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1 Access the MyIntealth Applicant Portal

New Applicant - If you never used ECFMG’s former Online Services (for example, IWA, OASIS, or the EPIC Physician Portal), follow the instructions in the Create a MyIntealth Applicant Account as a New User section.

Existing Applicant - If you used ECFMG’s former Online Services (for example, IWA, OASIS, or the EPIC Physician Portal), your account has been transferred to MyIntealth. Follow the instructions in the Access a MyIntealth Applicant Account as a Previous User of ECFMG Online Services section.

1.1 Create a MyIntealth Applicant Account as a New User

   Step 1. Access the site at www.myintealth.app and click MyIntealth Applicant Portal.
**Step 2.** Click **Access MyIntealth**.

**Step 3.** Click **Don’t have a MyIntealth account**?

**Step 4.** Enter your email address and click **Send Verification Code**.
**Step 5.** The **Verification Code** is sent to the assigned email address.

![Verification Code](image)

**Step 6.** Return to the **Email Verification** screen and enter the provided **Verification Code**.

![Enter Verification Code](image)

**Step 7.** Click **Verify Code**.

![Enter Verification Code](image)

**Step 8.** The Email Address Verified section appears. Click **Continue**.
Step 9. Complete all of the required fields.

Password requirements when claiming an account:

(1) Must be at least eight characters long.
(2) Must include characters from at least three of the following categories:
   1. Latin uppercase characters (A-Z)
   2. Latin lowercase characters (a-z)
   3. Numbers (0-9)
   4. Symbols (!, $, #, %, etc.)

You are only required to create and confirm a new password on your first login.
Step 10. Click **Create Account**.

![Create Applicant Account](image)

Step 11. Access the **MyIntealth Applicant Portal**.

Step 12. The **MyIntealth Account Attestation** page appears. Click the **Terms and Conditions** checkbox.

![MyIntealth Account Attestation](image)

Step 13. The **Terms and Conditions** appear. Review this information, and click **Accept** at the bottom of the page.

Step 14. Click the **Privacy Notice** checkbox.
Step 15. The Privacy Notice appears. Review this information, and click Accept at the bottom of the page.


1.2 Access a MyIntealth Applicant Account as a Previous User of ECFMG’s Online Services

**Step 1.** Access the site at [www.myintealth.app](http://www.myintealth.app) and click **MyIntealth Applicant Portal**.

**Step 2.** Click **Access MyIntealth**.

**Step 3.** Click **Don’t have a MyIntealth account?**
Step 4. Enter your email address of record (the email address that was associated with your former ECFMG Online Services account). Important: Using your email address of record will link you to your transferred account in MyIntealth. Click **Send Verification Code**.

![Email Verification](image)

Step 5. The **Verification Code** is sent to the assigned email address.

![Verify your email address](image)

Step 6. Return to the **Email Verification** screen and enter the provided **Verification Code**.

![Enter Verification Code](image)
Step 7. Click **Verify Code**.

Step 8. The Email Address Verified section appears. Click **Continue**.

Step 9. Create and confirm a new password on the **Claim Account** screen.
a. Password requirements when claiming an account:

(1) Must be at least eight characters long.

(2) Must include characters from at least three of the following categories:

1. Latin uppercase characters (A-Z)
2. Latin lowercase characters (a-z)
3. Numbers (0-9)
4. Symbols (!, $, #, %, etc.)

You are only required to create and confirm a new password on your first login.

Step 10. Click Confirm.

Step 11. Access the MyIntealth Applicant Portal.

Step 12. The MyIntealth Account Attestation page appears. Click the Terms and Conditions checkbox.

Step 13. The Terms and Conditions appear. Review this information, and click Accept at the bottom of the page.

Step 14. Click the Privacy Notice checkbox.
Step 15. The Privacy Notice appears. Review this information, and click Accept at the bottom of the page.

![Image of Privacy Notice]


![Image of MyIntealth Account Attestation]


![Image of MyIntealth Applicant Portal]

1.3 Establish Your MyIntealth Applicant Account

Step 1. From the MyIntealth Applicant Portal homepage, click Begin Application under the service you are interested in pursuing (EPIC, ECFMG Certification, J-1 Visa).
Step 2. A page with information about your selected service appears. Click Next.

Step 3. Additional information about the service displays. Click Next.

Step 4. The Personal Information page appears. Enter all required information (*).

This page requires you to enter information about your Identity, Address and Phone Number, Citizenship, and existing ECFMG service identification numbers.

**Note:** When entering your Identity Information, you are required to upload a recent, color photograph of yourself along with an image of your passport.
Step 5. Click **Save Changes** if you are not ready to submit your information; otherwise, click **Next** to continue.

Step 6. The **School Information** page appears.

![School Information Page](Image)

Step 7. Indicate your School Enrollment Status: Student or Graduate.

Step 8. Using **search by name, city, state, or country**, enter/select the medical school or institution from which you received/will receive your degree.

![Degree Medical School](Image)

a. Type the name of the school or institution in the search bar.

b. Select the school.

(1) If your school does not appear, click **Submit New School**, enter all required information (*), and click **Submit**. Continue with **Step 9**.
c. The **Add School** pop-up appears. Verify the school shown and enter the required information (*). Click **Add**.

![Add School](image)

**Step 9.** The **School Information** page updates with your **Degree Medical School** information.

![Degree Medical School](image)

**Step 10.** Follow the instructions above to add **Other Medical Schools** you attended.

**Step 11.** Click **Next**.
Step 12. The **Medical Registration/Licensure** page appears. This information is optional for MyIntealth Applicant account establishment. Click **Next**.

**Note:** Depending on which service you chose, additional pages may appear prior to the **Medical Registration/Licensure** page. If so, enter required information (*) and click **Next**.

Step 13. The **Additional Information** page appears. This information is voluntary. Enter information if desired. Click **Save Changes** to save your information without submitting or click **Next** to continue.

Step 14. The Request Summary page appears. Review and, if necessary, edit the information and click **Next**.
Step 15. The Attestation by Applicant page appears.

   a. The Release of Legal Claims, Indemnification, and Hold Harmless Statement Attestation appears. Review the attestation and click Accept.


![Attestation by Applicant](image)

**Step 18.** Click the MyIntealth Account Establishment checkbox.

a. The MyIntealth Account Establishment Attestation appears. Review the attestation and click Accept.

![Attestation by Applicant](image)

**Step 19.** Once you have viewed and accepted all attestations, click **Next**.

**Step 20.** The **Review Your Cart** page appears with an overview of your **Cart Items**.
Step 21. Click **Proceed to Payment** at the bottom of the screen.

Step 22. Choose your payment method, **Card** or **Bank Account**, and enter your payment information.

Step 23. Once all information has been entered, click **Pay $**.
Step 24. When your payment is successfully processed, a **Thank You!** confirmation message appears, and an email confirmation is sent to your email address on file. Click **Next** to finish.

![Thank You! Confirmation Message]

**Note:** It is recommended that you document your case number (C-#) for this request. It may be useful if you need an Intealth Advisor to locate your case quickly.

### 1.4 Notarize an Identification Form - NotaryCam

This section highlights how to notarize an **Identification Form** using **NotaryCam**.

#### 1.4.1 Notarize an Identification Form (Applicant)

At this stage in the process, you have submitted your request for an account, it has been reviewed, and your **Passport** and **Photo** have been accepted. Once this happens, your personalized **Intealth Identification Form (IIF)** will be created. You will be notified by email to log in to the portal for a status update. A copy of your IIF will be accessible via the MyIntealth Applicant Portal. You need to have your IIF notarized through NotaryCam.

**Step 1.** On the MyIntealth Applicant Portal homepage, scroll to the MyIntealth Account Establishment Request Progress section, which shows a Current Status of Pending Applicant Action-Notarize Identity Form.

![MyIntealth Account Establishment Request Progress]

**Step 2.** Click Continue.
Step 3. The Release of Identification Form to NotaryCam screen appears.

Note: If the Provide Notarized Identification Form page appears instead of the one above, refer to the Notarize an Identification Form – Alternate Process (Applicant) section for full instructions. This screen only appears if you cannot use NotaryCam to have your identification form notarized.

Step 4. Click View Your Intealth Identification Form.

Step 5. The IIF, which was also previously emailed, opens in a new tab for reference. Review this form to ensure all information is correct before having it notarized.
a. If there are any errors on the form that need to be corrected prior to notarization, click the contact us link to open a new page with contact information.

Step 6. If the form is ready to be notarized, scroll to the Identification Form Release and Attestation section, and click the checkbox.

Step 7. The Intealth Identification Form Release and Attestation appears. Review the information and click Accept to continue.

Step 8. Click Release.
Step 9. **An Intealth Identification Form Sent to NotaryCam pop-up appears. Review the information and click OK.**

![Intealth Identification Form Sent to NotaryCam](image)

Step 10. **The MyIntealth Application Portal homepage appears.**

![MyIntealth Application Portal](image)

Step 11. **Scroll to the MyIntealth Account Establishment Request Progress section. The Current Status is updated to Online Notary Session Created.**

![MyIntealth Account Establishment Request Progress](image)

Step 12. **Click Continue.**

![MyIntealth Account Establishment Request Progress](image)
Step 13. The **Online Notary Session** page appears. Review the information and click **Initiate Live Notary Session**.

![Online Notary Session](image1)

Step 14. Click **Proceed** to initiate the live notary session.

![Initiate Live Online Notary Session](image2)

Step 15. The **NotaryCam** site opens. To begin, you must agree to the **Terms of Service** by clicking the checkbox.

![NotaryCam](image3)

a. A password is provided in case you need to return to **NotaryCam**. You may also **Set a Custom Password**.
Step 16. Click Continue.

Step 17. The NotaryCam interview session opens. At this time, set your browser permissions to allow access to your microphone and camera.

Step 18. Click Begin Tests.
**Step 19.** The notary session begins. You can communicate with the NotaryCam representative during this session.

![NotaryCam Image]

**Step 20.** The notary requests that you complete an eSign Consent. Review the eSign Consent and Terms of Services information, click the checkbox and then click Yes.

![eSign Consent Image]

**Step 21.** At this stage, the notary grants you permission to update your account and walks through the process step-by-step for all required fields, including:

a. Signature of Applicant

![Signature Image]
b. **Date** (of completion)

**Step 22.** The notary completes their section, accordingly, including adding a seal to the **Identification Form**.

**Step 23.** The document is locked by the notary and the interview is complete. The notarized **Identification Form** is sent directly to **Intealth** for review.

