INSTRUCTIONS FOR PROVIDING WEBINAR FEEDBACK AND CLAIMING PXE CREDIT

You must complete the webinar survey within 30 days of the live webinar date to receive PXE credit. The on-demand webinar recording is eligible for PXE credit for two years after the live webinar date.

REGISTER FOR THE PXE PORTAL
If you have not claimed PXE credit in the past, you will need to register for an account before claiming PXE credit. If you have recently claimed credit for an educational activity, such as a course or webinar, you may already have an account and can use your established login credentials.

To register for the PXE portal:
- Visit https://pxinstitute.org/
- Click the “Haven’t registered yet” link under the Sign In section
- Follow the instructions to create your account
- Note: Your Institute member login information does not transfer to this portal
- Once your account is set up, you will use it to claim PXE credit

If you think you have an existing account or need assistance registering for an account, please contact PXI directly at info@pxinstitute.org or (844) 794-2797.

COMPLETE THE WEBINAR SURVEY
1. Click the survey link in the follow-up email or from the on-demand webinar replay page to complete the survey in Survey Monkey.
   - Note: Please make sure that you have an account in the PXE portal before claiming credit.
2. At the end of the survey, after entering your name, click the “Next” button.
3. Click the “Next” button again to be redirected to the PXE Portal for the unique link to claim PXE credit.
   - Note: Do not close or exit the survey before using the PXE link to claim credit because you will not be able to navigate back to the link to claim credit.
CLAIM PXE CREDIT
1. After completing the course evaluation and clicking “Next” to redirect to the PXE claiming link
2. Sign in to claim PXE credits; it may remember your login credentials
3. Once signed in, complete the PXE credit claiming survey questions.
4. The PXE credit will be added to your transcript.

VIEWING TRANSCRIPT OR PRINTING YOUR CERTIFICATE
1. Go to the PXI site: https://pxinstitute.org/
2. Click “Sign in” at the top of the screen
3. Sign in using your log in credentials
4. Click “My Profile” at the top of the screen
5. Click on the Welcome button near the top right of the screen
6. Select Account + Settings from the dropdown
7. Select Professional Development from the left side of the screen
8. Your list of claimed credits will appear. You can print or email a “statement of credit” for your records.

If you need assistance logging in to the PXI Portal or claiming PXE credit, please contact Patient Experience Institute at info@pxinstitute.org or (844) 794-2797.