How to submit your Best of GreenBuild Series CE’s to USGBC & GBCI

Quick Guide:
• Go to http://usgbc.org/account/credentials
• Login to your account using the email and password for your credentialing
• Click on Credentials on left
• Click blue button that says “Report CE Hours”
• Complete form and hit submit. You are done

Visual Guide:
• Step #1: Go to http://usgbc.org/account/credentials
• Step #2: Login to your account using the email and password for your credentialing
• Step #3: Click on Credentials on left
• Step #4: Click blue button that says “Report CE Hours”
• Step #5: Complete form
  o Leave ID blank
  o Put just title of webcast (leave Best of GreenBuild Series out)
  o Provided by: USGBC North Florida Chapter
  o Date of webcast
  o Description of webcast provided in event registration – leave off presenters
  o Leave URL blank
  o All Best of GreenBuild Series webcast are LEED specific and are 1 hour.

• Step #6: Hit submit and you are done!
**Report CE hours Successful**

**Success!**
Your CE hour activities have been successfully added to your account.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE Hours</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Credentials**

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours Reported</td>
<td>29/9/19</td>
</tr>
<tr>
<td>SD-C specific hours</td>
<td>5/1</td>
</tr>
<tr>
<td>Horse specific hours</td>
<td>1/0</td>
</tr>
<tr>
<td>Reporting end date</td>
<td>31 Jul 2019</td>
</tr>
</tbody>
</table>

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