

CPME PORTAL INSTRUCTIONS

Providers can now submit documents (e.g. petitions, progress reports applications, annual report, etc.) using CPME's portal. Please note the documents must include a **signed** cover letter detailing the organization's request and all requested information. Access to the CPME portal can be found in the upper right-hand corner of the Council's main page (cpme.org). To login, use your organization's username and current password.

Uploading document(s): The document, signed cover letter, and other requested materials/information must be uploaded to the portal by accessing the "Documents" link on your portal's home page. Click the "Upload New Document" link and then the "Choose File" link to upload your documents. Note: each type of document must be uploaded as one single, bookmarked, PDF document.

Fill in the following required fields:

- **File to Upload** – Click the "Choose File" box and select file to upload
- **User** – Select your organization user ID
- **Document Category** – From the drop down menu, choose the correct type of document (e.g. CE Petition, CE Progress Report, CE Application, CE Annual Report, etc.)
- **Document Name** – Choose a name for the document
- **Visible?** – Choose "No" for document to be visible to non-administrators
- **Document Notes** – Add any additional comments
- **Submit/Cancel** – Click "Save and Return" then "OK" from pop-up box
- **File Upload Progress** – When the "Status Complete Window 100%" appears, the file has been uploaded; close this window.
- **Upload Complete Page** – Click "Upload another document" link to upload additional documents. You are returned to the "Document Administration Add/Edit Document" page. Repeat the above steps beginning with "File to Upload."
- **Document Administration Page** – When all documents are uploaded click "Return to documents screen" and then click "Your Documents." The uploaded document should be listed. Click the logout icon  at the top of the page to logout.

Online Portal Payments: Online credit card payments may be made by signing into the portal and accessing the Online Payments Link on your home page. Click on the payment link to make your payment.

Fill in the following required fields:

- **Amount** – Transaction amount is invoice total amount due
- **Billing address** – address associated with the credit card
- **Billing zip code** – zip code associated with the credit card
- **Credit card number** – credit card number (no dashes or spaces)
- **Expiration date** – MMY
- **Email address** – if you wish to receive a confirmation email
- **Click 'Submit'**
- **Click 'OK'** in pop-up box to confirm payment. Click the logout icon  at the top of the page to logout.