Step 25. Scroll to the MyIntealth Account Establishment Request Progress section, which shows a Current Status of Submitted for Identity Verification Review.

1.5 Notarize an Identification Form – Alternate Process

This process highlights the process for applicants that Intealth has determined must use an alternate process for getting their IIF notarized.

Step 1. Login to the MyIntealth Applicant Portal.

Step 2. On the MyIntealth Applicant Portal homepage, scroll to the MyIntealth Account Establishment Request Progress section. The Current Status is listed as Pending Applicant Action-Notarize Identity Form.
Step 3. Click Continue.

Step 4. The Provide Notarized Identification Form page appears.

```
Provide Notarized Identification Form

View and Download Identification Form

Your personalized Intealth Identification Form has been created. Please click the button below to review your identification form and ensure all information is correct. If you are unable to view the document or it contains incorrect information, please contact us.

View Your Intealth Identification Form

---
```

a. The screen states: “We have determined that you cannot use NotaryCam to have your identification form notarized.”

```
Provide Notarized Identification Form

View and Download Identification Form

Your personalized Intealth Identification Form has been created. Please click the button below to review your identification form and ensure all information is correct. If you are unable to view the document or it contains incorrect information, please contact us.

View Your Intealth Identification Form

---
```

We have determined that you cannot use NotaryCam to have your identification form notarized. You must have your identification form notarized in person by a Notary Public, Consular Official, First Class Magistrate, or Commissioner of Oaths (each, an “Authorized Official”). Once you have determined that your identification form is correct, download the PDF file of your identification form, print it, and sign it in the presence of an Authorized Official. The Authorized Official must then sign the form and affix his/her seal in the location designated on the form. The seal must cover a portion of your photo and a portion of your passport, as directed on the form. You must then scan and upload the notarized identification form below.

Step 5. Click View Your Intealth Identification Form.

```
Provide Notarized Identification Form

View and Download Identification Form

Your personalized Intealth Identification Form has been created. Please click the button below to review your identification form and ensure all information is correct. If you are unable to view the document or it contains incorrect information, please contact us.

View Your Intealth Identification Form

---
```

a. The Identification Form, which was also previously emailed, opens in a new tab for reference. This document is also downloadable.
b. If there are any errors with the form that need to be corrected prior to being notarized, click the **contact us** link to open a new page with contact information.

**Step 6.** At this point, you are responsible for getting the document notarized in person.

a. Do not continue to the next step until that document has been notarized.

b. Once you have had your document notarized in person by a notary, continue with the next step and upload that document to your MyIntealth account for review.

**Step 7.** Return to the **Provide Notarized Identification Form** page and scroll to the **Upload Your Notarized Identification Form** section.

**Step 8.** Click **Upload Files** and upload the notarized document.

**Step 9.** A preview of the notarized document appears. Click **Save** (disk icon) in the top right corner.
Step 10. A preview of the uploaded file appears below the **Upload Your Notarized Identification Form** section. Click **Submit Document**.

Step 11. A pop-up appears stating the Notarized Identification Form was Submitted. Click Ok.

Step 12. The MyIntealth Account Establishment homepage displays. Scroll to the MyIntealth Account Establishment Request Process section to see the updated status: Submitted for Identity Verification Review.
Step 13. The form is sent to Intealth for review.

1.6 ID Rejection Review and Application Resubmission

This section shows next steps after one or more of your identity documents has been rejected and the application resubmission process.

If your application status updated to **Pending Applicant Action-Resubmit Identification Documents**, use the following instructions to resolve any issues.

**Step 1.** From the MyIntealth Applicant Portal homepage, scroll to the MyIntealth Account Establishment Request Progress section, the Current Status appears as Pending Applicant Action-Resubmit Identification Documents.

**Step 2.** Click **Continue**.

**Step 3.** The **Resubmit Documentation** page appears. Use the following instructions to upload a new file.

a. Below each subsection (**Resubmit Photograph** and **Resubmit Passport**), reasons are shown regarding why the document was marked as unacceptable.
b. Click **Upload Files** in either subsection to upload the required file. The previous version of the document appears for reference.

![Upload Files](image)

b. Click **Upload Files** in either subsection to upload the required file. The previous version of the document appears for reference.

![Upload Files](image)

c. Follow the on-screen prompts to upload a file. A preview of the selected file appears onscreen. Click **Save** (disk icon) in the right corner of the preview.

![Save](image)

c. Follow the on-screen prompts to upload a file. A preview of the selected file appears onscreen. Click **Save** (disk icon) in the right corner of the preview.

d. A Success notification appears, and the image now displays below the **Upload Files** button.

![Success](image)

d. A Success notification appears, and the image now displays below the **Upload Files** button.

![Success](image)

e. Repeat the same steps for the **Resubmit Passport** (if marked as unacceptable).

![Resubmit Passport](image)

e. Repeat the same steps for the **Resubmit Passport** (if marked as unacceptable).

![Resubmit Passport](image)

f. Answer the subsequent **Yes/No** questions pertaining to that newly uploaded Passport.

![Yes/No](image)

f. Answer the subsequent **Yes/No** questions pertaining to that newly uploaded Passport.

![Yes/No](image)

**Step 4.** Review the **Identify Information** at the bottom of the screen. If any edits need to be made to this section, update those fields now.

![Identify Information](image)

**Step 4.** Review the **Identify Information** at the bottom of the screen. If any edits need to be made to this section, update those fields now.

![Identify Information](image)

**Step 5.** Click **Submit**.

![Submit](image)

**Step 5.** Click **Submit**.

![Submit](image)

**Step 6.** The MyIntealth Applicant Portal home page appears.
Step 7. Scroll to the MyIntealth Account Establishment Request Progress section to view the newly updated Current Status: Resubmitted for Identification Review.

1.7 Review My Case Requests

Step 1. From the MyIntealth Applicant Portal, click My Cases in the top banner.

Step 2. The My Case Requests section will now appear. Click the Case Number to review the case status and details.

a. If Yes appears in the Action Required column, click the Case Number to see what actions are required.

Step 3. The Case Information page appears.

a. If this case was Rejected, a Deficiency Reason appears indicating why the case was rejected

b. Once you submit updated information (via portal or email) for a case with an Action Required, the document is re-reviewed. As progress is made on your case, you can find additional information under the same Case Number.
### Case Information

You currently have a pending action on this case: No

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Number</td>
<td>C-73119</td>
</tr>
<tr>
<td>Case Status</td>
<td>Rejected</td>
</tr>
<tr>
<td>Case Type</td>
<td>Exam Registration</td>
</tr>
<tr>
<td>Date Registered</td>
<td>Oct 20, 2023</td>
</tr>
<tr>
<td>Last Updated Date</td>
<td>Oct 20, 2023</td>
</tr>
<tr>
<td>Deficiency Reason</td>
<td>Applicant does not have a Connecticut medical license. Applicant needs to resupply for the exam, and answer No to this question.</td>
</tr>
</tbody>
</table>
2 Complete a Biographic Change Request

2.1 Submit a Biographic Change Request

**Step 1.** From the MyIntealth Applicant Portal homepage, in the top banner, click My Profile and select Identity Information from the dropdown menu.

![MyIntealth Applicant Portal screenshot](image)

**Step 2.** The Identity Information page appears.

![Identity Information page screenshot](image)

*Note: The subsections (Biographical Information and Identification Numbers) are grayed out and you are unable to edit these sections.*

**Step 3.** Click Change at the bottom of the screen.
Step 4. The **Biographical Change Request** page opens. Follow the onscreen instructions and update fields accordingly. Additional sections with required fields (*) may appear depending on your selection.

**Note:** In this example, the applicant is updating their **Last Name/Surname**.

a. Additional sections with required information (*) appear when the revised **Last Name/Surname** is entered. Enter all required information (*).
b. The **Upload Passport** prompt (*) requires you to upload a passport with your updated information (e.g., if updating your **Last Name/Surname**), ensure you upload a passport that includes the updated name). To **Upload Passport**, follow these instructions:

1. Click **Upload Files** and select a file.
2. A preview of the file appears. Click **Save** (disk icon) in the top right corner of the preview.
3. The file is saved and uploaded.

c. Enter the remaining required information (*). For the **Upload Photo** prompt, follow the instructions used for **Upload Passport**.

**Step 5.** Review the information and click the checkbox at the bottom of the page to continue.

**Step 6.** Click **Next**.
Step 7. Once you have made all your updates, complete the **Review Your Cart** section to pay for the **Online Notary**.

   a. Click **Proceed to Payment**.
   b. Enter Billing Address and Payment Info.
   c. Click **Pay $**.

Step 8. A **Thank You!** notification screen appears with information related to your purchase. The **Biographic Change Request** is submitted to Intealth for review.
3 Electronic Portfolio of International Credentials (EPIC)

3.1 Submit Request to Establish Your EPIC Portfolio

**Step 1.** From the MyIntealth Applicant Portal homepage, in the top banner, click **Services** and then click **EPIC** from the resulting dropdown.

**Step 2.** Click the Credential Verification tab.

**Step 3.** Click **Establish EPIC Portfolio** at the bottom of the screen.

**Step 4.** Review your profile information and, if accurate, click **Next** and continue with **Organization(s) to Which I Am Applying Section**
a. If edits need to be made to the Identity Information and/or Contact Information sections, click Cancel. Then, make any necessary edits by opening the My Profile tab → Identify Information or Contact Information pages.

3.1.1 Organization(s) to Which I Am Applying Section

Step 1. Search for the organization(s) to which you are applying.

Step 2. Once you begin typing in the search field, choices appear. Click on the organization(s) you want to include and click Add to add that organization to your list.

**Note:** Any selected (or previously added during the MyIntealth Account Establishment process) organizations appear at the bottom of the screen.
a. Alternatively, you can click **I do not know to which organization(s) I plan to send EPIC reports** if you are unsure of which organizations you want to include.

**Note:** Choosing this option removes any previously selected entities/organizations from the bottom display and the search bar disappears. Prior to making this change, a pop-up box warning of this action displays. Click **Ok**.

**Step 3.** Once you have added all organizations, click **Next** at the bottom of the screen, and continue with **Complete the Attestation by Applicant Section**.
3.1.2 Complete the Attestation by Applicant Section

**Step 1.** Click the **EPIC Portfolio Request Attestation** checkbox and review the subsequent documentation.

**Step 2.** Review the documentation and click **Accept**. You may also download or print this file.

**Step 3.** Click Next and continue with the **Complete the Review Your Cart Section**.
3.1.3 Complete the Review Your Cart Section

**Step 1.** Review the items and subtotal cost of your cart. Once ready to continue, click **Proceed to Payment**.

**Note:** To return to any prior screens, click **Previous**. As stated on the screen, if you navigate away from this screen using your browser’s **Back** button or if you refresh your browser page, your responses may clear and you will need to restart the application/request.

