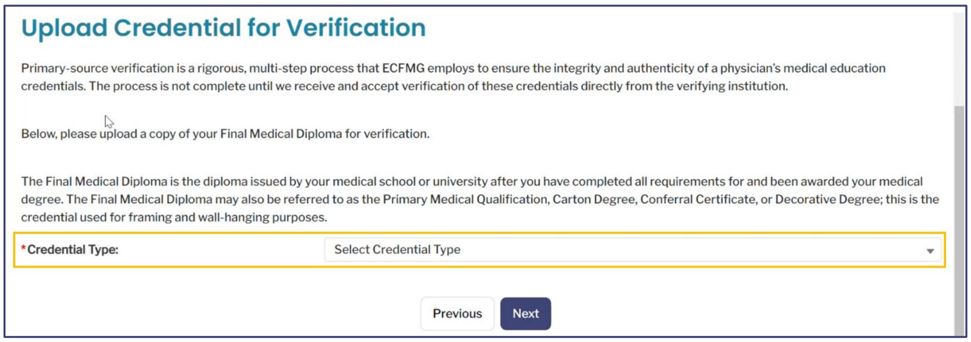
Step 3. Click the Credential Verification tab.



Step 4. Click Credential Verification Request.



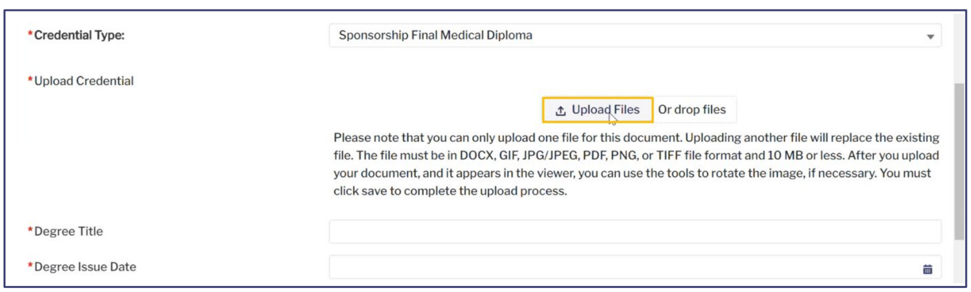
Step 5. The **Upload Credential for Verification** section appears. Select a **Credential Type** to be uploaded using the dropdown menu.



a. Additional required (*) fields appear. Enter information for each of these fields.

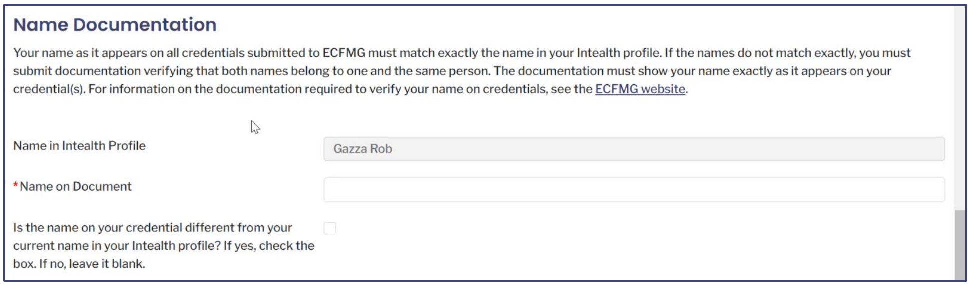
b. To upload the credential, use the following instructions.

(1) Click **Upload Files** and select the file to upload.



(2) A preview of the document appears. Click **Save** (disk icon).

c. In the Name Documentation section, enter the Name on Document.

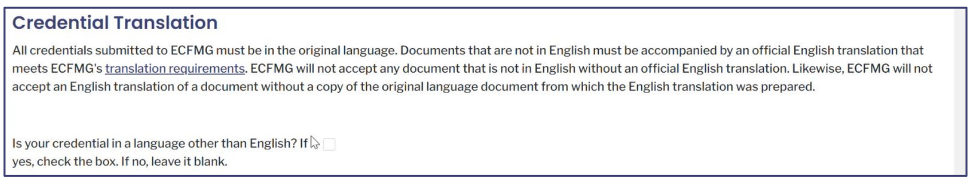


(1) If the **Name on Documentation** differs from the **Name in Intealth Profile**, click the checkbox.

(2) Additional supporting documentation needs to be uploaded to support the name difference.

(3) Follow the instructions previously shown to upload the supporting documentation.

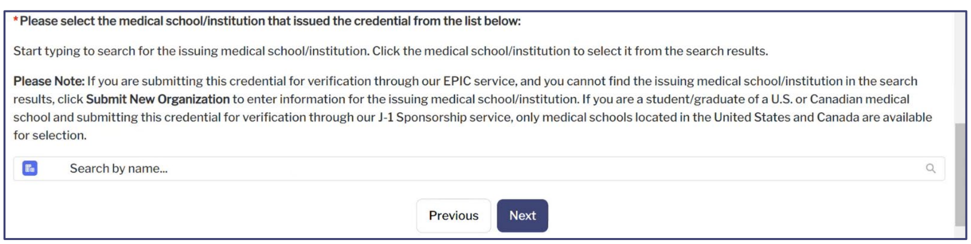
d. In the **Credential Translation** section, click the checkbox if the credential is in a language other than English.



(1) Additional supporting documentation needs to be uploaded.

(2) Follow the instructions previously shown to upload the supporting documentation.

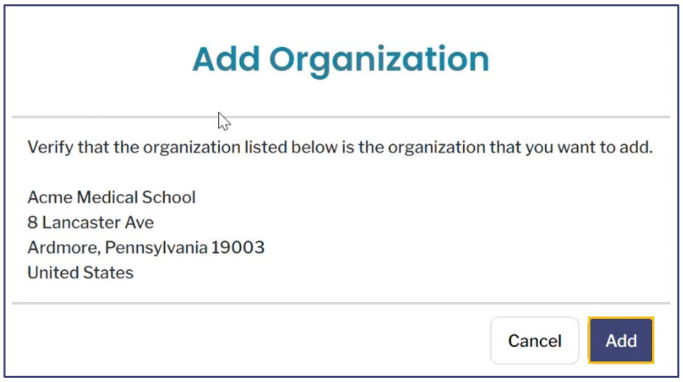
e. To select the medical school/institution that issued the credential, use the following instructions.



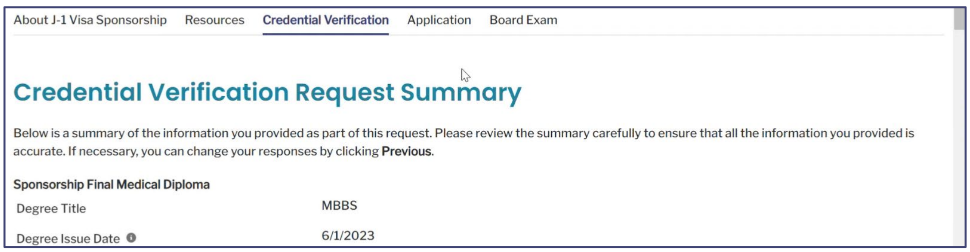
(1) Search the name.

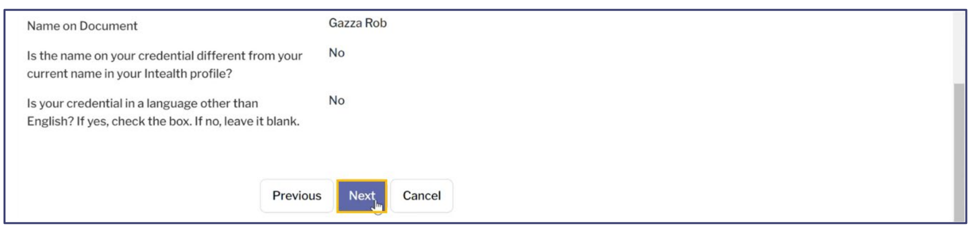
(2) Click the **medical school/institution** once the name appears.

(3) Click **Add**.

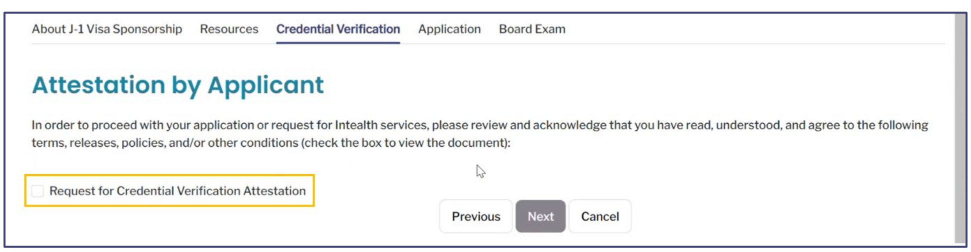


Step 6. The **Credential Verification Request Summary** page appears. Review the information and make any necessary edits. Click **Next**.



