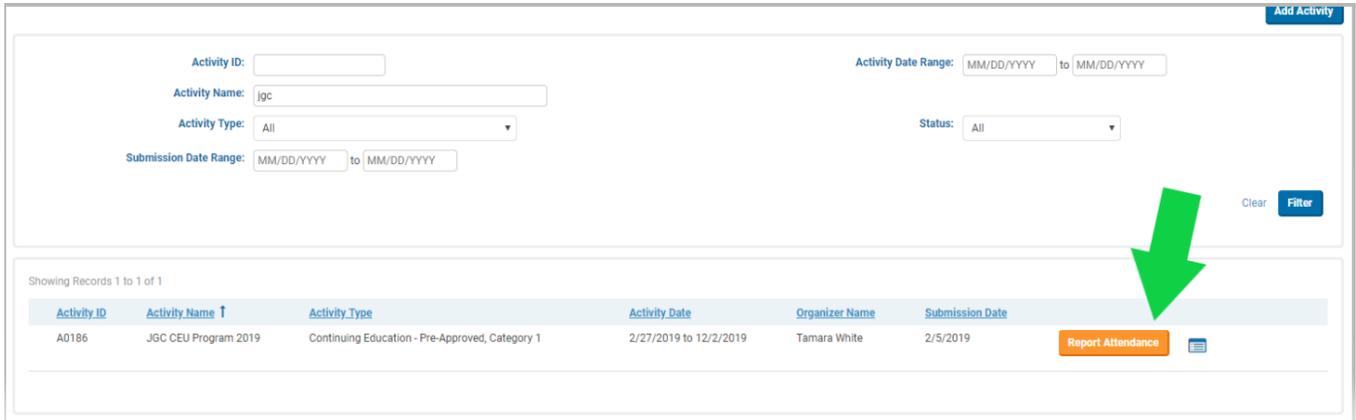


Submitting Post Activity Documentation in the CEU Portal

Within 60 days after the completion of your activity, please complete the following steps to upload your post activity documents to the CEU Portal. Without these documents and completion of all steps below including completed payment, NSGC cannot and will not issue CEU certificates to your participants.

1. Log in to the NSGC account used to create the CEU application for the activity.
2. [Access the CEU Portal on the NSGC website](#) and click “Submit a Category 1 CEU Application” to access your activity.
3. Select the correct activity and click the orange “Report Attendance” button.



Activity ID: Activity Date Range: MM/DD/YYYY to MM/DD/YYYY

Activity Name: Status: All

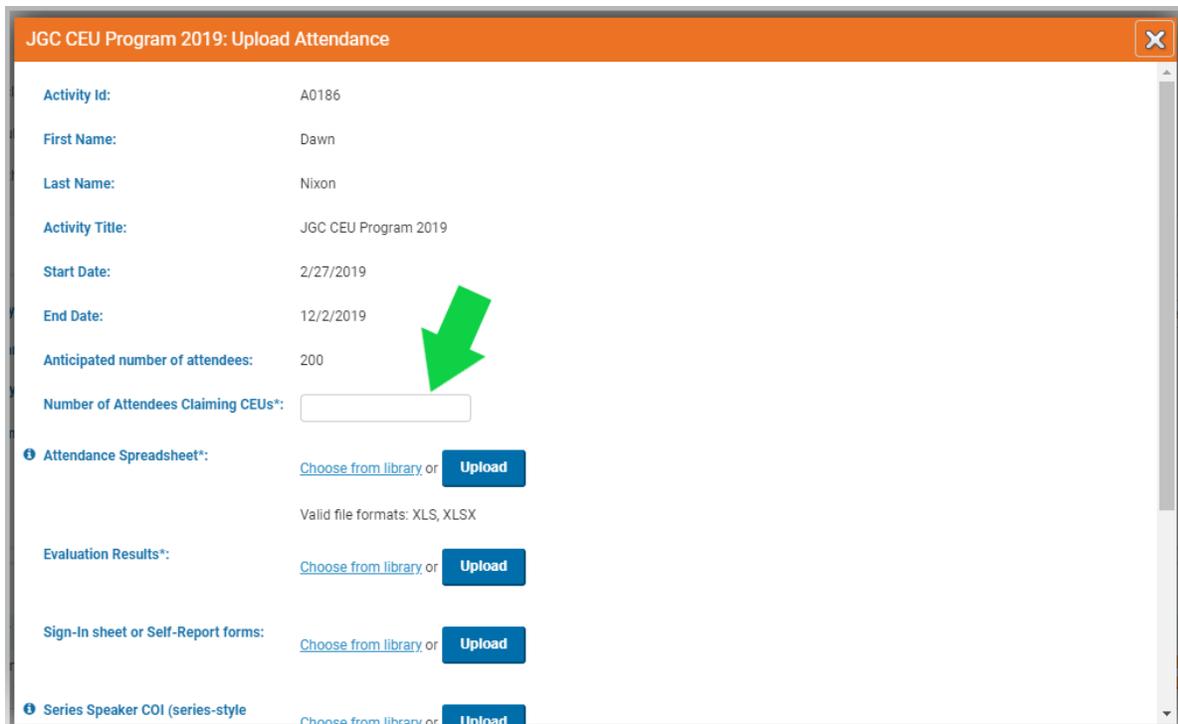
Activity Type: All

Submission Date Range: MM/DD/YYYY to MM/DD/YYYY

Showing Records 1 to 1 of 1

Activity ID	Activity Name ↑	Activity Type	Activity Date	Organizer Name	Submission Date	
A0186	JGC CEU Program 2019	Continuing Education - Pre-Approved, Category 1	2/27/2019 to 12/2/2019	Tamara White	2/5/2019	Report Attendance