**Step 2.** Click **Card** or **Bank Account** (depending on how you want to pay for the service).
**Step 3.** Confirm/update the **Billing Address** information.

**Step 4.** Enter the **Payment Info** according to the **Card** or **Bank Account** option you selected.
Step 5. To pay for the service, click **Pay $**.

Step 6. When your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email on file. Click **Next** to continue.

   a. It is recommended to document your case number for this request. It helps the Intealth advisors locate your case, if necessary.

Step 7. The **MyIntealth Account Establishment** homepage appears.
3.2 Upload Credentials to Your EPIC Portfolio for Verification

**Step 1.** From the MyIntealth Applicant Portal homepage, in the top banner, click **Services**, and then select **EPIC** from the dropdown menu.

Step 2. The Electronic Portfolio of International Credentials (EPIC) page appears. Click the Credential Verification tab.

**Step 3.** Review the information related to **Using EPIC**. Click **Credential Verification Request**.

**Step 4.** The **Add Credential** page opens. If you are applying to an EPIC Partner Organization, click the link to review the special instructions.
Step 5. In the Your EPIC Application section, click Add Credential.

![Your EPIC Application](image)

Step 6. The **About Credential Verification** page opens. Select the type of credential you are uploading from the **Credential Type** dropdown menu.

![About Credential Verification](image)

a. Enter any additional required information (*) that appears because of your selected **Credential Type**.

**Note:** In the example below, the additional required information results from selecting **Final Medical School Transcript**.

![Upload Credential](image)

Step 7. If you are required to **Upload a Credential**, use the following instructions.

a. Click **Upload Files** and follow the onscreen instructions to select a file.

![Upload Credential](image)

b. A preview of the file appears. Click **Save** (disk icon) in the right corner to save the file.
c. The file is saved.

**Step 8.** In the **Name Documentation** section, enter the **Name on Document** and determine if it is different than the name shown in **Name in Intealth Profile**.

![Name Documentation](image)

a. If the name on your credential is **different** from the name shown in **Name in Intealth Profile**, click the checkbox.

(1) Upload the **Name Documentation** to support the name difference, using the instructions shown above for uploading a file.

![Upload Name Documentation](image)

**Step 9.** In the **Credential Translation** section, determine if the credential is in a language other than English.

![Credential Translation](image)

a. If the credential is in a language other than English, click the checkbox.

(1) Upload the **Credential Translation (if not in English)** using the instructions shown above for uploading a file.

![Upload Credential Translation](image)
Step 10. Using **Search by name**, enter/select the medical school or institution that issued the credential.

a. Type the name of the school or institution in the search bar.
b. Select the school.
c. The **Add Organization** pop-up appears. Click **Add**.

Step 11. Click **Next**.

Step 12. Determine if you want to Send Report to an EPIC Partner Organization Automatically.

a. If so, use **Search by name** to enter/select the EPIC Partner Organization.
b. If not, click the checkbox.

**Step 13.** Click **Confirm**.

a. If you selected to send the report to an **EPIC Partner Organization**, an alert pop-up message appears reminding you of that selection. Click **Yes** to continue.

**Step 14.** The **Add Credential** page displays again. The information you recently confirmed appears in the **Your EPIC Application** section.

### 3.2.1 Upload Additional Credentials

At this stage, you may add an additional credential by clicking **Add Credential**. You may also **Edit**, **Remove**, or **Remove Recipient** from the previously confirmed information by clicking the icons within that row.

**Step 1.** Click **Next**.

**Step 2.** The **Credential Verification Request Summary** page appears. Review the information and click **Next** at the bottom of the screen.
Step 3. The **Attestation by Applicant** page appears. Click the **Request for Credential Verification Attestation** checkbox to review the attestation information.

![Attestation by Applicant]

Step 4. The **Request for Credential Verification Attestation** pop-up appears. Review the information and click **Accept**.

![Request for Credential Verification Attestation]

Step 5. Click **Next**.

![Attestation by Applicant]

Step 6. The **Review Your Cart** page appears with an overview of your **Cart Items**.

![Review Your Cart]
Step 7. Click **Proceed to Payment** at the bottom of the screen.

![Proceed to Payment](image)

Step 8. Select your payment method, **Card** or **Bank Account**, and enter the required information in the subsequent sections.

![Payment Options](image)

Step 9. Once all information has been entered, click **Pay**.

![Payment Confirmation](image)

Step 10. When the payment is successfully processed, a **Thank You!** confirmation message appears, and an email confirmation is sent to your email address on file. Click **Next** to finish.

![Thank You! Notification](image)

**Note:** It is recommended that you document your case number (C-#) for this request. It may be useful if you need an Intealth Advisor to locate your case quickly.

Step 11. The **MyIntealth Applicant Portal** homepage displays again. Click **My Cases** to review the submitted information.

![MyIntealth Applicant Portal](image)

Step 12. The **My Case Requests** page opens. Scroll to locate the **Case Number** referenced on the **Thank You!** notification.
3.3 EPIC Reports

3.3.1 Request an EPIC Report Be Sent to EPIC Partner Organization

**Step 1.** Click Services in the top banner and select EPIC from the dropdown.

**Step 2.** The Electronic Portfolio of International Credentials (EPIC) page appears. Click the EPIC Reports tab.

**Step 3.** Scroll to the Request EPIC Report section. Review the information about the ways to request an EPIC Report.

---

*Note: The EPIC Report History is also available for review.*

Step 5. The Select Report Recipient page opens. Select the credentials that you want included in this EPIC Report request using the following instructions.

a. Click the checkbox(es) for the credential(s) you want included.
b. In the Report Recipient field, select Send Report to EPIC Partner Organization from the dropdown.

c. Search for and Add the **Entity** to receive this report.

d. Click Request Report.
Step 6. The **EPIC Report Request Summary** page appears. Review this information.

![EPIC Report Request Summary](image)

Step 7. Scroll to the bottom of the page and click **Next**.

![Next Button](image)

Step 8. The **Attestation by Applicant** page appears. Click the EPIC Report Request Attestation checkbox.

![Attestation by Applicant](image)

Step 9. The **EPIC Report Request Attestation** appears. Review the attestation and click **Accept**.

![EPIC Report Request Attestation](image)

Step 10. Click **Next**.

![Next Button](image)
Step 11. The **Review Your Cart** page opens with an overview of your **Cart Items**.

![Review Your Cart](image)

Step 12. Scroll down and click **Proceed to Payment**.

Step 13. Select your payment method, **Card** or **Bank Account**. Enter your payment information into the subsequent sections.

![Payment Options](image)

Step 14. Once you have entered all information, click **Pay $**.

![Pay $](image)

Step 15. Once the payment is successfully processed, a **Thank You!** message appears, and an email confirmation is sent to your email address on file.

a. It is recommended to document your case numbers (C-#) for this request. It can help MyIntealth advisors quickly locate your case.

![Thank You!](image)

Step 16. Click **Next** to complete the application and return to the **MyIntealth Applicant Portal** homepage.

![Next Button](image)
Step 17. To review the report request, click Services in the top banner, and select EPIC from the dropdown menu.

Step 18. The Electronic Portfolio of International Credentials (EPIC) page appears. Click the EPIC Reports tab.

Step 19. The **EPIC Report History** section appears and now shows your most recent requests.

3.3.2 Request an EPIC Report Be Sent to One-Time Report Recipient

Step 1. Click Services in the top banner and select EPIC from the dropdown menu.

Step 2. The Electronic Portfolio of International Credentials (EPIC) page appears. Click the EPIC Reports tab.
**Step 3.** Scroll to the **Request EPIC Report** section. Review the information for ways to request an EPIC Report.

**Note:** The **EPIC Report History** is also available for review.

**Step 4.** Click Request an EPIC Report.

**Step 5.** The **Select Report Recipient** page opens. Select the credentials you want to include in this EPIC Report request by using the following instructions:
a. Click the checkbox(es) for the credential(s) you want to include.

b. In the Report Recipient field, select Send Report to One Time Report Recipient from the dropdown.

c. More fields appear based on your selection. Enter information for all required fields (*).

d. Click Request Report.

Step 7. Scroll to the bottom of the page and click Next.

Step 8. The Attestation by Applicant page appears. Click the EPIC Report Request Attestation checkbox.

Step 9. The EPIC Report Request Attestation appears. Review the attestation and click Accept.

Step 10. Click Next.

Step 12. Scroll down and click **Proceed to Payment**.

Step 13. Select your payment method, **Card** or **Bank Account**. Enter the payment information into the subsequent sections.

Step 14. Once you have entered all information, click **Pay $**.

Step 15. Once the payment is successfully processed, a **Thank You!** message appears, and an email confirmation is sent to your email address on file.

a. It is recommended to document your case numbers (C-#) for this request. It can help MyIntealth advisors quickly locate your case.

Step 16. Click **Next** to complete the application and return to the **MyIntealth Applicant Portal** homepage.

Step 17. To review your submitted request, click **My Cases** in the top banner.
Step 18. The My Case Requests list appears. This list now includes your EPIC Verification Report Request(s).
3.3.3 Request an EPIC Report Be Sent to Myself

**Step 1.** Click **Services** in the top banner, and select **EPIC** from the dropdown.

![Services dropdown menu](image)

**Step 2.** The Electronic Portfolio of International Credentials (EPIC) page appears. Click the **EPIC Reports** tab.

![EPIC Reports tab](image)

**Step 3.** Scroll to the **Request EPIC Report** section. Review the ways to request an **EPIC Report**.

*Note: The EPIC Report History is also available for review.*

**EPIC Report History**

<table>
<thead>
<tr>
<th>Report Recipient</th>
<th>Credential</th>
<th>Report</th>
<th>Status</th>
<th>Updated Date</th>
<th>Payment History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malaysian Medical Council</td>
<td>Final Medical Diploma</td>
<td>View</td>
<td>Report Sent</td>
<td>October 11, 2023</td>
<td>Free report</td>
</tr>
<tr>
<td>Malaysian Medical Council</td>
<td>Final Medical School Transcript</td>
<td>View</td>
<td>Report Sent</td>
<td>October 11, 2023</td>
<td>Free report</td>
</tr>
<tr>
<td>Malaysian Medical Council</td>
<td>Postgraduate Training Credential</td>
<td>View</td>
<td>Report Sent</td>
<td>October 11, 2023</td>
<td>Free report</td>
</tr>
</tbody>
</table>

**Step 4.** Click **Request an EPIC Report**.

![Request an EPIC Report button](image)
**Step 5.** The **Select Report Recipient** page opens. Select the credentials that you want included in this **EPIC Report** request by using the following instructions.

