

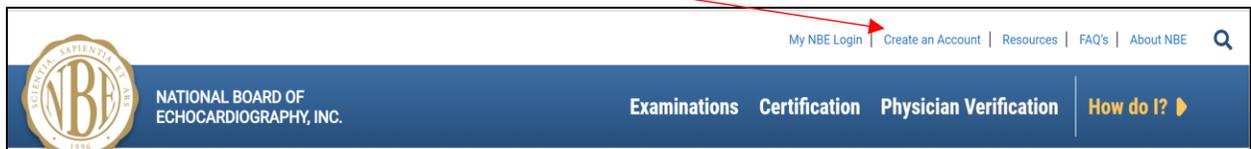


NATIONAL  
BOARD OF  
ECHOCARDIOGRAPHY, INC.

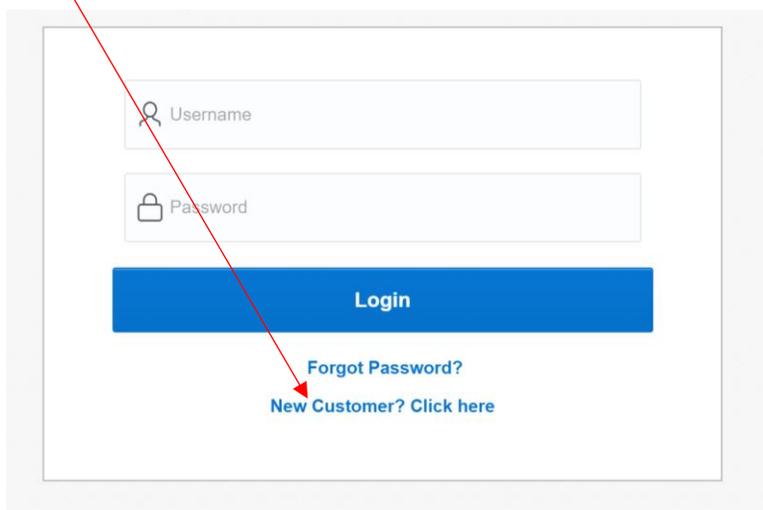
3739 National Drive  
Suite 202  
Raleigh, NC 27612  
Phone: (919) 861-5582  
Web site: [www.echoboards.org](http://www.echoboards.org)

## Instructions on Creating a New NBE Account

1. Access the NBE website at [www.echoboards.org](http://www.echoboards.org).
2. Click on **“Create an Account.”**



3. Click on **“New Customer.”**



4. The **“Self Service Portal”** page will appear. Fill in the required fields to create an NBE account.

The screenshot shows the 'Self Service Portal' registration form. At the top, there is a navigation bar with the NBE logo, 'NATIONAL BOARD OF ECHOCARDIOGRAPHY, INC.', and links for 'My Profile', 'Exam Registration', 'Certification Application', and 'Back to Echobords.org'. A 'Log Off My NBE' link is in the top right. The main heading is 'Self Service Portal'. A red arrow points to the 'Prefix' dropdown menu. The form fields include: Prefix (dropdown), First Name\*, Middle Name, Last Name\*, Suffix (dropdown), Company/Employer, Preferred Address\* (dropdown), Preferred Email Address\*, and Repeat Preferred Email Address\*.

5. Your account has been created.
6. For future logins, locate your **NBE ID (8-digit number)** to access your account going forward.
7. Your **NBE ID number** can be found at the top left-hand side of your account.

The screenshot shows the 'My NBE' account dashboard. At the top, there is a navigation bar with the NBE logo, 'NATIONAL BOARD OF ECHOCARDIOGRAPHY, INC.', and links for 'My Profile', 'Exam Registration', 'Certification Application', and 'Back to Echobords.org'. A 'Log Off My NBE' link is in the top right. The main heading is 'My NBE'. On the left, there is a 'Manage My Picture' section with a 'Test Test' profile card showing 'Customer ID 00045702', 'Email test@lt.com', and 'Address 2511 Richmond Hwy, Arlington, VA 22202-3926, USA'. A red arrow points to the 'Customer ID'. Below this is an 'UPDATE PROFILE' button. To the right, there are sections for 'Exams in Process', 'Exam History' (with columns for Exam, Exam Date, and Status), 'Invoices' (with radio buttons for 'Paid Invoices', 'Unpaid Invoices', and 'All Invoices'), 'Certifications' (with columns for Certification, Expiration, and Certificate Number), 'Print Certificates', and 'Messages to View' (with a dropdown for 5 messages and a 'view all' link).

8. In the future if you need to update your account, locate the **“Update Profile”** section on the left-hand side of the screen and update your **mailing address, phone number and e-mail.**

