

PCAM Navigation Chart

Navigation Headings	Dropdown Selection	Action
HOME	Dashboard	Displays all categories that need attention. Each task item contains a deadline date to keep you on track.
COURSES	Add A Course	Create and submit individual course information.
	Manage Courses	View all of your courses. For individual course providers, we have preloaded all of your 2010 approved courses. Over time you will be able to view all of your courses in any disposition state (Draft, Waiting for Payment, Approved, etc.).
PAYMENTS	Pay for Unpaid Items	Cart course applications and attendance fees for payment.
	Find A Charge	Find a charge that you have carted.
	Find A Payment	Find a payment that has been applied to a charge.
CORRESPONDENCE	Correspondence	The MCLE Board will send communications about courses and attendance reporting by email to all contacts. In Correspondence you can view those same messages by clicking on the message and viewing it at the bottom of the screen.
REPORTING	Quarterly Reporting	Enter attendance reporting for courses by quarter. <i>New!</i> The MCLE Board will now require providers to enter course attendance numbers for all approved courses, but only providers who charged attorneys to attend their courses will be required to pay the \$1.00 per hour/per attorney attendance fee.
	Annual Report (Accredited CLE Providers only)	Complete your Annual Report in this online process. During this process you will be prompted to designate 3 approved courses from your Manage Courses list held in your annual accreditation period as Sample Courses. It is required that you upload an agenda, faculty information and written materials to each Sample Course.
ADMINISTRATION	Provider Profile	Edit and change your general information. PCAM is defaulted to publish your provider information and courses. If you prefer not to publish this information, you can deselect that option here.
	Contact Information	Add or edit authorized contacts. You may select certain Roles for certain contacts who perform various functions, or designate one contact to perform all tasks.
QUESTIONS?		Go to the MCLE Board's knowledgebase of Answers to search for an Answer or login to Ask A Question.