



# Welcome to the Environmental Summit 2007 6230 7 – November 2, 2007

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No longer do you have to pencil in bubbles on course attendance cards and wait for your credits to post. Now you may post your credits online and watch your record update in real time! Open your online account by obtaining your personal password at [www.floridabar.org](http://www.floridabar.org) (Click on *Member Profile* (on the right side of the web page), Click on *Register*).

The new online CLE reporting system will be both more efficient and less time consuming than filling out the course attendance cards.

1. **Go to *www.floridabar.org*.**
2. **Click on *Member Profile*.**
3. **Click on *CLE Activity Posting*.**
4. **Enter your *Florida Bar #* and *Password*.**

Once logged in, begin by retrieving the credit information of the course you wish to post to your record.

1. **Type in the number of the course you wish to post in the *Course Number* box.**
2. **Click on the *Retrieve Course* button. Once your course information is located, the course title, provider, and maximum allowed credits for the course will be displayed.**
3. **If needed, adjust the amount of *credit hours* in each category you wish to post to your record. Hours may only be posted in full and half hour increments. Input the *course date* and click *Continue*.**
4. **Review your information and click a *checkbox* to affirm the validity of your submission.**
5. **Click *Submit* to post the credits to your record. If you notice an error, click *Go Back* to apply changes and re-*Submit*.**
6. ***Print* confirmation page for your records.**

*If you have any questions or need assistance with the online credit reporting, please contact the Legal Specialization and Education department at 850/561-5842.*

**Thank you.**