



IntealthTM

Advancing the Global Health Workforce

MyIntealthTM Entity User Guide

Contents

1	Access the MyIntealth Entity Portal	1
1.1	Establish New Entity and Authorized User Account(s)	1
1.2	Access MyIntealth Account for an Authorized User of ECFMG’s Former Online Services	1
2	Enrollment Verification.....	6
2.1	Complete an Enrollment Verification Request	6
3	Performance Data	9
3.1	Access USMLE Performance Data	9
4	Credentials Verification.....	11
4.1	Complete a Credential Verification Request	11
4.2	Upload and Certify the Authenticity of a Requested Credential	20
5	Electronic Residency Application Service (ERAS)	26
5.1	Credential Uploads and Reuploads for ERAS	26
5.1.1	Credential Uploads for ERAS	26
5.1.2	Credential Reupload Requests for ERAS.....	29
6	Training Program Liaisons (TPLs).....	31
6.1	Access and Utilize J-1 Visa Sponsorship Services	31
6.1.1	Create an Appointment Profile	33
6.1.2	Add Applicants to an Appointment Profile.....	35
6.1.3	Submit an Appointment Profile.....	38
6.1.4	Upload Documents to an Appointment Profile	40
6.1.5	View Application Deficiencies.....	43
6.1.6	Update an Applicant’s Appointment Profile Details.....	46
6.1.7	Search for Applicants.....	48
6.1.8	Confirm the Active Participation of J-1 Physicians	49
6.1.9	Access Resources	51
7	Certification Verification Service (CVS).....	52
7.1	Submit New CVS Requests.....	52
7.2	View CVS Requests.....	57
8	Electronic Portfolio of International Credentials (EPIC).....	58
8.1	View EPIC Notifications.....	58
8.2	Receive an EPIC Report – EPIC Partner Organization.....	61

1 Access the MyIntealth Entity Portal

1.1 Establish New Entity and Authorized User Account(s)

If your organization does not already work with Intealth and you are interested in using Intealth services such as **Credentials Verification**, **Enrollment Verification**, or **Certification Verification Service (CVS)**, please contact us at entitysupport@ecfmfg.org.

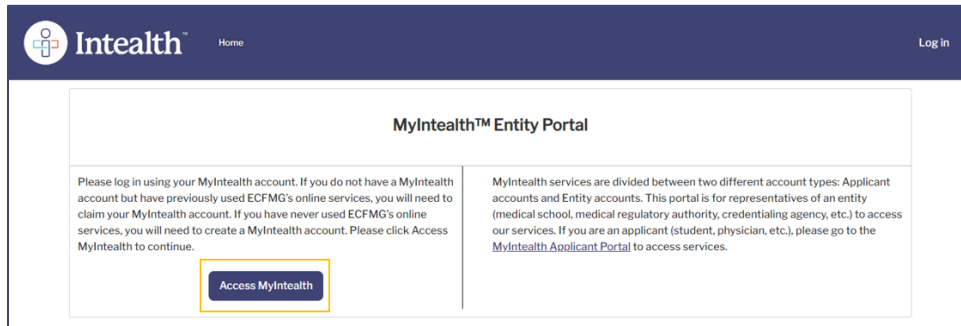
If your organization already uses Intealth services and you were an authorized User of ECFMG's former online services, please refer to the [Access MyIntealth Account for an Authorized User of ECFMG's Former Online Services](#) section below on how to access your account.

1.2 Access MyIntealth Account for an Authorized User of ECFMG's Former Online Services

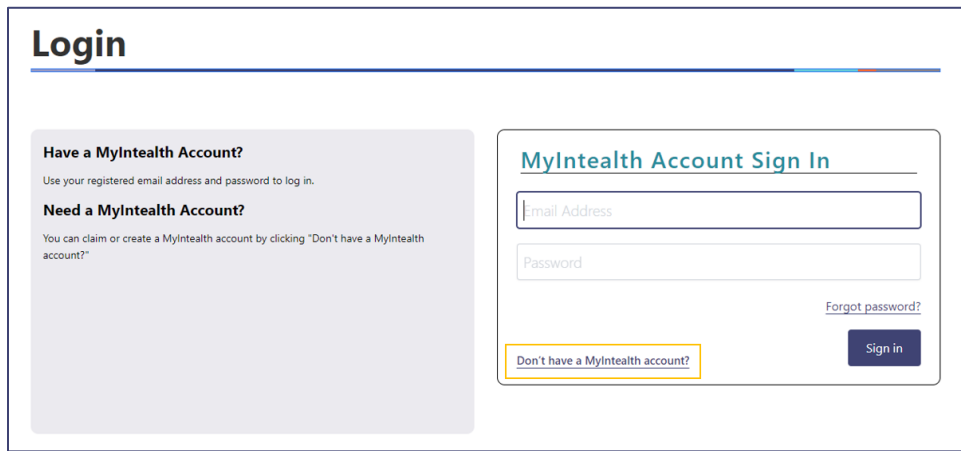
Step 1. Access the **MyIntealth** login page at www.myintealth.app, and click **MyIntealth Entity Portal**.



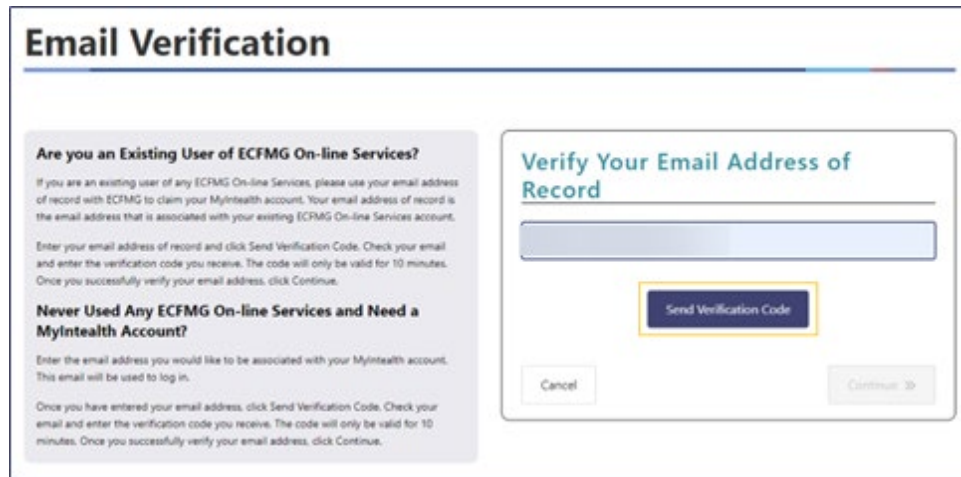
Step 2. Click Access MyIntealth.



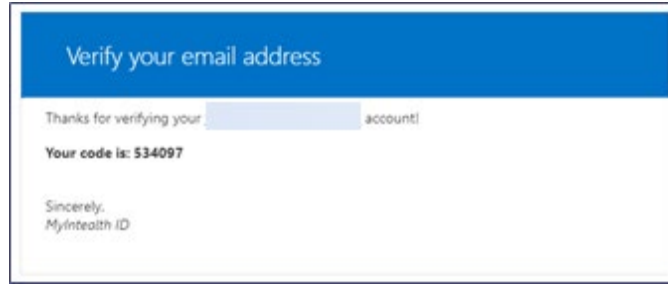
Step 3. Click Don't have a MyIntealth account?



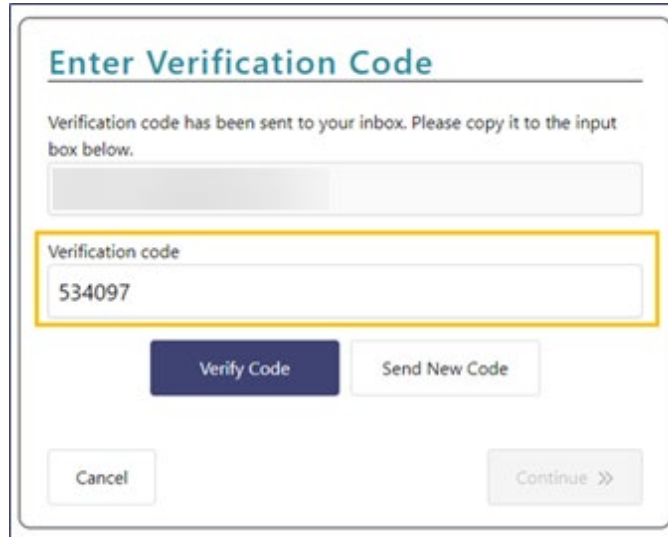
Step 4. Provide the email address currently on record for ECFMG online services, and click Send Verification Code.



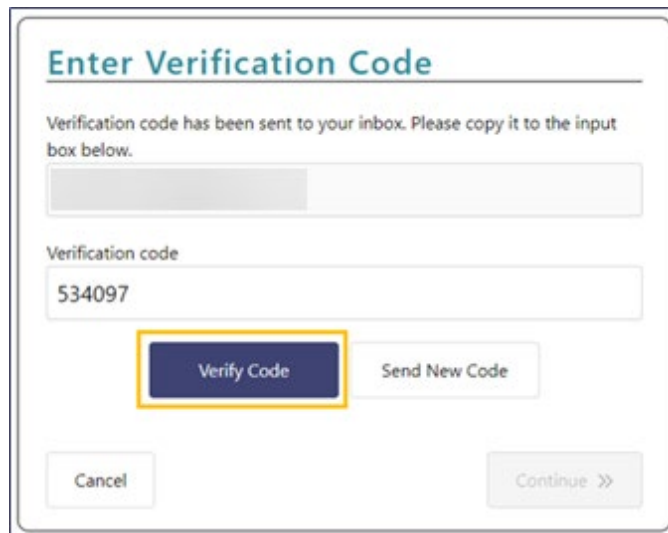
Step 5. The **Verification Code** is sent to the assigned email address.



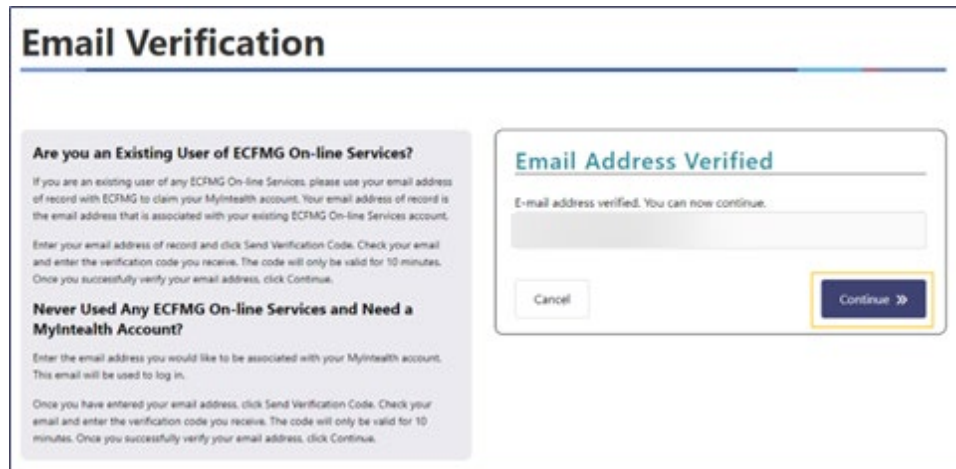
Step 6. Return to the **Email Verification** screen, and enter the provided **Verification Code**.



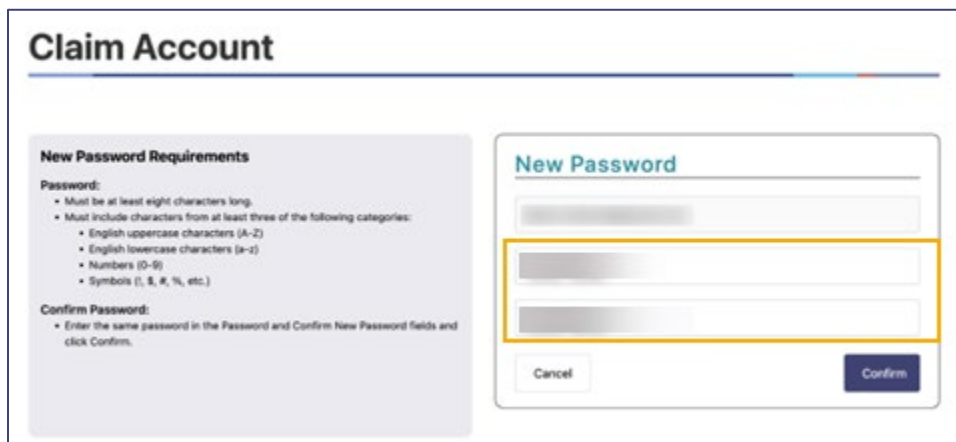
Step 7. Click **Verify Code**.



Step 8. The **Email Address Verified** section appears. Click **Continue**.



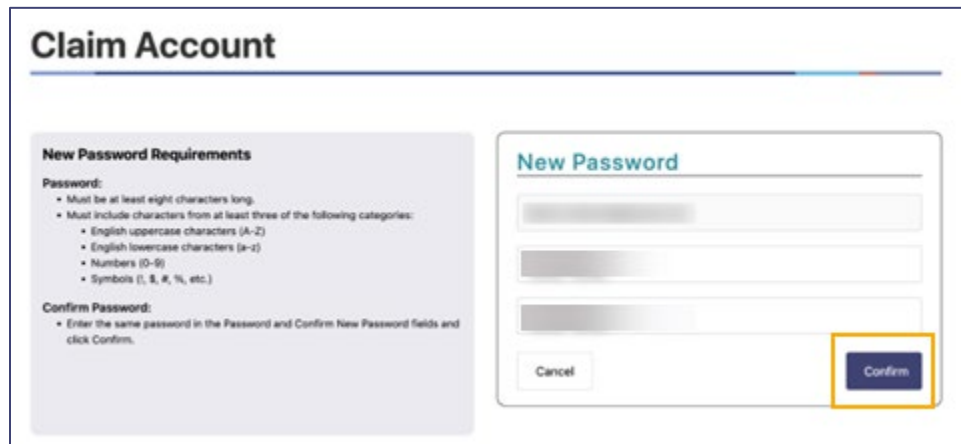
Step 9. Create and confirm a new password on the **Claim Account** screen.



- a. Password requirements when claiming an account:
 - 1) Must be at least eight characters long.
 - 2) Must include characters from at least three of the following categories:
 - a. Latin uppercase characters (A-Z)
 - b. Latin lowercase characters (a-z)
 - c. Numbers (0-9)
 - d. Symbols (!, \$, #, %, etc.)

You are only required to create and confirm a new password on your first login.

Step 10. Click **Confirm**.



The screenshot displays the 'Claim Account' interface. On the left, a grey box titled 'New Password Requirements' lists the following rules:

- Password:**
 - Must be at least eight characters long.
 - Must include characters from at least three of the following categories:
 - English uppercase characters (A-Z)
 - English lowercase characters (a-z)
 - Numbers (0-9)
 - Symbols (!, @, #, %, etc.)
- Confirm Password:**
 - Enter the same password in the Password and Confirm New Password fields and click Confirm.

On the right, the 'New Password' form contains three input fields and two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a yellow border.

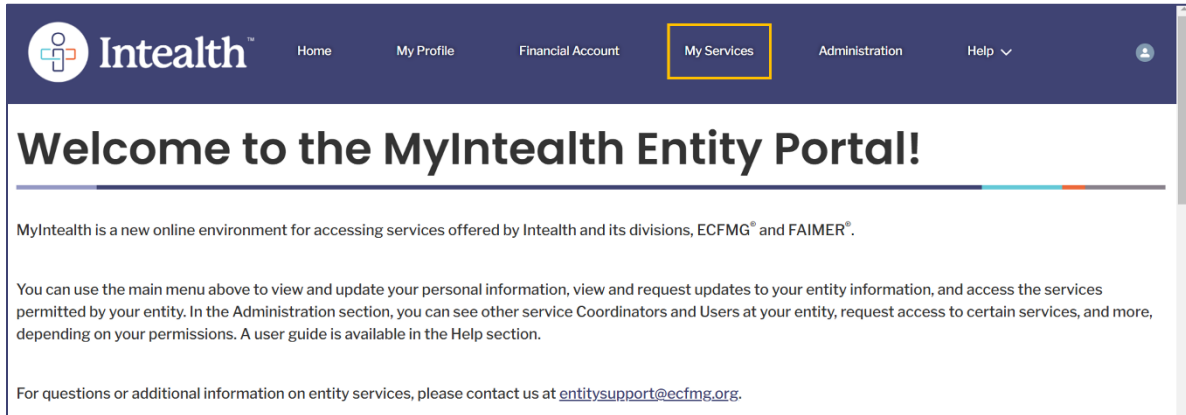
Step 11. Access the **MyIntealth Entity Portal**.

2 Enrollment Verification

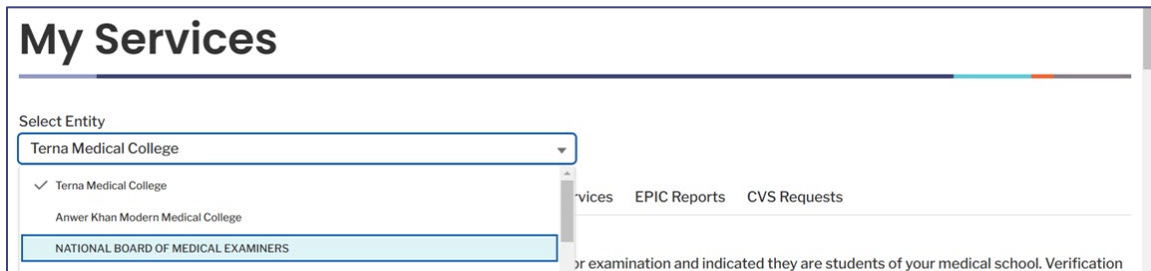
2.1 Complete an Enrollment Verification Request

The following information is specific to Entities that verify student enrollment electronically.

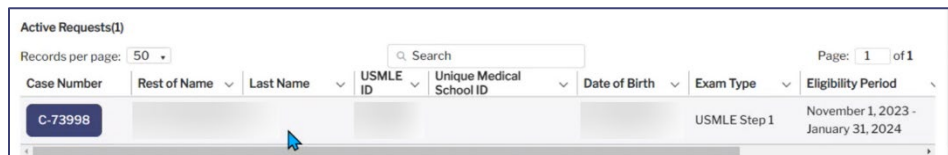
Step 1. From the **MyIntealth Entity Portal**, in the top banner, click **My Services**.



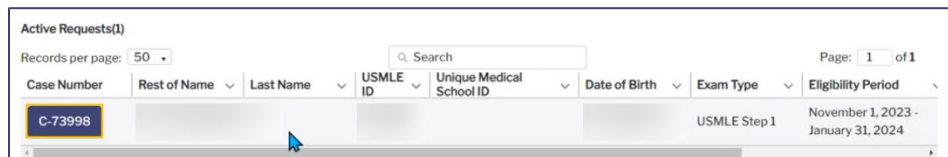
Step 2. The **My Services** page opens. If your account is affiliated with more than one school, utilize the **Select Entity** drop-down menu to review results from the appropriate entity.



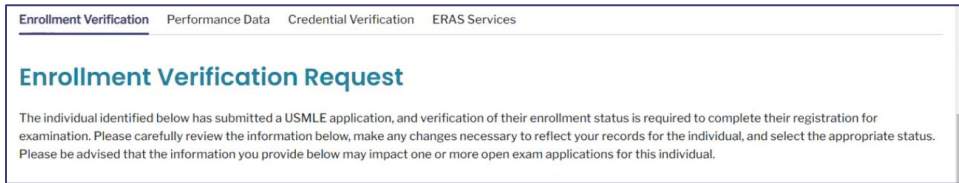
Step 3. Scroll to the **Active Requests** section.



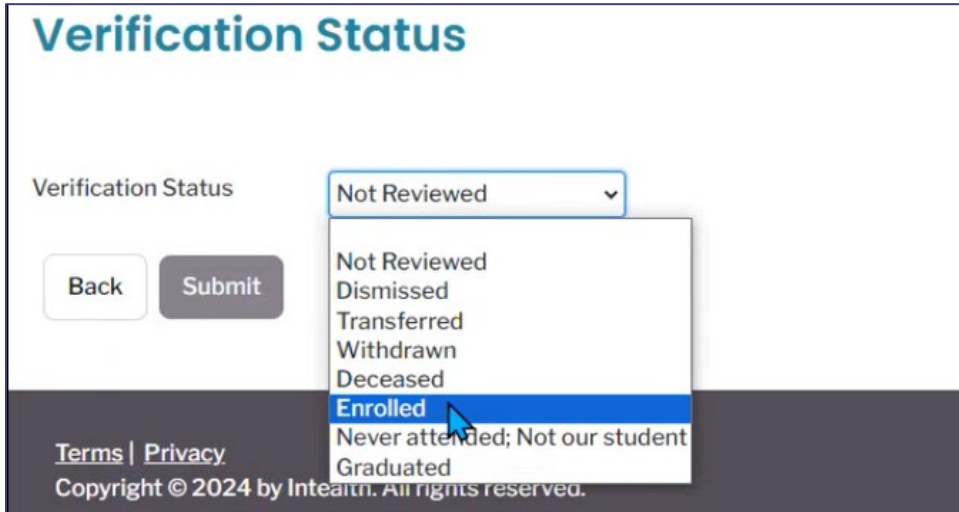
Step 4. Click the **Case Number** for the case you would like to review.



