

CPE Webcast Credit Instructions

In order for CPAs to receive CPE credit for participating in today's program as an individual webcast, you will need to document your participation during the program.

As you watch today's webcast, you should be looking for 3, unique, Attendance Verification code letters per hour. The Code Letters will be broadcast as part of the video presentation. The code letters will not be announced in any way, they will appear only as a graphic.

Each letter will be broadcast twice, but you will only enter each letter once. For example, a two-hour webcast will have 6 letters that you will enter as you view the program.

Please enter these letters, **as you see them**, in the Participation Code section on the Certificate Tab of the viewer.

When you enter the letters into the Certificate Tab you will get a **Saved** message from the system. At the end of the webcast when you have completed all participation code blanks you will click the Submit button at the bottom of the Tab.

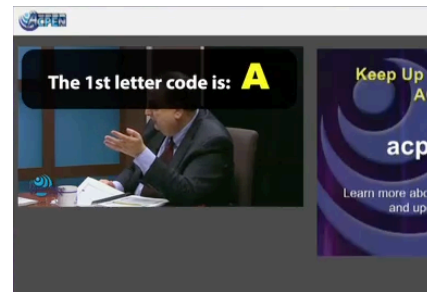
The code letters will not be announced in any way, they will appear only as a graphic. Each letter will be displayed *twice*, for about 30 seconds each time.

Please enter these letters, **as you see them**, in the Participation Code section on the Certificate Tab of the viewer. They will be saved and you will get a message to confirm that it has been saved.

At the end of the program, after you have entered all of your code letters, you will submit them and your certificate will be issued if you completed the participation codes correctly. You can either download or email your certificate to yourself at this point.

If you need partial credit, please contact help@acpen.com for assistance. Partial credit can only be issued by support staff.

NOTE: There is also an optional evaluation form available at the Certificate Tab. Please take a few minutes to complete and submit it either before or after submitting your participation codes.



ParticipationCode (not complete - [click here](#))

In order to claim credit for viewing the seminar, the 4 participation letter codes must be entered.

ACPEN Webcast 03/23/2017 08:00 AM - 04:00 AM (CDT)

Participation Code 1	A	Saved!
Participation Code 2		
Participation Code 3		
Participation Code 4		
Participation Code 5		
Participation Code 6		

Submit

Code 1	A	
Code 2	B	Saved!
Code 3		
Code 4		

Participation Code 5	E	
Participation Code 6	F	Saved!

Submit

[Download your Certificate \(not complete - \[click here\]\(#\)\)](#)