![Select Report Recipient image]

a. Click the checkbox(s) for the credential(s) you want to include.

![Credential selection image]

b. In the **Report Recipient** field, select **Send Report to Myself** from the dropdown.

![Report Recipient dropdown image]

c. Click **Request Report**.

![Request Report button]

**Step 6.** The **EPIC Report Request Summary** page appears. Review this information.
Step 7. Once ready, scroll to the bottom of the page and click Next.

Step 8. The Attestation by Applicant page appears. Click the EPIC Report Request Attestation checkbox.


Step 10. Click Next.

Step 12. Scroll down and click **Proceed to Payment**.

Step 13. Select your payment method, **Card** or **Bank Account**. Enter the payment information into the subsequent sections.

Step 14. Once you have entered all information, click **Pay $**.

Step 15. Once the payment is successfully processed, a **Thank You!** message appears, and an email confirmation is sent to your email address on file.

a. It is recommended to document your case numbers (C-#) for this request. It can help MyIntealth advisors quickly locate your case.

Step 18. Click **Next** to complete the application and return to the MyIntealth homepage.

Step 19. To review the report request, click **Services** in the top banner, and select **EPIC** from the dropdown menu.
Step 20. The Electronic Portfolio of International Credentials (EPIC) page appears. Click the EPIC Reports tab.

Step 21. The **EPIC Report History** section appears and now shows your most recent requests.

3.3.4 **View History of EPIC Report Requests**

Step 1. Click **Services** in the top banner and select **EPIC** from the dropdown.

Step 2. The Electronic Portfolio of International Credentials (EPIC) page appears. Click the EPIC Reports tab.

Step 3. Scroll to the **EPIC Report History** section to review the reports sent.
a. Clicking **View** under the **Report** column may trigger an error warning: Only Report recipients may access Reports.

![Report Not Accessible](image1)

b. You are only able to view reports that you have sent to yourself.

![EPIC Report History](image2)

![EPIC Report Packet](image3)
3.3.5 Access an EPIC Report You Sent to Yourself

**Step 1.** If you wish, you can send an EPIC Report to yourself. To send a report to yourself, see Request an EPIC Report Be Sent to Myself. If you send an EPIC Report to yourself, once the report is available, you will receive an ECFMG EPIC Credential Verification Report Notification email at the email address you provided. A link to access the report will be embedded within the email. Click the Access my Report link.

![ECFMG EPIC Credential Verification Report Notification email](image1)

**Step 2.** The One-time EPIC Report Recipient Access page opens. Click Access Report.

![One-time EPIC Report Recipient Access](image2)

**Step 3.** Enter the email address at which you received the report notification.

![ECFMG logo](image3)

**Step 4.** Click Continue.
Step 5. A Thank you! notification appears. Check your email for an additional email containing a new custom link to access the report. Click Access My Report in this new email.

![Image of Thank you! message]


![Image of One-time EPIC Report Recipient Access page]

Step 7. A list of the EPIC Reports you requested for verified credentials are available to view and download.

![Image of EPIC Report list]
4 ECFMG Certification

4.1 Submit an Application for ECFMG Certification

Step 1. From the MyIntealth Applicant Portal homepage, in the top banner, click Services and select ECFMG Certification from the dropdown.

Step 2. Click the Application for ECFMG Certification tab.

Note: Information about the ECFMG Certification process is found in the About ECFMG Certification tab.

Step 3. After you have carefully read the information provided in the overview, scroll to the bottom of the page and click Begin Application.
Step 4. The **Review Your Profile Information** page appears. Review the **Identity Information** section to confirm no change are necessary, and click **Next** at the bottom of the screen.

**Note:** You must make any necessary changes to your identity information before proceeding with the application.

![ECFMG Certification]

Step 5. The **Degree Medical School and Graduation Information** page appears. The information on this page represents the information you entered during account establishment.

a. If you are a student, go to the Continue with the Application as a Student section of this user guide.

b. If you are a graduate, go to the Continue with the Application as a Graduate section of this user guide.

![Degree Medical School and Graduation Information]

4.1.1 Continue with the Application as a Student

**Step 1.** Select **Student** as your **Medical Education Status**. Enter all required information (*).
Step 2. Click **Next** at the bottom of the screen.

Step 3. The Other Medical Schools Attended page appears.

a. Enter required information (*) in the **Other Medical School #1** section.
   
   (1) (Optional) Once that information has been entered, click **Save**.

b. If any credits were transferred from this school to your **Degree Medical School**, click the checkbox and the **Transfer Credits Disclosure and Documentation** section appears.
(1) Enter your transfer credits and all required information (*).

(2) To Upload Transcript to Document Transfer Credits, click Upload Files and select a file for upload.

(3) A preview of the file appears. Click Save (disk icon) to save the file.

(4) After the file has been saved, a thumbnail of the document appears.

c. The Name Documentation section appears.
1. Answer the **Name on Document** question.

2. If the **Name on Document** is different than the **Name in Intealth Profile**, click the checkbox below to clarify the difference. You must also upload documentation to support the name differences. Use the steps previously shown to upload and save your supporting name documentation.

   ![Name Documentation](image)

   **d. In the Transcript Translation section, click the checkbox if the transcript to document credits is in a language other than English.**

   1. If the checkbox is clicked, you must Upload a Translation of Your Transcript.
   2. Use the previously documented steps to upload and save your transcript translation.

   ![Transcript Translation](image)

3. **Step 4.** To add more schools, click **Add New School**, and enter all required information (*)

   **Note: Delete School is available if you need to remove other medical schools.**

4. **Step 5.** Click **Next**.
Step 6. The **Other Institutions Attended** screen appears. Click the checkbox if you transferred any credits to your degree medical school from any institution that is not a medical school.

![Image](ECFMG_Certification.png)

a. If the checkbox is clicked, the **Other Institution #1** section appears, along with the ability to **Add New Institution**. Complete this information accordingly by following the on-screen prompts. The questions and information below follow a similar format to the **Transfer Credits Disclosure and Documentation** screen previously shown.

Step 7. Click **Next**.

![Image](Save_Previous_Next_Cancel.png)

Step 8. **The ECFMG Reporter** screen appears. Click the checkbox to receive important information regarding the ECFMG Certification process.

![Image](The_ECFMG_Report.png)
Step 9. Click Next.

Step 10. The Application for ECFMG Certification Summary screen appears. Review and update the information, if necessary, and click Next.

Step 11. The Attestation by Applicant page appears. Click the Application for ECFMG Certification Attestation checkbox.

a. The Attestation by Applicant appears. Review the attestation and click Accept to continue.
Step 12. Click **Next** to continue.

Step 13. The **Review Your Cart** page appears with an overview of your **Cart Items**.

Step 14. Click **Proceed to Payment**.

Step 15. Select your payment method, **Card** or **Bank Account**, and enter your payment information as required.
Step 16. Click **Pay $**.

![Image of payment screen]

Step 17. Once your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email address on file.

a. It is recommended to document your case number (**C-#**) for this request. It helps the Intealth advisors quickly locate your case if necessary.

![Image of thank you notification]

Step 18. Click **Next** to complete your application, and return to the [MyIntealth Applicant Portal](#) homepage. To review your application, go to the [Review Your Submitted Application for Certification](#) section of this user guide.
4.1.2 Continue with the Application as a Graduate

**Step 1.** Select **Graduate** as your **Medical Education Status**. Enter all required information (*).

**Step 2.** Click **Next**.

**Step 3.** The Other Medical Schools Attended page appears.

a. Enter required information (*) in the **Other Medical School #1** section.

   (1) (Optional) Once that information has been entered, click **Save**.
b. If any credits were transferred from this school to your **Degree Medical School**, click the checkbox and the **Transfer Credits Disclosure and Documentation** section appears.

(1) Enter your transfer credits and all required information (*).

(2) To Upload Transcript to Document Transfer Credits, click Upload Files and select a file for upload.

(3) A preview of the file appears. Click **Save** (disk icon) to save the file.

(4) After the file has been saved, a thumbnail of the document appears.
c. The Name **Documentation** section appears.

   (1) Answer the **Name on Document** question.

   (2) If the **Name on Document** is different than the **Name in Intealth Profile**, click the checkbox below to clarify the difference. You must also upload documentation to support the name differences. Use the steps previously shown to upload and save your supporting name documentation.

![Name Documentation](image)

   ![Transcript Translation](image)

   d. In the **Transcript Translation** section, click the checkbox if the transcript to document credits is in a language other than English.

   (1) If the checkbox is clicked, you must Upload a Translation of Your Transcript.

   (2) Use the previously documented steps to upload and save your transcript translation.

---

**Step 4.** To add more schools, click **Add New School**, and enter all required information (*).

**Note:** **Delete School** is available if you need to remove other medical schools.
Step 5. Click Next.

Step 6. The **Other Institutions Attended** screen appears. Click the checkbox if you transferred any credits to your degree medical school from any institution that is not a medical school.

![ECFMG Certification](image)

a. If the checkbox is clicked, the **Other Institution #1** section appears, along with the ability to **Add New Institution**. Complete this information accordingly by following the on-screen prompts. The questions and information below follow a similar format to the **Transfer Credits Disclosure and Documentation** screen previously shown.

Step 7. Once you entered all **Other Institutions Attended** information, click **Next**.

![Save Previous Next Cancel](image)

Step 8. The **Graduates** page appears. Use the following instructions related to your diploma:

a. If you have graduated from medical school but your diploma has not been issued yet, click the checkbox.

![Graduates](image)

b. Use the previously documented steps to upload and save your diploma.

   (1) If the school/institution verifies credentials via a paper process, an additional message appears. Click the associated **checkbox** to send this credential by courier service for an additional fee.
c. The **Name Documentation** section appears.

   (1) Answer the **Name on Document** question.

   (2) If the **Name on Document** is different than the **Name in Intealth Profile**, click the checkbox below to clarify the difference. You must also upload documentation to support the name differences. Use the steps previously shown to upload and save your supporting name documentation.

d. In the Diploma Translation section, click the checkbox if your diploma is in a language other than English.

