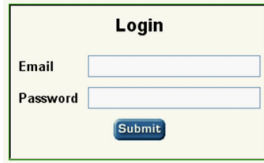


Log in to your My Credentials account.



STEP 1

Select **Review/Report CMP Activity** from your Current Options.



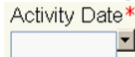
STEP 2

Review your reporting summary and select **Add/Review** for the activity's category.



STEP 3

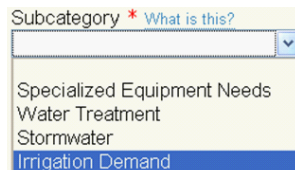
Enter the **Activity Date(s)**.



For LEED APs who enrolled prior to Dec. 31, 2009, you can report CE hours earned before your reporting period by entering your reporting period start date in the Activity Date field and the Activity Date in the Activity Details field.

STEP 4

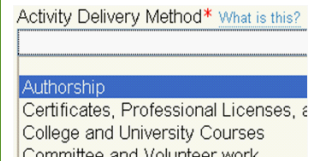
Choose the activity's **Subcategory**.



For more information, click [What is this?](#)

STEP 5

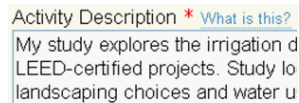
Choose the activity's **Delivery Method**.



For more information, click [What is this?](#)

STEP 6

Provide the **Activity Description**.



For more information, click [What is this?](#)

STEP 7

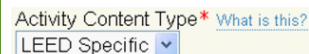
Provide the **Activity Details**.



For more information, click [What is this?](#)

STEP 8

Choose the activity's **Content Type**: general green building or LEED-specific.



For more information, click [What is this?](#)

STEP 9

Provide the number of **CE Hours**.



For more information, click [What is this?](#)

STEP 10

Submit.



STEP 11

Done!

You can add, delete, or review your CE hours at any time. Or you can print a reporting summary.

STEP 12