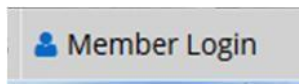


## Instructions on How to Access/Print MCLE Certificates

1. Go to [www.smcba.org](http://www.smcba.org) and click on “Member Login:”



2. Enter your username and password.

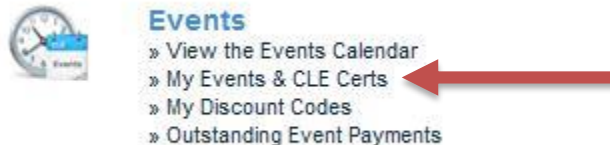
Username:

Password:

[Forgot your password?](#)

\*Your username is the email we have for you on file. If this is your first time logging in and you do not know what your password is, you can reset it by clicking on “Forgot your password?”

3. Click on “My Events & CLE Certs” under the **Events** column.



4. Enter your desired date range. Select “CLE” under the **Event Type** filter and then click on “Show.”

\*You have access to viewing all the events you registered for dating back to January 2017.

### My Events: Johnny Test

Start Date:  End Date:

Event Type:  CLE  Non CLE  Community  Self Study

Total Event Count : 3

Event Name ▲	Event Date	Date Issued	Event Place	Certificate
Family Law Section - Our Family Wizard	07/13/2018		-	
SMCBA Test Section - This is a Test Event	01/05/2017		Angelica's	

5. If your attendance was confirmed, you will have access to the attendance certificate for that event. Click on the certificate icon on the furthest right side column corresponding to the event.

\*A separate window will open with your certificate. This will allow you to view and print your certificate.