   (1) If the checkbox is clicked, you must **Upload a Translation of Your Diploma**.

   (2) Use the previously documented steps to upload and save your diploma translation.

Step 9. **Click Next**.

Step 10. **The ECFMG Reporter** screen appears. Click the **checkbox** to receive important information regarding the ECFMG Certification process.

Step 11. **Click Next**.

Step 12. The **Application for ECFMG Certification Summary** screen appears. Review/update the information and click **Next**.
Step 13. The Attestation by Applicant page appears. Click the Application for ECFMG Certification Attestation checkbox.

- The Attestation by Applicant appears. Review the attestation and click Accept to continue.

Step 14. Click Next to continue.
Step 15. The **Review Your Cart** page appears with an overview of your **Cart Items**.

![Review Your Cart](image1)

Step 16. Click **Proceed to Payment**.

![Total: $](image2)

Step 17. Select your payment method, **Card** or **Bank Account**, and enter your payment information as required.

![Billing Address](image3)

Step 18. Click the **Pay $**.

Step 19. Once your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email address on file.

a. It is recommended to document your case number (**C-#**) for this request. It helps the Intealth advisors quickly locate your case if necessary.

![Thank You!](image4)

Step 20. Click **Next** to complete your application and return to the **MyIntealth Applicant Portal** homepage. To review your application, go to the **Review Your Submitted Application for Certification** section of this user guide.
4.2 Review Your Submitted Application for Certification

**Step 1.** From the **MyIntealth Applicant Portal** homepage, click **My Cases** in the top banner.

**Step 2.** **My Case Requests** information appears showing a list of all your MyIntealth cases, their associated status, and if action is required.

**Step 3.** Click the **Case Number** (C-#) associated with the case you are interested in viewing.

**Step 4.** The related **Case Information** page appears.
### 4.2.1 Identify Rejected Credentials Case

**Step 1.** From the **MyIntealth Applicant** Portal, in the top banner, click **My Cases**.

![My Cases](image)

**Step 2.** The list of your **Case Numbers** appears in the **My Case Requests** section.

![My Case Requests](image)

**Step 3.** Click the Case Number with the Case Status of CV Rejected.

![Case Information](image)

**Step 4.** The **Case Information** page appears. At the top of the page, there is a list of reasons explaining why the case was rejected.
4.3 Update Your Application for ECFMG Certification

**Step 1.** From the MyIntealth Applicant Portal homepage, in the top banner, click Services and then select ECFMG Certification from the dropdown.

**Step 2.** The ECFMG Certification page appears. Click the Application for ECFMG Certification tab.

**Step 3.** Scroll down and click Update My Application.

**Step 4.** All previously saved information appears. Click Next to navigate through the pages.
Step 5. Edit the information as needed.

<table>
<thead>
<tr>
<th>*Medical Education Status</th>
<th>*Degree Medical School</th>
<th>*Attendance Start Month &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a. In this example, the applicant is updating the Medical Education Status from Student to Graduate.

Note: If the Medical Education Status has been updated to Graduate, a new Graduates page opens asking you to upload your Diploma. Refer to the Continue with the Application as a Graduate section of this user guide.

Step 6. Refer to the Application for ECFMG Certification section of this user guide, as necessary.
4.4 Request Duplicate Certificate

**Step 1.** Login to the MyIntealth Applicant Portal.

**Step 2.** From the MyIntealth Applicant Portal, in the top banner, click Services and select ECFMG Certification from the dropdown.

**Step 3.** Click the ECFMG Certificate tab.

**Step 4.** Click Request a Duplicate Certificate.

**Step 5.** Review your profile information and click Next.

**Step 6.** The Request a Duplicate ECFMG Certificate appears. Enter all required information (*).

a. Select a Reason for Duplicate Certificate Request from the dropdown.
b. Provide a **Brief Explanation** in the textbox.

**Step 7.** Click **Next**.

**Step 8.** Review the information on the **Certification by Applicant** page and click the confirmation checkboxes.

**Step 9.** Click **Next**.

**Step 10.** The **Review Your Cart** page appears with an overview of your **Cart Items**. Click **Proceed to Payment**.

**Step 11.** Select your method of payment, **Card** or **Bank Account**, and enter your payment information as required.
Step 12. Click **Pay $**.

Step 13. Once your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email address on file.

**Thank You!**

You have successfully submitted your application/service request. We will notify you as soon as your request has been processed. You can also monitor the status of this request using the case number provided below.

For your reference, your case number for this request is **C-42328**.

Payment Confirmation Number: 7905322527352F11

Amount: $80.00

Click **Next** to return to the **MyIntealth Applicant Portal** homepage.
5 USMLE Exam

5.1 Submit a USMLE Application

Step 1. From the MyIntealth Applicant Portal, in the top banner, click Services and then select ECFMG Certification from the dropdown.

Step 2. The ECFMG Certification page opens.

Note: Before applying for a USMLE Exam, ensure the status of your Application for Certification case is “accepted”. This status can be found on the Application for ECFMG Certification tab. See the Review Your Submitted Application for Certification section for more detail.

Step 3. Click the USMLE Application tab.

Step 4. Review the information and click Apply for USMLE.

Step 5. The Review Your Profile Information page appears. Review your information and click Next.

a. If you need to edit your Identity Information and/or Contact Information, click Cancel. To make any necessary edits, click My Profile from the top banner and edit your Identify Information or Contact Information pages.
Step 6. The Review Your Medical Education Information page appears. Review the information and if the information is correct, click the I confirm the above information is true and correct to the best of my knowledge checkbox.

Step 7. Click Next.

Step 8. The Provision of USMLE Performance Data Notification page appears. Click the Notification of Provision of USMLE Performance Data to Med Schools checkbox to view a larger version of the document.
Step 9. Review the document and click **Accept**.

![Notification of Provision of USMLE Performance Data to Med Schools](image)

Step 10. Click **Next**.

![Provision of USMLE Performance Data Notification](image)

Step 11. The **Physician License in the United States** page appears. Review the information on this page and indicate whether you have already been granted a physician license by a U.S. medical licensing authority.

a. If you have already been granted a physician license by a U.S. medical licensing authority based on other licensure examinations, continue with the **Apply for a USMLE Exam with a Physician License** section.

b. If you have **not** been granted a physician license by a U.S. medical licensing authority based on other licensure examinations, click the **No, I have not been granted a physician license by a U.S. medical licensing authority based on other licensure examinations** checkbox and click **Next**.

![Physician License in the United States](image)

Step 12. The **Add Exam** page appears. Click **Add Exam**.

**Note:** You may only add one exam at a time. Once an exam has been added, you may be able to add an additional exam.
Step 13. The Exam Details page appears. Click the checkbox next to the USMLE Step exam you want to take. Use the following instructions to complete the subsequent questions pertaining to the selected exam.

a. After selecting an exam, if a red notification appears stating that you have already passed this exam, continue with the Apply for a USMLE Exam with a Previous Pass section.

b. In the Eligibility Period Information section, select your Eligibility Period from the dropdown.

c. Select your Testing Region.
d. In the **Examinees with Documented Disabilities** section, review the question and select the appropriate answer.

   (1) If you select **Yes**, follow the on-screen instructions for more detail.

**Step 14.** Once you have entered all information, click **Confirm**.

**Step 15.** The **Add Exam** page appears. Review the newly added **Exam Type** under the **Your USMLE Application** section.

a. If you are eligible to add another exam, click **Add Exam** and follow the previous instructions.

b. If you would like to edit your exam details, click the **green pencil icon**.
c. If you would like to delete your exam, click the **red delete icon**.

**Step 16.** Click Next.

**Step 17.** The *Additional Information* page appears. Choose your native language from the **Select Your Native Language** dropdown. All other fields are optional.

![Additional Information](image)

**Step 18.** Click Next.

**Step 19.** The USMLE Application Summary page appears. Click Next.

![USMLE Application Summary](image)

**Important:** This is the last opportunity to make any changes to your exam application before proceeding to the final steps.

**Step 20.** The *Attestation by Applicant* page appears. Click the **USMLE Application Attestation** checkbox to view a larger version of the document.
a. Accepting the **Attestation by Applicant** confirms your understanding and correct completion of all USMLE application questions.

b. Review the document and click **Accept**.

**Step 21.** Click **Next**.

**Step 22.** The **Review Your Cart** page appears with a list of **Cart Items**.
a. If there are any credits in your financial account, click **Apply Credits** to use them.

![Apply Credits](image1.png)

b. Click Proceed to Payment.

![Total: $0](image2.png)

**Note:** As stated on the screen, refreshing your browser page, or navigating away from this screen using your browser’s Back button restarts your application/request. Click Previous to return to any prior screens.

c. Click your payment method, **Card** or **Bank Account**.

![Billing Address](image3.png)

d. Confirm the **Billing Address** information is correct. Correct information as needed.

![Billing Address](image4.png)

e. Enter your **Payment Info** based on the payment method you selected.
f. Click Pay $.

When the payment is successfully processed, a Thank You! confirmation notification appears, and an email confirmation is sent to your email address on file.

(1) If you are a student and your medical school participates in the MyIntealth Entity Portal (Formerly EMSWP), a request is sent to the MyIntealth Entity Portal to verify your student enrollment status.

(2) If you are a student and your medical school does not participate in the Entity Portal, your Form 183 is available on the USMLE Exam tab (at the bottom of the screen).

(3) If you are a graduate, your application should be accepted within 24 hours.

Step 23. Click Next to return to the homepage.

Note: To review any submitted cases, refer to the Review My Case Requests section.
5.1.1 Apply for a USMLE Exam with a Physician License

**Step 1.** On the Physician License in the United States page, select the Yes, I have been granted a physician license by a U.S. medical licensing authority based on other licensure examinations checkbox.

**Step 2.** An additional information box appears. Review the information and click the checkbox at the bottom of the pop-up indicating you read and understand the information.

**Step 3.** Continue your USMLE exam application with **Step 12** of Section 5.1.

*Note: If you are a medical student, it is very unlikely that you have already been granted a physician license.*

5.1.2 Apply for a USMLE Exam with a Previous Pass

When applying for a USMLE exam, you received a notification stating that you already passed the selected exam.

**Step 1.** An additional question appears.

**Step 2.** Select the applicable exception reason and click **Confirm**.

a. ECFMG Seven-Year Rule

b. Medical Authority Licensing Time Limit
**Step 3.** Continue your USMLE Exam application with Step 13 of Section 5.1.

