



## Set-up Your CPE Credit Account

**At this year's NAFE, you can submit your session verifications to receive CPE credit via text message at the conclusion of each session you attend.**

Follow the steps below to set-up a free online account for Poll Everywhere, NIPA's selected tool for CPE credit capture, or to register your account with NIPA Headquarters if you already have one set-up.

1. Visit [www.nipa.org/CPE](http://www.nipa.org/CPE) to create your free online account.
2. Enter your name, email address and password of your choice and click "Register my account".
3. You will then have an opportunity to review the Terms of Service and Privacy Policy.
4. Then you must click "Register my account" again.
5. Now your account has been created, but you must enter **your mobile phone number in order for your CPE credits to be tracked.** Please note you must enter the mobile number you will be texting from at the 2016NAFE.
6. After you have entered your mobile number, click "Update".
7. You will then need to confirm your mobile number by texting **CERTIFY to 22333**.
8. Once you have confirmed your number you will receive a message informing you that your mobile number has been certified.

If you already have an account set-up for Poll Everywhere, please follow the steps below to register your account with NIPA Headquarters so your session verifications can be tracked for CPE credit.

1. Visit [www.nipa.org/CPE](http://www.nipa.org/CPE) and click on the "login" link.
2. Enter the email or username and password associated with your account and then click "Sign in with my Poll Everywhere account".
  - a. If you forgot your password, please click on the "I forgot my password" link and follow the steps provided.
3. Click the check box that you agree to the Terms of Service and Privacy Policy and then click "Register with NIPA Headquarters' account".
9. If your mobile phone number is not certified within your account, you will need to enter your mobile number and then click "Update". Please note you must enter the mobile number you will be texting from at the 2016NAFE.
4. You will then need to confirm your mobile number by texting **CERTIFY to 22333**.
5. Once you have confirmed your number you will receive a message informing you that your mobile number has been certified.

At the end of each session, you will be provided with a specific session code to text to 22333 and you will be given CPE credit based on the providers you selected when registering for the 2016NAFE. If you would like to submit your request for CPE credits using the paper forms, they will be available at the registration desk upon check-in at the 2016NAFE. To confirm which providers you selected when register for the 2016NAFE, to change this information and/or for assistance with creating your free online account for submitting your CPE credit request via text message please visit the NAFE registration desk onsite.