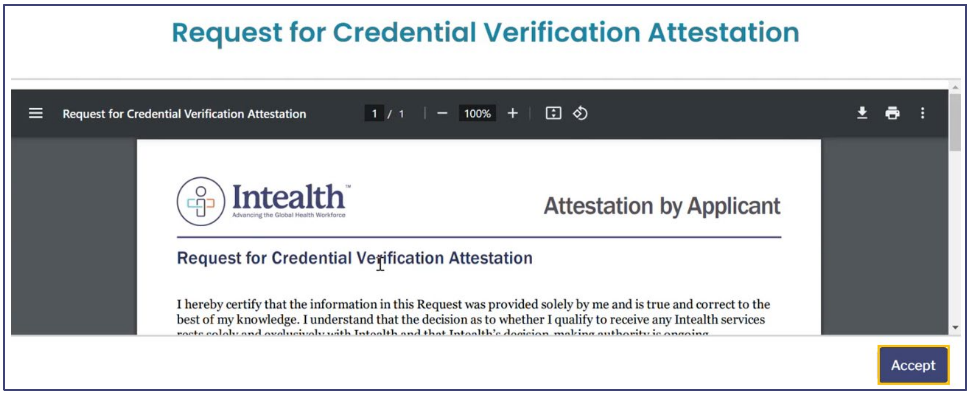


Step 7. The **Attestation by Applicant** page appears. Click the **Request for Credential Verification Attestation** checkbox to review and acknowledge the terms and policies.

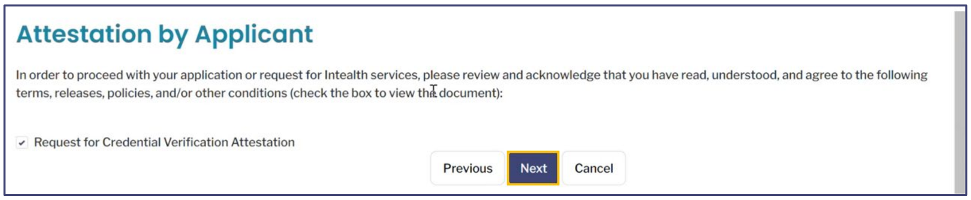


a. The attestation appears in a pop-up.

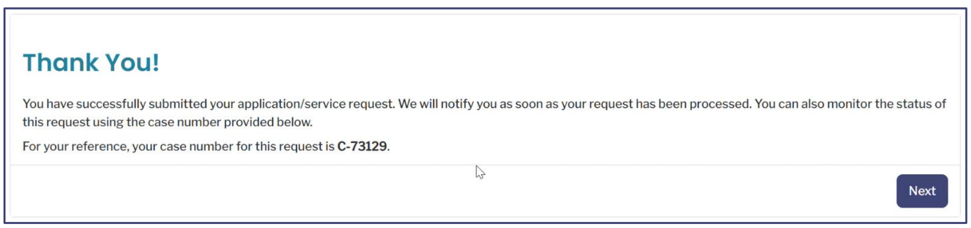
b. Review the document and click **Accept**.



Step 8. Click **Next**.



Step 9. A **Thank You!** notification appears stating that you have successfully submitted your application/service request.



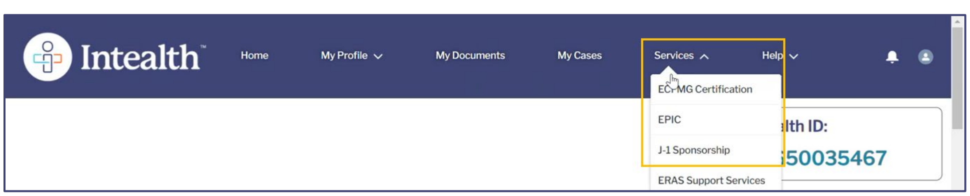
a. It is recommended to save your case number for future reference.

Step 10. Click **Next** to return to the **MyIntealth Applicant Portal** homepage.

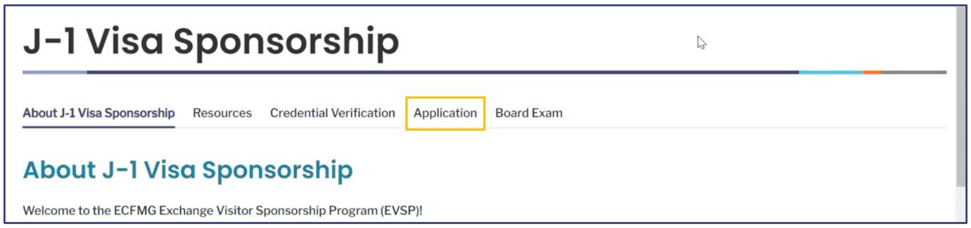
6.3 Submit an Application for the Department of State (DOS) Case Materials

This section highlights how to submit an **Application to submit Department of State Case Materials** within the **MyIntealth Applicant Portal**. It also includes a sub-section for reviewing a submitted application and adding documents to that existing application.

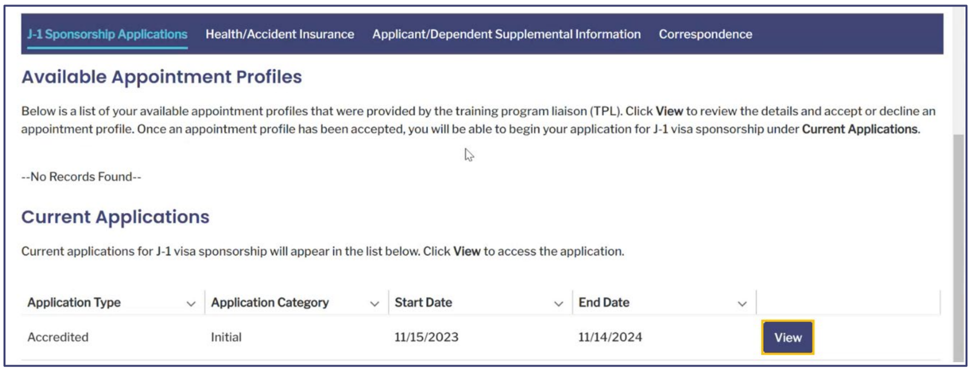
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services**, and select **J-1 Sponsorship** from the dropdown.



Step 2. The **J-1 Visa Sponsorship** page opens. Click the **Application** tab.

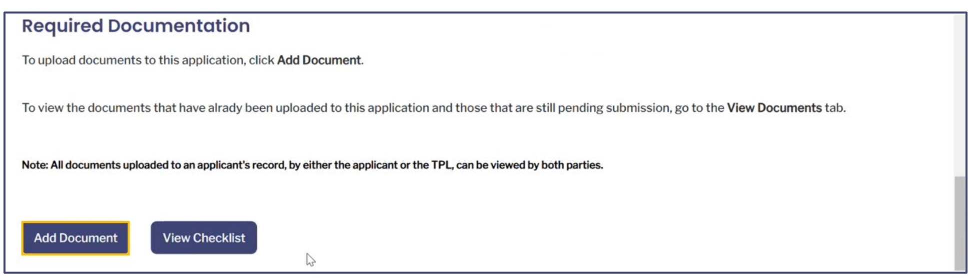


Step 3. The J-1 Sponsorship Applications page opens. Under the Current Applications section, click View.

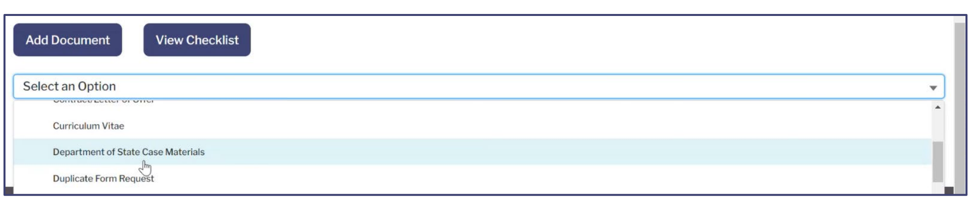


Step 4. The **Current Application** page opens. Scroll to the bottom of the page and click **View and Upload Documents**.

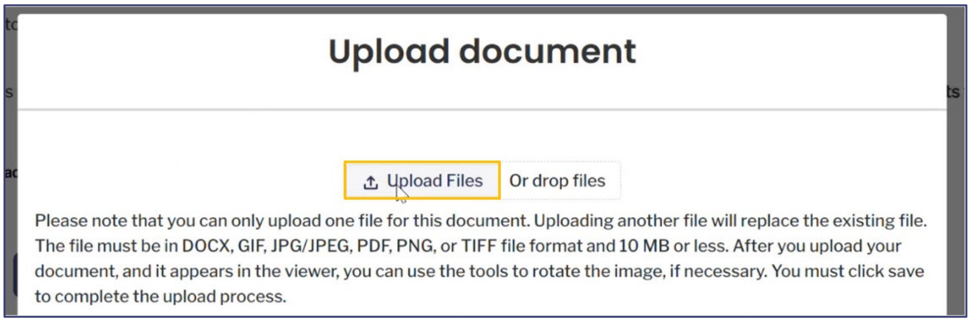
Step 5. The Required Documentation section opens. Click Add Document.



Step 6. Select the **Department of State Case Materials** option from the dropdown.

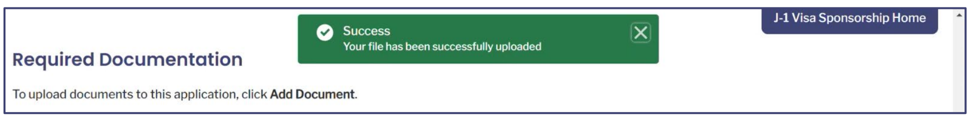


Step 7. The **Upload document** pop-up appears. Click **Upload Files** and select the file to upload.



