

Registrations and Receipts

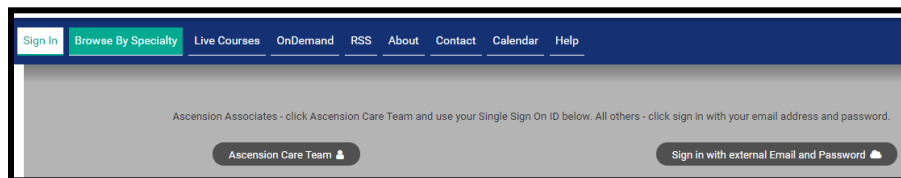
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Resource

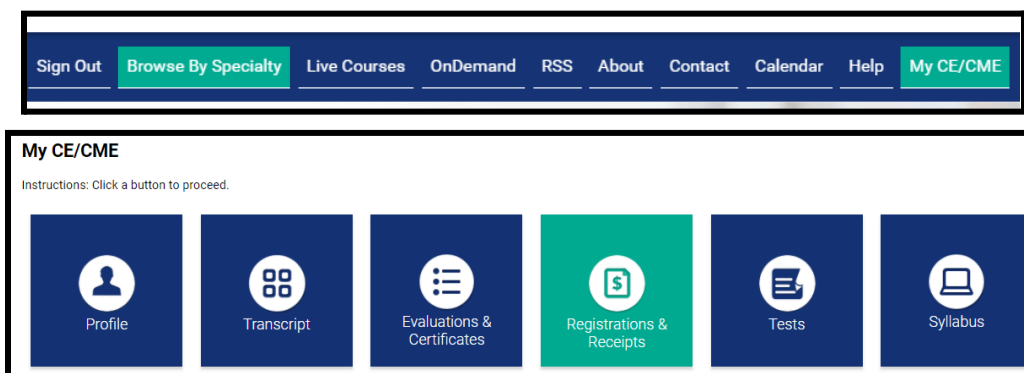
- The Registration and Receipts feature is accessible from the Ascension Interprofessional Continuing Education (IPCE) Attendee Portal and allows users to view activities that they have registered for. If fees were required for any activity, users have the ability to review their receipts with detailed information.

Accessing Registrations & Receipts

- Begin by accessing the Ascension IPCE site using the following web URL:
<https://ascension-ce-cme.cloud-cme.com>
- Sign in to the Ascension IPCE site by clicking on Ascension Care Team and using your Single Sign On (SSO) or sign in with an external email.
 - All associates with an ascension.org email address can successfully log in by clicking **Ascension Care Team**.
 - All other domain email addresses will need to create an account by selecting **Sign in with external Email and Password**.



- Once logged into the attendee portal, select the **My CE/CME** button on the top right-hand side of the screen and choose **Registration & Receipts**.



Registrations & Receipts Information

- Once you have accessed this page, you can view all the activities you have registered for. If an activity has a fee, you can view your receipt.
- To view the receipt, select the orange **Receipt** button next to the activity. This will provide you with the pay status, receipt details, registration policies and any additional activity information.
- Receipts may be emailed or printed. Enter the email address where you wish to email your receipt and select **Send**.

Canceling a Registration

- Email ce-cme@ascension.org in order to cancel your registration. If payment has been processed a refund will be issued.
- Cancellations received in writing no less than 20 days before the course will be refunded, less a 20% administrative fee. No refunds will be made on cancellations received after that date.
- Ascension reserves the right to cancel or postpone programs if necessary. In the event of cancellation, course fees will be fully refunded. We are not responsible for other costs incurred such as non-refundable airline tickets or hotel penalties.