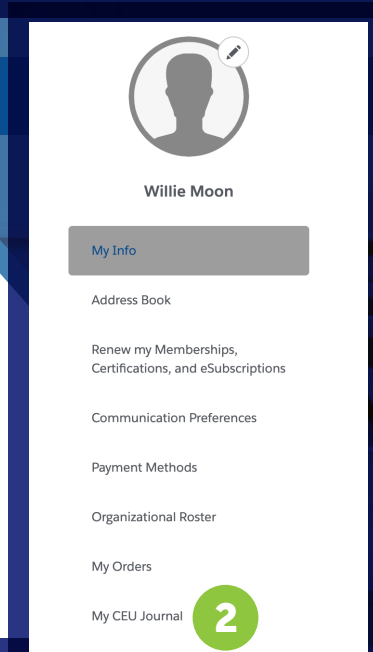


CERTIFICATION RENEWAL INSTRUCTIONS

HOW TO COMPLETE YOUR CEU JOURNAL:

- 1** Log into the AAMI Community Portal at <http://store.aami.org> using your existing account information.
If you don't know this, please contact membership@aami.org and an AAMI representative will assist you. You can also use the 'Forgot your Password' feature to receive a reset link.
- 2** Navigate to 'My CEU Journal' to begin adding your CEUs and supporting documents.
- 3** Begin adding 'New Entries' until you reach your 30 CEU requirement. Once you reach at least 30 CEUs, click 'Submit'.



HOW TO MAKE YOUR RENEWAL PAYMENT:

- 1** Repeat Step 1 from above.
- 2** Navigate to Sales orders by clicking 'My Orders'.
- 3** Pay the Renewal Fee by clicking 'Pay Now' on your open order.

Please be sure to complete and submit your CEU journal and payment for your certification renewal by 12/31/2022 to maintain your certified status through 12/31/2025. If your renewal payment is made between 1/1/2023 and 3/31/2023, you will incur an additional \$100 reactivation fee. Any renewals not completed and submitted by 3/31/2023 will be revoked and can only be reactivated by retaking and passing the certification exam.

If you run into any issues at all with your CEU journal and renewal for 2022 using the online CEU journal and payment format, please reach out to an ACI representative at aci@aami.org for assistance.

