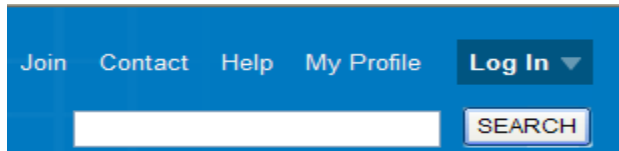


## How to claim PDUs for the WMPMI Dinner Meetings.

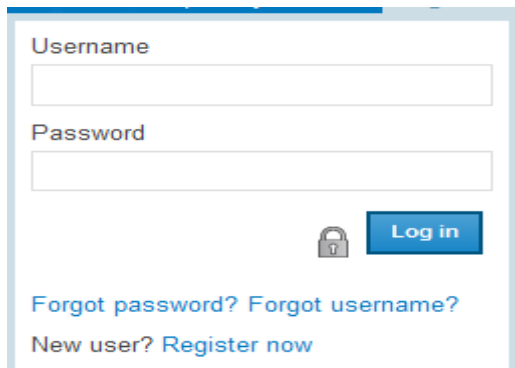
1). Go to the PMI website:

<http://www.pmi.org/>

2). Click on the login button on the upper right hand corner:



3). Fill in your Username (PMI Number) and password and select the “Log in” button:

A screenshot of the PMI login form. It contains two input fields: 'Username' and 'Password'. Below the password field is a blue 'Log in' button with a lock icon to its left. At the bottom of the form, there are three links: 'Forgot password?', 'Forgot username?', and 'New user? Register now'.

4). Select the “Certification” tab then select the “Maintain your certification. Earn and report PDUs” link:

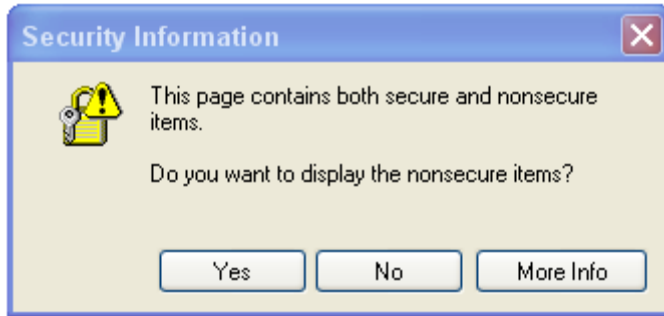


5). Select the “Report PDU” link:

## Maintain Your Credential

[Report PDUs](#)

6). Depending on the security settings on your computer, this window may appear multiple times during the session. Click on “Yes” every time this window is displayed:



7). Select the “Report PDU” link:

### PDU Activity as of 3/21/2011

[Report PDU](#) | [Print Transcript](#) | [Print PDU Category Limits](#)



8). Fill in the PDU category and Activity type as shown and select “Next”:

#### Select PDU Category **Step 1**

PDU category and sub-category (if applicable). Indicate which of the categories best describes the activity reported.

\* PDU category

\* Activity type

You have selected Cat A: Registered Education Provider/PMI Component. Please remember that this category has the following limitations:

PMP®/PgMP®: 1-2 PDUs

PMI-SP®/PMI-RMP®: 1-2 PDUs

Please note that these category limitations are based on current rules. These rules are subject to change at any time and PMI will alert you to those changes. Therefore, you may note differences in the category limitations between the time when you completed the activity and now.

[Print PDU Category Limits](#)

NEXT

CANCEL

9). Fill in the "Component ID" as shown (Provider # is C-Zero-65) and select "Search":

### Component Search Criteria **Step 2**

Locate the component using the search options below. Start a search by entering either the component's ID or the name of the component and click "Search".

Component ID

Component name

|

10). Select the link (C065) displayed:

### Search Results **Step 3**

Select the component listed below.

Show  per page << Page  of 1 >>

Component ID	Name
<a href="#">C065</a>	PMI Western Michigan Chapter

Show  per page << Page  of 1 >>

11). Fill in the date of the activity and the "Activity title" at a minimum and select "NEXT":

### Component Activity Information **Step 4**

Component ID C065

\* Activity date completed

\* Activity title

Activity meeting number

Contact person

Phone number

E-mail address

Confirm e-mail

|

12). Enter the amount of PDUs to claim and select "NEXT":

### PDU Quantities **Step 5**

Please enter the number of PDUs for this activity.

\* PDUs claimed:  PMP/PgMP® Certification PDUs

Valid PDU quantities are between 1 and 2 with increments of 0.25

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13). Check the accuracy box and Select "Submit":

### Confirmation and Submission **Step 6**

"By submitting this claim, I attest that the information I have provided is correct. I understand that any misrepresentation or incorrect information provided may result in disciplinary action, including suspension or revocation of my PMI credential."

I agree this claim is accurate.

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