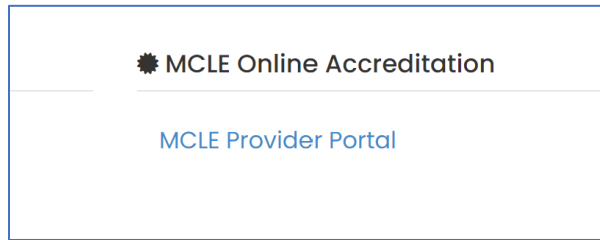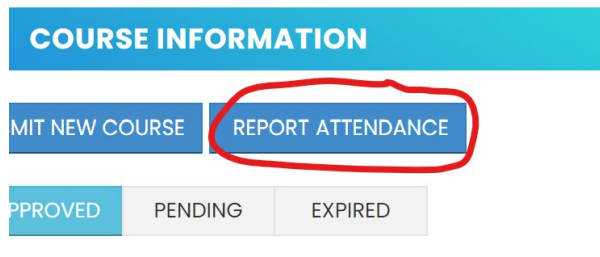## Instructions for Provider Attendance Reporting
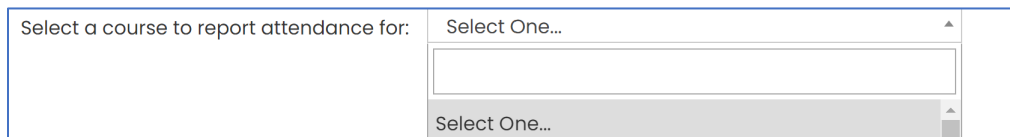
- From your provider dashboard, click "MCLE Provider Portal".

- Under the "Course Information" section, click the "Report Attendance" button.

- Use the dropdown with accompanying search bar to locate and select the course you would like to report attendance.


- Once the course is selected, create the roster of attendees. You may manually enter the attendees using the "Search and Add Attendee" button. Another option is to import a list of attendees from a CSV file using the "Import Records" button.
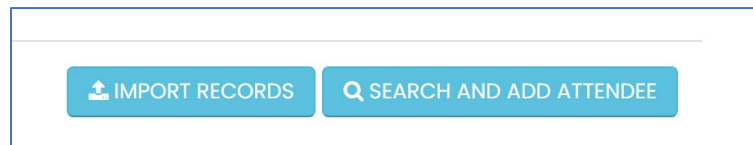
  - *"Search and Add Attendee" Option:*
    - Type the bar number of the attendee and click "Search".
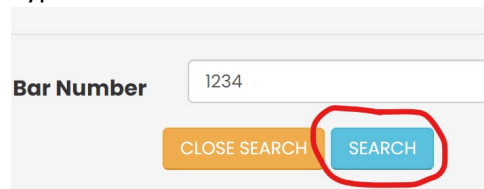
- Under the proper attorney, click the "+ Add Attendee" button.
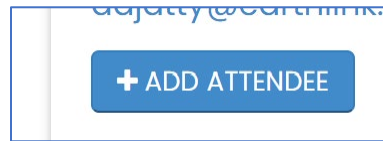
+ ADD ATTENDEE

- The attorney will be added to the roster list. Complete the credit quantity by type and the date of attendance fields.

| General Credits	Ethics Credits	AAMH Credits	Attended Date
0.0	0.0	0.0	05/dd/2022

o *"Import Records" Option:*
  - If you would rather upload a CSV file of attendees, create a CSV file with the list of attendees. The CSV format must **exactly** match the example below:

|	A	B	C	D	E	F	G
1	BarID	FirstName	LastName	GeneralCEUs	EthicsCEUs	AAMHCEUs	AttendedDate
2	5527	John	Doe	1.5	0	0.5	3/7/2022
3	1234	Jane	Doe		1		3/17/2022
4							
5							

  - Click the "Import Records" button.

