



How to Track and Upload Your MCLE Certificates

All your SMCBA MCLE certificates will continue to show up in your portal. This new feature will now allow you to upload **any additional** MCLE certificates (i.e., self-study certificates, other independently earned MCLE certificates) and have them stored in one place for your convenience.

1. Login to your profile at <https://www.smcba.org/member-login>. Your username is the email we have on file for you. If you do not know what your password is, you can reset it by clicking on “Forgot your Password.”

Login Here.

The screenshot shows a login form with two input fields: 'Email' and 'Password'. Below the fields is a 'Login' button, which is highlighted with a red arrow. Below the button is a link that says 'Forgot your Password - Click Here'.

Follow SMCBA on:  

2. Once you have logged in, click on the **CLE Tracking** link below the Events module on the right-hand side of your screen.

The screenshot shows the user dashboard with a navigation bar at the top containing 'Menu', 'My Account', 'Calendar', 'LRS', and 'Directory'. Below the navigation bar are several modules. The 'Events' module is highlighted with a red arrow pointing to the 'CLE Tracking' link. Other modules include 'My Account', 'Publications & Forms', 'Membership Directory', and 'LRS Cases'.

3. Select your **Compliance Group**. Compliance groups are based on the first letter of your last name, as listed in your official State Bar record.

CLE Tracking: [List](#)

[Add Course/Event](#)

Title ▲	Period	Total Req. Credits	Earned Credits	Balance Credits
Period 2/1/2019-1/31/2022 (Group members with last names beginning with A-G.)	02/01/2019 - 12/31/2022	25.00	34.75	0.00
Period 2/1/2020-1/31/2023 (Group members with last names beginning with N-Z.)	02/01/2020 - 01/31/2023	25.00	26.25	0.00
Period 2/1/2021-1/31/2024 (Group members with last names beginning with H-M.)	02/01/2021 - 01/31/2024	25.00	10.75	14.25

4. Once you have selected your compliance group, you will be able to see your total earned credits thus far for your reporting period and be able upload additional certificates. This page also provides you with copies of all your SMCBA course certificates. To upload a new MCLE certificate not offered by SMCBA (i.e., self-study certificates, other independently earned MCLE certificates), simply click on the **Add Course/Event** button.

CLE Tracking: Detail

Period:

Duration: **02/01/2019 - 12/31/2022**

Total Required Credits: **25.00**

Earned Credits: **2.00**

Balance Credits Required: **23.00 (?)**

Credits	Required	Earned	Balance Required
Competence Issues	1.00	1.00	0.00
General Law	19.00	1.00	18.00
Legal Ethics	4.00	0.00	4.00
Recognition and Elimination of Bias	1.00	0.00	1.00
Total	25.00	2.00	23.00

5. Complete all the required fields, upload the certificate, and click on **submit**.

Add Course or Event

Select Period: *

Duration:

Title: *

Completed Date: *

Provider: *

Event Location:

Credits: *

Competence Issues

General Law

Legal Ethics

Recognition and Elimination of Bias

Total Credits: **1 Hours**

Upload Certificate:

(Only .doc, .docx, .pdf, .jpg, .gif, .png or .bmp files are allowed.)