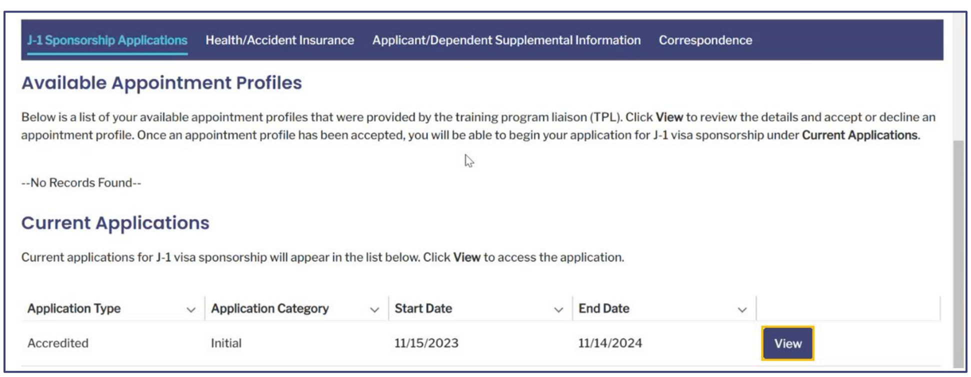
Step 8. A preview of the document appears. Click **Save** (disk icon).

Step 9. A **Success** notification appears indicating that the file uploaded successfully.



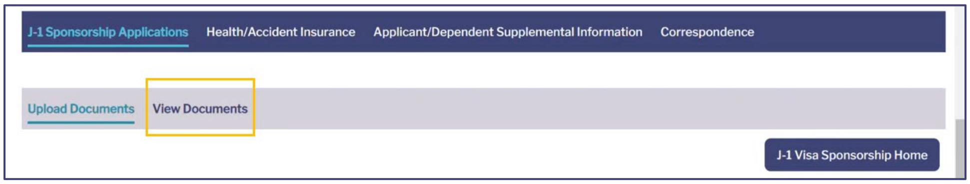
6.3.1 Review a Department of State Application and Add More Documents (If Applicable)

Step 1. Return to the J-1 Sponsorship Applications page. Under the Current Applications section, click View.

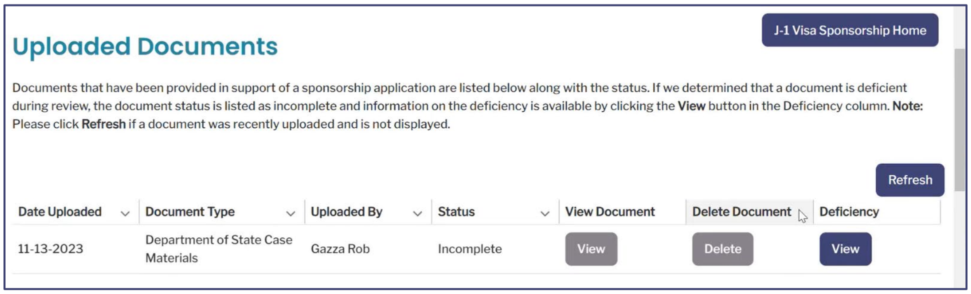


Step 2. The **Current Application** page opens. Scroll to the bottom of the page and click **View and Upload Documents**.

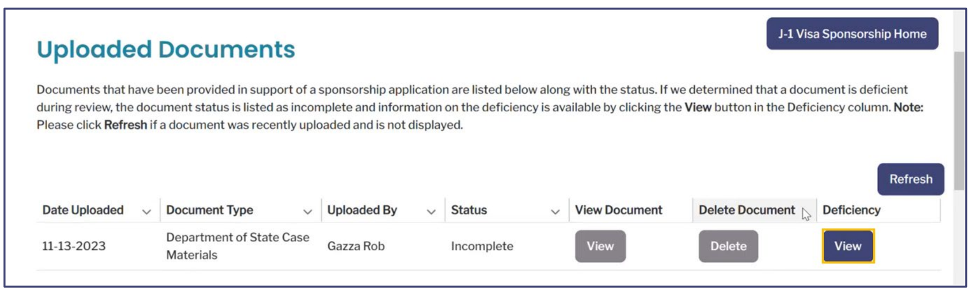
Step 3. Click the **View Documents** tab.



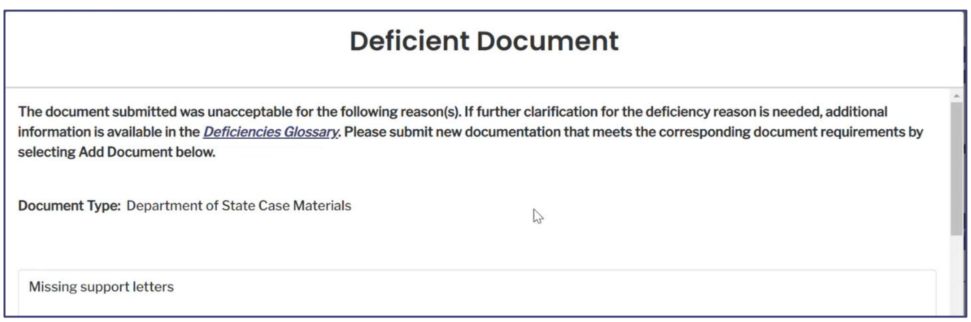
Step 4. The **Uploaded Documents** page opens. Review the **Document Type** and **Status** below.



a. If the status is **Incomplete**, under the **Deficiency** column, click **View**.

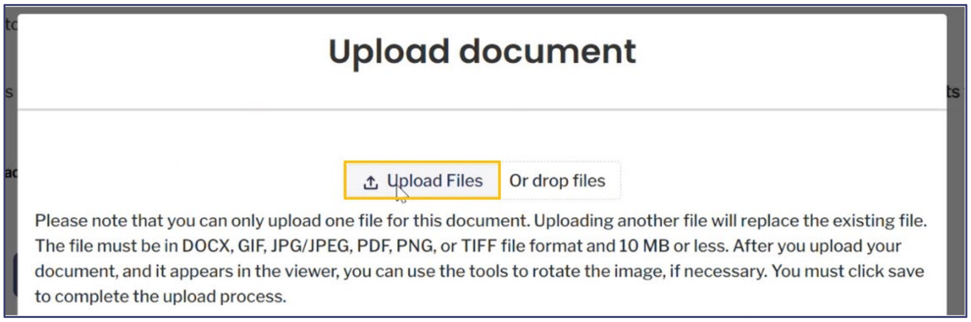


b. The **Deficient Document** pop-up appears. Review the comments.



c. Scroll down and click **Add Document**.

d. The **Upload document** pop-up appears. Click **Upload Files** and select the file to be uploaded.



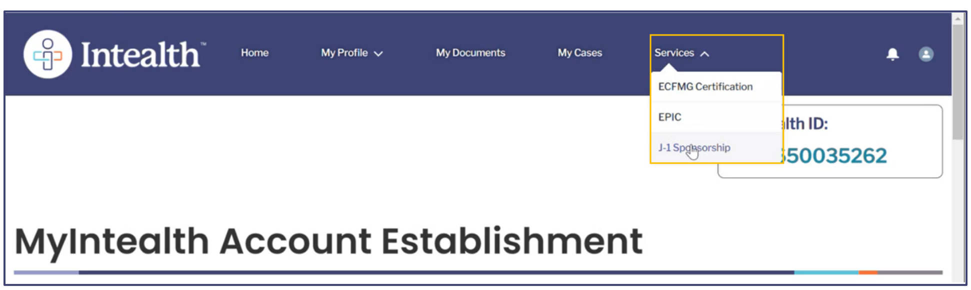
e. A preview of the document appears. Click **Save** (disk icon).

f. A **Success** notification appears indicating that the file uploaded successfully.

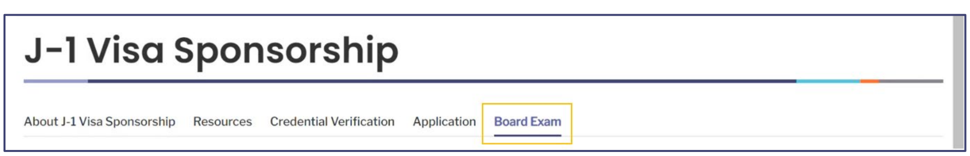
g. The newly uploaded document is sent for review.

6.4 Submit a Board Application

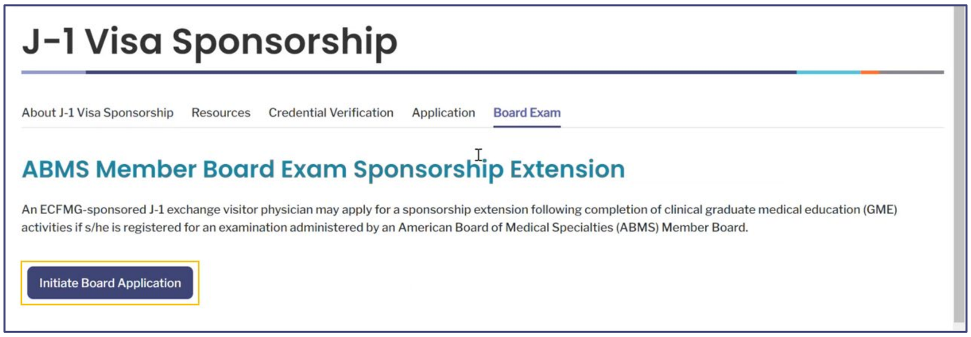
Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services** and select **J-1 Sponsorship** from the dropdown.



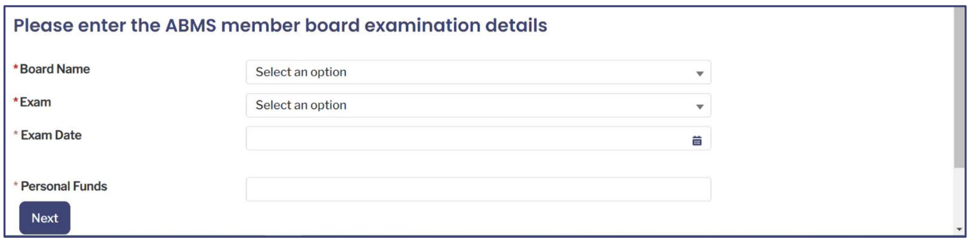
Step 2. Click the **Board Exam** tab.



