

## GUIDE TO SUBMIT CREDITS FOR RECERTIFICATION

- 1. Go to: www.fiba.net
- 2. Click on "Sign In"



3. Sign in using your username (email) and password to login to your FIBA Account

FLORIDA INTERNATIONAL BANKERS ASSOCIATION	ABOUT FIBA	TRAINING	EVENTS	CONFEREN
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Forgot your password? Click here to reset your password.				



4. Paste the following link in your address bar: <u>https://www.fiba.net/page/CreditRequest</u>

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5. Fill out the form with the correct information - all fields are required

Request for Credits - FIBA × +		
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/	<u>Program Title *</u> <u>Program</u> <u>Description *</u>	175 of 175 characters
	Start Date: MM/DD/YY *	
All information is required	<u>Training</u> Provider * <u>Duration</u> (hours)_*	
Once your form is complete	<u>Certificate or</u> <u>Proof of</u> <u>Attendance -</u> <u>Upload</u> Attachments *	Choose File No file chosen
and you have uploaded supporting documents, click "SUBMIT"	<u>Course/Program</u> <u>Agenda - Upload</u> <u>attachment *</u>	Choose File No file chosen
	SUBMIT	



6. Once submitted you will see a confirmation message.

REQUEST FOR CREDITS
Print Form Submission
Thank you for submitting your Request for Credit. Your request has been queued and can be
tracked with RFC# 24710283 Fully-annotated submissions including all supporting materials
typically take 4-6 weeks to validate. Institute Staff will contact you via e-mail if additional information or clarification is required

7. Repeat steps 4 & 5 if submitting multiple events/courses. EACH EVENT/COURSE MUST BE SUBMITTED INDIVUALLY.