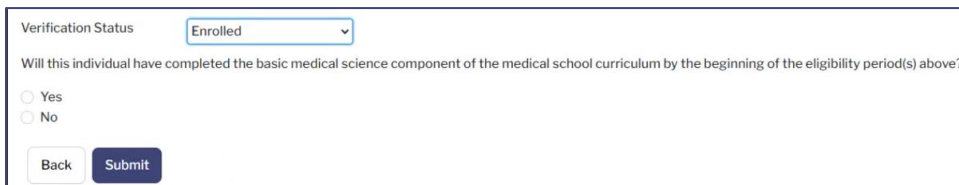
Step 5. The **Enrollment Verification Request** page appears with details about the case. Review this information for accuracy.



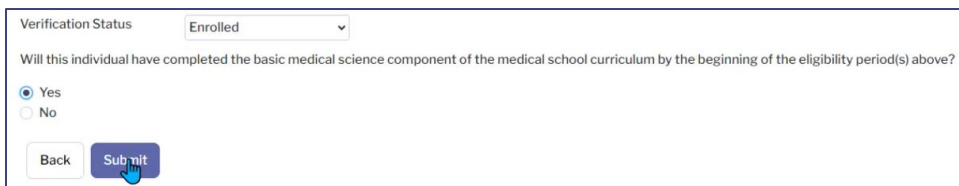
Step 6. At the bottom of the page, select the appropriate **Verification Status** from the drop-down menu, and follow the onscreen prompts; otherwise, to confirm enrollment, select **Enrolled**.



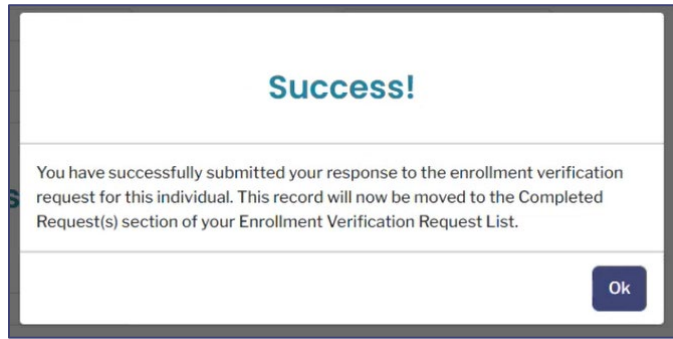
Step 7. An additional question about the school's basic medical science curriculum appears. Select **Yes** or **No**.



Step 8. Click **Submit**.



Step 9. A **Success!** notification appears indicating that you responded to the enrollment verification request.



Step 10. On the **My Services** page, the original request is no longer listed under **Active Requests**.



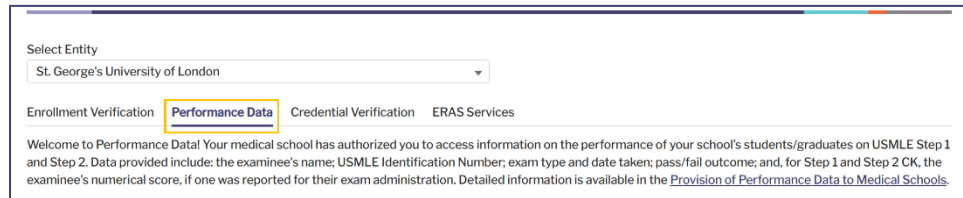
3 Performance Data

3.1 Access USMLE Performance Data

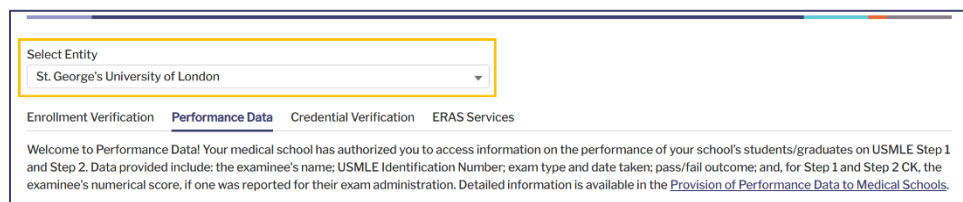
Step 1. Log in to the **MyIntealth Entity Portal**. In the top banner, click **My Services**.



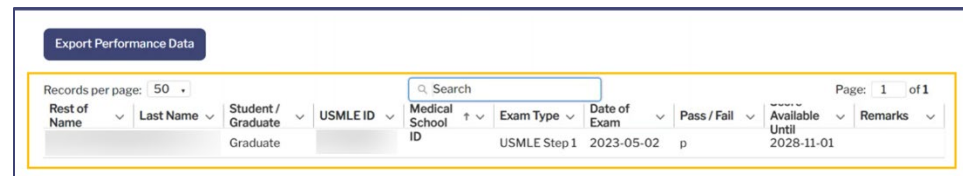
Step 2. Click the **Performance Data** tab.



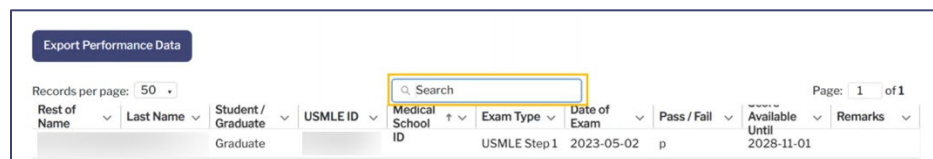
a. If your account is affiliated with more than one school, utilize the **Select Entity** drop-down menu to review results from the appropriate entity.



Step 3. You can now view the performance of applicants affiliated with that **Entity**.



a. To help find a specific applicant's records, utilize the **Search** function.



b. You may also **Export Performance Data**.

(1) A .csv file will download to your local drive.

My Services

Select Entity
1 Military Hospital

Enrollment Verification **Performance Data** Credential Verification ERAS Services

Welcome to Performance Data! Your medical school has authorized you to access information on the performance of your school's students/graduates on USMLE Step 1 and Step 2. Data provided include: the examinee's name; USMLE Identification Number; exam type and date taken; pass/fail outcome; and, for Step 1 and Step 2 CK, the examinee's numerical score. If one was reported for their exam administration. Detailed information is available in the [Provision of Performance Data to Medical Schools](#).

Data is available for 365 days from the date the record was made available.

Export Performance Data

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Don't show again Save As...

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Rest of Name	Last Name	Student / Graduate	USMLE ID	Unique Medical School ID	Exam Type	Date of Exam	Pass / Fail	Score Available Until	Remarks			
2			Graduate			USMLE Step 1	5/2/2023 p		11/1/2028				

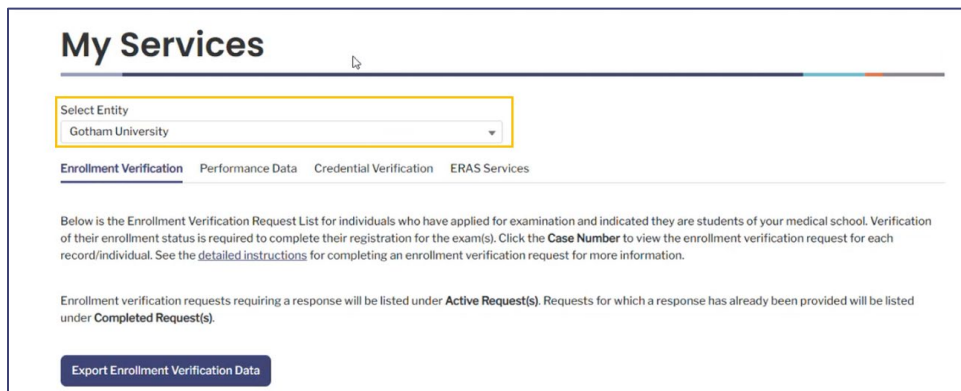
4 Credentials Verification

4.1 Complete a Credential Verification Request

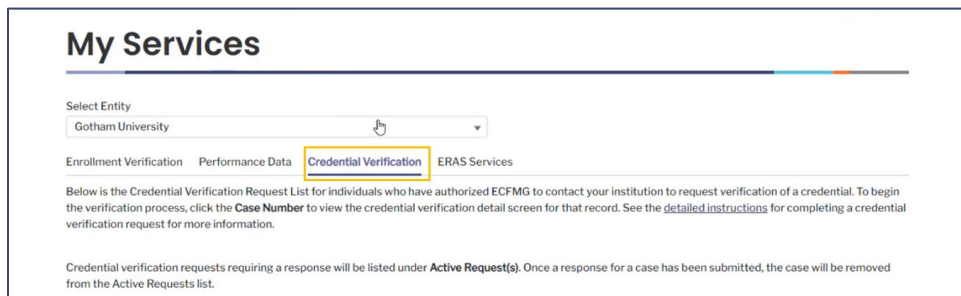
Step 1. From the **MyIntealth Entity Portal**, in the top banner, click **My Services**.



Step 2. The **My Services** page opens. If your account is affiliated with more than one school, utilize the **Select Entity** drop-down menu to review results from the appropriate entity.



Step 3. Click the **Credential Verification** tab.



Step 4. Scroll to see all active Credential Verification cases.

Active Requests(10)							
Case Number	Rest Of Name	Last Name	MyIntealth ID	Unique Medical School ID	Date of Birth	Status	Record Available Date
C-70854					18/Jun/1973	In Process	25/Sep/2023
C-71166					04/Jul/1976	New	29/Sep/2023
C-71170					04/Jul/1976	New	29/Sep/2023
C-71438					01/Jan/1987	In Process	02/Oct/2023
C-71484					01/Jan/1987	New	02/Oct/2023
C-71473					01/Jan/1987	New	02/Oct/2023
C-67727					02/May/1995	New	04/Oct/2023
C-72352					04/Aug/1970	In Process	11/Oct/2023
C-58927					16/Nov/2000	New	18/Oct/2023

Step 5. Click the **Case Number** for the case you want to work on.

Case Number	Rest Of Name	Last Name	MyIntealth ID	Unique Medical School ID	Date of Birth	Status	Record Available Date
C-70854					18/Jun/1973	In Process	25/Sep/2023
C-71166					04/Jul/1976	New	29/Sep/2023
C-71170					04/Jul/1976	New	29/Sep/2023
C-71438					01/Jan/1987	In Process	02/Oct/2023
C-71484					01/Jan/1987	New	02/Oct/2023
C-71473					01/Jan/1987	New	02/Oct/2023
C-67727					02/May/1995	New	04/Oct/2023
C-72352					04/Aug/1970	In Process	11/Oct/2023
C-58927					16/Nov/2000	New	18/Oct/2023
C-58928					16/Nov/2000	New	18/Oct/2023

Step 6. The **Applicant Biographic Information** appears. Click the thumbnail of the attached **Identification Form** to view a larger version of the document. Review the **Applicant Biographic Information** and click **Next**.

Applicant Biographic Information

Name of Record

Date of Birth


Name on Document

MyIntealth ID

Unique Medical School ID

Case Number

Identification Form and Release of Authorization



[Return to Credential Verification List](#) [Next](#)

Step 7. The **Verify Credential** page appears. Click the thumbnail of the attached document to view a larger version of the document.


If the document is authentic and correct, select **I certify this document is authentic and correct**. Then, scroll down to the document image, select the rubber stamp tool, and click on your institution's stamp/seal. Using the mouse, move the stamp/seal to a blank area of the document. Be careful not to cover any information on the document with the stamp/seal. After you have positioned the stamp/seal in the desired location, click save.

If you cannot certify the document as authentic and correct, select **I cannot certify this document is authentic and correct**. You will then be presented with a list of reasons why you cannot certify the document. Select the appropriate reason. If the reason you cannot certify the document is not listed, select **Other** from the list, and provide a brief explanation of the reason in the space provided.

Please note: If the name or date of birth provided for the applicant does not match your records, please indicate that you cannot certify the document, select **Other** as the reason, and provide additional information in the space provided. ECFMG will contact the applicant to resolve these discrepancies.

Once you have taken an action (either certified or not certified the credential), click **Next**.

Final Medical Diploma




Certify Document:

I certify this document is authentic and correct.
 I cannot certify this document is authentic and correct.

[Return to Credential Verification List](#) [Back](#) [Next](#)

Step 8. Within the **Certify Document** section, select the appropriate option to continue.

Final Medical Diploma

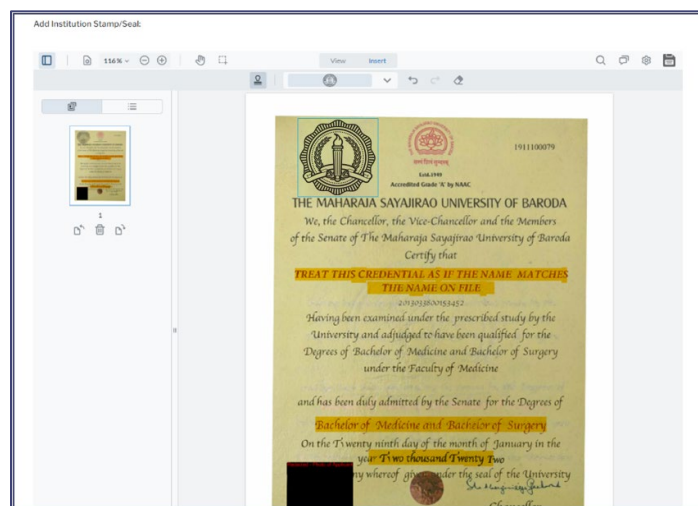


Certify Document:

I certify this document is authentic and correct.
 I cannot certify this document is authentic and correct.

I hereby certify that this Final Medical Diploma is authentic and correct, and that I am authorized to certify this on behalf of my institution.

- a. If the document is authentic and correct, click the **I certify this document is authentic and correct** option. A PDF version of the document appears in the **Add Institution Stamp/Seal** section. Continue with the next step.



- b. If you cannot certify that the document is authentic and correct, click the **I cannot certify this document is authentic and correct** option and follow the instructions below:

- (1) Select your reason for not certifying from the drop-down menu.

Select a reason for not certifying:

Return to Credential Verification

rights reserved.

-Select-

- Credential is not authentic
- Credential includes an administrative error(s)
- An updated credential is available
- Credential is not issued by this institution
- Submitted credential is not the correct credential type
- Applicant action is required
- Other

(2) Click **Next**.

Certify Document: I certify this document is authentic and correct. I cannot certify this document is authentic and correct.

I cannot certify that the Final Medical Diploma is authentic and correct because:

Select a reason for not certifying: Other

Please provide a brief explanation:

Return to Credential Verification List Back **Next**

(3) The completed **Verification Form** appears. Click **Next**.

Applicant Biographic Information

Name of Record

Date of Birth

Name on Document

MyIntealth ID

Unique Medical School ID

Case Number C-18701

Verification Form

Please review the credential verification form for this document, which displays your certification, name, signature, date, and institution's stamp/seal, to ensure it is accurate.

Verification Form

Return to Credential Verification List Back **Next**

(4) Click **Submit to ECFMG**. This process is now complete, and your response is returned to Intealth.

Credential Verification Request Summary

Below is a summary of the information you provided as part of this request. Please review the summary carefully to ensure that all the information you provided is accurate. If necessary, you can change your responses by clicking the button in each section.

> Applicant Biographic Information

> **Verification Form**

▼ Verify Credential

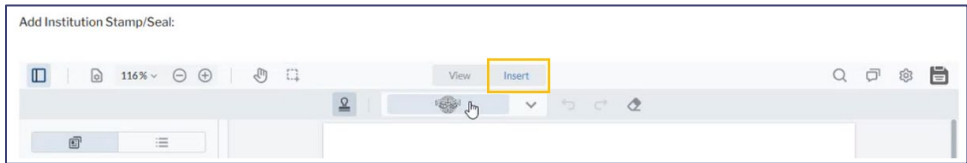
[Go to Verify Credential](#)

Certify Document	I cannot certify this document is authentic and correct.
Select a reason for not certifying	Credential is not authentic

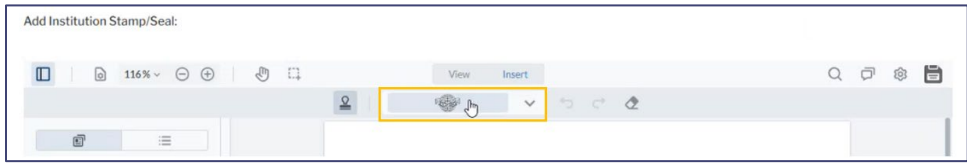
To save a copy of the credential verification for your records, right click on the image thumbnail(s) in the summary above. This is your only opportunity to save/print this credential verification. Once you click **Submit to ECFMG**, you will not be able to return to the verification. To complete the verification, click **Submit to ECFMG**.

[Return to Credential Verification List](#)
[Back](#)
[Submit to ECFMG](#)

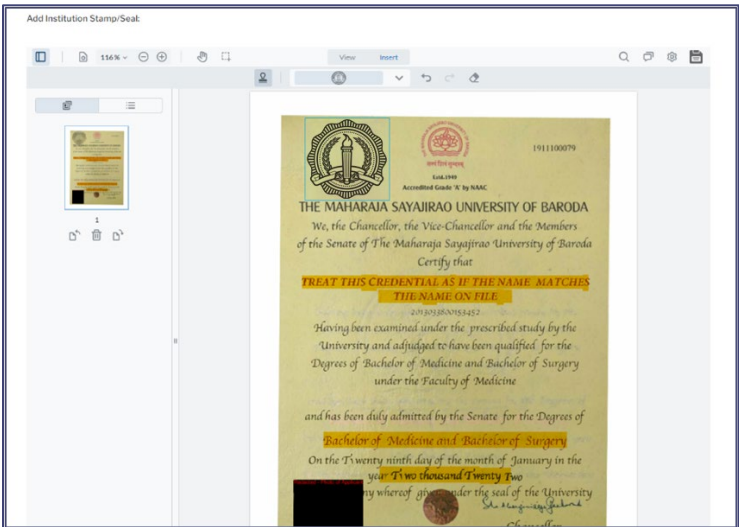
Step 9. In the **Add Institution Stamp/Seal** section, click **Insert**.



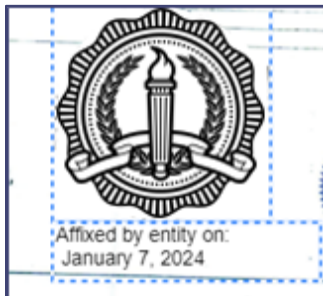
Step 10. Below the **Insert** button, click once on the picture of the stamp and then let go.



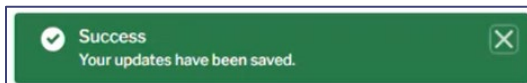
Step 11. Move your cursor to the desired section of the document, and click once to place it within the document.



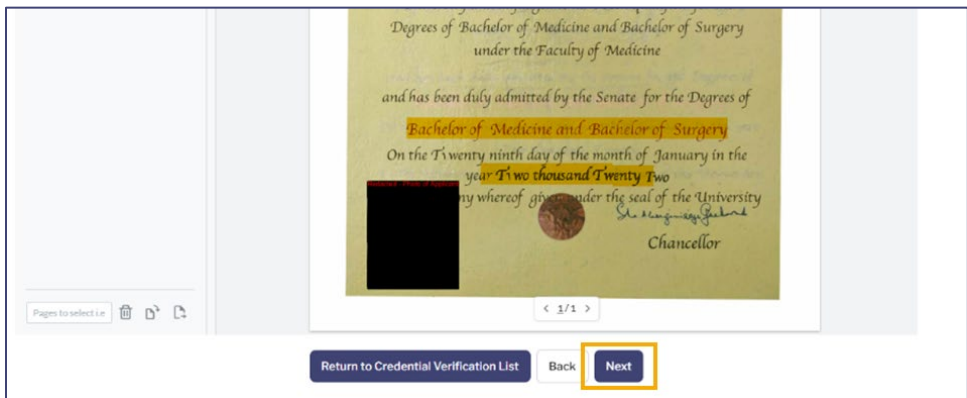
Step 12. Once placed, the stamp shows affixed details below the image.



