

HOW TO RECORD YOUR CPD POINTS

Go the **FERMA Rimap® platform**

and connect to your account.

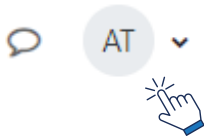
<https://ferma.lhwc.ch>



1

First

Click on your **initials on top right corner** of your screen.



Click on your **profile** and once on your profile click **EDIT PROFILE**.

2

Next

Once in editing mode, click on "Registration details". Here you can add:

CPD - Enter the **total number of CPDs** acquired in the three-year period.

CPD Evidence - Enter the description of the activity and the number of CPD points for each activity in the three-year period. Every supporting documents must be inserted in the personal "Upload Documents" section.

Once you are done, click on **UPDATE PROFILE** and you're done!

3

Then

CPD - Enter the total number of CPDs acquired in the three-year period.

CPD Evidence - Enter the description of the activity and the number of purchase points for each activity in the three-year period. Any supporting documents must be inserted in the personal "Upload Documents" section.

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