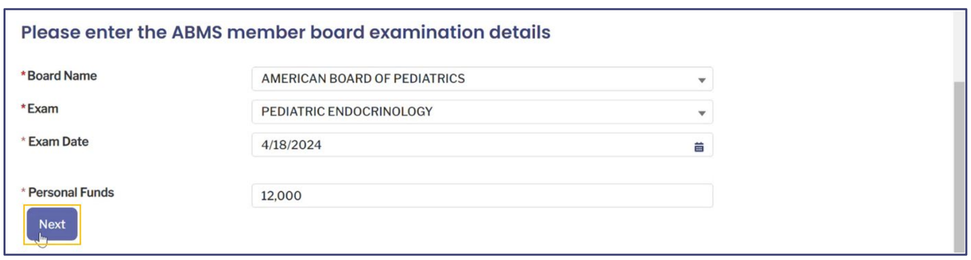
Step 3. Click Initiate Board Application.



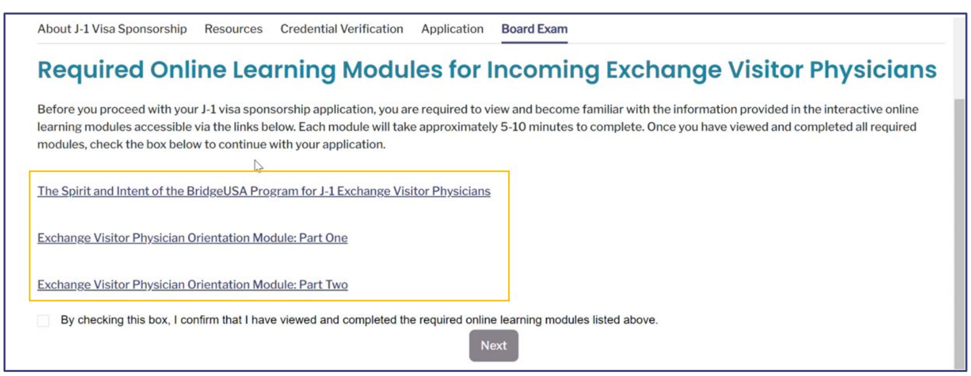
Step 4. Enter all required information (*) in the **ABMS Member Board Examination Details** section.



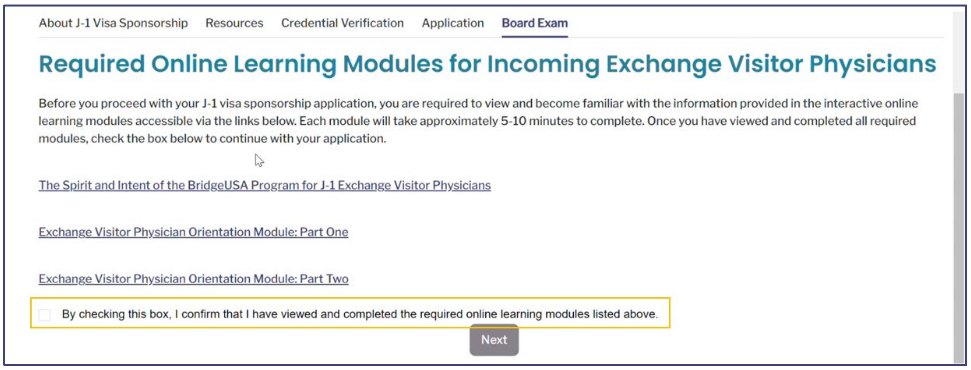
Step 5. Click **Next**.



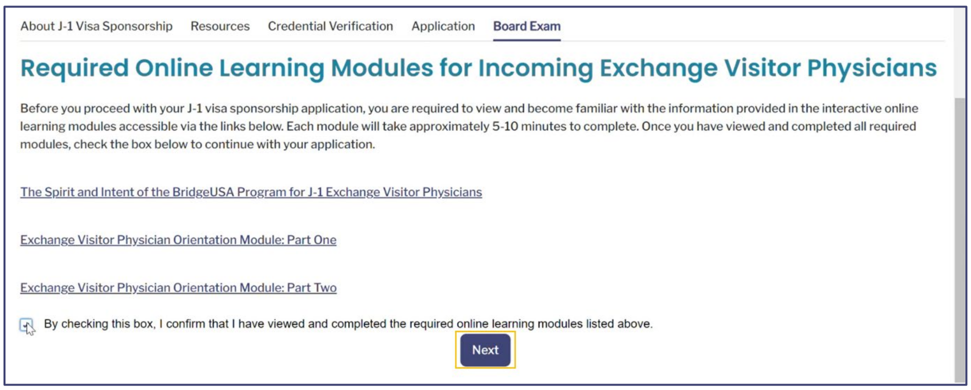
Step 6. The Required Online Learning Modules for Incoming Exchange Visitor Physicians page appears. Review all modules.



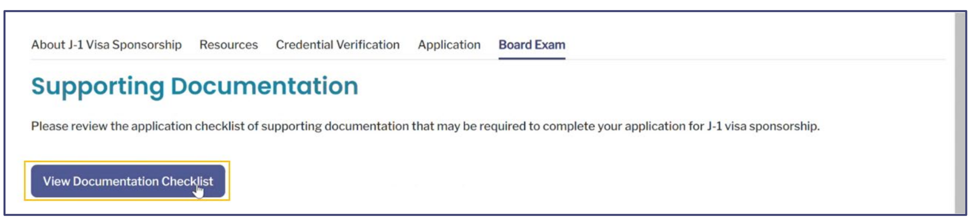
Step 7. Click the I confirm that I have viewed and completed the required online learning modules listed above checkbox.



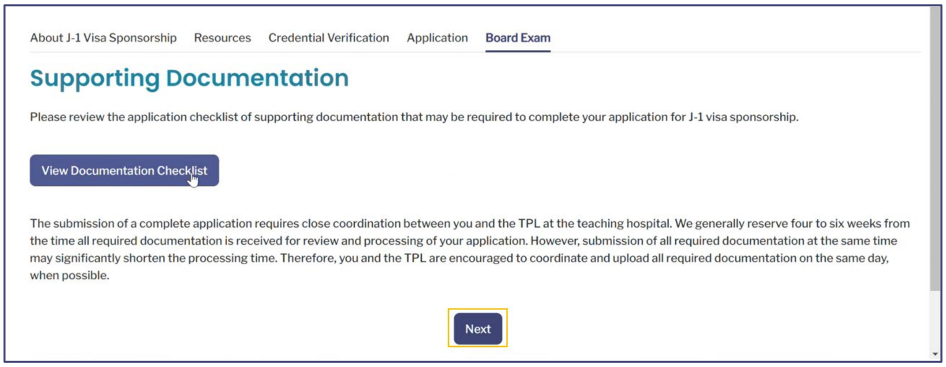
Step 8. Click **Next.**



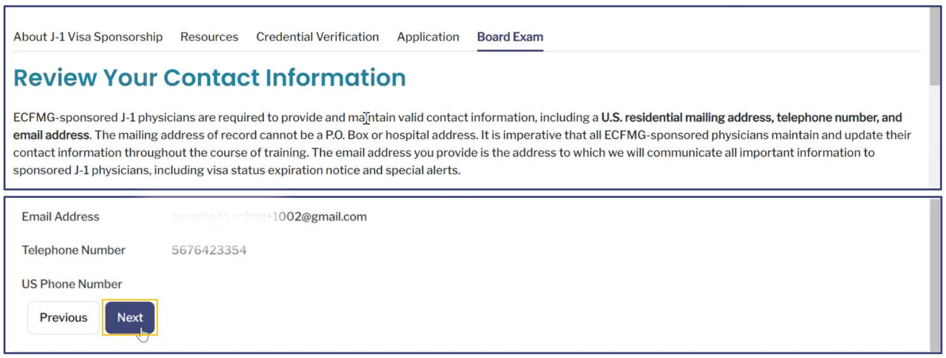
Step 9. The **Supporting Documentation** page appears. Click **View Documentation Checklist** to review the Application Processing Instructions, Documentation Required for Continuing Applicants, and more.



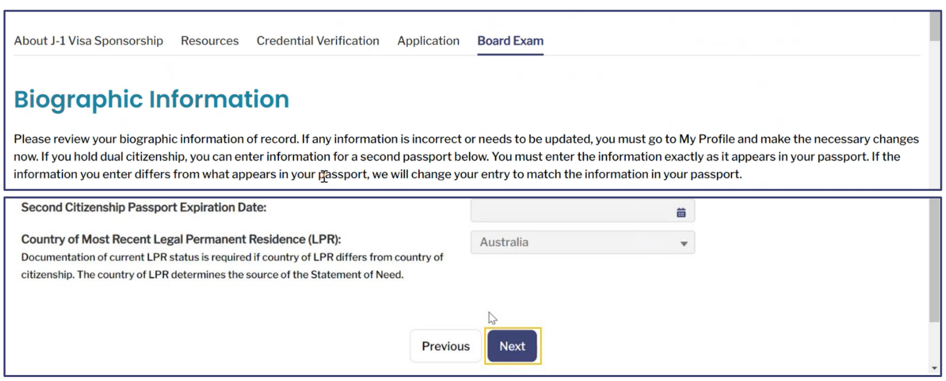
Step 10. Click **Next**.