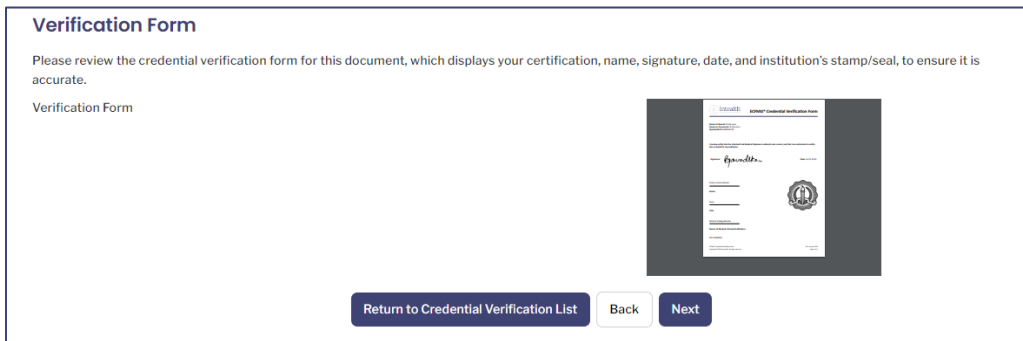
Step 13. Click **Save** (disk icon) at the top right corner of the PDF. A **Success** notification appears to inform you that the updates have been saved.



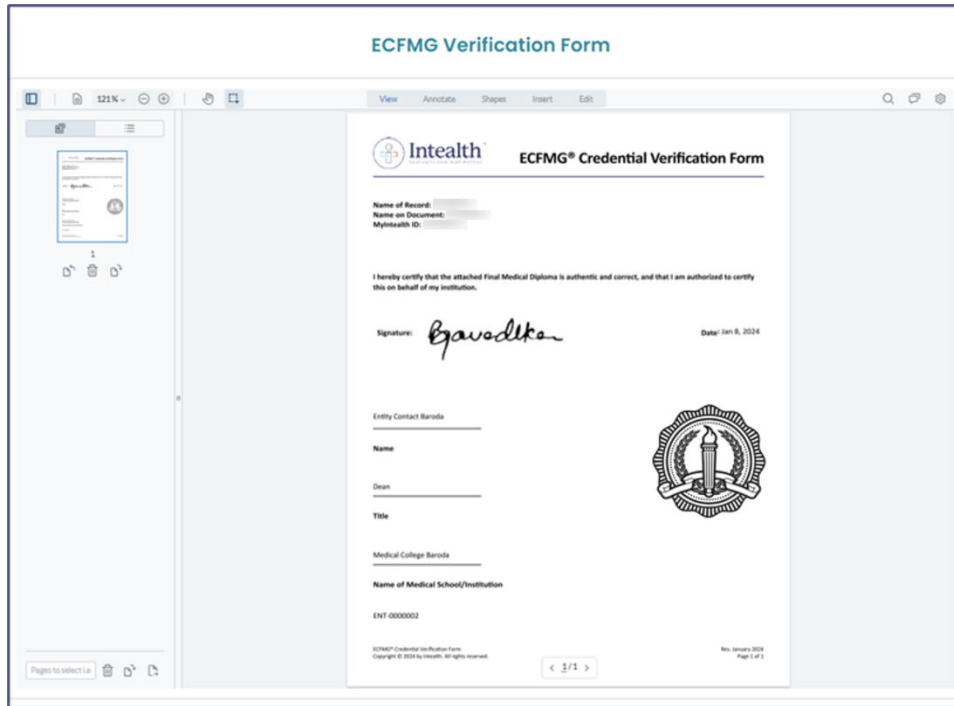
Step 14. Now that the document has been certified and saved with a stamp, click **Next** at the bottom of the page.



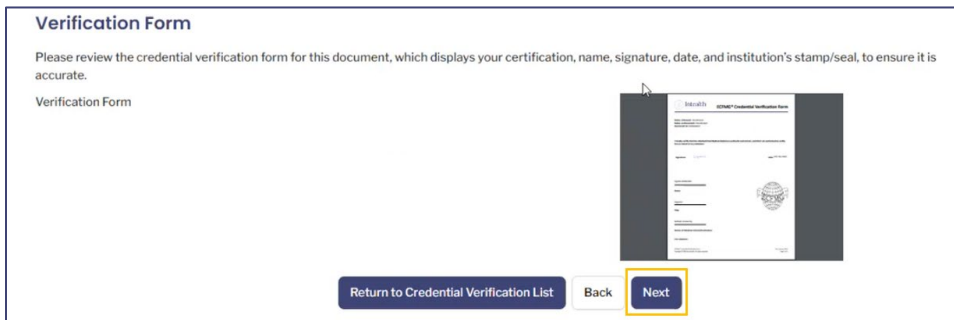
Step 15. The **Applicant Biographic Information** appears again. This information now includes an auto-generated **Verification Form**. Click the thumbnail of the attached **Verification Form** to view a larger version of the document.



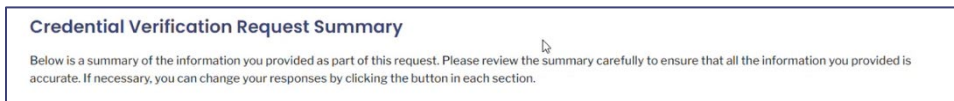
Step 16. Review the **Verification Form** information. This form was generated using information already in the system (e.g., the **Signature** was uploaded by Intealth's Medical Education Resource [MER] department).



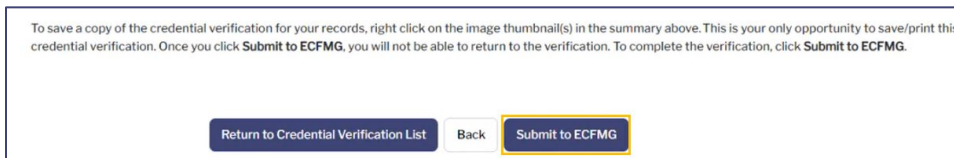
Step 17. Click **Next**.



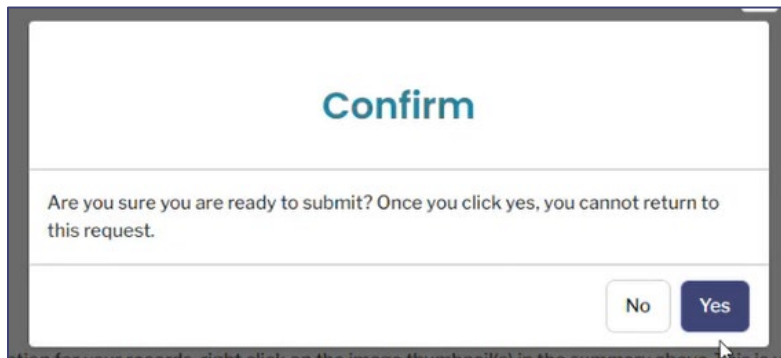
Step 18. The **Credential Verification Request Summary** section appears.



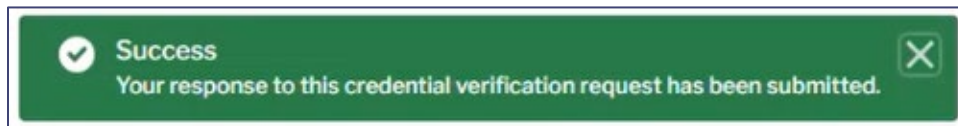
Step 19. Click **Submit to ECFMG** at the bottom of the page.



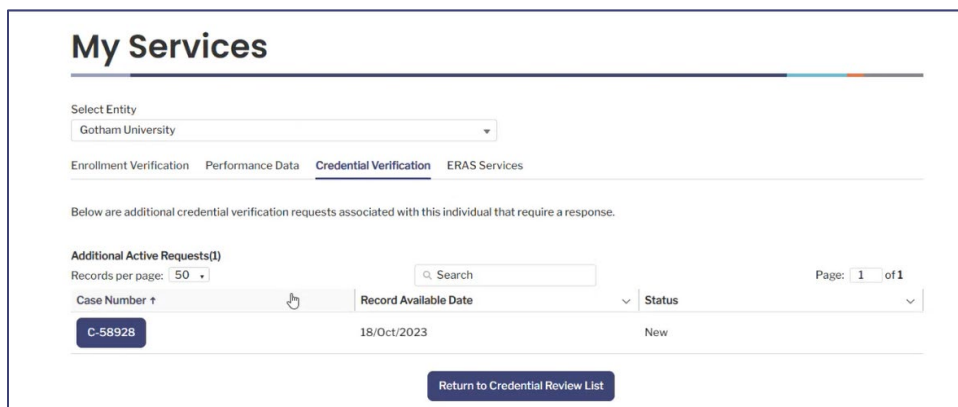
Step 20. A **Confirm** pop-up appears. Click **Yes** to continue.



Step 21. A **Success** notification appears confirming that the credential verification request is submitted.



Step 22. The **My Services** page appears.



If the applicant has two cases that require a response (e.g., a Final Medical Diploma and Final Medical School Transcript), MyIntealth automatically takes you to the case associated with that applicant. This is done automatically so the applicant's entire packet can be completed at the same time.

Step 23. If there are **Additional Active Requests**, click the corresponding **Case Number**. Complete the steps as previously shown.

My Services

Select Entity

Gotham University

Enrollment Verification Performance Data **Credential Verification** ERAS Services

Below are additional credential verification requests associated with this individual that require a response.

Additional Active Requests(1)

Records per page: 50

Search

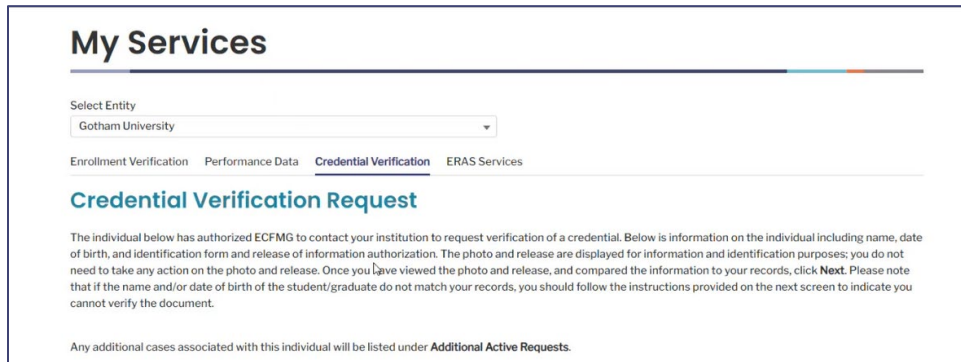
Page: 1 of 1

Case Number ↑	Record Available Date	Status
C-58928	18/Oct/2023	New

[Return to Credential Review List](#)

4.2 Upload and Certify the Authenticity of a Requested Credential

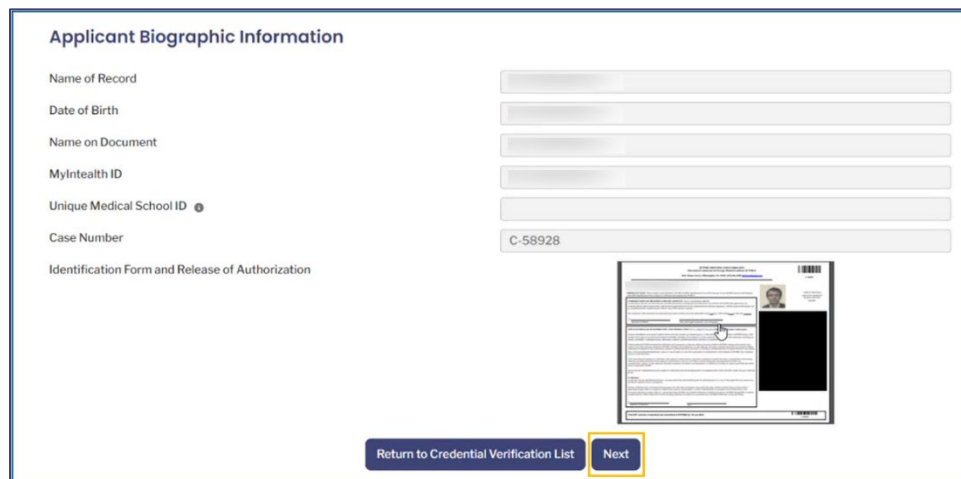
This section addresses responding to a **Credential Verification Request** submitted by an Intealth specialist that includes a request for your school to provide a document.



The screenshot shows the 'My Services' interface. At the top, there is a 'Select Entity' dropdown menu with 'Gotham University' selected. Below this are navigation tabs for 'Enrollment Verification', 'Performance Data', 'Credential Verification' (which is active), and 'ERAS Services'. The main heading is 'Credential Verification Request'. A paragraph of text explains that an individual has authorized ECFMG to contact the institution for credential verification and provides instructions on how to review the information and click 'Next'. At the bottom, it notes that additional cases will be listed under 'Additional Active Requests'.

Step 1. The **Applicant Biographic Information** appears. Click the thumbnail of the attached **Identification Form** to view a larger version of the document.

Step 2. Review the **Applicant Biographic Information**, and click **Next**.



The screenshot displays the 'Applicant Biographic Information' form. It includes several input fields: 'Name of Record', 'Date of Birth', 'Name on Document', 'MyIntealth ID', and 'Unique Medical School ID' (with a globe icon). The 'Case Number' field is pre-filled with 'C-58928'. Below the form is a thumbnail of an 'Identification Form and Release of Authorization' document. At the bottom, there are two buttons: 'Return to Credential Verification List' and 'Next', with the 'Next' button highlighted by a yellow box.

Step 3. The **Upload and Verify Credential** page appears. This page requests that you (the Entity) provide the credential.

Upload and Verify Credential

ECFMG is requesting you to provide and verify a credential on behalf of the individual named above.

If you have the credential, please upload an image file below. Once the credential is uploaded, you will be required to certify that the credential is authentic and correct by selecting **I certify this document is authentic and correct**. After you select **I certify this document is authentic and correct**, the image of your institution's stamp/seal will appear in the top-right corner of the image. Using the mouse, move the stamp/seal to a blank area of the document. Be careful not to cover any information on the document with the stamp/seal. After you have positioned the stamp/seal in the desired location, click save. Then, click **Next**.

Credentials must be submitted in the original language. Any document submitted to ECFMG that is not in English must be accompanied by an English translation that meets ECFMG's [translation requirements](#). If the credential you provide is in a language other than English, you can submit a translation in the Supporting Documents section of the verification request. To submit a translation, click **Add Supporting Documentation** below.

If ECFMG does not receive an English translation of an original language credential, or receives a translation that does not meet all of our requirements, it will not be sent back to your institution for correction. ECFMG will send the original language credential to our preferred translation service to be translated into English, and the applicant will be responsible for paying the cost of the translation service.

If you cannot provide the document, select **No** to the question. You will then be presented with a list of reasons why you cannot provide the document. Select the appropriate reason. If the reason you cannot provide the document is not listed, select **Other** from the list, and provide a brief explanation of the reason in the space provided.

Once you have taken an action (either provided and certified the credential or indicated you cannot provide the credential), click **Next**. You will see the credential verification form for that document, which displays your certification, name, signature, date, and the institution's stamp/seal.

Step 4. In the **Provide Credential** section, select **Yes**.

Provide Credential

ECFMG is requesting that your institution provide a copy of this individual's Final Medical School Transcript. Can you provide a copy of the credential requested?

Yes
 No

*Upload Credential

Or drop files

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

I certify this document is accurate and correct.

Step 5. Click **Upload Files**.

Provide Credential

ECFMG is requesting that your institution provide a copy of this individual's Final Medical School Transcript. Can you provide a copy of the credential requested?

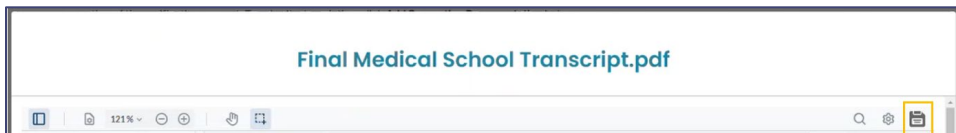
Yes
 No

*Upload Credential

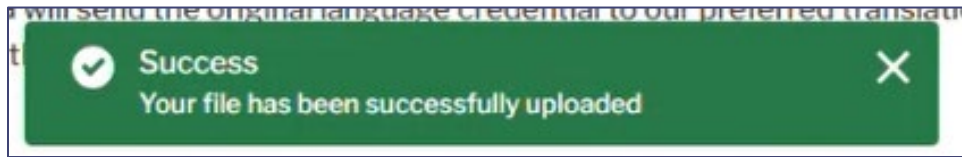
Or drop files

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

Step 6. Select the file to upload. It appears on-screen. Review the document, and click **Save** (disk icon).



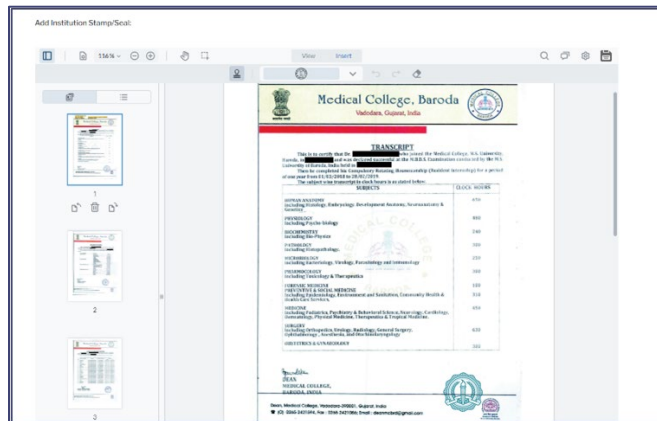
Step 7. A **Success** notification appears indicating that the file has been successfully uploaded.



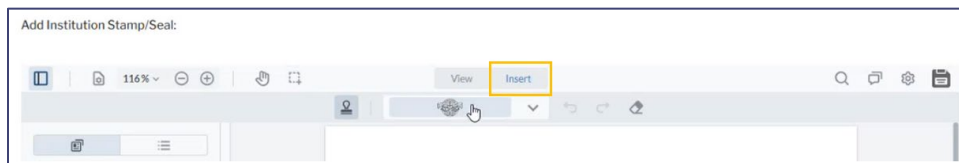
Step 8. Click the **I certify this document is authentic and correct** checkbox.



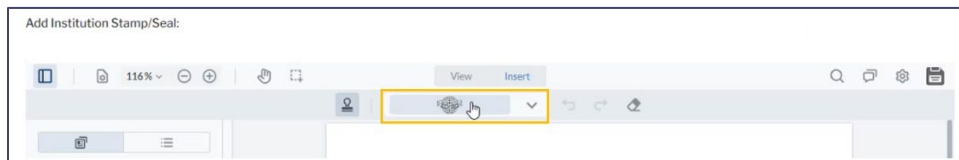
Step 9. A PDF version of the document appears in the **Add Institution Stamp/Seal** section. This section is where you insert the stamp certifying the document.



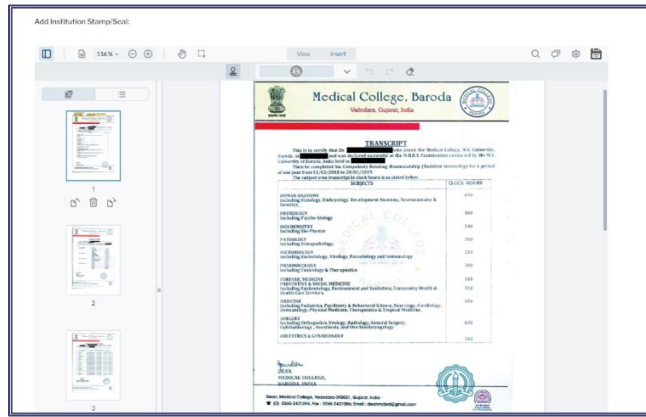
Step 10. In the **Add Institution Stamp/Seal** section, click **Insert**.



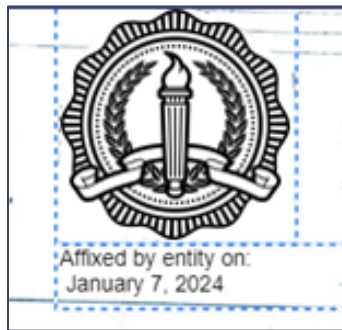
Step 11. Below the **Insert** button, click the picture of the stamp.



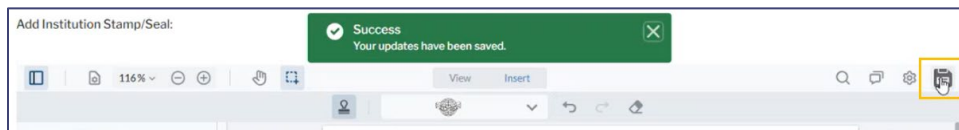
Step 12. Move the stamp to the appropriate section of the document, and click once to place it on the document.