4. On the next screen, enter the number of attendees who are claiming CEUs for your activity. Please note, we are only looking for the number of attendees claiming CEUs. The number entered here will calculate the fees required in Step 7 so please ensure that you enter the correct number. This number should match the number of attendees included in your attendance spreadsheet exactly. You should only report attendees for CEUs if they have completed all required steps to claim CEUs including: completing required evaluations and quizzes, submitting their \$25 filing fee to you, and providing their [NSGC User ID](#).



JGC CEU Program 2019: Upload Attendance

Activity Id: A0186

First Name: Dawn

Last Name: Nixon

Activity Title: JGC CEU Program 2019

Start Date: 2/27/2019

End Date: 12/2/2019

Anticipated number of attendees: 200

Number of Attendees Claiming CEUs*:

Attendance Spreadsheet*: [Choose from library](#) or [Upload](#)

Evaluation Results*: [Choose from library](#) or [Upload](#)

Sign-In sheet or Self-Report forms: [Choose from library](#) or [Upload](#)

Series Speaker COI (series-style): [Choose from library](#) or [Upload](#)

5. Upload your post activity documentation including CEU attendance spreadsheet ([template here](#)), evaluation results and sign-in or self-report forms if applicable. If you tracked attendance using another method (attendance codes, badge scan, quiz, etc) then you do not need to upload sign-in or self-report forms but you may upload other attendance documentation here.
- If you have multiple documents for one upload section (example: multiple pages of evaluation results) you need to **combine these into a single file for upload as either a merged pdf or compressed (zipped) file.**
 - If your activity was a series you must also upload the items outlined in the purple box below.** Since your series activity was approved based on your first session materials, any subsequent session materials are to be uploaded at this time. This includes subsequent session:
 - EAO forms with completed session and objective information
 - Completed speaker COI forms
 - Quizzes (Required if your series was online and required quizzes. Not required if your series was live-only webinars with no recordings.)

JGC CEU Program 2019: Upload Attendance

Anticipated number of attendees: 200

Number of Attendees Claiming CEUs*:

Attendance Spreadsheet*: [Choose from library or](#) **Upload**

Valid file formats: XLS, XLSX

Evaluation Results*: [Choose from library or](#) **Upload**

Sign-In sheet or Self-Report forms: [Choose from library or](#) **Upload**

Series Speaker COI (series-style activities only)*: [Choose from library or](#) **Upload**

Series EAO Forms (series-style activities only)*: [Choose from library or](#) **Upload**

Series Quizzes (online series activities only): [Choose from library or](#) **Upload**

Save and Finish Later **Cancel** **Continue**

6. Once you have uploaded all necessary documents, click the orange “Continue” button to continue on to the payment step. **Please note, you cannot go back to the upload page once you have clicked the continue button so please ensure that you have uploaded all of the correct documents and entered the correct number of attendees claiming CEUs.**

JGC CEU Program 2019: Upload Attendance

Start Date: 2/27/2019

End Date: 12/2/2019

Anticipated number of attendees: 200

Number of Attendees Claiming CEUs*: 187

Attendance Spreadsheet*: attendance upload.xlsx
Valid file formats: XLS, XLSX

Evaluation Results*: Evals.zip

Sign-In sheet or Self-Report forms: Choose from library or Upload

Series Speaker COI (series-style activities only)*: Cat 1 COI form.pdf

Series EAO Forms (series-style activities only)*: EAO.xlsx

Series Quizzes (online series activities only): Quizzes - February.zip

Save and Finish Later Cancel Continue

7. Remember that the system will automatically calculate the filing fees owed based on the number of CEU attendees you entered on the previous page (Step 4). **Please remember, NSGC will not collect CEU filing fees directly from attendees (only exception: SIG activities – please contact ceu@nsgc.org). It is the responsibility of the activity organizer to collect filing fees from participants and submit to NSGC. DO NOT INSTRUCT PARTICIPANTS TO PAY OR SEND CHECKS TO NSGC INDIVIDUALLY.**
- To pay the lump sum filing fees with a credit or debit card click the “Pay Fees” button.
 - Click “Pay by Check” to receive an automated invoice, payable by check only.
 - Only until August 2019** - you may submit compiled checks made payable to NSGC from your participants mailed in one shipment.
 - You may submit one check for the lump sum.

JGC CEU Program 2019: Pay Attendee Fees

Number of Attendees Claiming CEUs: 187

Attendance Fee Description: Payment Fee For 187 Attendees

Attendance Fee: Title: Payment Fee For 187 Attendees
Amount: \$ 4,675.00

Pay Fees

Finish Later Cancel Pay by Check

8. Once payment has been completed, NSGC will issue certificates to your participants via the CEU portal within two weeks of payment processing (please allow time for checks to mail and process before inquiring). Please share [these instructions](#) with your participants for viewing certificates in the CEU portal.