### 5.2 Request a USMLE Eligibility Period Extension

**Step 1.** Log in to the **MyIntealth Applicant Portal**.

![MyIntealth Applicant Portal](image1)

**Step 2.** From the top banner, select **ECFMG Certification** under **Services**.

![ECFMG Certification](image2)

**Step 3.** Click the **USMLE Application** tab.

![ECFMG Certification](image3)
Step 4. Review the **Current Exam Applications** section to ensure you are within the current **Eligibility Period**.

![Current Exam Applications](image)

Step 5. Under the **Eligibility Period Extension Request** section, click **Request an Eligibility Period Extension**.

![Eligibility Period Extension Request](image)

a. If you are not currently within the **Eligibility Period**, the option to **Request an Eligibility Period Extension** is not available.

*Note: The section for an Eligibility Period Extension Request will only appear on the USMLE Application tab if you have an active exam registration.*

Step 6. Review the previously entered **Identity Information** and **Contact Information**.

![Identity Information](image)
Step 7. If no changes are necessary, click **Next**.

Step 8. On the **Eligibility Period Extension Request** page, select the exam you want to request an eligibility period extension for by clicking the appropriate checkbox.

- a. The **Processing Deadline** is the date by which the eligibility extension request must be accepted. If it is not accepted by this date, then the eligibility extension will not be provided. If you are a student, enrollment verification by the medical school is required to process the extension. The enrollment verification must be received and accepted by the **Processing Deadline** date.

- b. If you are a student and your medical school previously verified your enrollment electronically, once the request for an extension is submitted, another request is sent to your medical school to verify electronically your enrollment status.

- c. If you are a student and your medical school verifies enrollment status via the paper process, once your request is submitted to extend your eligibility period, Form 183 is provided. This form must be signed and dated and then sent to your medical school. Your medical school must then send the form back to ECFMG.

Step 9. Click **Next**.
Step 10. Review the previous and new eligibility period information on the **Eligibility Period Extension Request Summary** page. Once ready, click **Next**.

![Eligibility Period Extension Request Summary](image)

Step 11. Review the **Attestation by Applicant** information by following the instructions below:

a. Click the **USMLE Eligibility Period Extension Request Attestation** checkbox.

![Attestation by Applicant](image)

b. Review the attestation form and click **Accept**.

Step 12. Click **Next** and continue to the **Complete the Review Your Cart** section.

![Attestation by Applicant](image)
5.3 Review the Case Status of an Eligibility Period Extension Request

**Step 1.** In the top banner, click **My Cases**.

![Image of Intealth interface with My Cases section highlighted]

**Step 2.** Under **My Case Requests**, locate the **Eligibility Period Extension** case type request.

![Image of case list with Eligibility Period Extension highlighted]

a. From here, you can review the **Case Status** and click the **Case Number** for more information specific to that case.
5.4 Request a USMLE Testing Region Change

**Step 1.** Log in to the MyIntealth Applicant Portal.

![MyIntealth Applicant Portal](image1)

**Step 2.** From the top banner, select ECFMG Certification under Services.

![ECFMG Certification](image2)

**Step 3.** Click the USMLE Application tab.

![ECFMG Certification](image3)
Step 4. Scroll down to the **Testing Region Change Request** section, and click **Request a Testing Region Change**.

![Testing Region Change Request](image)

**Note:** Testing Region Change Request will only appear on the USMLE Application tab if you have an active exam registration.

Step 5. Review your **Identify Information** and **Contact Information** to verify that it is accurate. Once ready, click **Next**.

![Identity and Contact Information](image)
Step 6. Review the information on the **Testing Region Change Request** page and click the checkbox next to the exam you would like to change.

![Testing Region Change Request](image1)

Step 7. A list of available testing regions will appear below, along with their respective **Surcharge**. Select the **Testing Region** by clicking the circle next to the region.

![Testing Region Selection](image2)

Step 8. Click **Next**.
Step 9. The **Testing Region Change Request Summary** page now appears. Review the region fee information and click **Next**.

---

Step 10. Complete the **Attestation by Applicant** section by following the instructions below:

a. Click the **USMLE Testing Region Change Request Attestation** checkbox.

b. Review the information and click **Accept**.
**Step 11.** Click **Next** and continue with the **Complete the Review Your Cart** section.

![Attestation by Applicant](image)

5.4.1 Review the Case Status of a Testing Region Change Request

**Step 1.** In the top banner of the **MyIntealth Applicant Portal**, select **My Cases**.

![Thank You!](image)

**Step 2.** Under **My Case Requests**, locate the **Region Change** request.

![Case Status Table](image)
a. From here, you can review the **Case Status** and click the **Case Number** for more information specific to that case.

### 5.5 Locate and Download Student Enrollment Verification (Form 183)

If your school does not verify enrollment status electronically, you are prompted to download and complete a **paper enrollment verification form**.

The steps shown in this section apply to an applicant who has already completed the **Application for ECFMG Certification** as a student and the application was accepted. In addition, the applicant applied and paid for the **USMLE Exam**. At this point, the **paper Student Enrollment Verification (Form 183)** became available.

**Step 1.** From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and then select **ECFMG Certification** from the dropdown.

**Step 2.** Click the **USMLE Application** tab and scroll to the **Current Exam Applications** section at the bottom of the page.

**Step 3.** Click the download icon (△) in the **Paper Enrollment Form** column.
Step 4. The Student Enrollment Verification (Form 183) PDF file appears and is available to save.

a. Follow the instructions provided with the form.
5.6 Locate and Download a Scheduling Permit

**Step 1.** From the MyIntealth Applicant Portal, in the top banner, click My Cases.

**Step 2.** The list of **Case Numbers** appears within the **My Case Requests** section.

**Step 3.** Click the **Case Number** next to the Exam Registration case with a **Case Status** of **Registered**

**Step 4.** The **Case Information** page appears. Click **Download**.
5.7 Locate and Download a Score Report

Once you have received an email that your score report is available, follow the instructions below to view that report.

**Step 1.** Log in to the MyIntealth Applicant Portal.

**Step 2.** From the top banner, select ECFMG Certification under Services.

**Step 3.** Click the Exam Results tab.
Step 4. The Score Reports section will display your score report, if available.

a. This Score Report is only accessible up to the Available Until date.
b. This Score Report can be downloaded and saved by clicking the PDF file.

5.8 Request a Score Recheck

Step 1. Log in to the MyIntealth Applicant Portal.
Step 2. From the top banner, select **ECFMG Certification** under **Services**.

Step 3. Click the **Exam Results** tab.

Step 4. **Scroll** down to the **Request a Score Recheck** section and review the information. Click **Request a Score Recheck**.

Step 5. **Select** the exam that you are requesting a **Score Recheck** for by clicking the appropriate checkbox.
Step 6. **Click Next** and continue with the **Complete the Review Your Cart** section.
5.8.1 Review the Case Status of a Score Recheck

Step 1. In the top banner, select My Cases.

Step 2. Under My Case Requests, locate the Score Recheck request.

a. From here, you can review the Case Status and click the Case Number for more information specific to that case.

5.9 Request a USMLE Transcript

Step 1. Log in to the MyIntealth Applicant Portal.
Step 2. From the top banner, select ECFMG Certification under Services.

![Image of ECFMG Certification menu]

Step 3. Click the Exam Results tab.

![Image of Exam Results tab]

Step 4. Scroll down to the USMLE Transcript section and click Check USMLE Transcript Eligibility.

![Image of Check USMLE Transcript Eligibility]

a. A notification appears stating that your eligibility to request a USMLE transcript is now being checked and may take up to 30 minutes to complete.
Step 5. Once the check has been completed, click **Request a USMLE Transcript**.

![USMLE Transcript](image)

Step 6. On the **Transcript Request** page, provide all required information (*).

![Transcript Request](image)

a. Enter either the **Name of Recipient** or an **Organization** you wish to send your transcripts to. Both are not required. However, if you are sending it to a recipient within an organization, both options should be updated.

b. If you click the **Send to Self** checkbox, the fields will auto-populate with your information.

c. You also have the option to request a second transcript, which will prompt the same fields as above. If this option is selected, the option to **Send to Same Address as Transcript #1** is available, which will auto-populate the fields to match the fields above.

d. Only two transcripts can be submitted per request.

Step 7. Click **Next**.
Step 8. Review the information on the Transcript Request Summary page.

![Transcript Request Summary]

Step 9. Click Next.

![Transcript #2]

Step 10. On the Authorization by Applicant page, review the Transcript Release Authorization by following the instructions below:

a. Click the Transcript Release Authorization checkbox.

b. Review the information and click Accept.
5.9.1 Review the Case Status of a USMLE Transcript Request

**Step 1.** In the top banner, select *My Cases.*

**Step 2.** Under *My Case Requests,* locate the *USMLE Transcript* request.

a. From here, you can review the *Case Status* and click the *Case Number* for more information specific to that case.
5.10 Request to Withhold Exam Results

**Step 1.** Log in to the **MyIntealth Applicant Portal.**

![MyIntealth Applicant Portal]

**Step 2.** From the top banner, select **ECFMG Certification** under **Services.**

![ECFMG Certification]

**Step 3.** Click the **Exam Results** tab.

**Step 4.** Scroll down to the **Withhold Examination Results** section. Click **Request to Withhold Examination Results.**
Step 5. Review the information on the Request to Withhold Examination Results page. Once ready, select the exam for which you would like to withhold the results from your medical school.

- The option to withhold exam results is only available once the applicant is registered for examination.
- The request to withhold exam results cannot be reversed, and the medical school will be notified of the request to not have the results shared with them.
- If the applicant decides to withhold exam results and the medical school requires them, the applicant will later be required to request and pay for a USMLE transcript.

Step 6. Click Submit.
6 J-1 Sponsorship Application

6.1 Submit a J-1 Visa Sponsorship Application

Step 1. From the MyIntealth Applicant Portal, in the top banner, click Services and select J-1 Sponsorship from the dropdown.

Step 2. The J-1 Visa Sponsorship page appears. Click the Application tab.

Step 3. The J-1 Sponsorship Applications information appears. Under the Available Appointment Profiles section, click View for any Specialty to review the details and accept or decline an appointment profile.

Step 4. The Review Appointment Profile page appears. Review the TPL Information, Program Information, and Appointment Profile Information sections.
**Step 5.** Click Accept this Appointment Profile.

>Note: After reviewing the appointment profile information, you may opt to Decline the Appointment Profile instead.