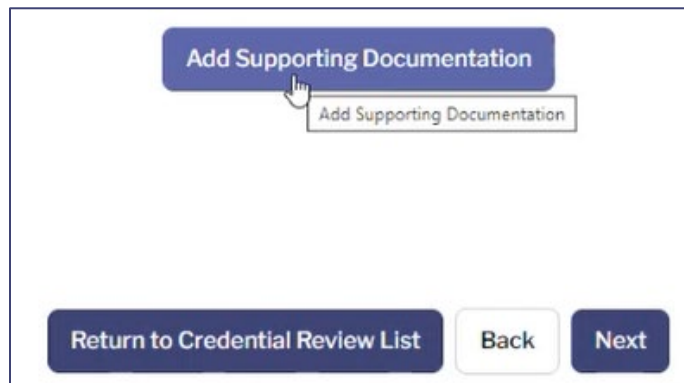
Step 13. The stamp shows affixed details below the image.



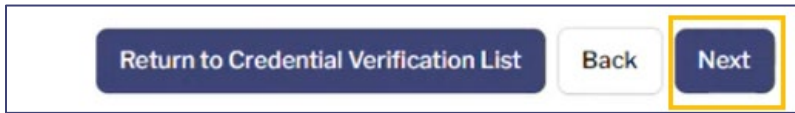
Step 14. Click **Save** (disk icon) at the top right corner of the PDF. A **Success** notification appears indicating that the updates are saved.



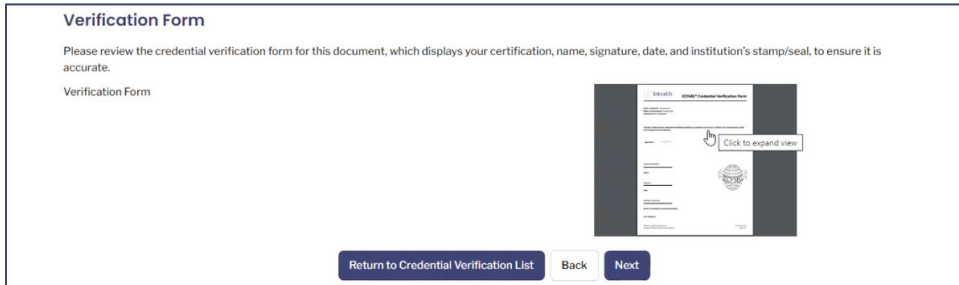
Step 15. If additional documents need to be added, click **Add Supporting Documentation**, and follow the on-screen instructions to add those documents.



Step 16. Now that you have certified and saved the document with a stamp and added any supporting documentation, click **Next** at the bottom of the screen.



Step 17. The **Applicant Biographic Information** appears again. This information now includes a generated **Verification Form**. Click the thumbnail of the attached **Verification Form** to view a larger version of the document.



Step 18. Review the **Verification Form**. This form was generated using information already in the system (e.g., the **Signature** was uploaded by the MyIntealth Medical Education Resource [MER] department).

Intealth ECFMG® Credential Verification Form

Name of Record: _____
Name on Document: _____
MyIntealth ID: _____

I hereby certify that the attached Final Medical School Transcript is authentic and correct, and that I am authorized to certify this on behalf of my institution.

Signature: *B. Vasdike* Date: Jan 8, 2024

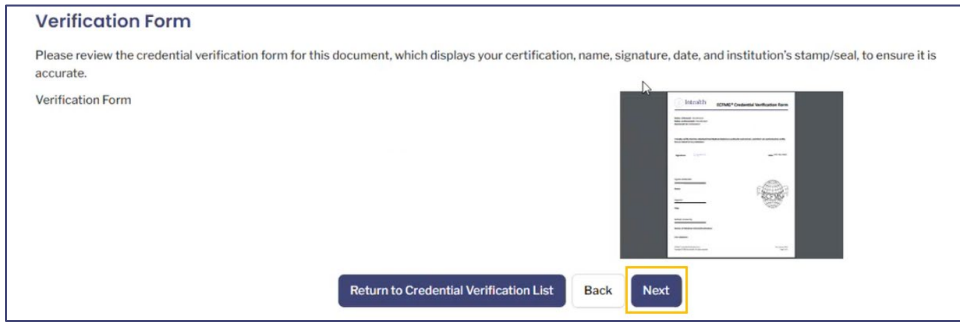
Entity Contact Baroda
Name _____
Dean _____
Title _____

Medical College Baroda
Name of Medical School/Institution _____

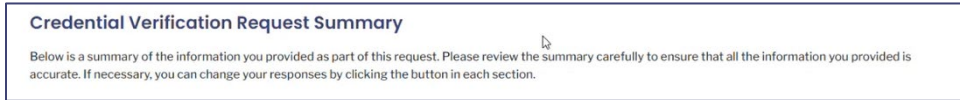
ENT-0000002

ECFMG® Credential Verification Form
Copyright © 2014 by Intealth. All rights reserved. Rev. January 2014
Page 1 of 1

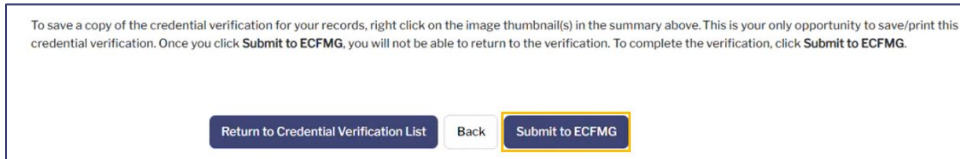
Step 19. Click **Next**.



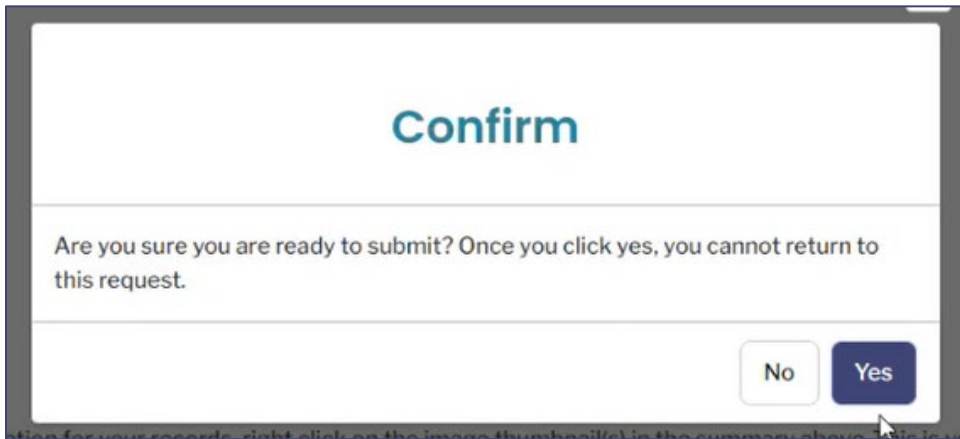
Step 20. The **Credential Verification Request Summary** appears.



Step 21. Click **Submit to ECFMG** at the bottom of the page.



Step 22. A **Confirm** pop-up appears. Click **Yes** to continue.



Step 23. A **Success** notification appears confirming that the credential verification request was submitted.

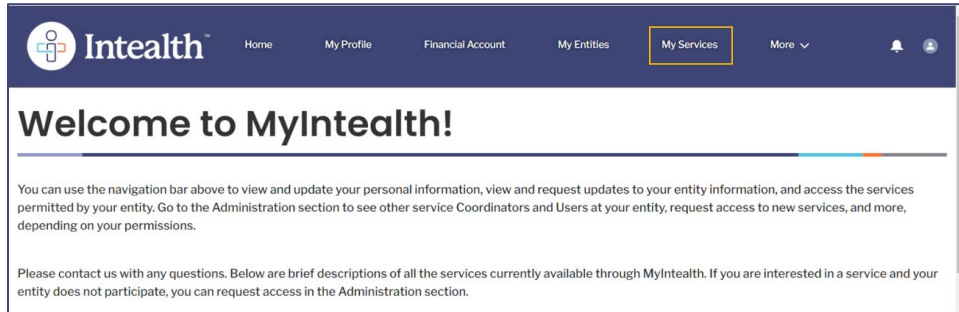


5 Electronic Residency Application Service (ERAS)

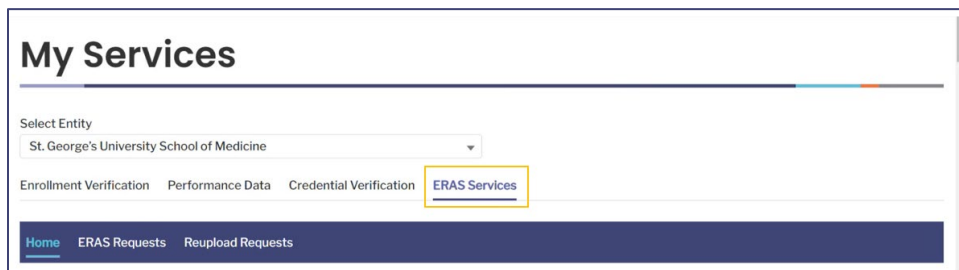
5.1 Credential Uploads and Reuploads for ERAS

5.1.1 Credential Uploads for ERAS

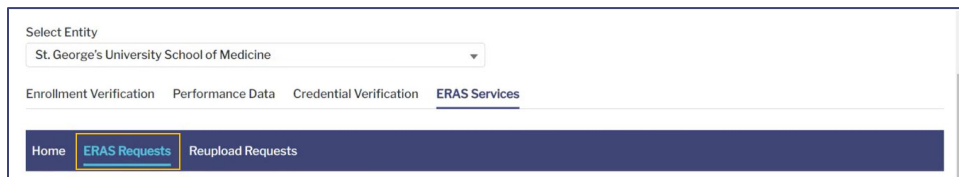
Step 1. From the **MyIntealth Entity Portal** homepage, in the top banner, click **My Services**.



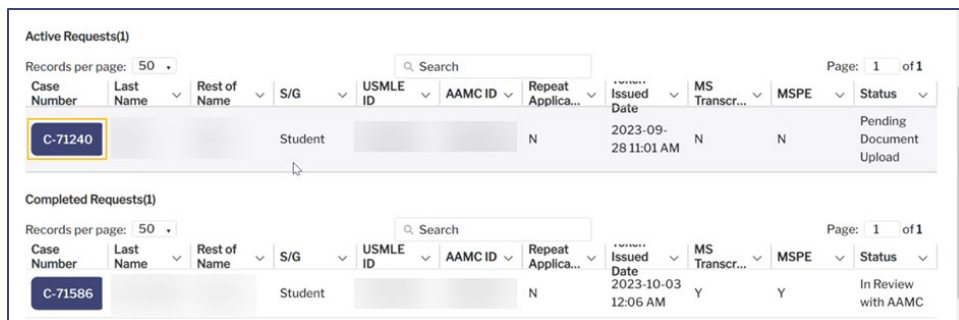
Step 2. Click the **ERAS Services** tab.



Step 3. Under the **ERAS Services** tab, click **ERAS Requests**.



Step 4. Click the **Case Number** under the **Active Requests** section.



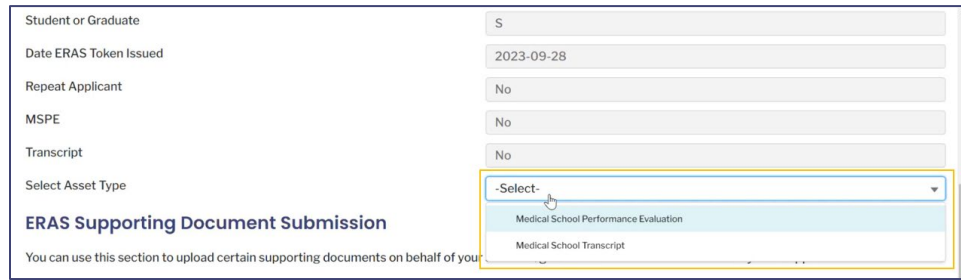
Case Number	Last Name	Rest of Name	S/G	USMLE ID	AAMC ID	Repeat Applica...	Issued Date	MS Transcr...	MSPE	Status
C-71240			Student			N	2023-09-28 11:01 AM	N	N	Pending Document Upload

Case Number	Last Name	Rest of Name	S/G	USMLE ID	AAMC ID	Repeat Applica...	Issued Date	MS Transcr...	MSPE	Status
C-71586			Student			N	2023-10-03 12:06 AM	Y	Y	In Review with AAMC

- When an applicant completes the process for purchasing and registering their ERAS Token, they appear in the **Active Requests** section.

b. The **Status** of that request is **Pending Document Upload**.

Step 5. Review the information in the **Case Details**. Select an **Asset Type** from the drop-down menu.



Student or Graduate S
Date ERAS Token Issued 2023-09-28
Repeat Applicant No
MSPE No
Transcript No
Select Asset Type
-Select-
Medical School Performance Evaluation
Medical School Transcript

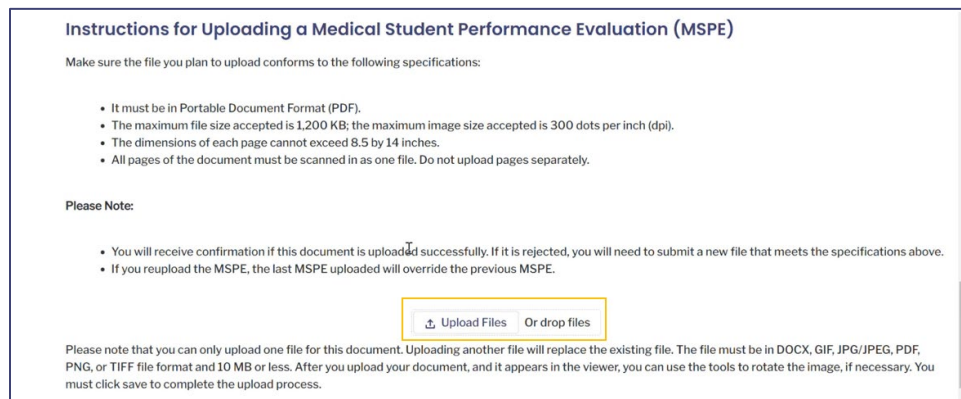
ERAS Supporting Document Submission
You can use this section to upload certain supporting documents on behalf of your

a. There are two main asset types: **Medical School Performance Evaluation (MSPE)** and the **Medical School Transcript**.

b. Both documents must be uploaded by using the following steps.

Step 6. Select **Medical School Performance Evaluation**, and scroll down to the **Instructions for Uploading a Medical Student Performance Evaluation (MSPE)** section. Use the following instructions to upload the MSPE.

a. Click **Upload Files**, and select the appropriate file.



Instructions for Uploading a Medical Student Performance Evaluation (MSPE)

Make sure the file you plan to upload conforms to the following specifications:

- It must be in Portable Document Format (PDF).
- The maximum file size accepted is 1.200 KB; the maximum image size accepted is 300 dots per inch (dpi).
- The dimensions of each page cannot exceed 8.5 by 14 inches.
- All pages of the document must be scanned in as one file. Do not upload pages separately.

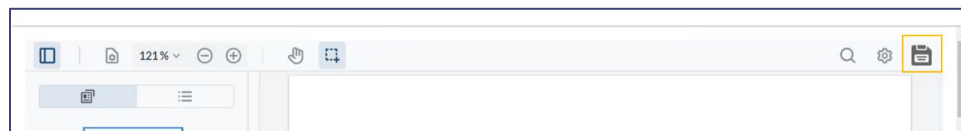
Please Note:

- You will receive confirmation if this document is uploaded successfully. If it is rejected, you will need to submit a new file that meets the specifications above.
- If you reupload the MSPE, the last MSPE uploaded will override the previous MSPE.

[Upload Files](#) [Or drop files](#)

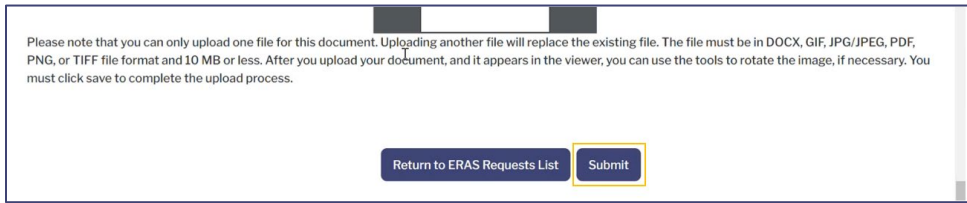
Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

b. A preview of the file appears. Click **Save** (disk icon).

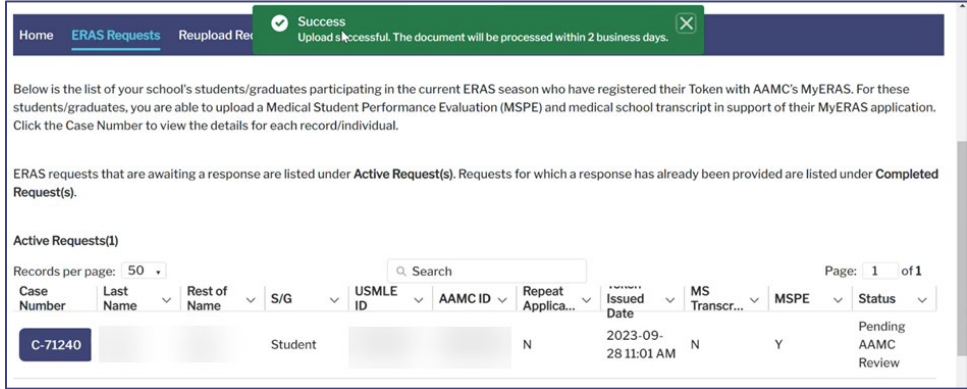


c. A **Success** notification appears stating that the file has been uploaded. A preview of the document also shows under the **Upload Files** button.

Step 7. Click **Submit**.



Step 8. A **Success** notification appears stating that the document has been uploaded, and the **Status** of the **Active Request** is now listed as **Pending AAMC Review**.



Step 9. Repeat the previous instructions starting at [Step 5](#) to upload the **Medical School Transcript**.

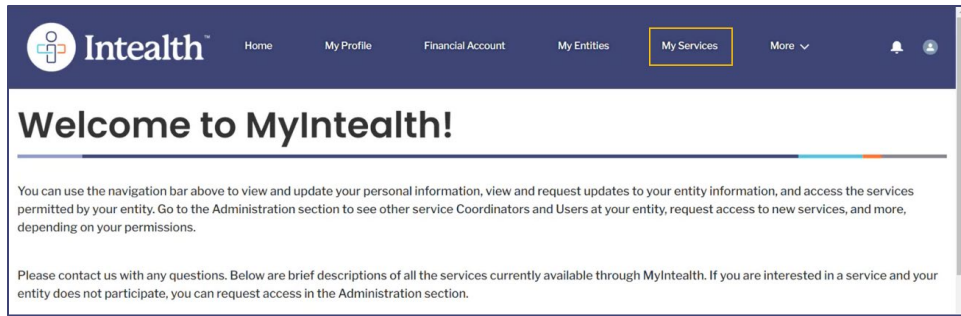
MSPE	Yes
Transcript	No
Select Asset Type	Medical School Transcript

Note: The **MSPE** row is listed as **Yes**, which means that document has already been uploaded. The **Transcript** section is listed as **No**, which means that the transcript still needs to be uploaded.

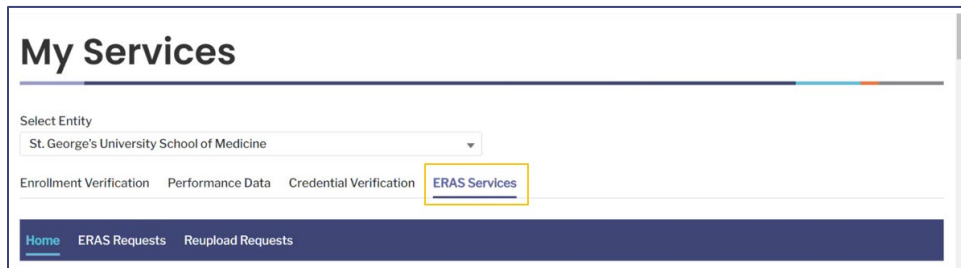
Step 10. The request now appears under the **Completed Requests** section on the **ERAS Requests** page.

5.1.2 Credential Reupload Requests for ERAS

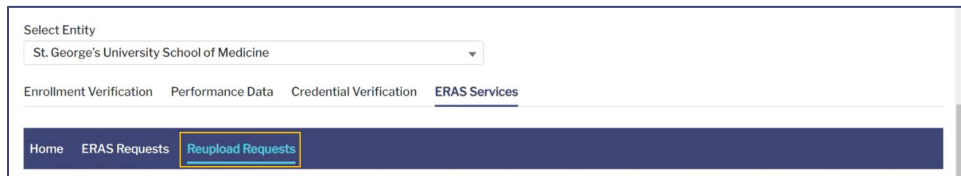
Step 1. From the **MyIntealth Entity Portal** homepage, in the top banner, click **My Services**.



