**Preferred Provider Program**

**For Providers**

Uploading Attendee Rosters

1. Log in into your portal account at <https://myaccount.conventionindustry.org/Login.aspx?ReturnUrl=%2f> (There is one administrator per organization)
2. On the Home page lower right hand side, click the **Upload Roster** Icon



1. To submit event attendee information and create CMP Preferred Provider CE records, please follow these steps:
* Select the name of the approved program from the Class drop-down list

 

* Click "Choose File", select the appropriate attendee file and click "Ok", then click "Attach".
* If you attach the wrong file you may click "Remove" to remove the file and replace it with another.
* Click "Continue"
	1. **File Format Requirements**
* CSV or TXT format
* One single column with a header row labeled "Email"
* One email address per row
* No other data fields

Please note that only email addresses for **verified attendee** may be submitted.

The upload will be validated and you will be given a Roster Import Summary



You can then Export the Results – This will give you only the failed email addresses and general reason.



1. Click Submit to complete upload