⬆ IMPORT RECORDS Q S
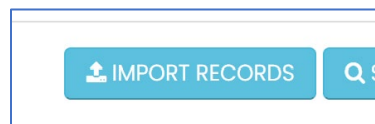
  - You may either drop drag your CSV file into the box or use the "Click Here" button to locate and open the CSV file on your computer.

Drag and drop CSV file to load attendee list or CLICK HERE
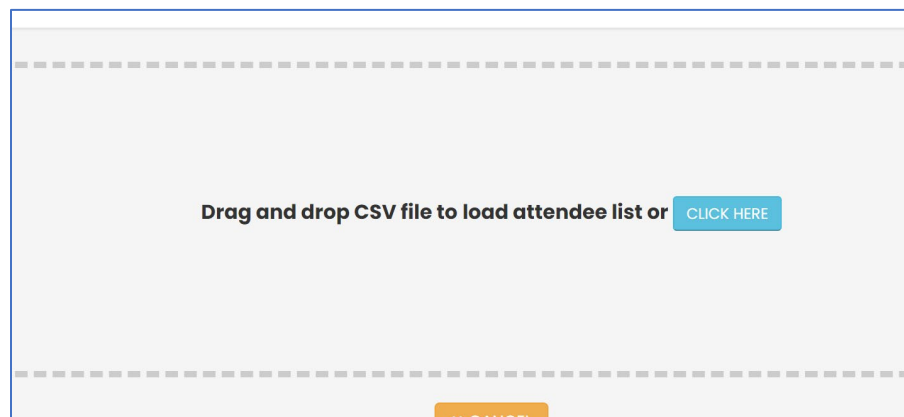
✖ CANCEL

- Your list of attendees will be loaded. Click "OK".
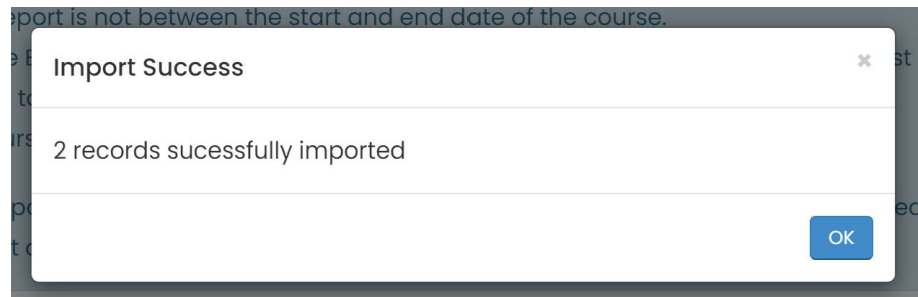
- Once the attendance list is loaded, you must validate each record to ensure reporting accuracy. Click the "Validate All" button to validate your entries. You may also click the checkmark buttons next to each record to validate your entries individually.

- You will receive error messages if there are any issues with records reported (incorrect names, credit amounts, invalid dates, etc.). The errors must be resolved before proceeding to the next step.

- Once validated, click the "Save Validated" button to save your entries. You may also click the floppy disk buttons next to each record to save your entries individually.

- The credits will be saved to the State Bar of Nevada's system. Click "Close" to return to the roster list or "Download Log" to download the credits uploaded today.
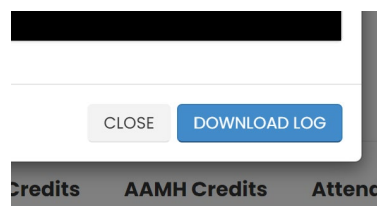
- Finally, click the "Complete Submission" button to submit your roster.

⬆ COMPLETE SUBMISSION

- Click "OK' to confirm.

This will complete the attendance reporting for the currently selected course. Any unsaved data will be lost. Are you sure?

CANCEL   OK

- If an invoice was generated, you will have the option to pay at this time.

been generated. In order to complete reporting, this invoice must be paid. Select Yes to view and pay this invoice now. If you select No, you can always access and pay this invoice via the Provider Portal.

NO   YES