**Step 6.** The Appointment Profile Accepted notification appears.

**Step 7.** On the J-1 Sponsorship Applications page, there is a Required Online Learning Modules for Incoming Exchange Visitor Physicians section. Review the links to the online learning modules and then click the I confirm that I have viewed and completed the required online learning modules listed above checkbox.
Step 8. Click Next.

Step 9. The Supporting Documentation page appears. Review the information and click Next.

a. To review a checklist of supporting documentation that may be required for your J-1 Visa Sponsorship application, click View Documentation Checklist. The checklist automatically opens in a new browser tab.

Step 10. The Review Your Contact Information page appears. Review the information and click Next.

Note: You cannot edit contact information on this page. To update your contact information, click My Profile in the top banner, and select Contact Information from the dropdown. Then, update the information as necessary and click Save.
**Step 11.** The **Biographic Information** page appears. Review the information, update any required fields (*), and click **Next**.

**Note:** To update biographic information such as Name, Date of Birth or gender, click **My Profile** in the top banner, and select **Identity Information** from the dropdown.

**Step 12.** The **Biographic Information Continued** page appears. Complete all required fields (*).
**Step 13.** Click **Next**.

**Step 14.** The **Emergency Contact Information** page appears. Complete all required fields (*).

- Click the **Add secondary contact** checkbox if you want to include an additional emergency contact and additional required fields (*) appear.

**Step 15.** Click **Next**.

**Step 16.** The **Passport Information** page appears. Review the information. To edit this information, click the **pencil icon** in the **Action** column.
Step 17. The **Dependent Passport Information** section is available to add dependents to your record. Review the information and determine if you want to add a dependent.

a. To add a dependent to your record, click **Add Dependent** and follow the on-screen prompts.

Step 18. Click **Next**.

Step 19. The **Confirmation of J-1 Exchange Visitor Sponsorship Requirements** page appears. Review the information and click the required checkbox confirmations.

a. Review the document and click **Accept**.
b. Repeat the steps for the J-1 Exchange Visitor Obligations to Notify Intealth Attestation.

**Step 20.** Once all checkboxes have been checked, the **Statement of Educational Objectives (SEO)** section appears. Answer the required questions (*).

**Step 21.** Click **Next**.
Step 22. The J-1 Exchange Visitor History/Location page appears. Answer the required questions (*).

![J-1 Exchange Visitor History/Location](image)

Step 23. Click Next.

![Next button](image)

Step 24. The J-1 Exchange Visitor Sponsorship Applicant Release page appears. Review the information and agree to the Acknowledgement of Intealth Discretion in J-1 Visa Sponsorship Determinations and J-1 Sponsorship Applicant Attestation checkboxes.

![Acknowledgement of Intealth Discretion](image)
Step 25. Click Next.

Step 26. The Required Documentation page appears. Use the following instructions to upload required files for this sponsorship.

a. To upload the Contract/Letter of Offer:
   (1) Click Upload Files.
   (2) Select the file to upload.
   (3) A preview of the file appears. Click Save (disk icon).

b. To upload your Curriculum Vitae, repeat the above steps.

c. To upload a Sponsorship Final Medical Diploma document, click the Credential Verification tab and follow the on-screen instructions to continue.
Step 27. Click Next.

Step 28. The J-1 Visa Sponsorship Application Summary page appears. Review the information and click Pay for Application.

Step 29. The Review Your Cart page appears with an overview of the Cart Items.

Step 30. Click Proceed to Payment at the bottom of the screen.

Step 31. Select your method of payment, Card or Bank Account and enter the required payment information.
Step 32. Click Pay $.

Step 33. When the payment is successfully processed, a Thank You! Notification message appears and an email confirmation is sent to your email on file.

a. It is recommended to document your case number (C-#) for this request. It helps Intealth advisors quickly locate your case.

Step 34. Click Next to complete the application and return to the MyIntealth Applicant Portal homepage.

6.1.1 Add and Upload a Document to a J-1 Sponsorship Application

This section highlights how to add and upload a document to a J-1 Sponsorship Application within the MyIntealth Applicant Portal.

Step 1. From the MyIntealth Applicant Portal, in the top banner, click Services and select J-1 Sponsorship from the dropdown.

Step 2. The J-1 Visa Sponsorship page opens. Click the Application tab.
Step 3. The J-1 Sponsorship Applications page opens. In the Current Applications section, click View.

![J-1 Sponsorship Applications](image1)

Step 4. The **Current Application** page opens. Scroll to the bottom of the page and click **View and Upload Documents**.

![Current Application](image2)

Step 5. The Required Documentation section opens. Click Add Document.

![Required Documentation](image3)

Step 6. A dropdown list appears. Select the appropriate document type.

![Add Document](image4)

Step 7. The **Upload document** pop-up appears. Click **Upload Files** and select the file for upload.

![Upload document](image5)
Step 8. A preview of the document appears. Click **Save** (disk icon).

![Image of a document preview](image)

Step 9. A **Success** notification appears indicating that the file was uploaded.

![Image of a success notification](image)

6.1.2 Submit a J-2 Dependent

**Step 1.** From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and select **J-1 Sponsorship** from the dropdown.

![Image of the MyIntealth Applicant Portal](image)

**Step 2.** The **J-1 Visa Sponsorship** page appears. Click the **Application** tab.

![Image of the J-1 Visa Sponsorship page](image)

**Step 3.** Click the Applicant/Dependent Supplemental Information tab.

![Image of the Applicant/Dependent Supplemental Information tab](image)

**Step 4.** Scroll to the **Dependent-Passport Information** section. Within that section, review the **Dependent Information** and click **Add Dependent**.

![Image of the Dependent-Passport Information section](image)
Step 5. A new **Dependent Information** page appears. Answer the required questions (*) related to the dependent to be added.

**Dependent Information**

ECFMG is authorized to sponsor the spouse and/or unmarried minor children of a J-1 physician for entry into the United States under J-2 visa status. A minor child is defined as one under the age of 21. A J-1 physician’s parents, siblings, extended family members, and nieces are not eligible for sponsorship as J-2 dependents. J-2 dependent sponsorship can be requested at the time of J-1 visa sponsorship or at any time via the J-3 visa sponsorship section of MyIntealth.

- Do not add your spouse if they currently hold and will maintain their own independent visa status (such as J-1, H-1B, etc.).
- Children should be added only to one sponsorship record if both parents hold J-1 status.
- Do not add a dependent (either spouse or child) if they are a U.S. citizen. U.S. citizens do not require J-2 sponsorship.

* Last Name/Surname:
* First Name:
* Gender: Select Gender
* Relationship: Select Dependent Relationship
* Date of Birth:
* Birth State:
* Birth City:
* Birth Country: Select Birth Country
* First Citizenship Country: Select First Citizenship Country
* Passport Number:
* Passport Expiration Date:

**Important Notes:**
- Please enter/edit the information for your dependent(s) exactly as it appears in their passport(s). If the information you enter differs from what appears in the individual’s passport, we will change the entry to match the information in the passport.

**Add Dependent**

Step 6. Click **Save**.

**Address Information:**

Same address as J-3 Physician
3646 Market St
Philadelphia, Pennsylvania
19104
United States

**Important Note:** Please be advised that upon arrival to the United States, all accompanying J-2 dependents (spouses and children under the age of 21) are expected to reside at the same U.S. residential address as the J-1 exchange visitor.

**Save** **Cancel**

Step 7. The **Required Documentation** page appears. Review the information and use the following instructions to continue.

**Required Documentation**

You must upload a copy of the biographic page (name page) from the dependent’s passport. If the image of the page with the dependent’s name and photo does not include the expiration date, you must upload an image of the page that includes the passport expiration date. If the text in the image of the passport page with the dependent’s name and photo is not in Latin characters, you will also need to upload an image of the section of the passport that is in Latin characters.

In addition to the passport, you must upload a copy of the evidence of family relationship (Marriage/Birth/Adoption Certificate). If the evidence of family relationship certificate is not in English, the certificate must include notarized English translation(s). It is your responsibility to ensure that all supporting documentation is submitted to ECFMG for review.

When you have prepared the necessary documents, click **Add Document** and select the appropriate document type from the list.
a. Click **Add Document**.

![Add Document](image)

When you have prepared the necessary documents, click Add Document and select the appropriate document type from the list.

b. Select **J-2 Dependent’s Passport Biographic Page** from the dropdown.

![Select an Option](image)

An **Upload document** pop-up appears. Use the following instructions to upload a document.

![Upload document](image)

1. Click **Upload Files**.
2. Select the file to upload.
3. A preview of the document appears. Click **Save** (disk icon).

![Preview](image)

1. The pop-up window now shows a preview of the document and provides the option to upload either: a **Passport Translation** or **Passport Expiration Page**. If either need to be uploaded, click the respective checkbox(es), and follow the instructions above to upload those files.
(5) Click **Close**.

**Step 8.** Select **Marriage/Birth/Adoption Certificate** option from the dropdown. Repeat the instructions shown in the previous step to upload the appropriate documentation. **Both options must be added.**

**Step 9.** Once both options (J-2 Dependent’s Passport Biographic Page and Marriage/Birth/Adoption Certificate) have been uploaded, click **Save**.
**Step 10.** The **Federally Mandated Requirements for J-2 Dependents** page appears. Review and acknowledge the information by clicking the checkboxes.

*As each checkbox is clicked, a pop-up of an associated document appears for review. Once reviewed, click **Accept**. Continue until all checkboxes have been clicked, reviewed, and accepted.*

**Step 11.** Click **Next**.
Step 12. The Passport Information page appears again. Scroll to the Dependent-Passport Information section to review the Pending dependent.

<table>
<thead>
<tr>
<th>Name of Dependent</th>
<th>Relationship</th>
<th>Gender</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet Austen</td>
<td>Spouse</td>
<td>Female</td>
<td>Current</td>
</tr>
<tr>
<td>Thomas Austen</td>
<td>Child</td>
<td>Male</td>
<td>Pending</td>
</tr>
</tbody>
</table>

6.2 Submit a Sponsorship Credential Verification Request

Step 1. Login to the MyIntealth Applicant Portal.

Step 2. From the MyIntealth Applicant Portal, in the top banner, click Services, and then select J-1 Sponsorship from the dropdown.

Step 3. Click the Credential Verification tab.
Step 4. Click Credential Verification Request.

Step 5. The **Upload Credential for Verification** section appears. Select a **Credential Type** to be uploaded using the dropdown menu.

a. Additional required (*) fields appear. Enter information for each of these fields.

b. To upload the credential, use the following instructions.
   
   (1) Click **Upload Files** and select the file to upload.

