

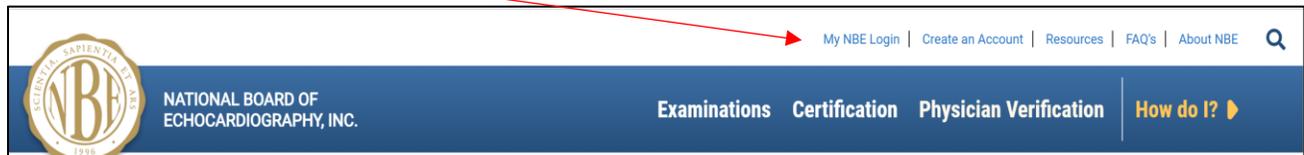


NATIONAL
BOARD OF
ECHOCARDIOGRAPHY, INC.

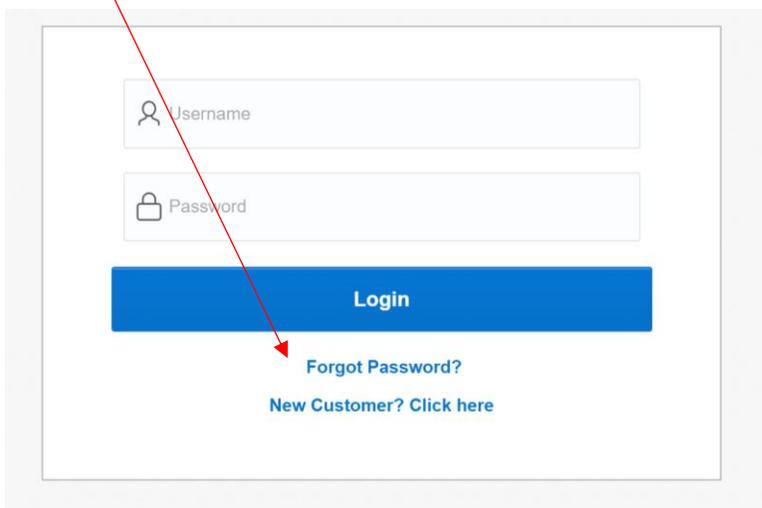
3739 National Drive
Suite 202
Raleigh, NC 27612
Phone: (919) 861-5582
Web site: www.echoboard.org

Instructions to Access Your NBE Account ****First-Time Users and Returning Users**

1. Access the NBE website at www.echoboard.org.
2. Once you are on the website, Click on **“My NBE Login”** at the top of the page.



3. Click on **“Forgot Password.”**



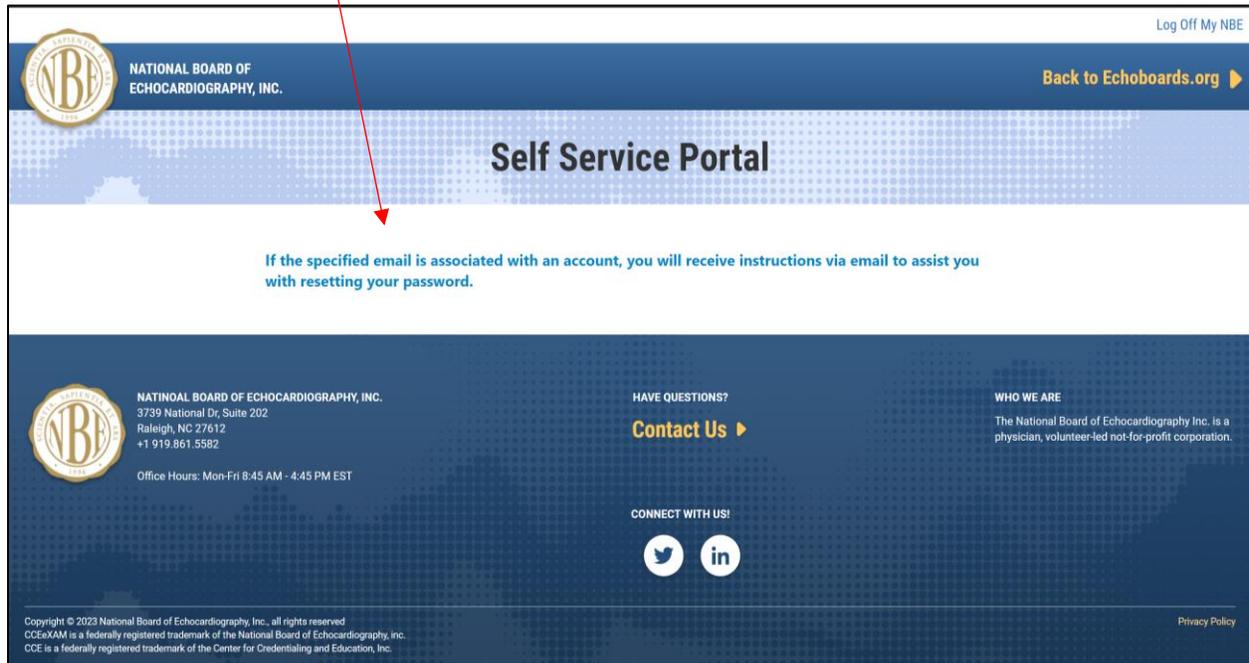
4. The **“Self Service Portal”** page will appear. Enter your e-mail address to identify yourself and click **“Submit.”**