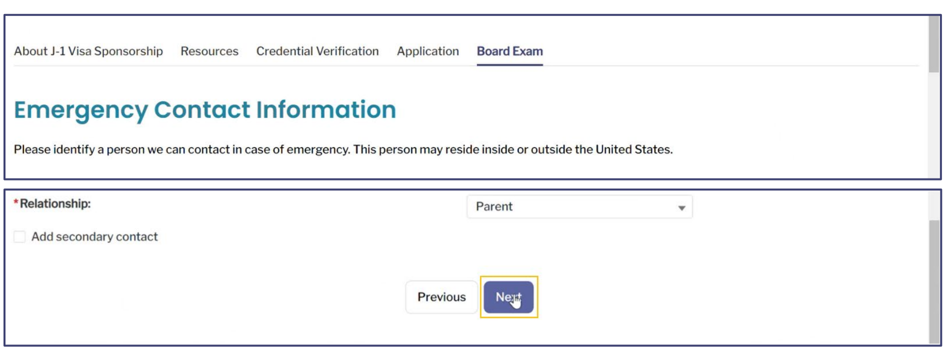
Step 11. Review Your Contact Information and click Next.



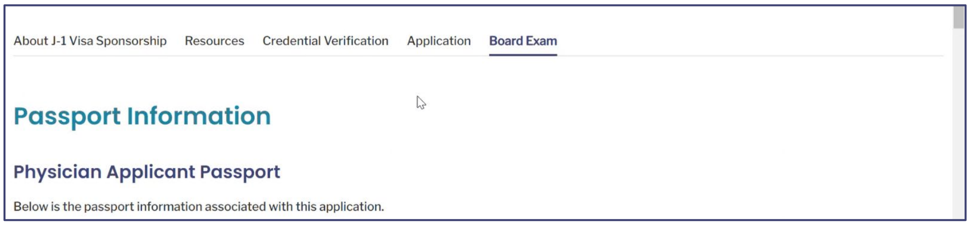
Step 12. Review your Biographic Information and click Next.



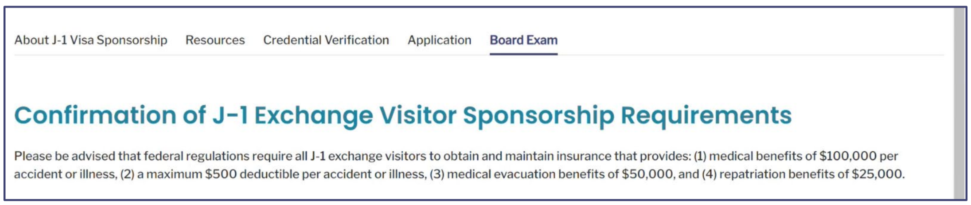
Step 13. Review your Emergency Contact Information and click Next.

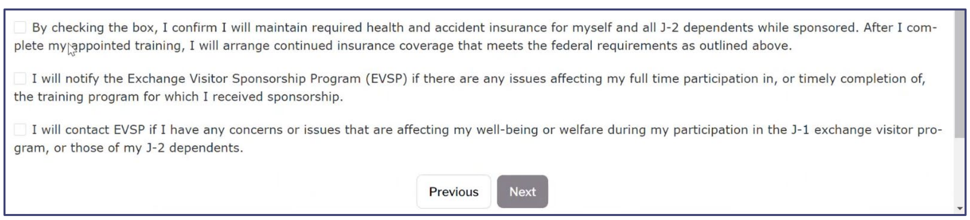


Step 14. Review your **Passport Information** and click **Next**.

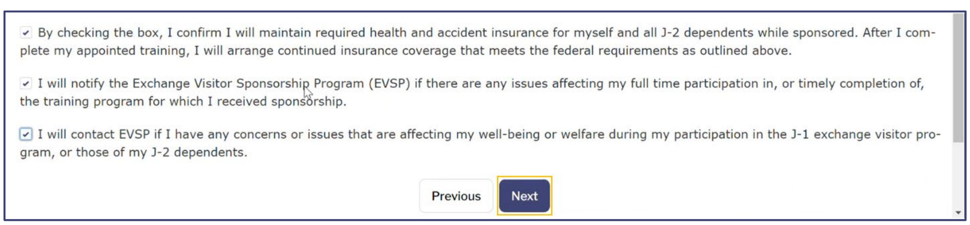


Step 15. Review the Confirmation of J-1 Exchange Visitor Sponsorship Requirements and click the checkboxes.

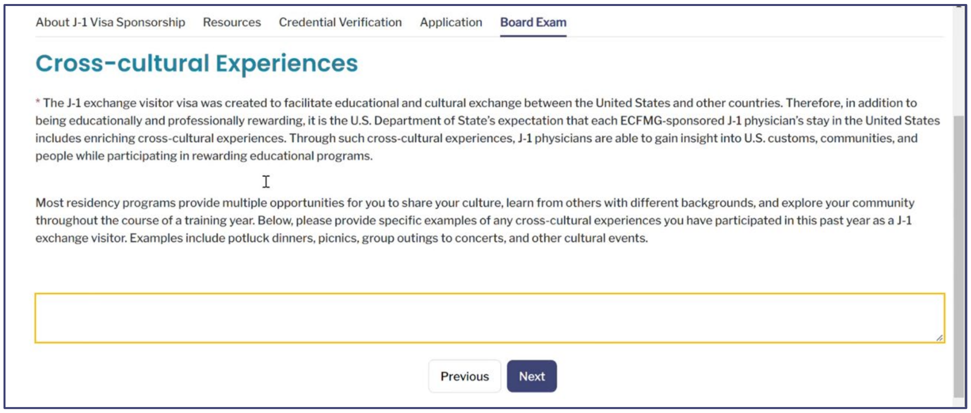




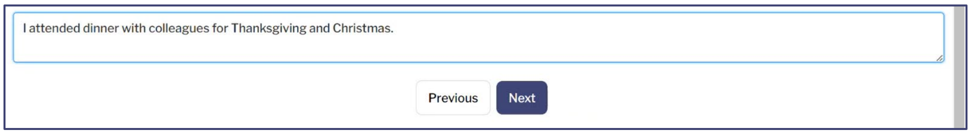
Step 16. Click **Next**.



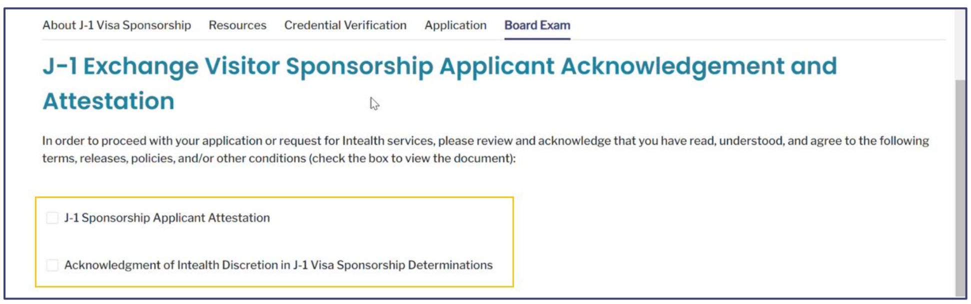
Step 17. Review the **Cross-cultural Experiences** information and enter your cross-cultural experience examples in the textbox.



Step 18. Click **Next**.



Step 19. Review the information on the J-1 Exchange Visitor Sponsorship Applicant Acknowledgement and Attestation page and click the checkboxes.



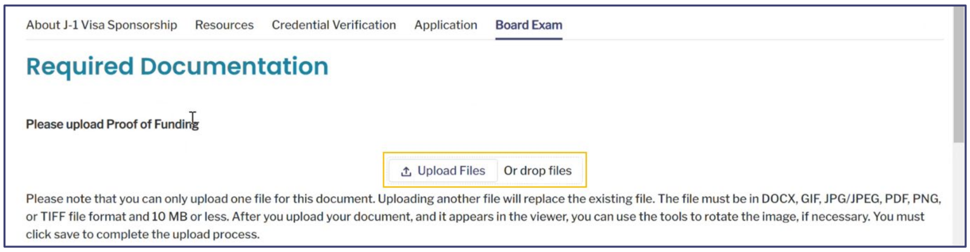
a. As you click each checkbox, a related attestation/acknowledgement displays.

b. Click **Accept** for each attestation/acknowledgement.

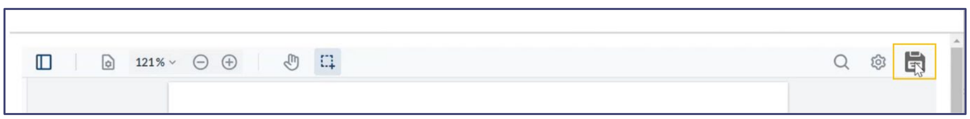
Step 20. Click **Next**.

Step 21. The **Required Documentation** page appears. Use the following instructions to upload all required documents.

a. Click **Upload Files** and select the file to upload.



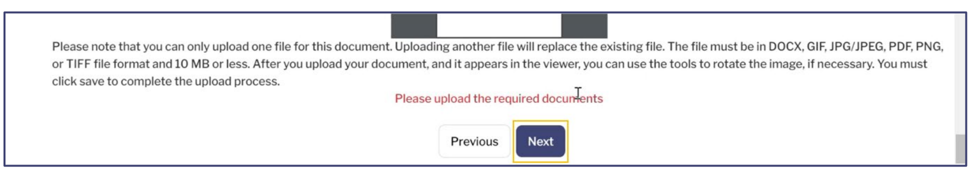
b. A preview of the file appears. Click **Save** (disk icon).



