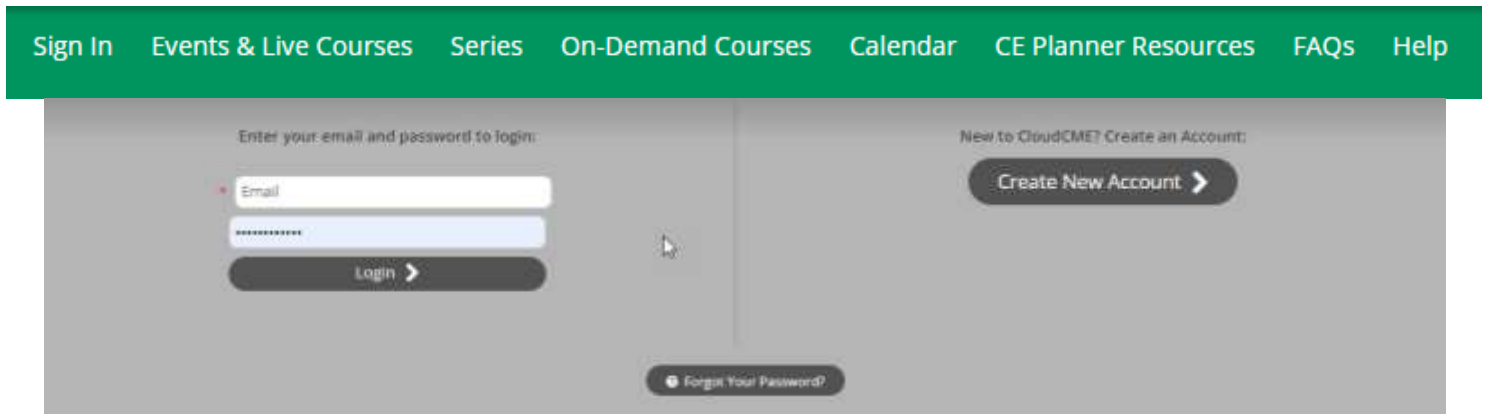


Registrations & Receipts

Registration and receipts is accessible from the Attendee Portal and allows users to view activities that they have registered for. If fees were required for any activity, users have the ability to review their receipts with detailed information.

Accessing Registrations & Receipts: Begin by accessing the Avera CE Portal site using the following web <https://avera.cloud-cme.com/default.aspx>

Sign into the Avera CE Portal by using the email used to create account in the Avera CE Portal.



Once logged in into the attendee portal, click the **My CE** button on the top right-hand side of the screen.



Select the Registrations & Receipts button on the next screen.

MY CE

Instructions: Click a button to proceed.



Registrations & Receipts

Registrations & Receipts Information:

Once you have accessed this page, you can view all the activities you have registered for and, if an activity has a fee, you can view your receipt. To view the receipt, click the orange Receipt button next to the activity. This will provide you with the pay status, receipt details, registration policies and any additional activity information.

Receipts may be emailed or printed. Enter the email address where you wish to email your receipt and click the send button.

Cancelling a Registration:

Email averacontinuingeducation@avera.org to cancel registration. A 10% administrative will be withheld from registration fee. Refunds are not available if registration fee is \$50 or less or if registration is cancelled within 14 days of activity. Substitutions are accepted. Send cancellation or substitution information to averacontinuingeducation@avera.org.

Due to the unpredictable nature of healthcare, if an activity needs to pivot from in-person to virtual, refunds will not be issued. If an activity needs to be postponed or cancelled, refunds will be issued.