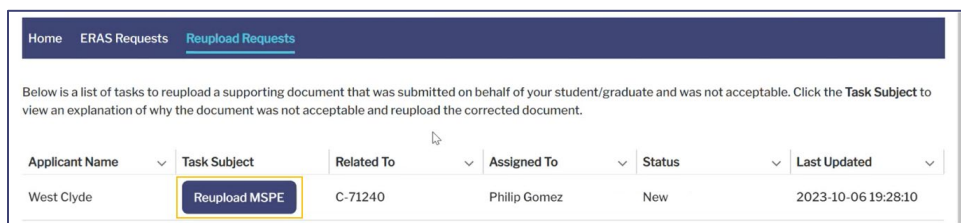
Step 2. Click the **ERAS Services** tab.



Step 3. Under the **ERAS Services** tab, click **Reupload Requests**.



Step 4. Click **Reupload** under the **Task Subject** for a specific **Reupload Request**.



Step 5. Review the **Task Details** section. Scroll to the upload section, and use the following instructions to reupload the file:

Task Details

Applicant Name:

Subject: Reupload MSPE

Related To: C-71240

Assigned To:

Status: New

External Comments: The MSPE is cut off at the bottom of page 4.

a. Click **Upload Files**, and select a file.

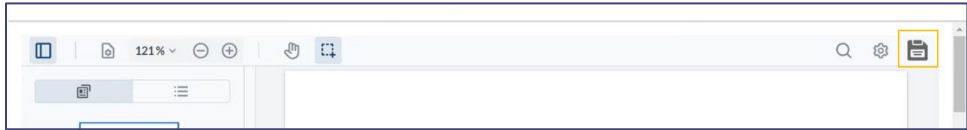
Upload Medical School Performance Evaluation

Or drop files

Please make sure the document you reupload corrects the problem identified in the task and also conforms to the following specifications:

- It must be in Portable Document Format (PDF).
- The maximum file size accepted is 1,200 KB; the maximum image size accepted is 300 dots per inch (dpi).
- The dimensions of each page cannot exceed 8.5 by 14 inches.
- All pages of the document must be scanned in as one file. Do not upload pages separately.

b. A preview of the file appears. Click the **Save** (disk icon) button.



c. A success notification appears indicating that the file has been uploaded. A preview of the document also now appears under the **Upload Files** button.

Step 6. Click **Reupload**.

Please make sure the document you reupload corrects the problem identified in the task and also conforms to the following specifications:

- It must be in Portable Document Format (PDF).
- The maximum file size accepted is 1,200 KB; the maximum image size accepted is 300 dots per inch (dpi).
- The dimensions of each page cannot exceed 8.5 by 14 inches.
- All pages of the document must be scanned in as one file. Do not upload pages separately.

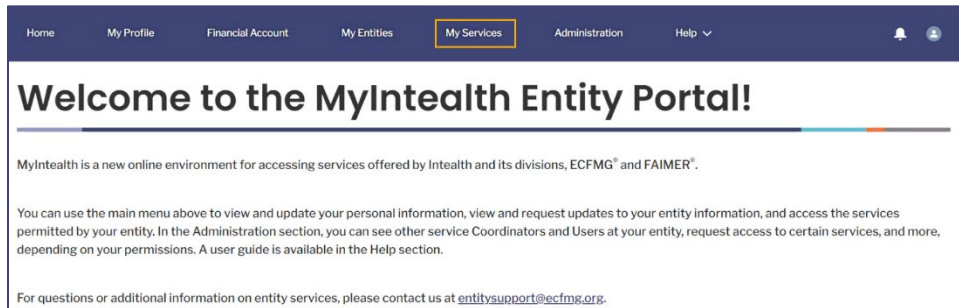
Step 7. The task is removed from the **Reupload Requests** list, and the file has been sent to Intealth.

6 Training Program Liaisons (TPLs)

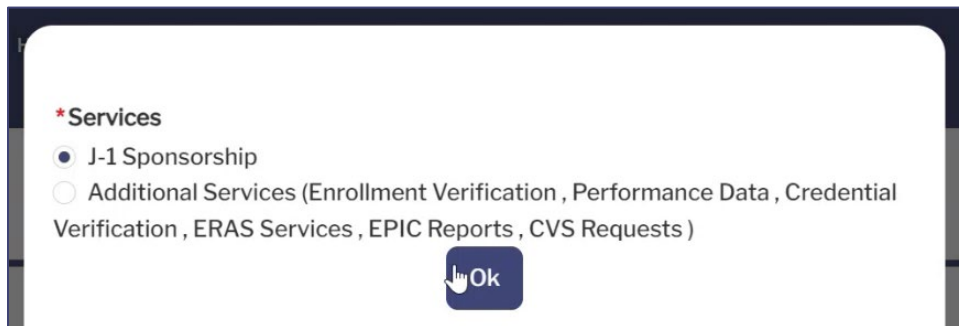
In order to access the J-1 Sponsorship Service and resources available within **MyIntealth**, you must first click **My Services** in the top banner and complete the **Training Program Liaison Agreement** (shown within the [Access and Utilize J-1 Visa Sponsorship Services](#) section). All subsequent subsections can only take place after that agreement has been accepted. This agreement must be completed every time you access this page.

6.1 Access and Utilize J-1 Visa Sponsorship Services

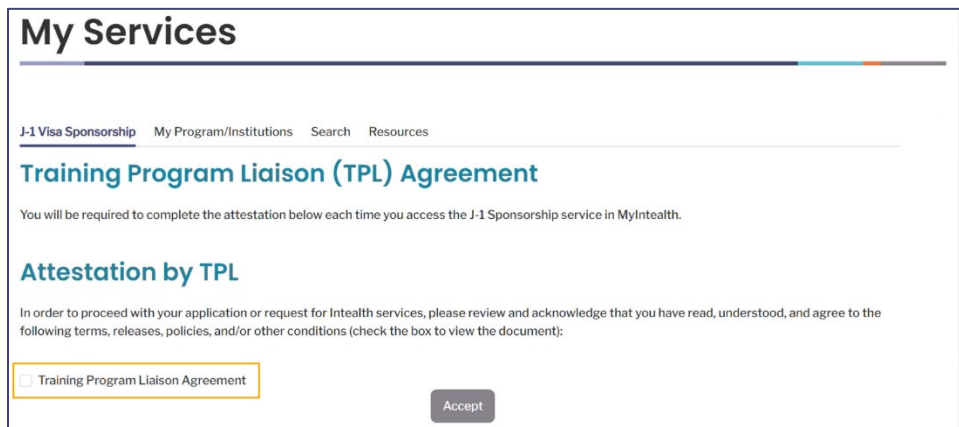
Step 1. On the **MyIntealth Entity Portal** homepage, click **My Services** in the top banner.



- a. TPLs may also have access to other types of services within the Entity Portal. In these cases, you will be presented with a pop-up screen asking which service type you would like to access. If you choose J-1 Sponsorship, continue to Step 2.



Step 2. On the **My Services** page, click the **Training Program Liaison Agreement** checkbox.

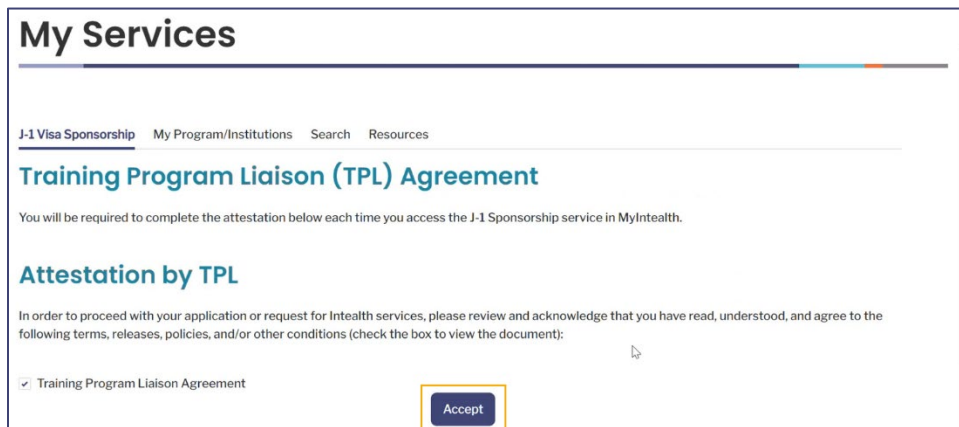


Step 3. The **Training Program Liaison Agreement** popup appears. Review the information, and

click **Accept**.



Step 4. After clicking **Accept** in the pop-up window, click **Accept** again under the checkbox on the **My Services** page.



Step 5. You will now be re-directed to the **My Program/Institutions** tab after accepting.

a. The following services are now available to you:

- (1) [Create an Appointment Profile](#)
- (2) [Add Applicants to an Appointment Profile](#)
- (3) [Submit an Appointment Profile](#)
- (4) [Upload Documents to an Appointment Profile](#)
- (5) [View Application Deficiencies](#)
- (6) [Update an Applicant's Appointment Profile Details](#)
- (7) [Search for Applicants](#)
- (8) [Confirm the Active Participation of J-1 Physicians](#)
- (9) [Access Resources](#)

6.1.1 Create an Appointment Profile

Step 1. On the **My Services** page, under the **My Programs/Institutions** tab, select a specialty from the drop-down menu. The list of programs associated to that specialty appears below.

The screenshot shows the 'My Program/Institutions' page. At the top, there are navigation links: 'J-1 Visa Sponsorship', 'My Program/Institutions' (active), 'Search', and 'Resources'. Below this is a 'Specialties' section with a dropdown menu labeled 'Select Specialty' currently showing 'Internal Medicine'. Underneath is a 'My Programs' section with a table of programs. The table has columns for Program Name, Institution Name, Subspecialty, Program ID, and Institution ID. A 'View Details' button is located to the right of the first row.

Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE-PHOENIX PROGRAM	University of Arizona College of Medicine - Phoenix		1400321025	038179	View Details

Step 2. Under the **My Programs** section, click **View Details** for the program you plan to create an **Appointment Profile** for.

This screenshot is identical to the previous one, but the 'View Details' button in the 'My Programs' table is highlighted with a yellow box.

Step 3. A page with the **Program Information** and **List of Appointment Profiles** appears. Under the **List of Appointment Profiles** section, click **Add a New Appointment Profile**.

The screenshot shows the 'List of Appointment Profiles' page. At the top, there are two buttons: 'Add a New Appointment Profile' (highlighted with a yellow box) and 'TPL Contact Information'. Below is a table with columns for Sponsorship Period, Level, # Applicants, and Status. Each row has 'View Details' and 'Delete' buttons. At the bottom, there is a 'Return to My Programs/Institutions' button.

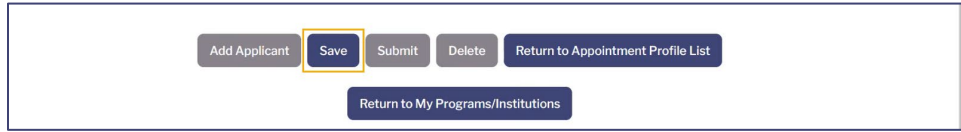
Sponsorship Period	Level	# Applicants	Status		
02/01/2024 - 01/31/2...	1	0	Pending	View Details	Delete
01/01/2024 - 01/31/2...	1	2	Submitted	View Details	Delete

Step 4. In the **Appointment Profile Information** section, complete the required fields (*).

The screenshot shows the 'Appointment Profile Information' form. It contains several fields: 'Status' (text input), '* PGY Level' (dropdown menu), '* Program Insurance Provided' (radio buttons for Yes/No), '* Start Date' (text input with a calendar icon), and '* End Date' (text input with a calendar icon). The asterisk (*) indicates required fields.

- a. The **End Date** will auto-populate to exactly 1-year after the entered **Start Date** but can be modified, if needed.

Step 5. Click **Save**.



- a. A notification appears stating that the responses have been saved successfully.



Step 6. The **Appointment Profile** is now created. If at this point you would like to add an applicant to the appointment profile, it is recommended to skip to Step 4 of the following section, [Add Applicants to an Appointment Profile](#).

6.1.2 Add Applicants to an Appointment Profile

Step 1. On the **My Services** page, under the **My Programs/Institutions** tab, select a specialty from the dropdown menu. The list of programs associated to that specialty appears below.

The screenshot shows the 'My Program/Institutions' page. At the top, there are navigation links: 'J-1 Visa Sponsorship', 'My Program/Institutions' (active), 'Search', and 'Resources'. Below this is a 'Specialties' section with a 'Select Specialty' dropdown menu. The dropdown is open, showing 'Internal Medicine' as the selected option. Below the specialties is a 'My Programs' section with a table of programs. The table has columns for Program Name, Institution Name, Subspecialty, Program ID, and Institution ID. A 'View Details' button is located to the right of the table.

Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE-PHOENIX PROGRAM	University of Arizona College of Medicine - Phoenix		1400321025	038179	View Details

Step 2. Under the **My Programs** section, click **View Details** for the program with the associated **Appointment Profile**.

This screenshot is identical to the previous one, but the 'View Details' button in the 'My Programs' table is highlighted with a yellow box.

Step 3. A page with the **Program Information** and **List of Appointment Profiles** appears. Under the **List of Appointment Profiles** section, click **View Details** for the **Appointment Profile** to which you would like to add applicants.

The screenshot shows the 'List of Appointment Profiles' page. At the top, there are two buttons: 'Add a New Appointment Profile' and 'TPL Contact Information'. Below this is a table with columns for Sponsorship Period, Level, # Applicants, Status, and buttons for 'View Details' and 'Delete'. The 'View Details' button for the first row is highlighted with a yellow box. At the bottom, there is a 'Return to My Programs/Institutions' button.

Sponsorship Period	Level	# Applicants	Status		
03/01/2024 - 02/28/...	1	0	Pending	View Details	Delete
02/01/2024 - 01/31/2...	1	0	Pending	View Details	Delete
01/01/2024 - 01/31/2...	1	2	Submitted	View Details	Delete

Step 4. In the **Appointment Profile Information** section, click **Add Applicant**.

The screenshot shows the 'Appointment Profile Information' page. At the top, there are five buttons: 'Add Applicant' (highlighted with a yellow box), 'Edit Appointment Profile', 'Submit', 'Delete', and 'Return to Appointment Profile List'. At the bottom, there is a 'Return to My Programs/Institutions' button.

Step 5. In the **Add Applicant** section, enter either the **USMLE ID** or **MyIntealth ID** and the applicant's **Last Name**.

Step 6. Click **Search**.

- a. The applicant must have an account established in order to appear in the **Search Results**. Additionally, the applicant’s information must be entered correctly in order to populate in the Search Results.

Step 7. The **Search Results** appear below. Click the applicant’s **Name**.

Step 8. A **Summary** of the program, **Applicant Profile**, and **Physician Information** appears. Review this information for accuracy.

- a. If the **Appointment Profile** is for a position in an internal medicine or surgery residency program, you are required to specify the **Track Code**.

Step 9. Click **Add**.

Physician Information

MyIntealth ID: [Redacted]

Name: [Redacted]

Gender: [Redacted]

Date of Birth: [Redacted]

Email Address: [Redacted]

Track Code:

Step 10. A confirmation pop-up appears asking whether an official contract and fully signed contract or letter of offer has been issued for this individual. If so, click **Ok**.

I confirm that an official and fully signed contract or letter of offer has been issued for this individual.

- Step 11.** The applicant is now added to the **Applicants in the Appointment Profile** section.
- This **Application Status** will remain in a **Pending with the TPL** status until the **Appointment Profile** has been submitted to Intealth.
 - If you would like to add any additional applicants, click **Add Applicant**, and repeat the previous steps.
 - At this stage, it is recommended to continue to either Step 4 of the [Submit an Appointment Profile](#) section or of the [Upload Documents to an Appointment Profile](#) section.

Applicants in the Appointment Profile

Applicant Name	USMLE ID	MyIntealth ID	Track Code	AP Differences	Sponsorship End Date	Application Status	
[Redacted]	[Redacted]	[Redacted]	Categorical		02/28/2025	Pending with TPL	<input type="button" value="Delete"/>

6.1.3 Submit an Appointment Profile

Step 1. On the **My Services** page, under the **My Programs/Institutions** tab, select a specialty from the drop-down menu. The list of programs associated to that specialty appears below.

The screenshot shows the 'My Program/Institutions' page. At the top, there are navigation links: 'J-1 Visa Sponsorship', 'My Program/Institutions' (active), 'Search', and 'Resources'. Below this is a 'Specialties' section with a 'Select Specialty' dropdown menu currently set to 'Internal Medicine'. Underneath is a 'My Programs' section containing a table with columns: Program Name, Institution Name, Subspecialty, Program ID, and Institution ID. A 'View Details' button is located to the right of the table.

Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE-PHOENIX PROGRAM	University of Arizona College of Medicine - Phoenix		1400321025	038179	View Details

Step 2. Under the **My Programs** section, click **View Details** for the program with the associated **Appointment Profile**.

This screenshot is identical to the previous one, but the 'View Details' button in the 'My Programs' table is highlighted with a yellow box.

Step 3. A page with the **Program Information** and **List of Appointment Profiles** appears. Under the **List of Appointment Profiles** section, click **View Details** for the **Appointment Profile** you plan to submit.

The screenshot shows the 'List of Appointment Profiles' page. At the top, there are two buttons: 'Add a New Appointment Profile' and 'TPL Contact Information'. Below is a table with columns: Sponsorship Period, Level, # Applicants, Status, and two action buttons: 'View Details' and 'Delete'. The 'View Details' button for the first row is highlighted with a yellow box. At the bottom, there is a 'Return to My Programs/Institutions' button.

Sponsorship Period	Level	# Applicants	Status		
03/01/2024 - 02/28/...	1	0	Pending	View Details	Delete
02/01/2024 - 01/31/2...	1	0	Pending	View Details	Delete
01/01/2024 - 01/31/2...	1	2	Submitted	View Details	Delete

Step 4. Review the information on the **Appointment Profile** page. Once ready, scroll down, and click **Submit**.

The screenshot shows the 'Appointment Profile' page. At the top, there is a text input field labeled 'Additional Years Offered:'. Below this is a row of buttons: 'Add Applicant', 'Edit Appointment Profile', 'Submit' (highlighted with a yellow box), 'Delete', and 'Return to Appointment Profile List'. At the bottom, there is a 'Return to My Programs/Institutions' button.

- a. At least one applicant needs to be added to the **Appointment Profile** prior to submission.

The screenshot shows a web interface for managing appointment profiles. At the top, there are several buttons: "Add Applicant", "Edit Appointment Profile", "Submit", "Delete", "Return to Appointment Profile List", and "Return to My Programs/Institutions". Below these buttons is a section titled "Applicants in the Appointment Profile". This section contains a table with the following columns: Applicant Name, USMLE ID, MyIntealth ID, Track Code, AP Differences, Sponsorship End Date, and Application Status. A single row is visible, representing an applicant named Angelica Roger, with a status of "Pending with TPL". A "Delete" button is located to the right of this row.

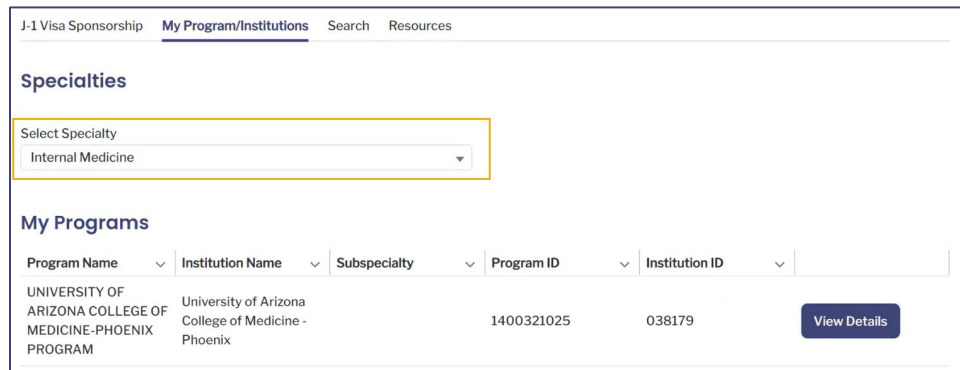
Applicant Name	USMLE ID	MyIntealth ID	Track Code	AP Differences	Sponsorship End Date	Application Status
Angelica Roger			Categorical		02/28/2025	Pending with TPL

- Step 5.** A notification appears stating that the **Appointment Profile** was successfully submitted.

The screenshot shows a notification message in a green box with a white checkmark icon. The text of the notification reads "Successfully Submitted". The notification is positioned over a form field that contains the text "Name of Institution / Organization: (Hospital/Medical Center directly paying J-1 physician)".