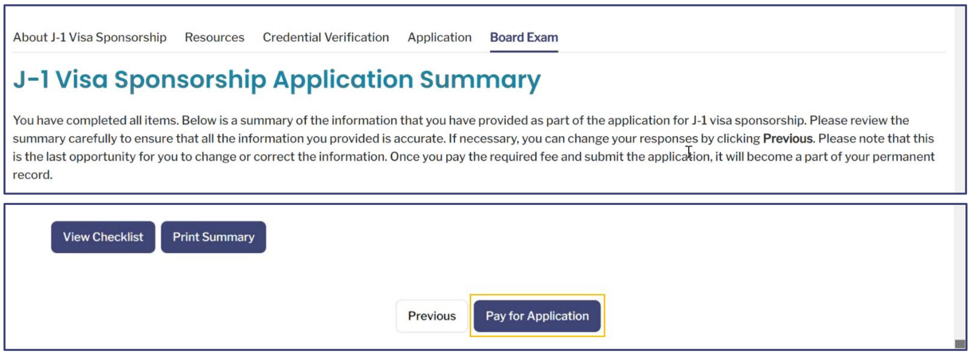
c. A **Success** notification appears, and a thumbnail file preview appears under the **Upload Files** button.

d. Repeat these upload steps for all required document uploads (e.g., Proof of Funding, Proof of ABMS board registration, Form I-644, etc.).

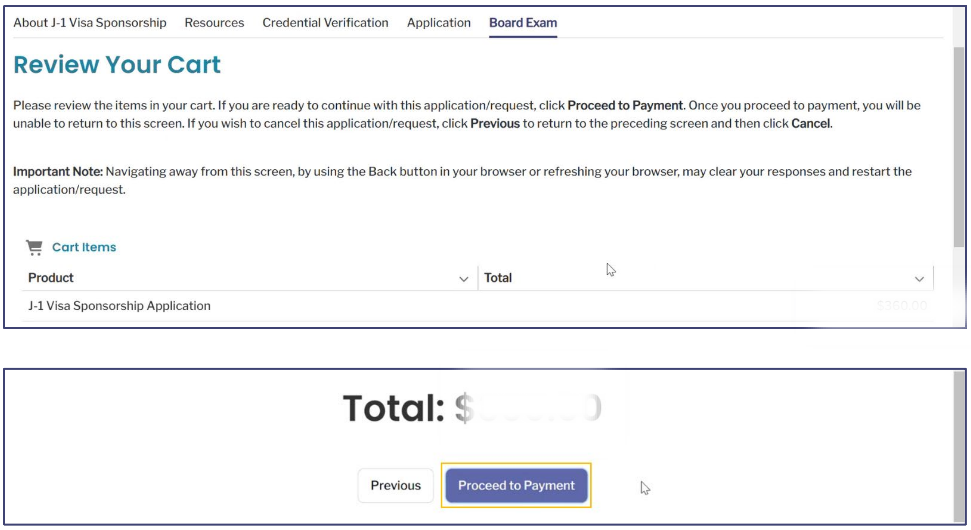
Step 22. Click **Next**.



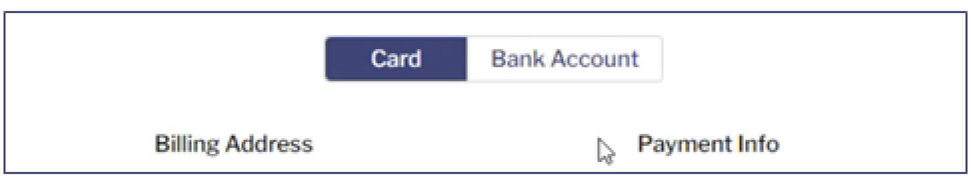
Step 23. The J-1 Visa Sponsorship Application Summary page appears. Review the information and click Pay for Application.



Step 24. The **Review Your Cart** page appears with an overview of your **Cart Items**. Click **Proceed to Payment**.



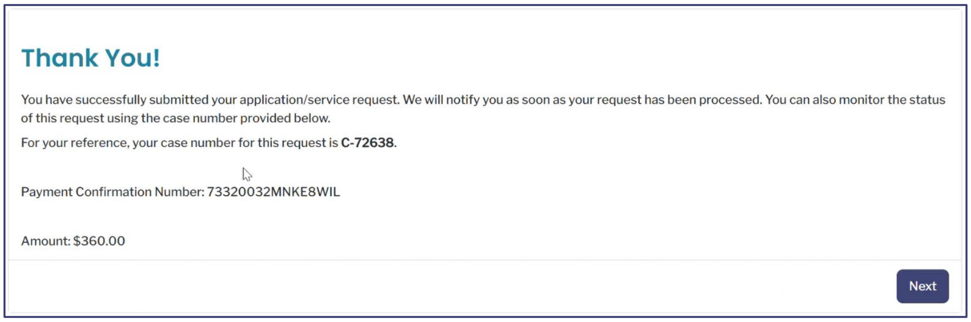
Step 25. Select your method of payment, **Card** or **Bank Account,** and enter your payment information as required.



Step 26. Click **Pay $**.

Step 27. When the payment is successfully processed, a **Thank You!** Notification message appears and an email confirmation is sent to your email on file.

a. It is recommended to document your case number (**C-#**) for this request. It helps Intealth advisors quickly locate your case.



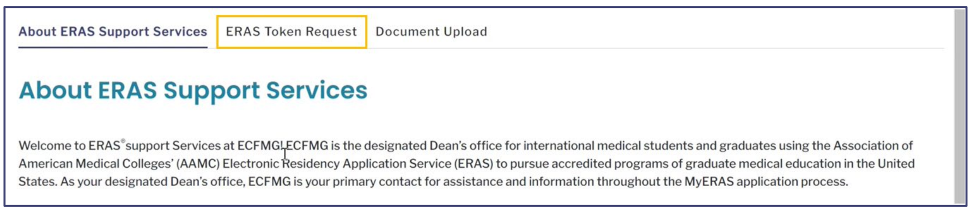
Step 28. Click **Next** to return to the **MyIntealth Applicant Portal** homepage.

7 ERAS Support Services at ECFMG

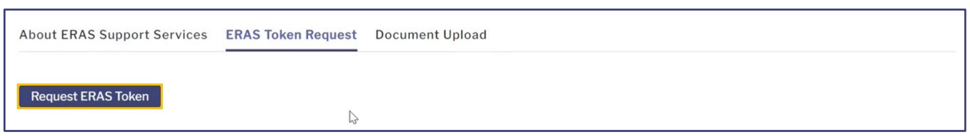
7.1 Request an ERAS Token

Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services**, and select **ERAS Support Services** from the dropdown menu.

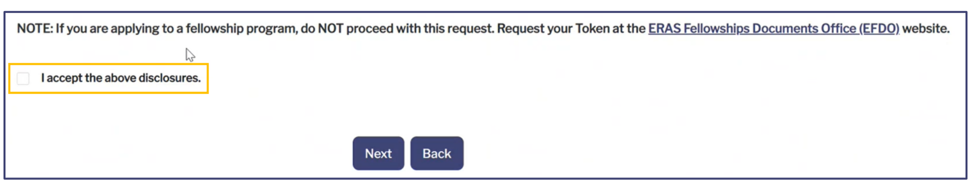
Step 2. The **About ERAS Support Services** page opens. Click the **ERAS Token Request** tab.



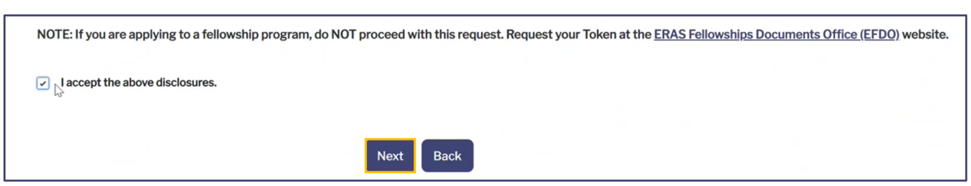
Step 3. Click **Request ERAS Token**.



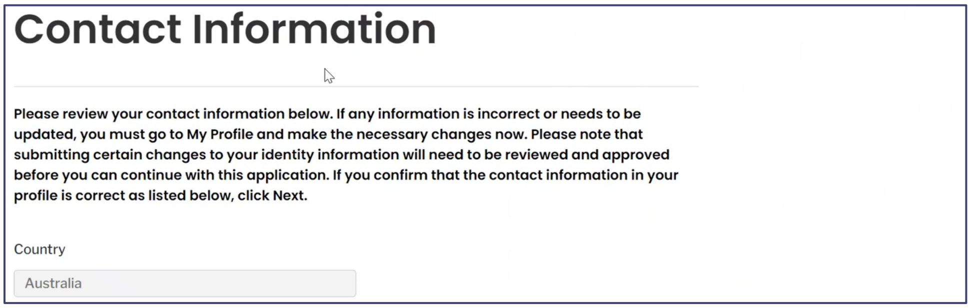
Step 4. A new page appears with information about the **ERAS Token Request Notice** and **Disclosures**. Review the information and click the **I accept the above disclosures** checkbox.

