MyIntealth™ Applicant User Guide:

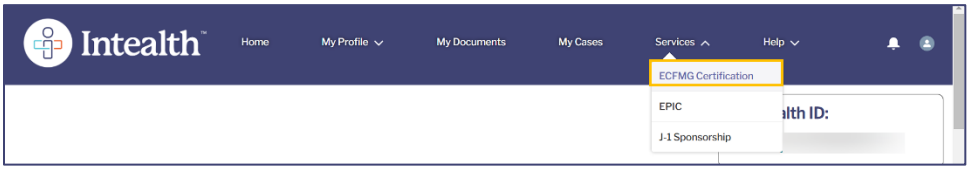
United States Medical Licensing Examination® (USMLE®) Exam

Table of Contents

1 USMLE Exam

1.1 Submit a USMLE Application

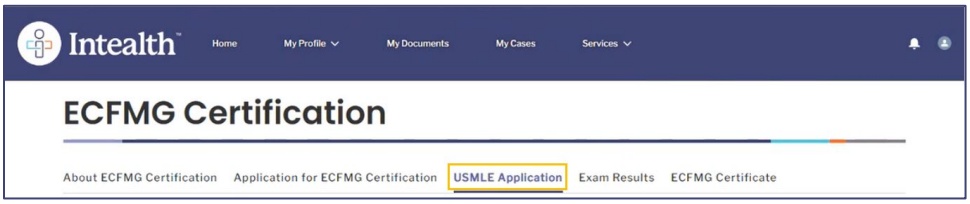
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and then select **ECFMG Certification** from the dropdown.



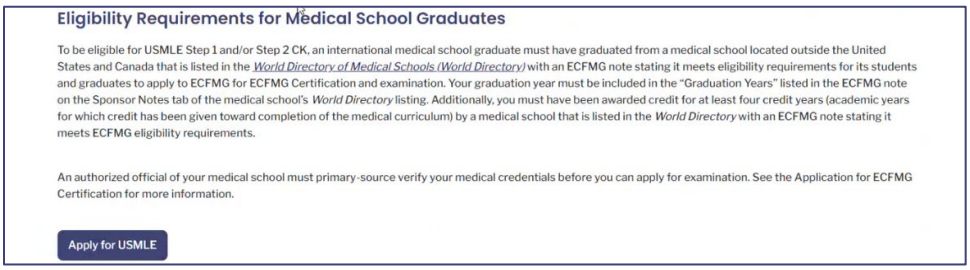
Step 2. The **ECFMG Certification** page opens.

> ***Note:*** *Before applying for a USMLE Exam, ensure the status of your Application for ECFMG Certification case is "accepted". This status can be found on the* ***Application for ECFMG Certification*** *tab.*

Step 3. Click the **USMLE Application** tab.

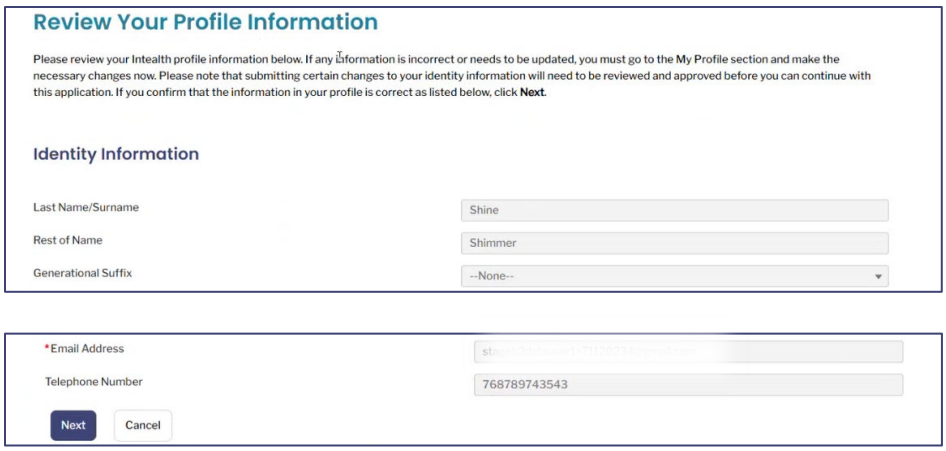


Step 4. Review the information and click **Apply for USMLE**.