6.1.4 Upload Documents to an Appointment Profile

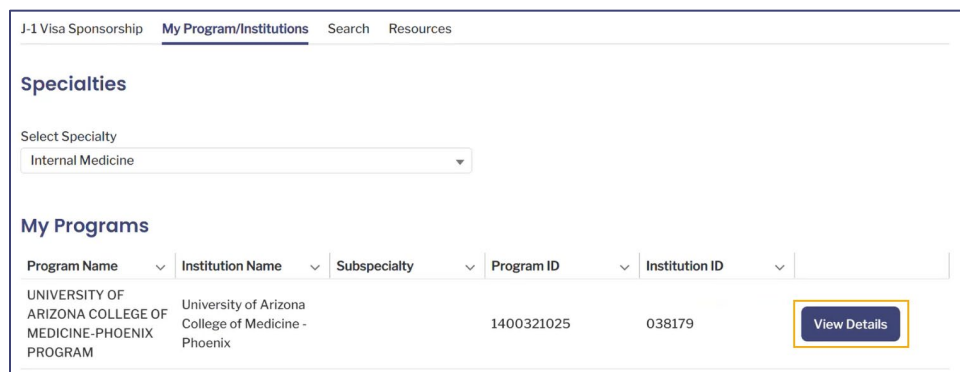
Step 1. On the **My Services** page, under the **My Programs/Institutions** tab, select a specialty from the drop-down menu. The list of programs associated to that specialty appears below.



The screenshot shows the 'My Program/Institutions' page. At the top, there are navigation links: 'J-1 Visa Sponsorship', 'My Program/Institutions' (active), 'Search', and 'Resources'. Below this is a 'Specialties' section with a 'Select Specialty' dropdown menu currently set to 'Internal Medicine'. Underneath is a 'My Programs' section with a table of programs. The table has columns for Program Name, Institution Name, Subspecialty, Program ID, and Institution ID. A 'View Details' button is located to the right of the first row.

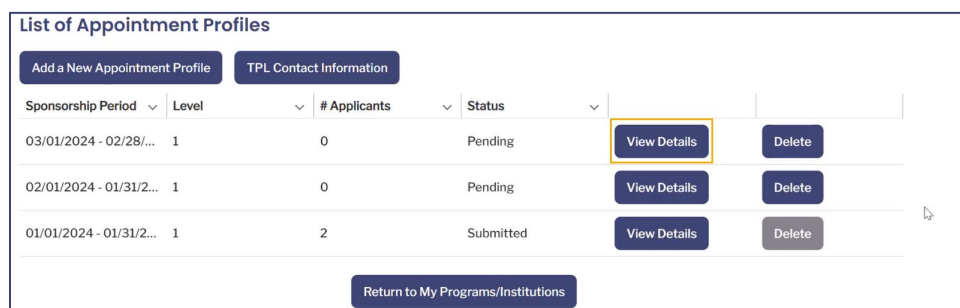
Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE-PHOENIX PROGRAM	University of Arizona College of Medicine - Phoenix		1400321025	038179	View Details

Step 2. Under the **My Programs** section, click **View Details** for the program with the associated **Appointment Profile**.



This screenshot is identical to the previous one, but the 'View Details' button in the 'My Programs' table is highlighted with a yellow box.

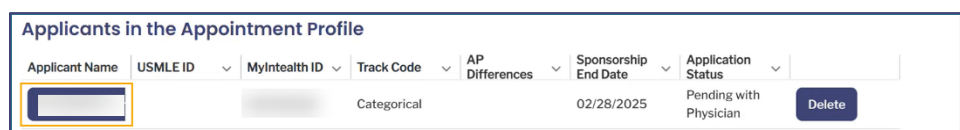
Step 3. A page with the **Program Information** and **List of Appointment Profiles** appears. Under the **List of Appointment Profiles** section, click **View Details** for the **Appointment Profile** to which you would like to upload documents.



The screenshot shows the 'List of Appointment Profiles' page. At the top, there are two buttons: 'Add a New Appointment Profile' and 'TPL Contact Information'. Below is a table with columns for Sponsorship Period, Level, # Applicants, Status, and buttons for 'View Details' and 'Delete'. The 'View Details' button for the first row is highlighted with a yellow box. At the bottom, there is a 'Return to My Programs/Institutions' button.

Sponsorship Period	Level	# Applicants	Status		
03/01/2024 - 02/28/...	1	0	Pending	View Details	Delete
02/01/2024 - 01/31/2...	1	0	Pending	View Details	Delete
01/01/2024 - 01/31/2...	1	2	Submitted	View Details	Delete

Step 4. In the **Applicants in the Appointment Profile** section, click the **Applicant Name** for whom you plan to upload documents.



The screenshot shows the 'Applicants in the Appointment Profile' page. At the top, there are several dropdown menus: Applicant Name, USMLE ID, MyIntealth ID, Track Code, AP Differences, Sponsorship End Date, and Application Status. Below is a table with columns for Applicant Name, USMLE ID, MyIntealth ID, Track Code, AP Differences, Sponsorship End Date, Application Status, and a 'Delete' button. The 'Applicant Name' cell in the first row is highlighted with a yellow box.

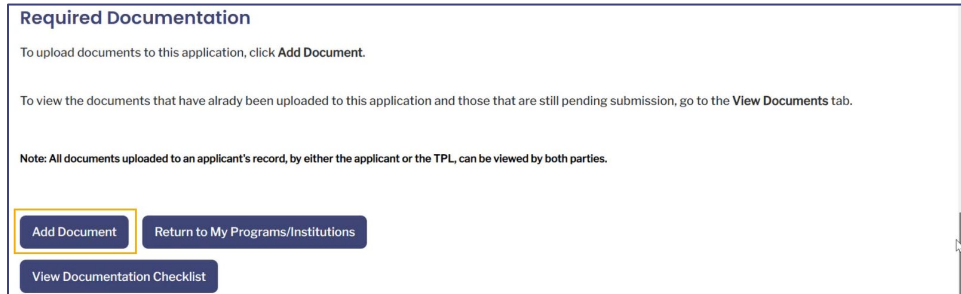
Applicant Name	USMLE ID	MyIntealth ID	Track Code	AP Differences	Sponsorship End Date	Application Status	
[Redacted]			Categorical		02/28/2025	Pending with Physician	Delete

Step 5. A page with the **Program Information** and **Applicant Information** appears. Scroll

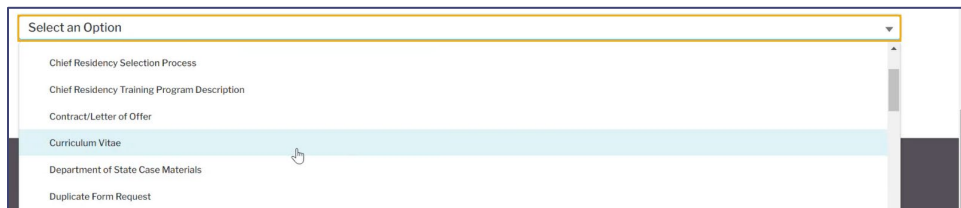
down to the bottom of the page, and click **View and Upload Documents**.



Step 6. On the **Upload Documents** tab, under the **Required Documentation** section, click **Add Document**.

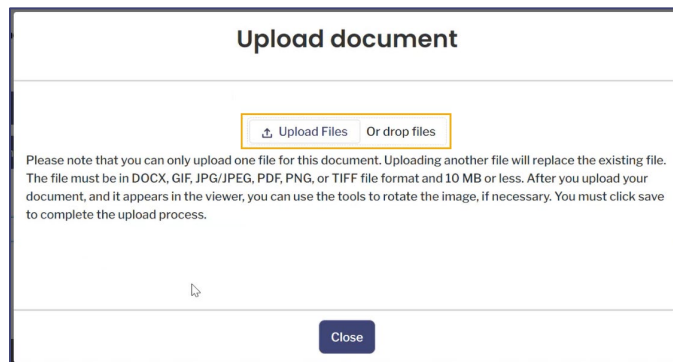


Step 7. Select an Option from the drop-down menu below.

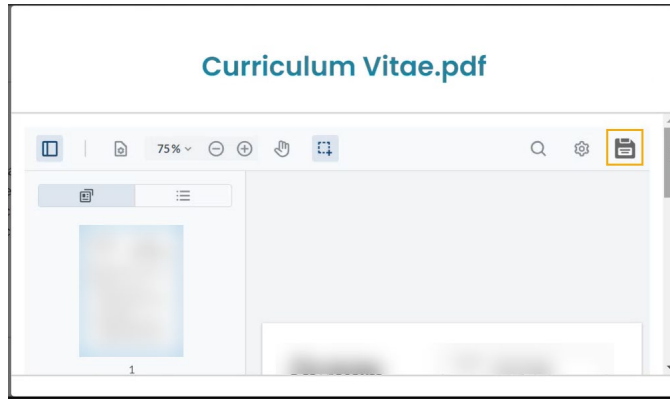


Step 8. The **Upload document** pop-up appears. Follow the instructions below to upload a document:

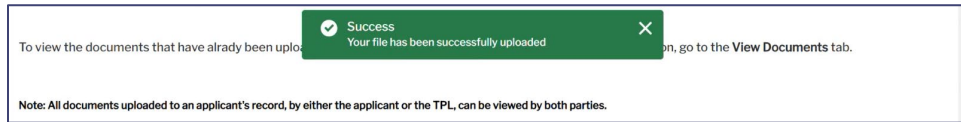
a. Click the **Upload Files** button, and select the appropriate file.



b. A preview of the file appears. Click **Save** (disk icon).



- c. A **Success** notification appears stating that the file has been successfully uploaded. You may repeat the previous steps if there is additional documentation to upload.



6.1.5 View Application Deficiencies

Step 1. On the **My Services** page, under the **My Programs/Institutions** tab, select a specialty from the drop-down menu. The list of programs associated to that specialty appears below.

The screenshot shows the 'My Program/Institutions' page. At the top, there are navigation links: 'J-1 Visa Sponsorship', 'My Program/Institutions' (active), 'Search', and 'Resources'. Below this is a 'Specialties' section with a 'Select Specialty' dropdown menu. The dropdown is open, showing 'Internal Medicine' as the selected option. Below the specialties section is a 'My Programs' section with a table of programs. The table has columns for Program Name, Institution Name, Subspecialty, Program ID, and Institution ID. A 'View Details' button is located to the right of the first row.

Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE-PHOENIX PROGRAM	University of Arizona College of Medicine - Phoenix		1400321025	038179	View Details

Step 2. Under the **My Programs** section, click **View Details** for the program with the associated **Appointment Profile**.

This screenshot is identical to the previous one, but the 'View Details' button in the 'My Programs' table is highlighted with a yellow box.

Step 3. A page with the **Program Information** and **List of Appointment Profiles** appears. Under the **List of Appointment Profiles** section, click **View Details** for the **Appointment Profile** you would like to review.

The screenshot shows the 'List of Appointment Profiles' page. At the top, there are two buttons: 'Add a New Appointment Profile' and 'TPL Contact Information'. Below this is a table with columns for Sponsorship Period, Level, # Applicants, and Status. Each row has a 'View Details' button and a 'Delete' button. The 'View Details' button for the first row is highlighted with a yellow box. At the bottom, there is a 'Return to My Programs/Institutions' button.

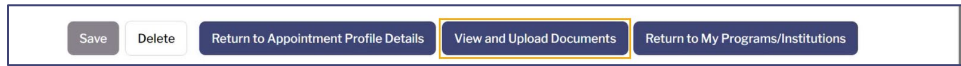
Sponsorship Period	Level	# Applicants	Status		
03/01/2024 - 02/28/...	1	0	Pending	View Details	Delete
02/01/2024 - 01/31/2...	1	0	Pending	View Details	Delete
01/01/2024 - 01/31/2...	1	2	Submitted	View Details	Delete

Step 4. In the **Applicants in the Appointment Profile** section, click the **Applicant Name** for whom you plan to view application deficiencies.

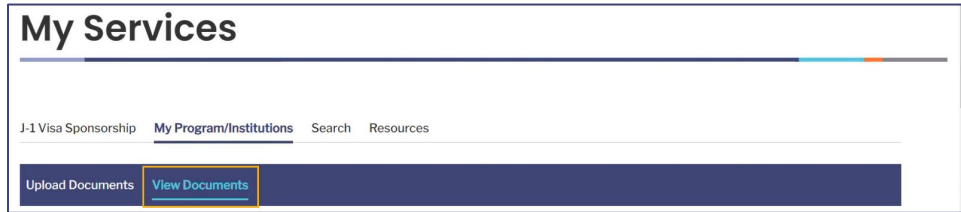
The screenshot shows the 'Applicants in the Appointment Profile' page. At the top, there are several dropdown menus: Applicant Name, USMLE ID, MyIntealth ID, Track Code, AP Differences, Sponsorship End Date, and Application Status. Below this is a table with columns for Applicant Name, USMLE ID, MyIntealth ID, Track Code, AP Differences, Sponsorship End Date, Application Status, and a 'Delete' button. The 'Applicant Name' column is highlighted with a yellow box.

Applicant Name	USMLE ID	MyIntealth ID	Track Code	AP Differences	Sponsorship End Date	Application Status	
[Redacted]			Preliminary		01/31/2024	Complete	Delete
[Redacted]			Categorical		01/31/2024	Incomplete	Delete

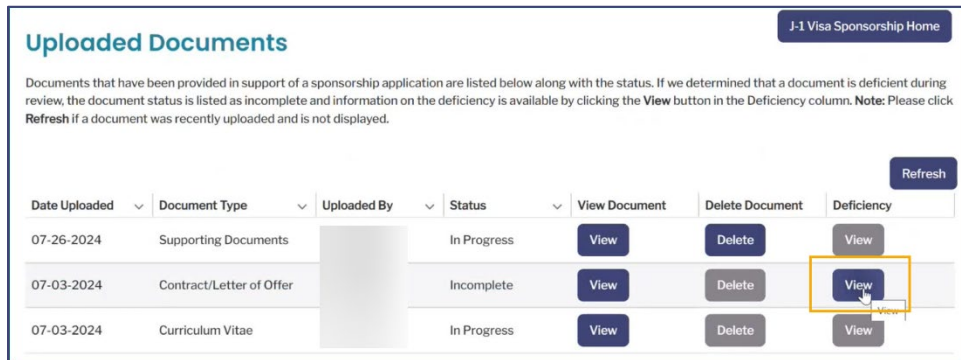
Step 5. A page with the **Program Information** and **Applicant Information** appears. Scroll down to the bottom of the page, and click **View and Upload Documents**.



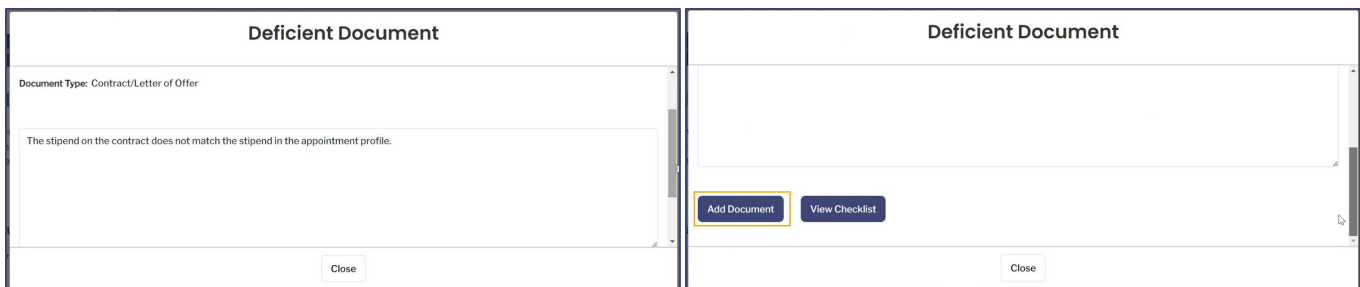
Step 6. Click the **View Documents** tab.



Step 7. Under the **Uploaded Documents** section, if there is an issue with a particular document, the **View** button under the **Deficiency** column will be active. Click **View** to research and resolve the issue.

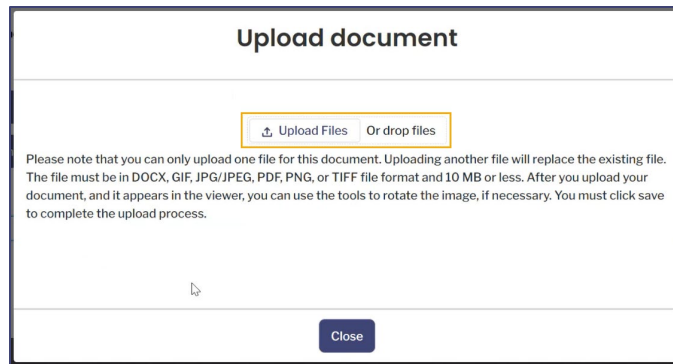


Step 8. A **Deficient Document** pop-up appears. Review the reason for the deficiency, and if applicable, click **Add Document** to upload the correct file.

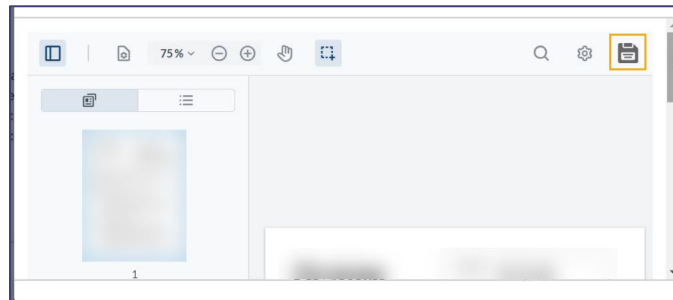


Step 9. Follow normal instructions for uploading documentation. If any other action is required to resolve the deficiency, please take the appropriate action(s).

- a. Click the **Upload Files** button, and select the appropriate file.



- b. A preview of the file appears. Click **Save** (disk icon).



- c. A **Success** notification appears stating that the file has been successfully uploaded. You may repeat the previous steps if there is additional documentation to upload.

6.1.6 Update an Applicant's Appointment Profile Details

Step 1. On the **My Services** page, under the **My Programs/Institutions** tab, select a specialty from the drop-down menu. The list of programs associated to that specialty appears below.

The screenshot shows the 'My Program/Institutions' page. At the top, there are navigation links: 'J-1 Visa Sponsorship', 'My Program/Institutions' (active), 'Search', and 'Resources'. Below this is a 'Specialties' section with a dropdown menu labeled 'Select Specialty' currently showing 'Internal Medicine'. Underneath is a 'My Programs' section with a table of programs. The table has columns for Program Name, Institution Name, Subspecialty, Program ID, and Institution ID. A 'View Details' button is located to the right of the first row.

Program Name	Institution Name	Subspecialty	Program ID	Institution ID	
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE-PHOENIX PROGRAM	University of Arizona College of Medicine - Phoenix		1400321025	038179	View Details

Step 2. Under the **My Programs** section, click **View Details** for the program with the associated **Appointment Profile**.

This screenshot is identical to the previous one, but the 'View Details' button in the 'My Programs' table is highlighted with a yellow box.

Step 3. A page with the **Program Information** and **List of Appointment Profiles** appears. Under the **List of Appointment Profiles** section, click **View Details** for the **Appointment Profile** you would like to update.

The screenshot shows the 'List of Appointment Profiles' page. At the top, there are two buttons: 'Add a New Appointment Profile' and 'TPL Contact Information'. Below is a table with columns: Sponsorship Period, Level, # Applicants, Status, and two buttons: 'View Details' and 'Delete'. The first 'View Details' button is highlighted with a yellow box. At the bottom, there is a 'Return to My Programs/Institutions' button.

Sponsorship Period	Level	# Applicants	Status		
03/01/2024 - 02/28/...	1	0	Pending	View Details	Delete
02/01/2024 - 01/31/2...	1	0	Pending	View Details	Delete
01/01/2024 - 01/31/2...	1	2	Submitted	View Details	Delete

Step 4. In the **Applicants in the Appointment Profile** section, click the **Applicant Name** for the **Appointment Profile** you plan to update.

The screenshot shows the 'Applicants in the Appointment Profile' page. It features a table with columns: Applicant Name, USMLE ID, MyIntealth ID, Track Code, AP Differences, Sponsorship End Date, Application Status, and a 'Delete' button. The first 'Applicant Name' cell is highlighted with a yellow box.

Applicant Name	USMLE ID	MyIntealth ID	Track Code	AP Differences	Sponsorship End Date	Application Status	
[Redacted]			Preliminary		01/31/2024	Complete	Delete
[Redacted]			Categorical		01/31/2024	Incomplete	Delete

Step 5. Under the **Applicant Information** section, manually update any active fields that require an update.

Track Code: Preliminary
Start Date: 1/1/2024
End Date: 1/31/2024
(Orientation, if paid, must be reflected as start date)

Track Code: Preliminary
Start Date: 1/1/2024
End Date: 2/29/2024
(Orientation, if paid, must be reflected as start date)

Step 6. Click **Save**.

Save Delete Return to Appointment Profile Details View and Upload Documents Return to My Programs/Institutions

Step 7. A **Success** notification appears stating that an **Online Request Case** was submitted.