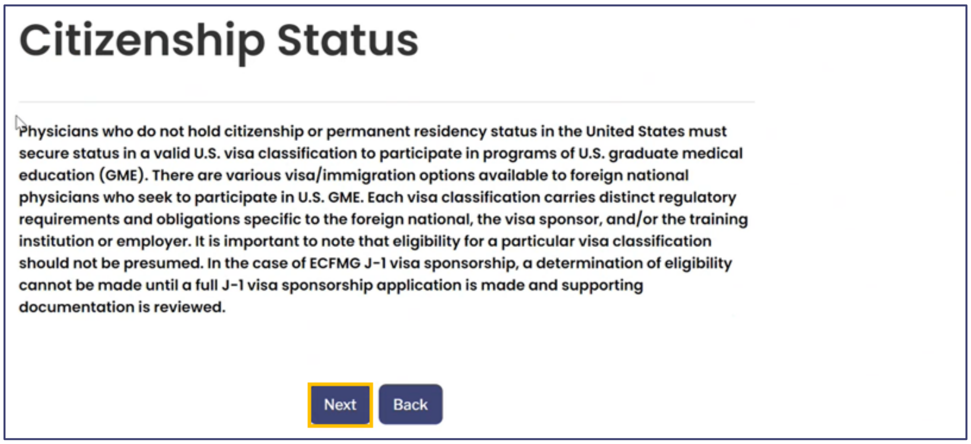


Step 5. Click **Next**.



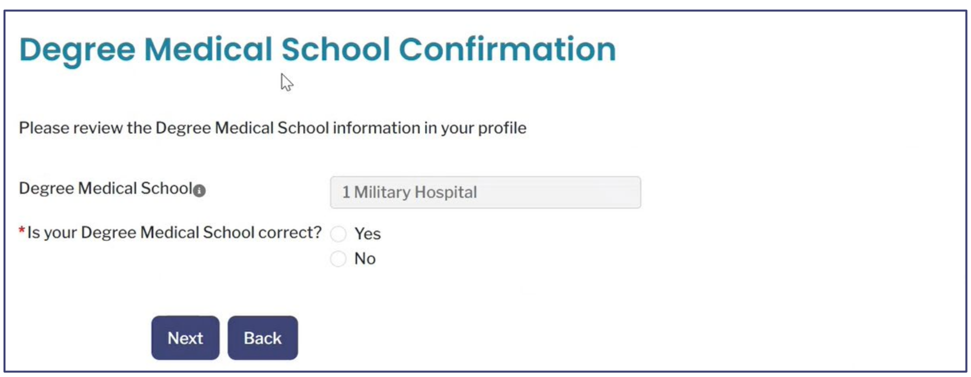
Step 6. A new page appears with information about **Contact Information** and **Citizenship Status**. Review the information and click **Next**.





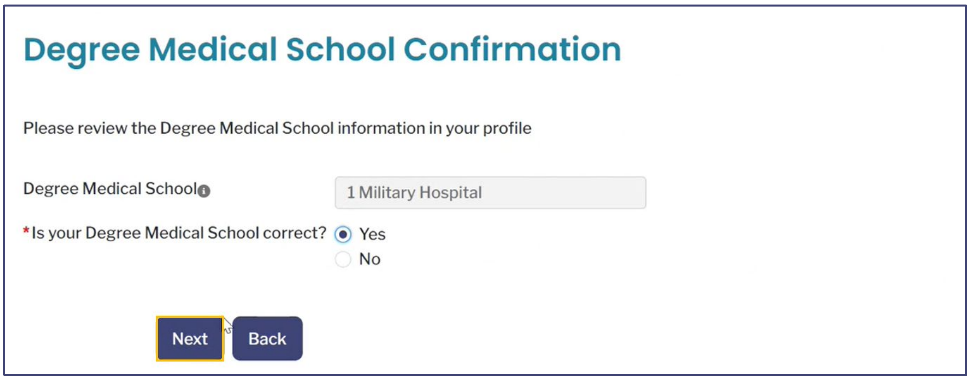
a. If any Contact Information needs updating, use My Profile -> Contact Information from the top banner.

Step 7. The **Degree Medical School Confirmation** information appears. Indicate if your **Degree Medical School** (listed above) is correct.

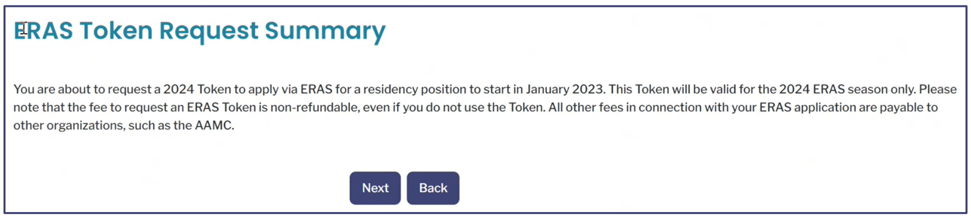


b. If you select **No**, follow the on-screen instructions to resolve the error. You ***cannot*** proceed with your ERAS Token request until all information is correct.

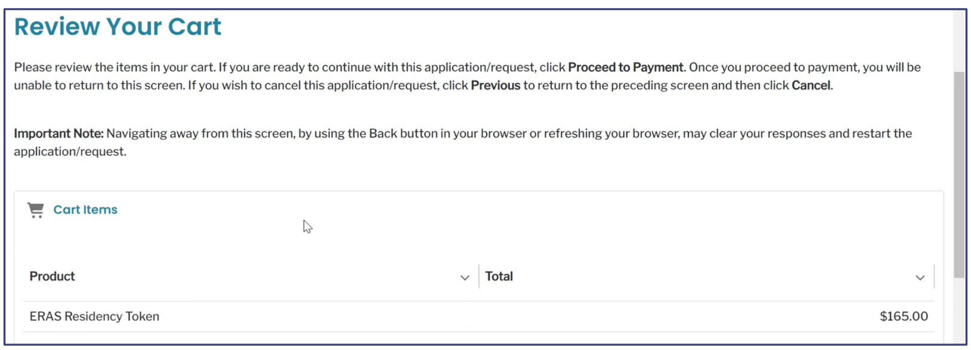
Step 8. Click **Next**.



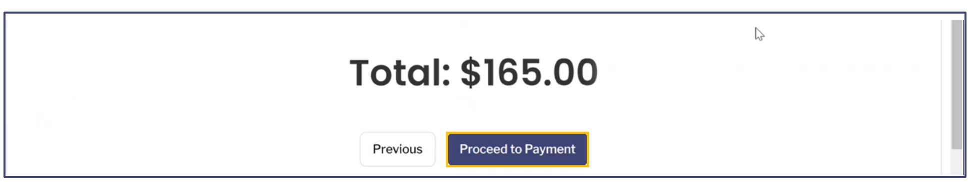
Step 9. The **ERAS Token Request Summary** page appears. Review the information and click **Next**.



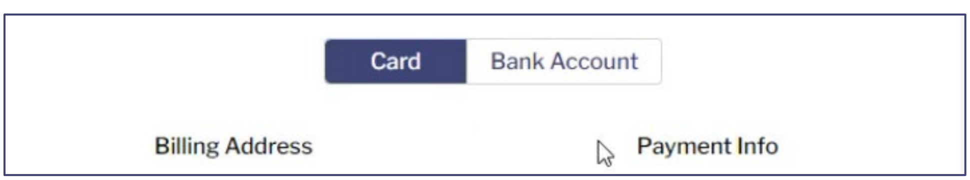
Step 10. The **Review Your Cart** page appears with an overview of your **Cart Items**.



Step 11. Click **Proceed to Payment** at the bottom of the screen.

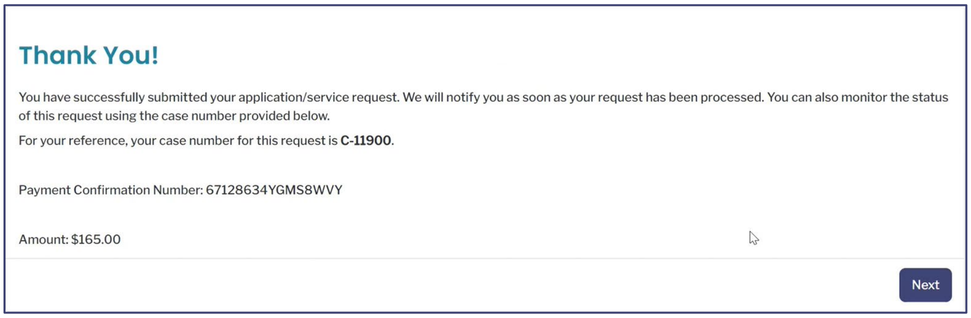


Step 12. Select your payment method, **Card** or **Bank Account**, and enter payment.



Step 13. Once you have entered all required information, click **Pay $**.

Step 14. Once the payment is successfully processed, a **Thank You!** confirmation message displays, and an email confirmation message is sent to your email address on file.

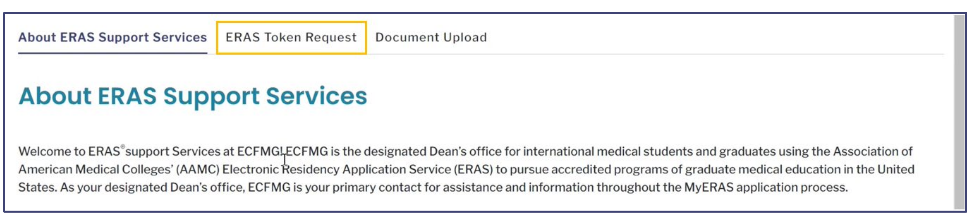


c. It is recommended that you document this request's case number (**C-#**) for future reference.

Step 15. Click **Next** to complete the application and return to the **MyIntealth Applicant Portal** homepage.

Step 16. In the top banner, click **Services**, and select **ERAS Support Services** from the dropdown.

Step 17. The About ERAS Support Services page opens. Click **ERAS Token Request**.