   (2) A preview of the document appears. Click **Save** (disk icon).

c. In the Name Documentation section, enter the Name on Document.
(1) If the **Name on Documentation** differs from the **Name in Intealth Profile**, click the checkbox.

(2) Additional supporting documentation needs to be uploaded to support the name difference.

(3) Follow the instructions previously shown to upload the supporting documentation.

d. In the **Credential Translation** section, click the checkbox if the credential is in a language other than English.

(1) Additional supporting documentation needs to be uploaded.

(2) Follow the instructions previously shown to upload the supporting documentation.

e. To select the medical school/institution that issued the credential, use the following instructions.

(1) Search the name.

(2) Click the **medical school/institution** once the name appears.
(3) **Click Add.**

![Add Organization](Add_Organization.png)

**Step 6.** The **Credential Verification Request Summary** page appears. Review the information and make any necessary edits. Click **Next**.

![Credential Verification Request Summary](Credential_Verification_Request_Summary.png)

**Step 7.** The **Attestation by Applicant** page appears. Click the **Request for Credential Verification Attestation** checkbox to review and acknowledge the terms and policies.

![Attestation by Applicant](Attestation_by_Applicant.png)

a. The attestation appears in a pop-up.

b. Review the document and click **Accept**.
Step 8. Click Next.

Step 9. A Thank You! notification appears stating that you have successfully submitted your application/service request.

a. It is recommended to save your case number for future reference.

Step 10. Click Next to return to the MyIntealth Applicant Portal homepage.

6.3 Submit an Application for the Department of State (DOS) Case Materials

This section highlights how to submit an Application to submit Department of State Case Materials within the MyIntealth Applicant Portal. It also includes a sub-section for reviewing a submitted application and adding documents to that existing application.

Step 1. From the MyIntealth Applicant Portal, in the top banner, click Services, and select J-1 Sponsorship from the dropdown.
Step 2. The **J-1 Visa Sponsorship** page opens. Click the **Application** tab.

Step 3. The J-1 Sponsorship Applications page opens. Under the Current Applications section, click View.

Step 4. The **Current Application** page opens. Scroll to the bottom of the page and click **View and Upload Documents**.

Step 5. The Required Documentation section opens. Click Add Document.

Step 6. Select the **Department of State Case Materials** option from the dropdown.
Step 7. The Upload document pop-up appears. Click Upload Files and select the file to upload.

Step 8. A preview of the document appears. Click Save (disk icon).

Step 9. A Success notification appears indicating that the file uploaded successfully.

6.3.1 Review a Department of State Application and Add More Documents (If Applicable)

Step 1. Return to the J-1 Sponsorship Applications page. Under the Current Applications section, click View.

Step 2. The Current Application page opens. Scroll to the bottom of the page and click View and Upload Documents.
Step 3. Click the View Documents tab.

Step 4. The Uploaded Documents page opens. Review the Document Type and Status below.

a. If the status is Incomplete, under the Deficiency column, click View.

b. The Deficient Document pop-up appears. Review the comments.

c. Scroll down and click Add Document.

d. The Upload document pop-up appears. Click Upload Files and select the file to be uploaded.
e. A preview of the document appears. Click **Save** (disk icon).

f. A **Success** notification appears indicating that the file uploaded successfully.

g. The newly uploaded document is sent for review.

### 6.4 Submit a Board Application

**Step 1.** From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services** and select **J-1 Sponsorship** from the dropdown.

**Step 2.** Click the **Board Exam** tab.
Step 3. Click Initiate Board Application.

Step 4. Enter all required information (*) in the **ABMS Member Board Examination Details** section.

Step 5. Click **Next**.

Step 7. Click the I confirm that I have viewed and completed the required online learning modules listed above checkbox.

Step 8. Click Next.

Step 9. The Supporting Documentation page appears. Click View Documentation Checklist to review the Application Processing Instructions, Documentation Required for Continuing Applicants, and more.
**Step 10.** Click **Next**.

**Step 11.** Review Your Contact Information and click **Next**.

**Step 12.** Review your Biographic Information and click **Next**.

**Step 13.** Review your Emergency Contact Information and click **Next**.
Step 14. Review your **Passport Information** and click **Next**.

Step 15. Review the Confirmation of J-1 Exchange Visitor Sponsorship Requirements and click the checkboxes.

Step 16. Click **Next**.

Step 17. Review the **Cross-cultural Experiences** information and enter your cross-cultural experience examples in the textbox.
Step 18. Click Next.

Step 19. Review the information on the J-1 Exchange Visitor Sponsorship Applicant Acknowledgement and Attestation page and click the checkboxes.

a. As you click each checkbox, a related attestation/acknowledgement displays.

b. Click Accept for each attestation/acknowledgement.
Step 20. Click Next.

Step 21. The Required Documentation page appears. Use the following instructions to upload all required documents.

a. Click Upload Files and select the file to upload.

b. A preview of the file appears. Click Save (disk icon).

c. A Success notification appears, and a thumbnail file preview appears under the Upload Files button.

d. Repeat these upload steps for all required document uploads (e.g., Proof of Funding, Proof of ABMS board registration, Form I-644, etc.).

Step 22. Click Next.
Step 23. The J-1 Visa Sponsorship Application Summary page appears. Review the information and click Pay for Application.

Step 24. The Review Your Cart page appears with an overview of your Cart Items. Click Proceed to Payment.

Step 25. Select your method of payment, Card or Bank Account, and enter your payment information as required.

Step 26. Click Pay $.
**Step 27.** When the payment is successfully processed, a **Thank You!** Notification message appears and an email confirmation is sent to your email on file.

a. It is recommended to document your case number (C-#) for this request. It helps Intealth advisors quickly locate your case.

![Thank You! Message]

**Step 28.** Click **Next** to return to the **MyIntealth Applicant Portal** homepage.
7 ERAS Support Services at ECFMG

7.1 Request an ERAS Token

Step 1. From the MyIntealth Applicant Portal homepage, in the top banner, click Services, and select ERAS Support Services from the dropdown menu.

Step 2. The About ERAS Support Services page opens. Click the ERAS Token Request tab.

Step 3. Click Request ERAS Token.

Step 4. A new page appears with information about the ERAS Token Request Notice and Disclosures. Review the information and click the I accept the above disclosures checkbox.

Step 5. Click Next.
Step 6. A new page appears with information about **Contact Information** and **Citizenship Status**. Review the information and click **Next**.

**Contact Information**

Please review your contact information below. If any information is incorrect or needs to be updated, you must go to My Profile and make the necessary changes now. Please note that submitting certain changes to your identity information will need to be reviewed and approved before you can continue with this application. If you confirm that the contact information in your profile is correct as listed below, click **Next**.

Country

Australia

**Citizenship Status**

Physicians who do not hold citizenship or permanent residency status in the United States must secure status in a valid U.S. visa classification to participate in programs of U.S. graduate medical education (GME). There are various visa/immigration options available to foreign national physicians who seek to participate in U.S. GME. Each visa classification carries distinct regulatory requirements and obligations specific to the foreign national, the visa sponsor, and/or the training institution or employer. It is important to note that eligibility for a particular visa classification should not be presumed. In the case of ECFMG J-1 visa sponsorship, a determination of eligibility cannot be made until a full J-1 visa sponsorship application is made and supporting documentation is reviewed.

**Step 7.** The **Degree Medical School Confirmation** information appears. Indicate if your **Degree Medical School** (listed above) is correct.

**Degree Medical School Confirmation**

Please review the Degree Medical School information in your profile.

Degree Medical School: 1 Military Hospital

*Is your Degree Medical School correct?*

- Yes
- No

If you select **No**, follow the on-screen instructions to resolve the error. You **cannot** proceed with your ERAS Token request until all information is correct.
Step 8. Click **Next**.

![Degree Medical School Confirmation](image)

Step 9. The **ERAS Token Request Summary** page appears. Review the information and click **Next**.

![ERAS Token Request Summary](image)

Step 10. The **Review Your Cart** page appears with an overview of your **Cart Items**.

![Review Your Cart](image)

Step 11. Click **Proceed to Payment** at the bottom of the screen.

![Total: $165.00](image)

Step 12. Select your payment method, **Card** or **Bank Account**, and enter payment.
Step 13. Once you have entered all required information, click **Pay $**.

Step 14. Once the payment is successfully processed, a **Thank You!** confirmation message displays, and an email confirmation message is sent to your email address on file.

![Thank You!](image)

- It is recommended that you document this request’s case number (C-#) for future reference.

Step 15. Click **Next** to complete the application and return to the **MyIntealth Applicant Portal** homepage.

Step 16. In the top banner, click **Services**, and select **ERAS Support Services** from the dropdown.

![Services Dropdown](image)

Step 17. The About ERAS Support Services page opens. Click **ERAS Token Request**.

![About ERAS Support Services](image)
Step 18. The ERAS Token Request Information appears.

Note: You must register this token at AAMC’s MyERAS to begin working on your ERAS application. Once your ERAS Token has been issued, follow the linked instructions to register it.

7.2 Upload a Supporting Document to ERAS Support Services

Step 1. From the MyIntealth Applicant Portal, in the top banner, click Services, and select ERAS Support Services from the dropdown.


Step 3. Review the information and click Upload Documents.
Step 4. Review the instructions for uploading and scroll to the applicable section (e.g., Upload Photograph, Upload Medical School Performance Evaluation, or Upload Transcript). Use the following instructions to upload a document.

a. Click **Upload Files** and select a file to upload.

![Upload Files](image)

Once your document(s) have been successfully uploaded, click Submit.

b. A preview of the document appears. Click **Save** (disk icon).

![Document Preview](image)

c. Repeat this process for any additional sections if applicable (e.g., Upload Photograph, Upload Medical School Performance Evaluation, or Upload Transcript).

Step 5. Click **Submit**.

![Submit Button](image)

Step 6. The document is saved and submitted.

7.3 Request a Transcript Transfer from the ECFMG Certification Record to the ERAS Application

Step 1. From the MyIntealth Applicant Portal, in the top banner, click **Services** and select **ERAS Support Services** from the dropdown.

![Services Dropdown](image)

Step 2. The ERAS Support Services page appears. Click the Document Upload tab.
Step 3. Click Request Medical School Transcript Transfer from ECFMG Certification.

Step 4. The Request Medical School Transcript Transfer from ECFMG Certification page appears. Enter all required information (*).

Step 5. Click Next.

Step 6. Information summarizing your request appears. Click Submit.
Step 7. **A Thank You!** message appears indicating that you have successfully submitted your request.