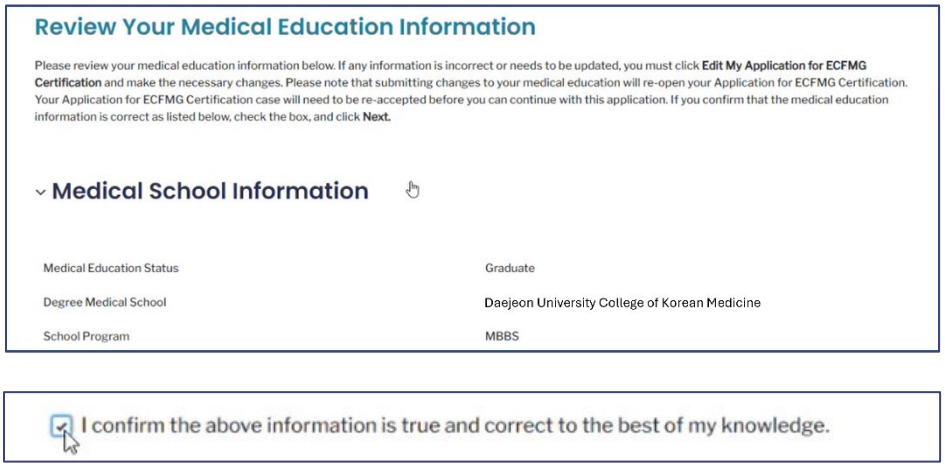


Step 5. The **Review Your Profile Information** page appears. Review your information and click **Next**.

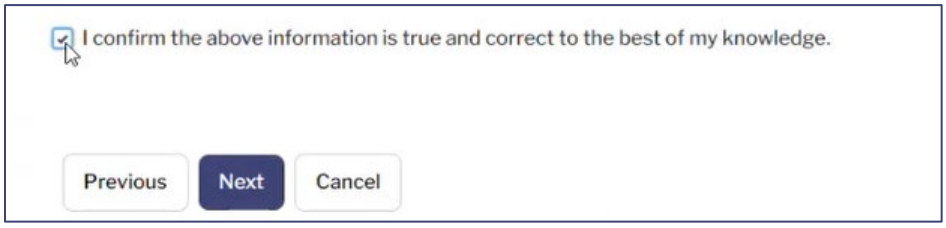
a. If you need to edit your **Identity Information** and/or **Contact Information**, click **Cancel**. To make any necessary edits, click **My Profile** from the top banner and edit your **Identity Information** or **Contact Information** pages.



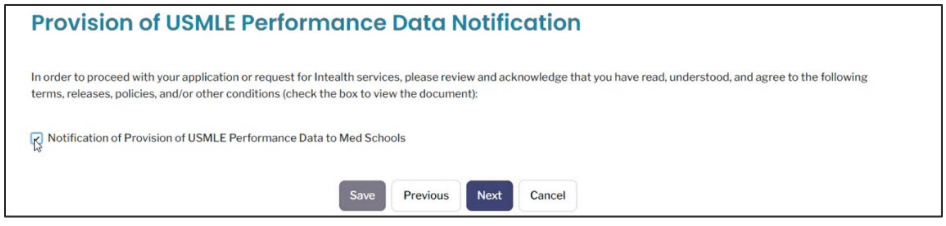
Step 6. The **Review Your Medical Education Information** page appears. Review the information and if the information is correct, click the **I confirm the above information is true and correct to the best of my knowledge** checkbox.



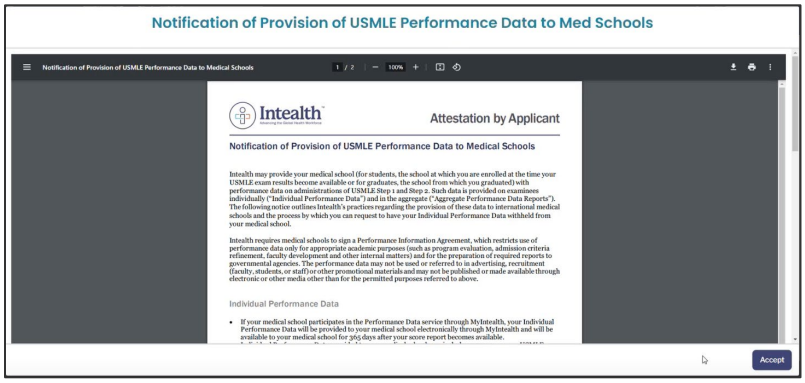
Step 7. Click **Next**.