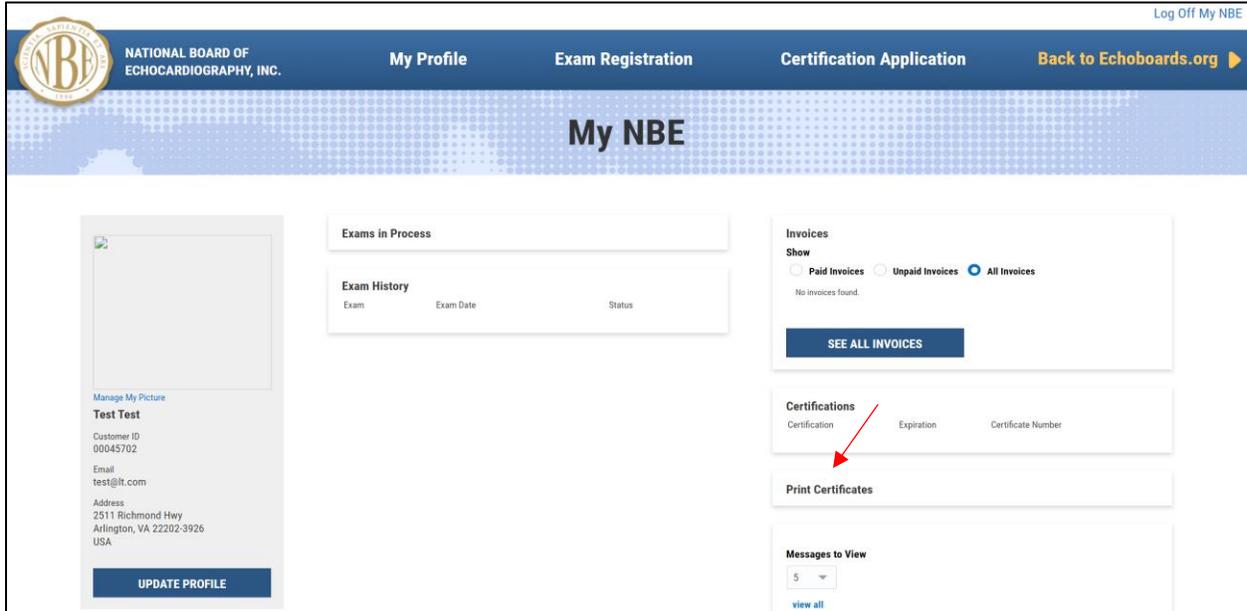
The screenshot shows the 'My NBE' profile page. At the top, there is a navigation bar with the NBE logo, the text 'NATIONAL BOARD OF ECHOCARDIOGRAPHY, INC.', and menu items: 'My Profile', 'Exam Registration', 'Certification Application', and 'Back to Echobords.org'. The main heading is 'My NBE'. On the left, there is a profile card with a 'Manage My Picture' link, a 'Test Test' name, and contact information: Customer ID 00045702, Email test@lt.com, and Address 2511 Richmond Hwy, Arlington, VA 22202-3926 USA. A blue 'UPDATE PROFILE' button is at the bottom of this card. A red arrow points from this button to the 'Exam History' table. The 'Exam History' table has columns for 'Exam', 'Exam Date', and 'Status'. Other sections include 'Exams in Process', 'Invoices' (with filters for Paid, Unpaid, and All Invoices), 'Certifications', 'Print Certificates', and 'Messages to View'.

9. To locate your pending or current exam registrations, view the **“Exams in Progress”** section of your profile. The **“Exam History”** section will display the exam dates for your current registrations and your future exam results.

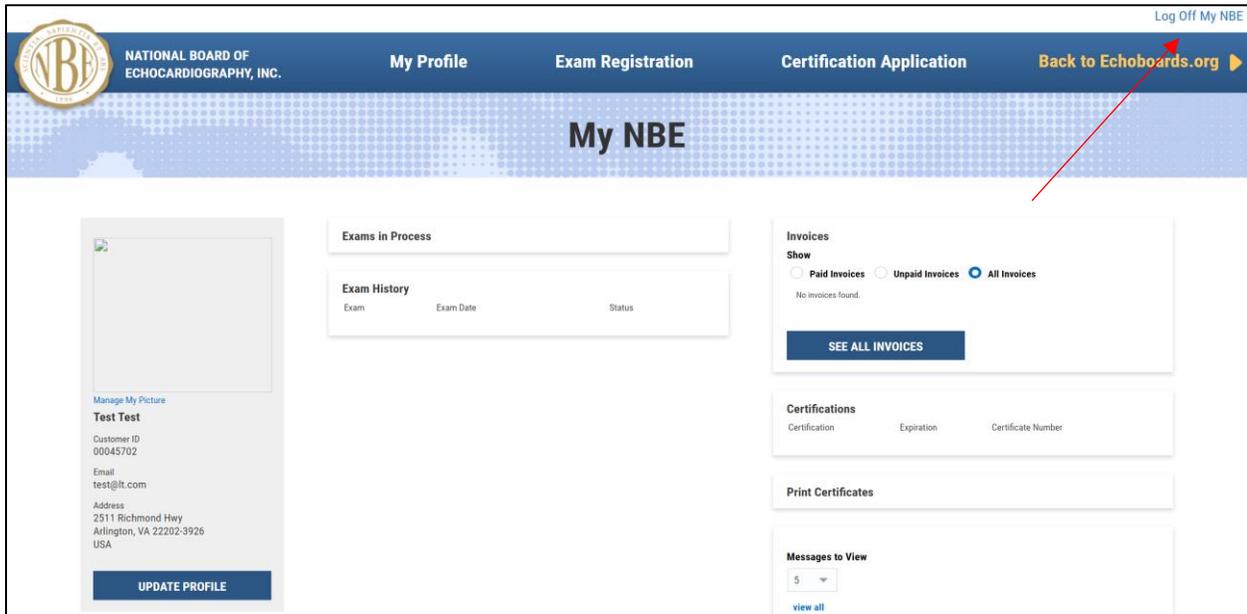
This screenshot is identical to the one above, showing the 'My NBE' profile page. A red arrow points from the 'My Profile' menu item in the top navigation bar to the 'Exams in Progress' section of the profile card.

10. If applicable, to print your certificates, view the **“Print Certificates”** area of your account.

- i. For questions about examinations reflected within your **“Pending Exams”** or **“Exam History,”** please contact us at [info@echoboards.org](mailto:info@echoboards.org).



11. Click on **“Log off My NBE”** to log out of your account.



**12. To recap:**

- Your new username is your 8-digit NBE ID number
- You will need to use your newly created password for future logins