

## Member CEU Update Instructions

NSCHBC is using the web-based spreadsheet tool “**Smartsheet**” to provides members with a place to maintain information about their CEU.

### Step 1

Go to the NSCHBC website (<https://nschbc.org/>) and click on Member Login.

### Step 2

Click on the person icon and select View Profile.



Click Figure for Profile/Password Change

Our Sponsors

Site Search



Membership Toolbox

### Step 3

Access your personal CEU spreadsheet by:

Clicking the link in your Membership Management System profile:

2 letter state abbr (separated by a comma if multiple) where consulting is provided

AK, AL, AR, AS, AZ, CA, CO, CT, DC, DE, FL, G

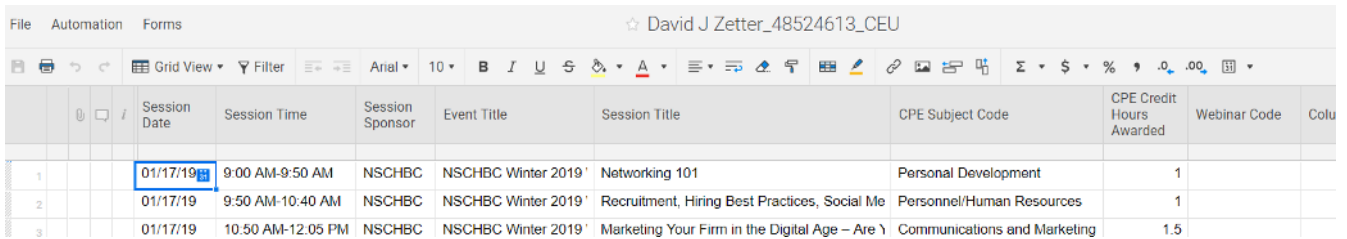
CEU Link <https://app.smartsheet.com/sheets/P3gxpqH7gJ>

Areas of Expertise  Accounting



#### Step 4

Your CEU spreadsheet should be titled with your name and MMS ID number and look similar to this:



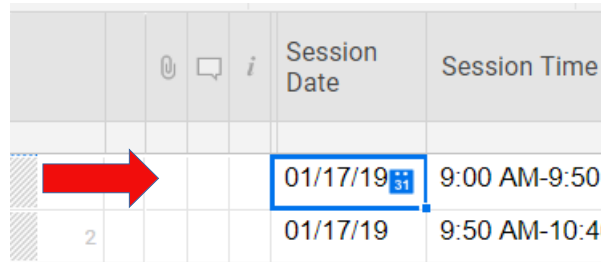
	Session Date	Session Time	Session Sponsor	Event Title	Session Title	CPE Subject Code	CPE Credit Hours Awarded	Webinar Code	Column
1	01/17/19	9:00 AM-9:50 AM	NSCHBC	NSCHBC Winter 2019'	Networking 101	Personal Development	1		
2	01/17/19	9:50 AM-10:40 AM	NSCHBC	NSCHBC Winter 2019'	Recruitment, Hiring Best Practices, Social Me	Personnel/Human Resources	1		
3	01/17/19	10:50 AM-12:05 PM	NSCHBC	NSCHBC Winter 2019'	Marketing Your Firm in the Digital Age – Are Y	Communications and Marketing	1.5		

Update the spreadsheet.

#### Step 5

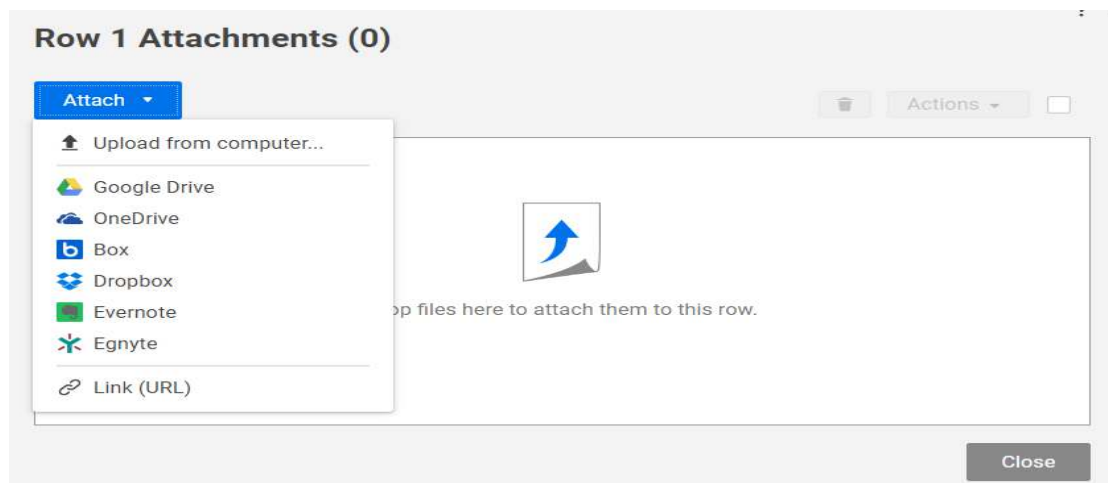
Attach supporting documentation to the spreadsheet:

1. Identify the row for the document attachment
2. Click the cell under the paperclip icon:



	Session Date	Session Time
	01/17/19	9:00 AM-9:50
2	01/17/19	9:50 AM-10:4

3. Follow the attachment instructions:



4. Click Close

5. To remove an attachment, click on the paperclip icon in the row with the attachment to be removed.
6. Click on the attachment to be removed:

The screenshot shows a window titled "Row 2 Attachments (1)" with a close button in the top right corner. On the left, there is a blue "Attach" button. In the center, an attachment is displayed with a thumbnail icon, the title "New OMS Practice Management Diagram .jpg", and the text "July 15, 2019 8:13 AM by David Everett (1M)". To the right of the attachment is a trash can icon and an "Actions" dropdown menu. The "Actions" menu is open, showing the following options: "Open", "Download Selected File", "Send Selected Attachment...", "Edit Description...", "Upload New Version...", "Version History", and "Delete Selected Attachment". A "Close" button is located at the bottom right of the window. In the background, a table with numerical values (1, 1, 1.5, 1.5, 1.5) is partially visible.

7. Click on the Actions drop-down menu:
8. Click "Delete Selected Attachment". Verify the delete. Click Close.