Name of Institution / Organization: (Hospital/Medical Center directly paying J-1 physician)
Success Online Request Case submitted

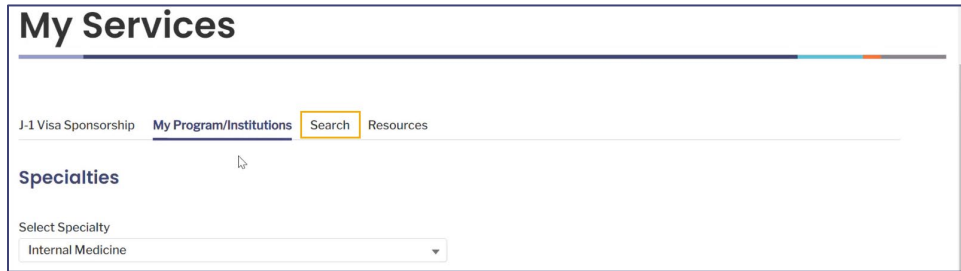
Step 8. The **Change Request** is shown under the edited field(s) and is subject to review by Intealth before the change is implemented.

Track Code: Preliminary
Start Date: 1/1/2024
End Date: 1/31/2024
Change Request: 02/29/2024
(Orientation, if paid, must be reflected as start date)

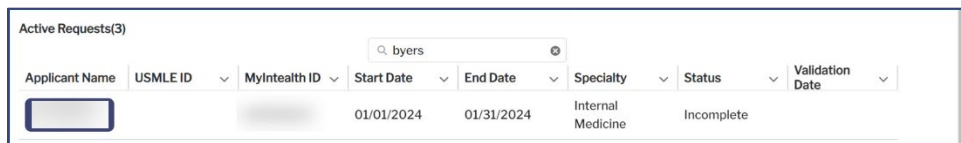
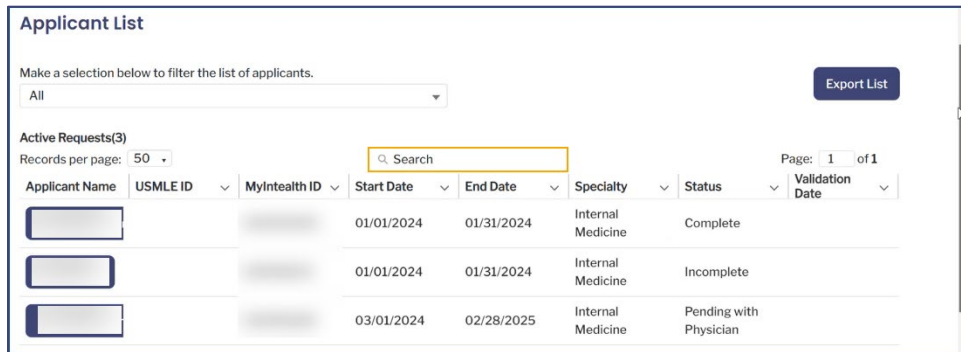
- a. If necessary, TPLs may be required to upload additional documentation that confirms the reason for changing the **Appointment Profile** information.
- b. If additional documentation is required, refer to the [Upload Documents to an Appointment Profile](#) section for instructions.

6.1.7 Search for Applicants

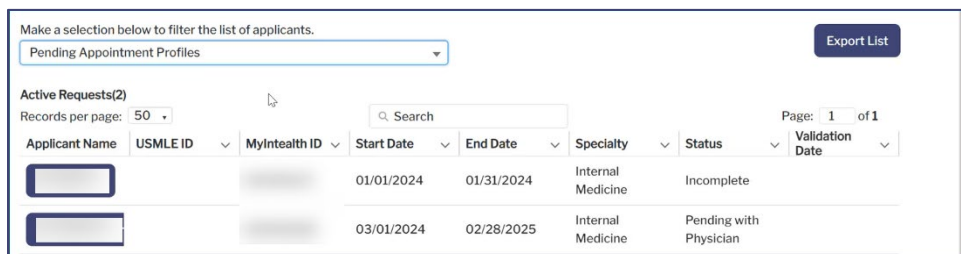
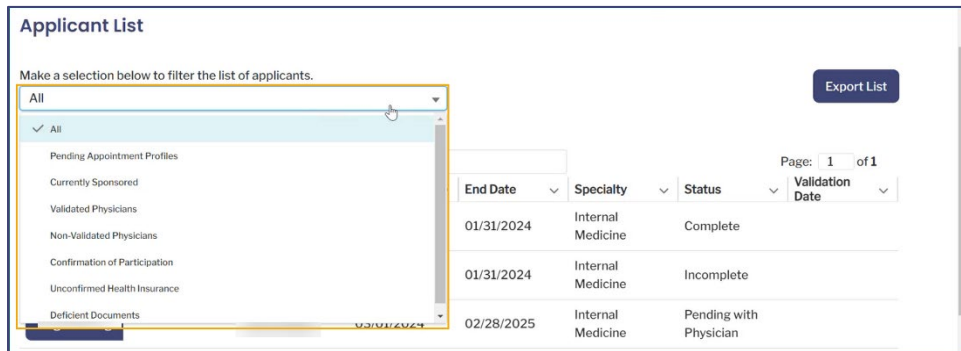
Step 1. On the **My Services** page, click the **Search** tab.



Step 2. An **Applicant List** appears below. To search for a specific applicant, enter the applicant's name, USMLE ID, or MyIntealth ID into the **Search** bar.



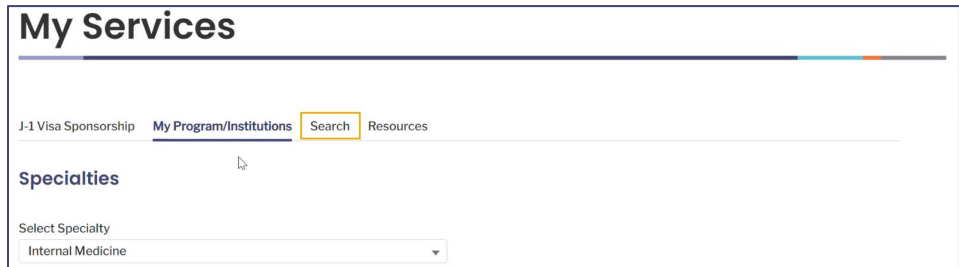
Step 3. To filter the list of applicants further, you may also utilize the drop-down menu and select the appropriate option.



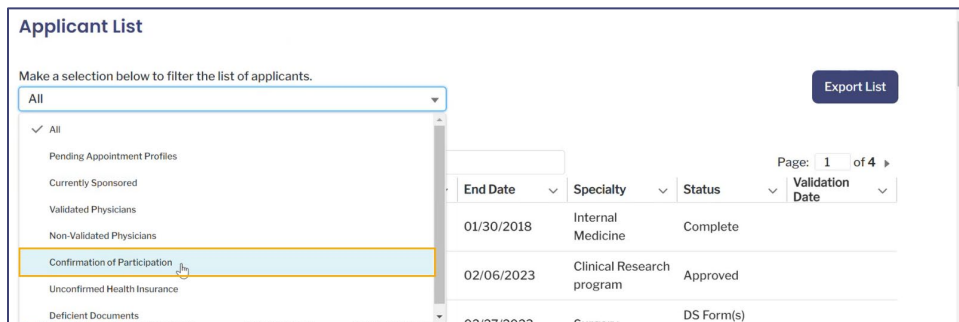
6.1.8 Confirm the Active Participation of J-1 Physicians

It is important to note that the TPL is responsible for monitoring the on-going and active participation of J-1 physicians, and these steps are periodically required at different times of the year.

Step 1. On the **My Services** page, click the **Search** tab.

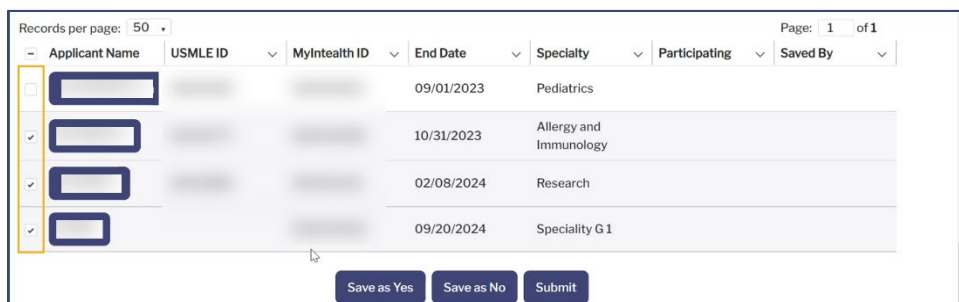


Step 2. Select **Confirmation of Participation** from the drop-down menu.



Step 3. A list of **Active Participants** appears below. To confirm whether the applicant is actively participating, follow the instructions below:

a. Click the checkbox near the **Applicant Name**. (You may select more than one applicant at a time.)



b. If the selected applicant(s) are actively participating, click **Save as Yes**. If the selected applicant(s) are not actively participating, click **Save as No**.

Records per page: 50 Page: 1 of 1

<input type="checkbox"/>	Applicant Name	USMLE ID	MyIntealth ID	End Date	Specialty	Participating	Saved By
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	09/01/2023	Pediatrics		[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	10/31/2023	Allergy and Immunology		[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	02/08/2024	Research		[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	09/20/2024	Speciality G 1		[Redacted]

Save as Yes Save as No Submit

c. The **Participating** column updates accordingly as the selections are saved.

Records per page: 50 Page: 1 of 1

<input type="checkbox"/>	Applicant Name	USMLE ID	MyIntealth ID	End Date	Specialty	Participating	Saved By
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	09/01/2023	Pediatrics		[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	10/31/2023	Allergy and Immunology	Yes	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	02/08/2024	Research	Yes	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	09/20/2024	Speciality G 1	Yes	[Redacted]

Save as Yes Save as No Submit

d. Once all selections have been made and reviewed, click **Submit**. Please note that selections cannot be changed after they have been submitted.

Records per page: 50 Page: 1 of 1

<input type="checkbox"/>	Applicant Name	USMLE ID	MyIntealth ID	End Date	Specialty	Participating	Saved By
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	09/01/2023	Pediatrics	No	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	10/31/2023	Allergy and Immunology	Yes	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	02/08/2024	Research	Yes	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	09/20/2024	Speciality G 1	Yes	[Redacted]

Save as Yes Save as No Submit

Step 4. The selected applicants now appear in the **Submitted Participants** section.

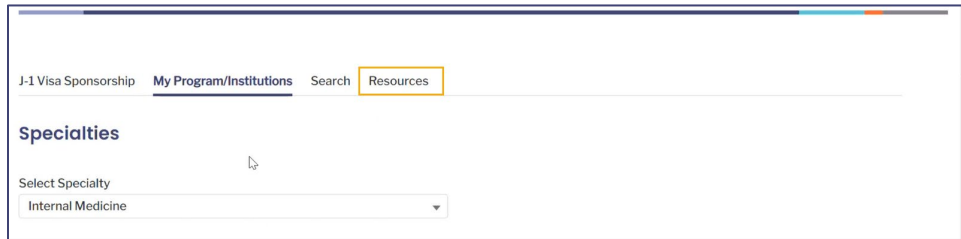
Submitted Participants(4)

Records per page: 50 Page: 1 of 1

	Applicant Name	USMLE ID	MyIntealth ID	End Date	Specialty	Participating	Submitted By
1	[Redacted]	[Redacted]	[Redacted]	09/01/2023	Pediatrics	No	[Redacted]
2	[Redacted]	[Redacted]	[Redacted]	10/31/2023	Allergy and Immunology	Yes	[Redacted]
3	[Redacted]	[Redacted]	[Redacted]	02/08/2024	Research	Yes	[Redacted]
4	[Redacted]	[Redacted]	[Redacted]	09/20/2024	Speciality G 1	Yes	[Redacted]

6.1.9 Access Resources

Step 1. On the **My Services** page, click the **Resources** tab.



Step 2. On the **Resources** page, there are a list of hyperlinked resources and **Sponsorship Application Checklists** available to view and download, including training videos that walkthrough the TPL-related user guide sections.



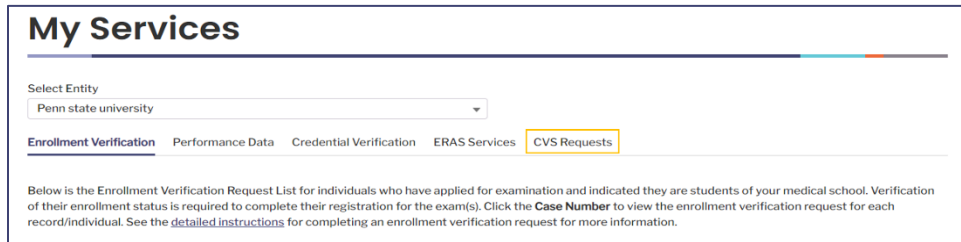
7 Certification Verification Service (CVS)

7.1 Submit New CVS Requests

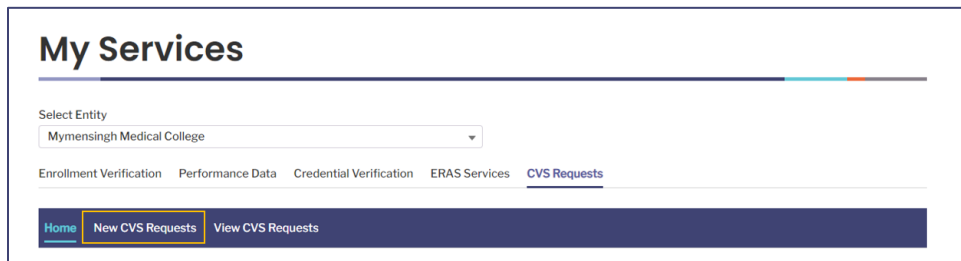
Step 1. Log in to the **MyIntealth Entity Portal**. In the top banner, click **My Services**.



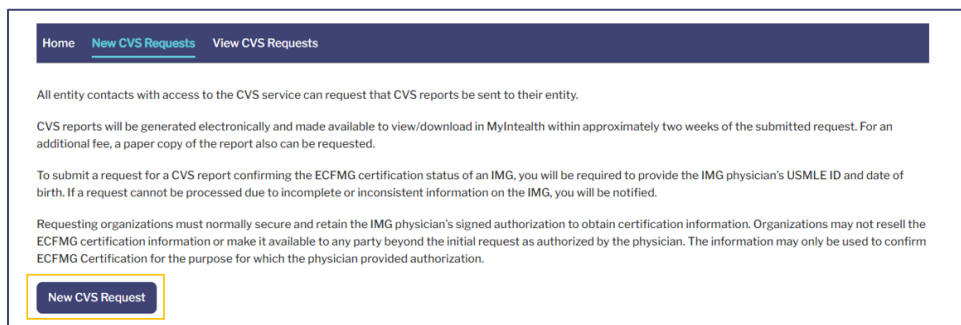
Step 2. Click the **CVS Requests** tab.



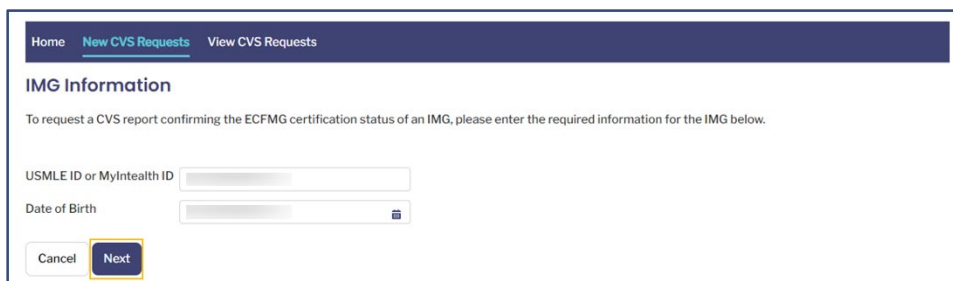
Step 3. Click the **New CVS Requests** tab in the blue banner.



Step 4. Click the **New CVS Request** button at the bottom of the screen.



Step 5. In the **IMG Information** section, enter the **USMLE ID or MyIntealth ID** and **Date of Birth**.

The screenshot shows the 'IMG Information' form. The 'Next' button is highlighted with a yellow box. The form contains two input fields: 'USMLE ID or MyIntealth ID' and 'Date of Birth'. Below the input fields are 'Cancel' and 'Next' buttons.

Step 6. Click **Next**.

Home [New CVS Requests](#) [View CVS Requests](#)

IMG Information

To request a CVS report confirming the ECFMG certification status of an IMG, please enter the required information for the IMG below.

USMLE ID or MyIntealth ID

Date of Birth

Step 7. Review the information in the **CVS Report Request Review** section. Under the **Delivery Instructions**, click **Next**.

Home [New CVS Requests](#) [View CVS Requests](#)

Would you like a paper copy of this report to be sent for an additional fee? If yes, check the box. If no, leave it blank.

Would you like the paper copy of this report sent to the general mailing address on record for your organization? If yes, check the box. If you want the paper copy to be addressed and sent directly to you, leave it blank.

CVS Report Request Review

Below is the information you provided as part of this request. If any information is incorrect, you can change your responses by clicking [Previous](#). If you confirm that all information is correct as listed below, click [Next](#).

IMG Information

USMLE ID

Date of Birth

Entity Information

Requesting Entity

Billing Street

Billing City

Billing State

Billing ZIP/Postal Code

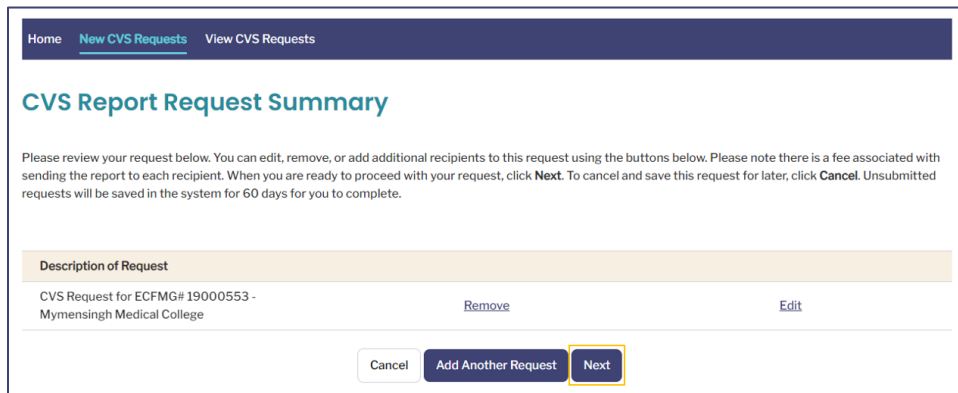
Billing Country

Delivery Instructions

The CVS report will be generated electronically once the request is processed. You will be notified when it is available to view/download in MyIntealth. Per your request, a paper copy of the CVS report also will be addressed and mailed directly to you.

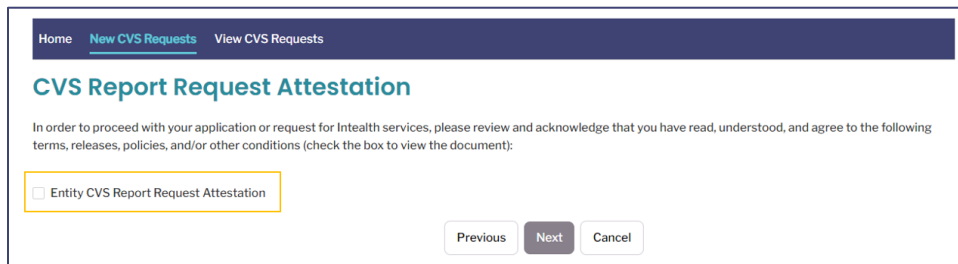
- a. This page has the option to also request a paper copy of this report.

Step 8. The request is now available for review on the **CVS Status Report Request Summary** page. Once ready, click **Next**.

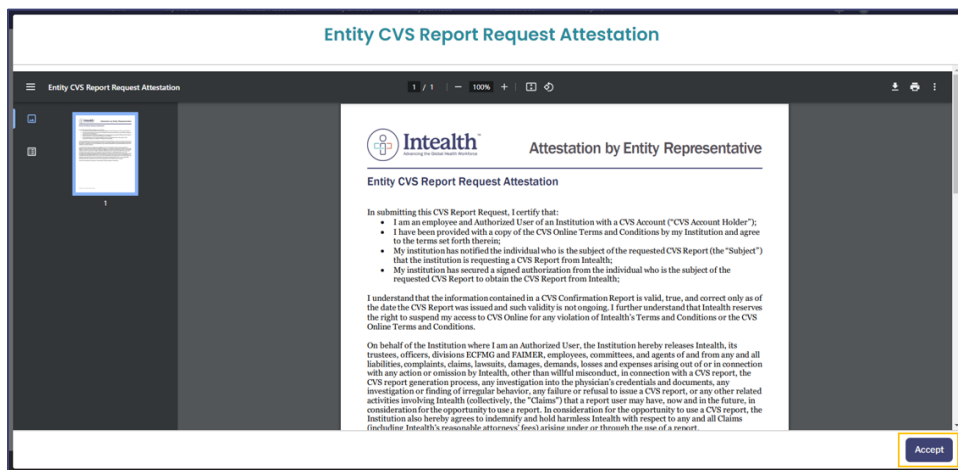


- a. From this page, you can **Remove** or **Edit** the current request, as well as **Add Another Request**.

