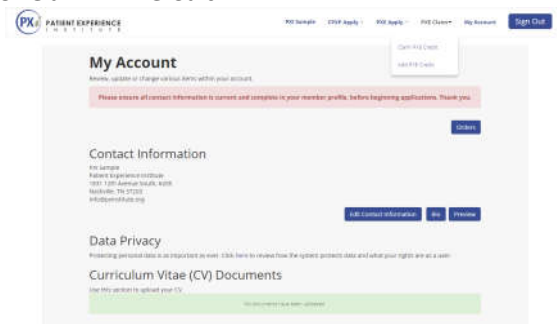
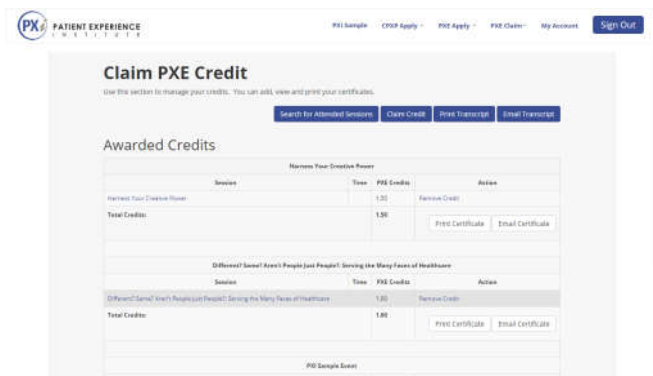


## PXE Credit Claiming Step by Step

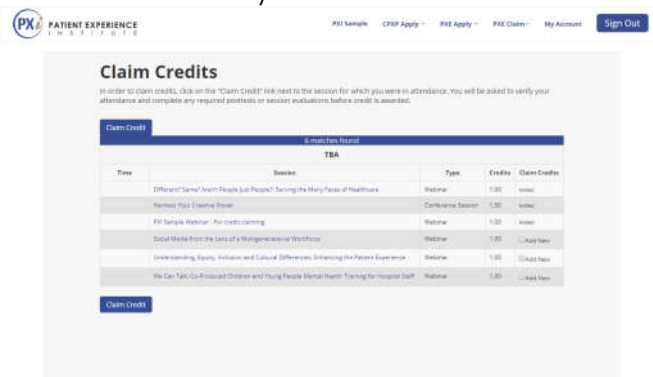
- Visit <https://www.highmarksce.com/pxi/> and click the “Login” button in the upper right corner
- In the pop up box, if you do not have your login information or are claiming credits for the 1<sup>st</sup> time, click “Password Recovery” and enter your name and email EXACTLY as it was provided for your conference/webinar registration. PXI will email you your login and password shortly. Please ensure you check your SPAM folder if you do not receive it within a few moments. It will be sent from [jessica@pxinstitute.org](mailto:jessica@pxinstitute.org)
- Once you login, you will see your information displayed. Any information can be updated by selecting “edit information”. To claim credits, you will want to click on “PXE Claim” in the upper right hand side of the screen, and choose “Claim PXE Credit”



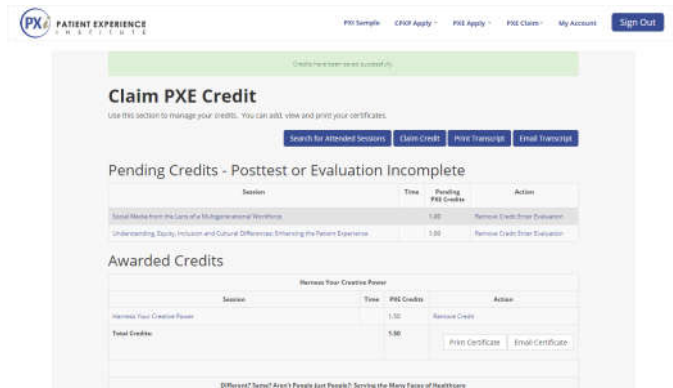
- You will be directed to the PXE Credits page where you will see a “Claim Credit” button. Click on the Claim Credit button and it will direct you to another page that will show all your activities that are available to claim



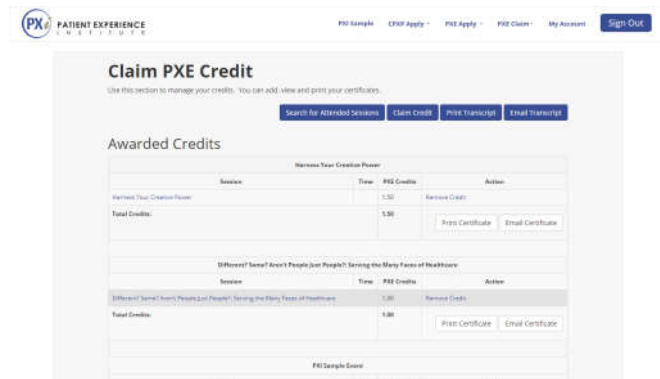
- This will display a new window that will allow you to “Add New” for each session



- After answering a few simple questions about your session, you will be directed back out to the main page
- The session(s) you attended will be listed under the Pending Credits section. Click the link **“Enter Evaluation”** link to continue to claim credits for each session.



- You can now **“Print Certificate”** or **“Email Certificate”** for the activity you participated in and claimed credit.
- You can also **“Print Transcripts”** or **“Email Transcripts”** to show all of your credits, including those you’ve added



For a step by step tutorial on the PXE claiming process visit: <http://www.pxinstitute.org/continuing-education/claiming-pxe-credits-pxe-certificates/>