The screenshot shows the 'Self Service Portal' page for the National Board of Echocardiography, Inc. The page header includes the NBE logo, the organization's name, and a 'Log Off My NBE' link. A 'Back to Echoboards.org' link is also present. The main heading is 'Self Service Portal'. Below this, a white box contains the instruction: 'Please enter any ONE of the following items to identify yourself:'. There are three input fields: 'Email Address:', 'Customer Id:', and 'User Name:'. A blue 'SUBMIT' button is located at the bottom of the form. Two red arrows point to the 'Email Address:' field and the 'SUBMIT' button.

5. **Confirm Your E-mail Address.**

The screenshot shows the 'Self Service Portal' page for the National Board of Echocardiography, Inc. The page header includes the NBE logo, the organization's name, and a 'Log Off My NBE' link. A 'Back to Echoboards.org' link is also present. The main heading is 'Self Service Portal'. Below this, a white box contains the instruction: 'Please confirm your email address.'. A sub-instruction reads: 'An email designed to assist you with your password request will be sent to your preferred email address unless you specify an alternate address, that we have on file, in the field below:'. There is one input field labeled 'Email Address:'. A blue 'SUBMIT' button is located at the bottom of the form. A red arrow points to the 'Email Address:' field.

6. A system-generated message will be forwarded to your e-mail to assist you with a password reset.



****Note**** If you are not able to verify your email address for password reset and you have taken an exam with us or have previously created an account, *please do not create a new account*. You will need to call our office at **(919) 861-5582** for further assistance.

7. Once you create your password, you will need to secure it for future access.
8. Now that you are logged into your account, locate your **NBE ID (8-digit number)** to use to access your account going forward.

9. Your **NBE ID** number can be found on the left-hand side of the page within the “Update Profile” section of your account.

The screenshot shows the 'My NBE' account page. The top navigation bar includes the NBE logo, 'NATIONAL BOARD OF ECHOCARDIOGRAPHY, INC.', and links for 'My Profile', 'Exam Registration', 'Certification Application', and 'Back to Echobords.org'. The main content area is titled 'My NBE' and contains several sections: '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'. On the left side, there is a profile card for 'Test Test' with fields for 'Customer ID', 'Email', and 'Address'. A red arrow points to the 'Customer ID' field, which contains the value '00045702'. Below the profile card is an 'UPDATE PROFILE' button.

10. Update your **mailing address, phone number and e-mail**. The “update profile,” can be found on the left-hand side of the screen.

This screenshot is identical to the one above, showing the 'My NBE' account page. A red arrow points to the 'UPDATE PROFILE' button located at the bottom of the profile card on the left side of the page.

11. 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.

The screenshot shows the 'My NBE' profile page. 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 Echoboards.org'. The main content area is titled 'My NBE' and contains several sections: 'Exams in Progress' (highlighted with a red arrow), 'Exam History' (a table with columns for Exam, Exam Date, and Status), 'Invoices' (with radio buttons for 'Paid Invoices', 'Unpaid Invoices', and 'All Invoices'), 'Certifications' (a table with columns for Certification, Expiration, and Certificate Number), 'Print Certificates', and 'Messages to View' (with a dropdown menu set to 5 and a 'view all' link). A 'Test Test' profile card is visible on the left with an 'UPDATE PROFILE' button.

12. 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.

This screenshot is identical to the one above, showing the 'My NBE' profile page. However, a red arrow points to the 'Print Certificates' button located below the 'Certifications' table.

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

Log Off My NBE

NATIONAL BOARD OF ECHOCARDIOGRAPHY, INC.

My Profile Exam Registration Certification Application [Back to Echobords.org](#)

My NBE

Manage My Picture

Test Test

Customer ID
00045702

Email
test@lt.com

Address
2511 Richmond Hwy
Arlington, VA 22202-3926
USA

[UPDATE PROFILE](#)

Exams in Process

Exam History

Exam	Exam Date	Status
------	-----------	--------

Invoices

Show

Paid Invoices Unpaid Invoices All Invoices

No invoices found.

[SEE ALL INVOICES](#)

Certifications

Certification	Expiration	Certificate Number
---------------	------------	--------------------

Print Certificates

Messages to View

5

[view all](#)

14. To recap:

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