Step 9. Review the **CVS Report Request Attestation** section, and click the **Entity CVS Report Request Attestation** checkbox.



Step 10. The **Entity CVS Report Request Attestation** pop-up appears. Review the information, and click **Accept**.



Step 11. Click **Next**.

Home [New CVS Requests](#) [View CVS Requests](#)

CVS Report Request Attestation

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

Entity CVS Report Request Attestation

Previous **Next** Cancel

Step 12. The **Review Your Cart** page appears. Click **Proceed to Payment**.

Home [New CVS Requests](#) [View CVS Requests](#)

Review Your Cart

Please review the items in your cart. If you are ready to continue with this application/request, click **Proceed to Payment**. Once you proceed to payment, you will be unable to return to this screen. If you wish to cancel this application/request, click **Previous** to return to the preceding screen and then click **Cancel**.

Important Note: Navigating away from this screen, by using the Back button in your browser or refreshing your browser, may clear your responses and restart the application/request.

Cart items

Product	Total
CVS Report	
Paper Copy	

Subtotal:

Total:

Previous **Proceed to Payment**

Step 13. Complete the subsequent **Billing Address** and **Payment Info** sections and click **Pay**.

If the billing address for the credit card you are using is different from the address in your Intealth profile, please enter the correct billing address. A payment confirmation will be sent to the email address below.

Card Bank Account

Warning: Clicking the back button in your browser will start the entire application/service request over again.

Pay

When the payment is approved, click **Next**.
Please refer to the [Payment](#) page for additional information.

Next

Step 14. A **Thank You!** notification appears with the **Case Number** for your request. Click **Next** to return to the **MyIntealth Entity Portal** home page.

Thank You!

You have successfully submitted your application/service request. We will notify you as soon as your request has been processed. You can also monitor the status of this request using the case number provided below.

For your reference, your case number for this request is [REDACTED]

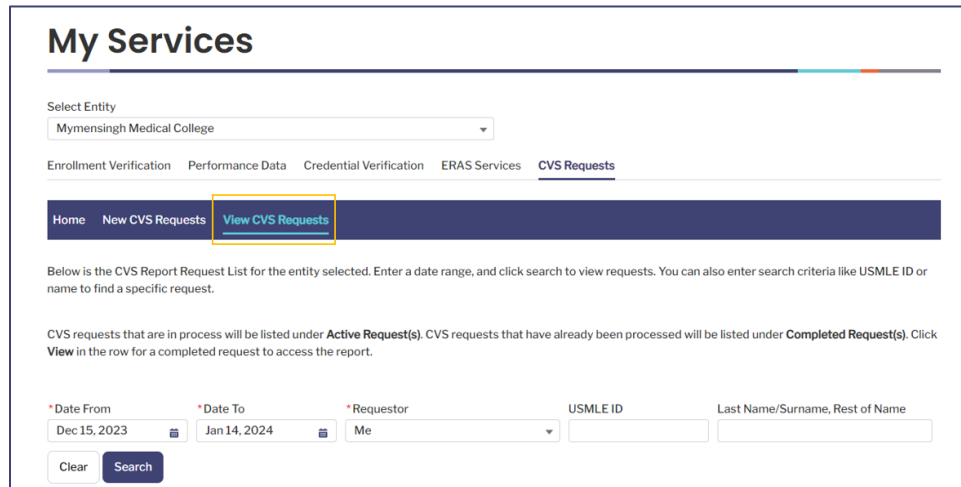
Payment Confirmation Number: [REDACTED]

Amount: \$ [REDACTED]

[Next](#)

7.2 View CVS Requests

To view your CVS requests, return to **My Services**, click the **CVS Requests** tab, and then click **View CVS Requests**.



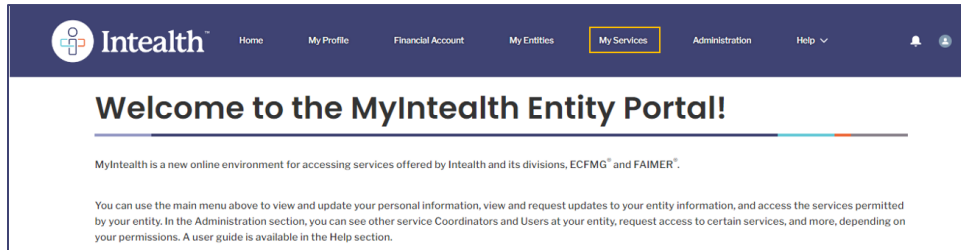
The screenshot shows the 'My Services' page with a navigation bar containing 'Enrollment Verification', 'Performance Data', 'Credential Verification', 'ERAS Services', and 'CVS Requests'. Below the navigation bar is a dark blue bar with 'Home', 'New CVS Requests', and 'View CVS Requests' (highlighted with a yellow box). The main content area includes a 'Select Entity' dropdown menu set to 'Mymensingh Medical College'. Below this is a search section with the following fields: '*Date From' (Dec 15, 2023), '*Date To' (Jan 14, 2024), '*Requestor' (Me), 'USMLE ID', and 'Last Name/Surname, Rest of Name'. There are 'Clear' and 'Search' buttons at the bottom of the search section.

- a. All **Active Requests** are now available for review.
- b. The **Case Status** of the report updates accordingly. For example, once the status is listed as **Report Printed**, it moves from the **Active Requests** section to the **Completed Requests** section.

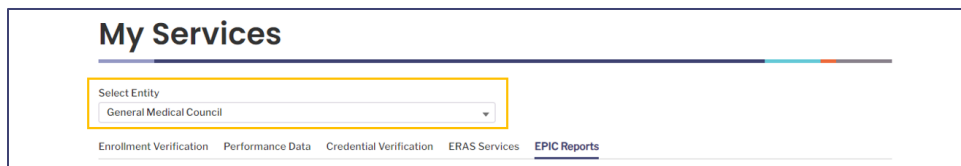
8 Electronic Portfolio of International Credentials (EPIC)

8.1 View EPIC Notifications

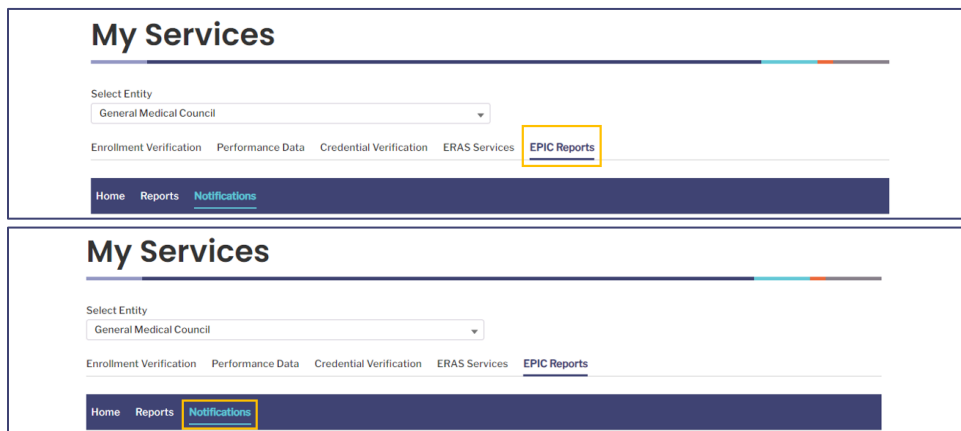
Step 1. From the top banner of the **MyIntealth Entity Portal**, click **My Services**.



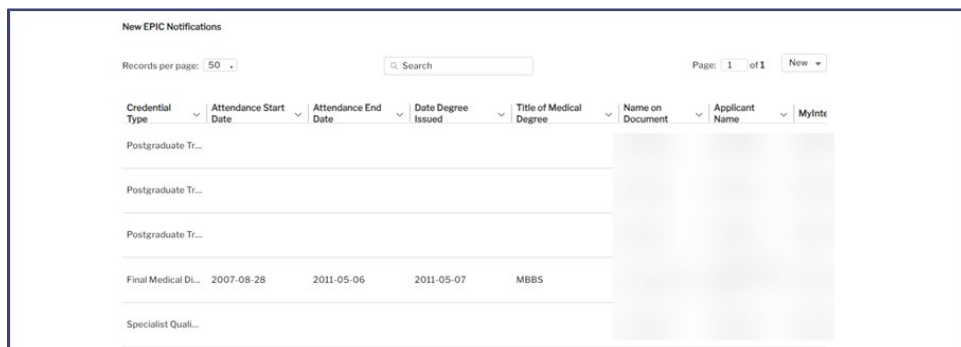
Step 2. The **My Services** page appears. Select an Entity from the **Select Entity** drop-down menu.



Step 3. Click the **EPIC Reports** tab, then click **Notifications**.

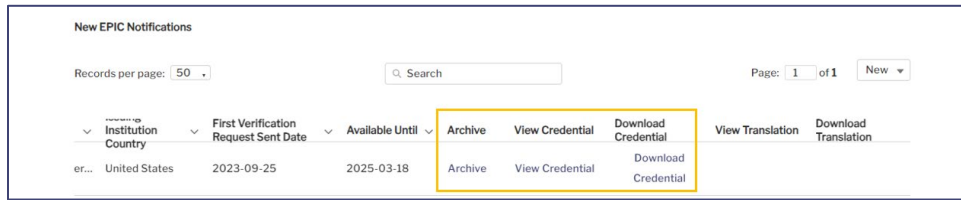


Step 4. A list of **New EPIC Notifications** displays. Use the following instructions for a breakdown of options related to this page:

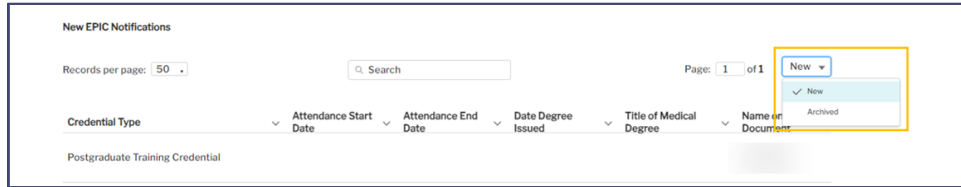


a. This list shows details about credential verification cases sent for verification to the

issuing institution **with** the Entity listed as the automatic **EPIC Report** recipient. These credentials can be viewed, downloaded, or archived.

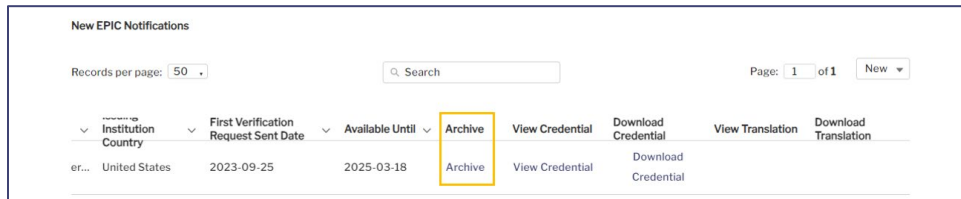


- b. Use the drop-down menu on the right side of the page to toggle between **New** and **Archived** lists.

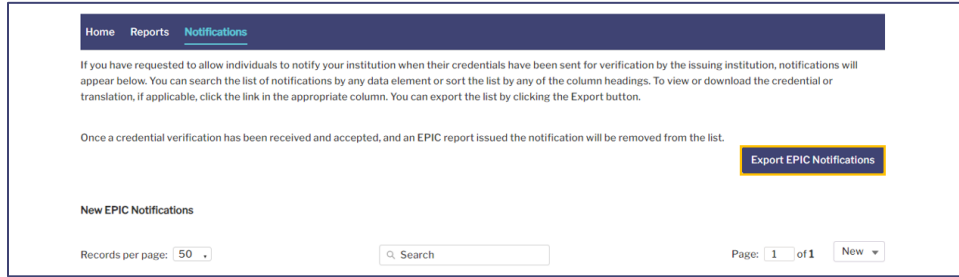


- c. Click **Archive** to move a notification from the **New EPIC Notifications** list to the **Archived** list.

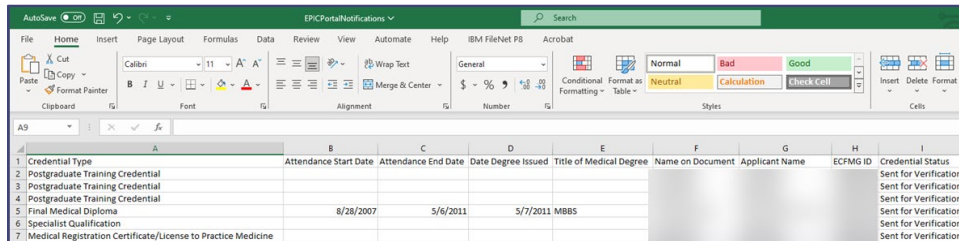
Note: This action can also be undone by clicking **Unarchive** on the **Archived** list.



d. Click **Export EPIC Notifications** to export the list of notifications.



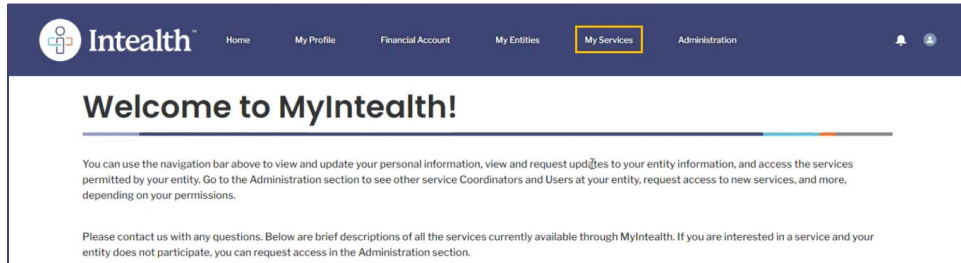
(1) An Excel spreadsheet containing the **EPIC Notifications** list downloads to your local device.



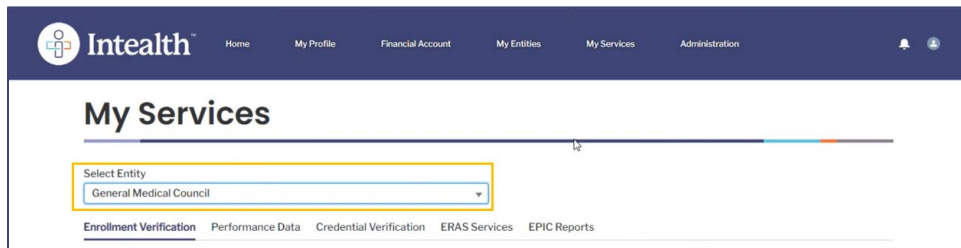
e. After the **Credential Verification Case** is accepted and an **EPIC Report** is sent to the **Entity Portal**, the credential is removed from the **EPIC Notification** list.

8.2 Receive an EPIC Report – EPIC Partner Organization

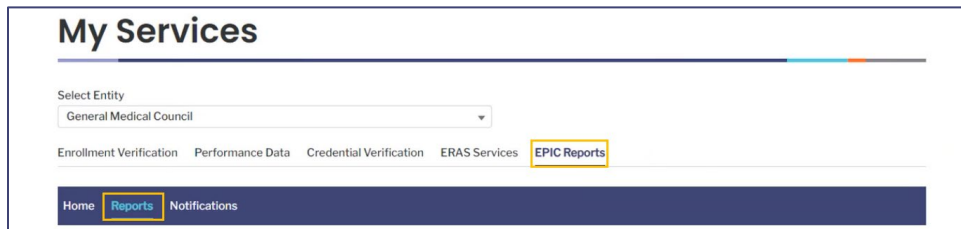
Step 1. From the **MyIntealth Entity Portal**, in the top banner, click **My Services**.



Step 2. The **My Services** page opens. Select an Entity from the **Select Entity** drop-down menu.



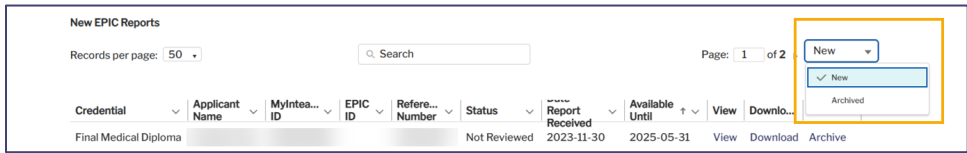
Step 3. Click the **EPIC Reports** tab, then click **Reports**.



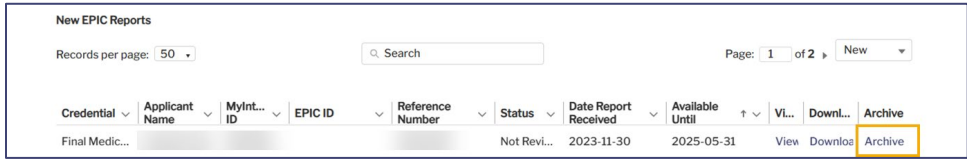
Step 4. A list of **EPIC Reports** sent to the **EPIC Partner Organization** appears. Use the following instructions for a breakdown of options related to this page.

Credential	Applicant Name	MyInt... ID	EPIC ID	Referen... Number	Status	Date Report Received	Available Until	View	Downlo...	Archive
Final Medical Di...					Reviewed	2023-12-12	2025-06-12	View	Downlo...	Archive
Final Medical Di...					Not Reviewed	2023-11-30	2025-05-31	View	Downlo...	Archive
Final Medical Di...					Not Reviewed	2024-01-19	2025-07-19	View	Downlo...	Archive
Final Medical Di...					Not Reviewed	2023-12-20	2025-06-20	View	Downlo...	Archive
Postgraduate T...					Not Reviewed	2023-12-14	2025-06-14	View	Downlo...	Archive
Postgraduate T...					Not Reviewed	2023-12-06	2025-06-06	View	Downlo...	Archive

- This list shows details about **EPIC Reports** sent to the **EPIC Partner Organization**. These **EPIC Reports** can be viewed, downloaded, and archived.
- Use the drop-down menu on the right side of the page to toggle between **New** and **Archived** lists.

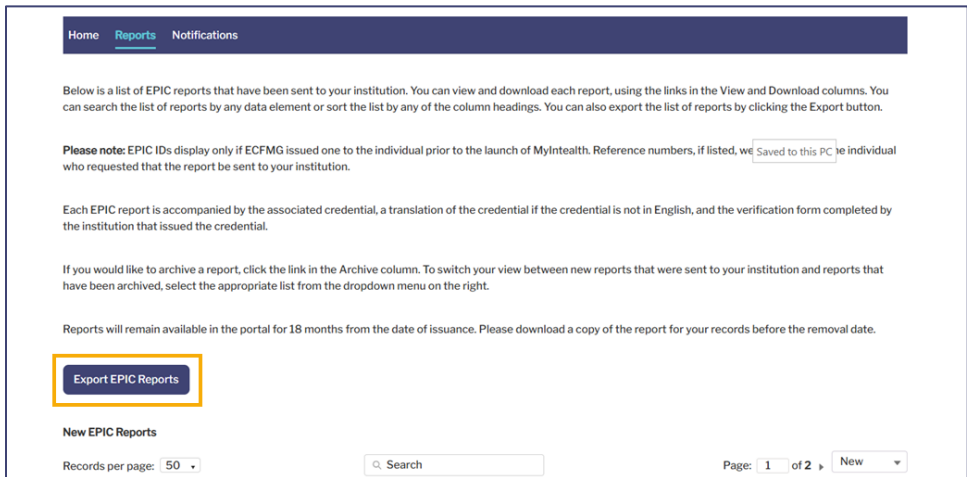


- c. Click **Archive** to move an **EPIC Report** from the **New EPIC Reports** list to the **Archived** list.



NOTE: This action can also be undone by clicking **Unarchive** from the **Archived** list.

- d. Click **Export EPIC Reports** to export the list of reports.



- (1) An Excel spreadsheet containing the **EPIC Reports** list downloads to your local device.

Entity Name	Credential	Applicant Name	ECFMG ID	EPIC ID	Reference N	Status	Date Report Received	Available Until
General Medical Council	Final Medical Diploma					Reviewed	12/12/2023	6/12/2025
General Medical Council	Final Medical Diploma					Not Reviewed	11/30/2023	5/31/2025
General Medical Council	Final Medical Diploma					Not Reviewed	1/19/2024	7/19/2025
General Medical Council	Final Medical Diploma					Not Reviewed	12/20/2023	6/20/2025
General Medical Council	Postgraduate Training Credential					Not Reviewed	12/14/2023	6/14/2025
General Medical Council	Postgraduate Training Credential					Not Reviewed	12/6/2023	6/6/2025

- e. After the **Available Until** date elapses, the **EPIC Report** is removed from the **EPIC Reports** list.