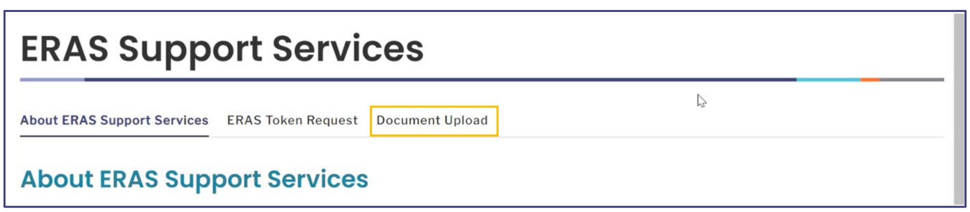
Step 18. The ERAS Token Request Information appears.

> ***Note:*** *You must register this token at* ***AAMC's MyERAS*** *to begin working on your* ***ERAS*** *application. Once your ERAS Token has been issued, follow the [linked instructions] to register it.*

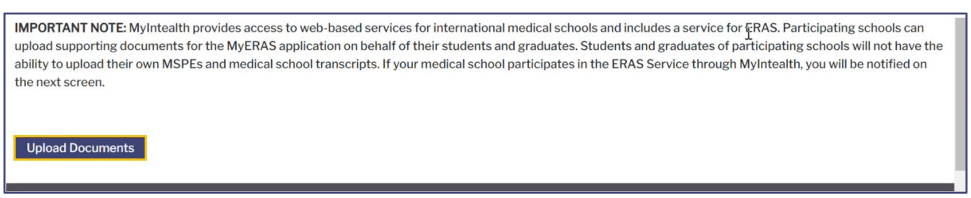
7.2 Upload a Supporting Document to ERAS Support Services

Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services**, and select **ERAS Support Services** from the dropdown.

Step 2. The About ERAS Support Services page appears. Click Document Upload.

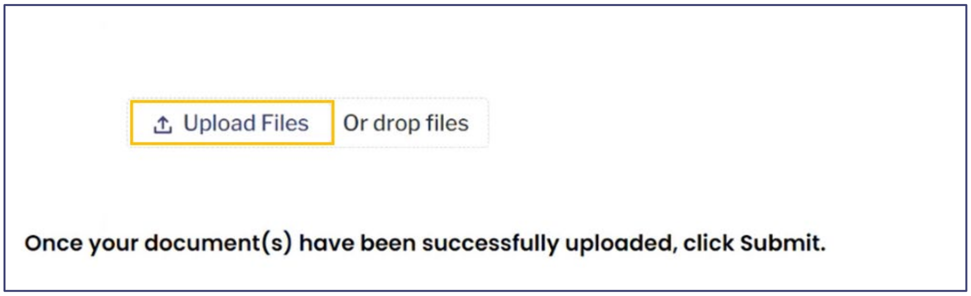


Step 3. Review the information and click **Upload Documents**.

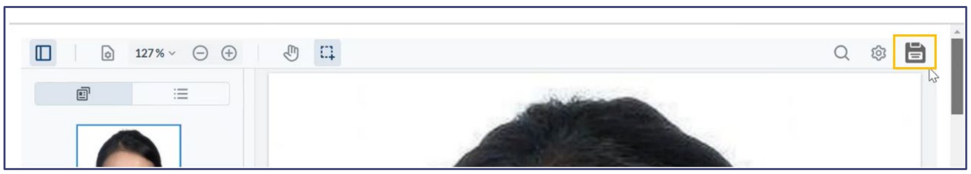


Step 4. Review the instructions for uploading and scroll to the applicable section (e.g., **Upload Photograph**, **Upload Medical School Performance Evaluation**, or **Upload Transcript**). Use the following instructions to upload a document.

a. Click **Upload Files** and select a file to upload.

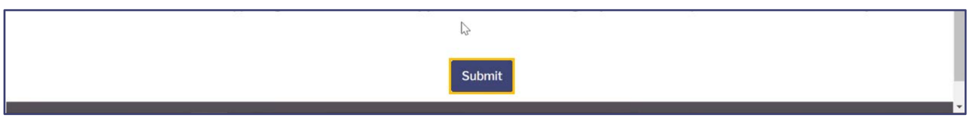


b. A preview of the document appears. Click **Save** (disk icon).



c. Repeat this process for any additional sections if applicable (e.g., **Upload Photograph**, **Upload Medical School Performance Evaluation**, or **Upload Transcript**).

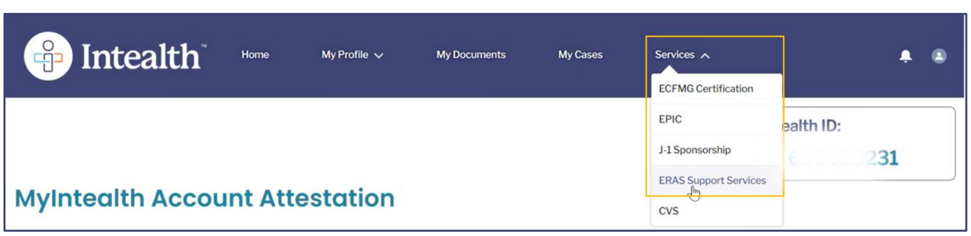
Step 5. Click **Submit**.



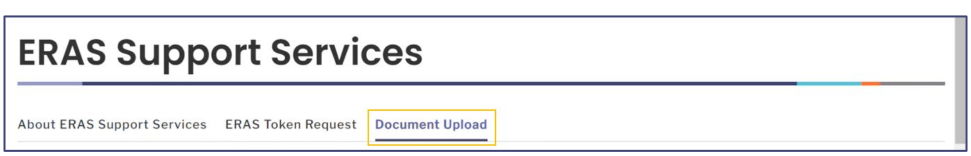
Step 6. The document is saved and submitted.

7.3 Request a Transcript Transfer from the ECFMG Certification Record to the ERAS Application

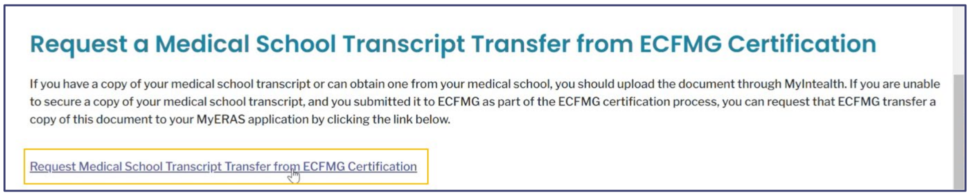
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and select **ERAS Support Services** from the dropdown.



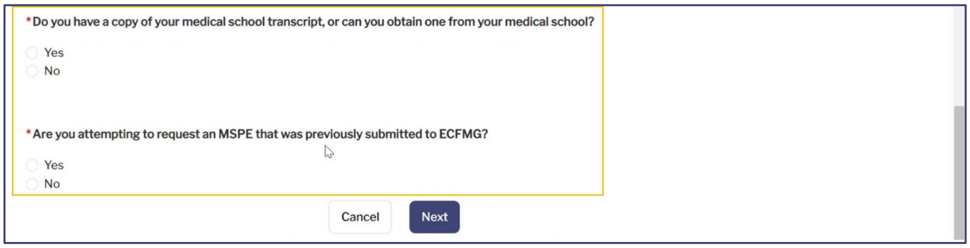
Step 2. The ERAS Support Services page appears. Click the Document Upload tab.



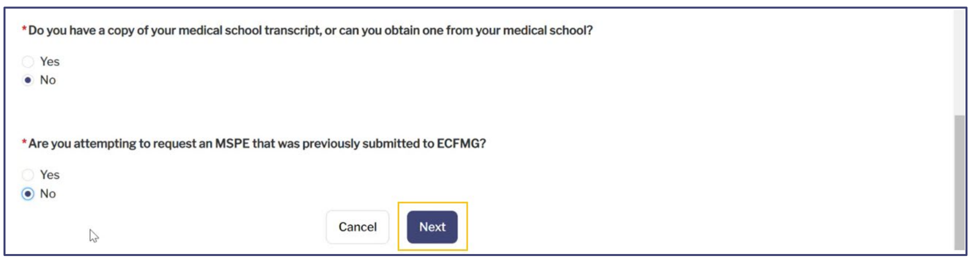
Step 3. Click Request Medical School Transcript Transfer from ECFMG Certification.



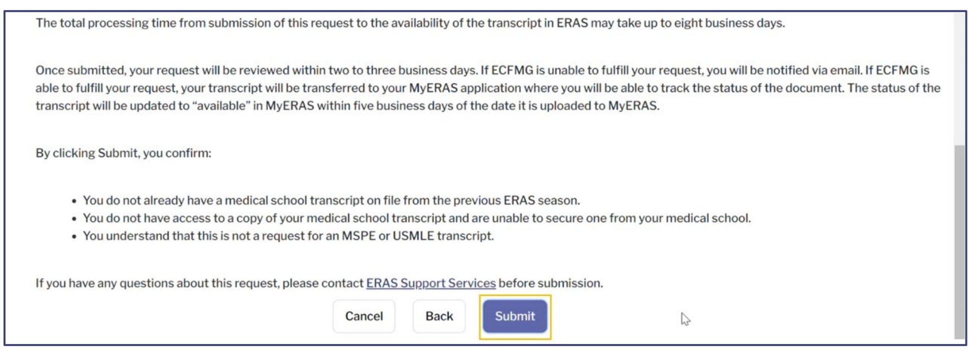
Step 4. The Request Medical School Transcript Transfer from ECFMG Certification page appears. Enter all required information (*).



Step 5. Click **Next**.



Step 6. Information summarizing your request appears. Click **Submit**.



Step 7. A **Thank You!** message appears indicating that you have successfully submitted your request.