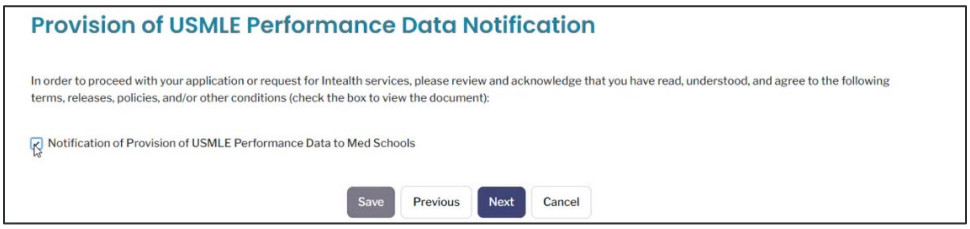
Step 8. The **Provision of USMLE Performance Data Notification** page appears. Click the **Notification of Provision of USMLE Performance Data to Med Schools** checkbox to view a larger version of the document.



Step 9. Review the document and click **Accept**.



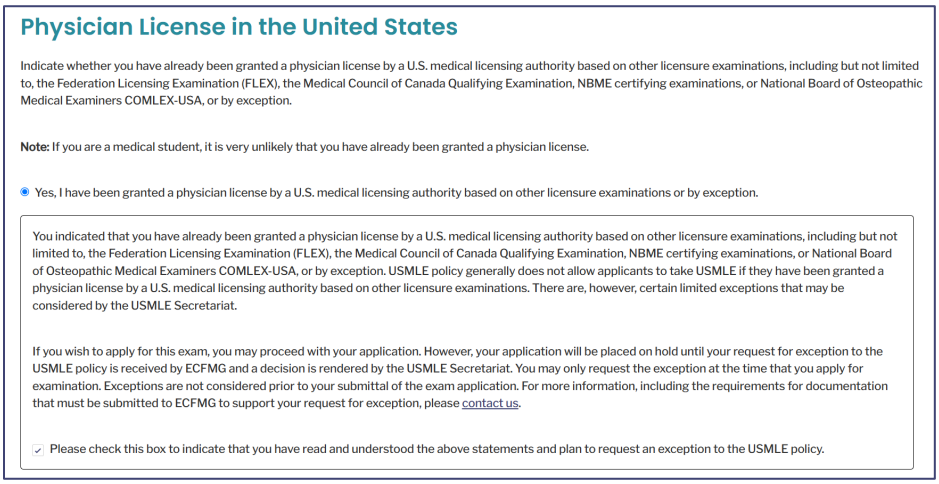
Step 10. Click **Next**.



Step 11. The **Physician License in the United States** page appears. Review the information on this page and indicate whether you have already been granted a physician license by a U.S. medical licensing authority.

a. If you have already been granted a physician license by a U.S. medical licensing authority based on other licensure examinations, select the **Yes, I have been granted a physician license by a U.S. medical licensing authority based on other licensure examinations or by exception** checkbox.

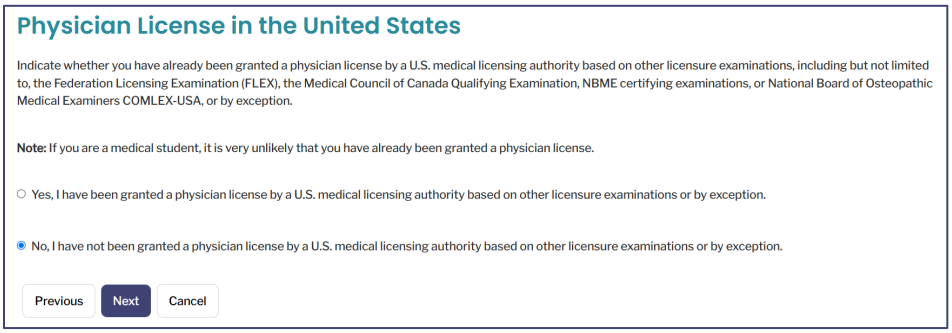
(1) An additional information box appears. Review the information and click the checkbox at the bottom of the pop-up indicating you read and understand the information.



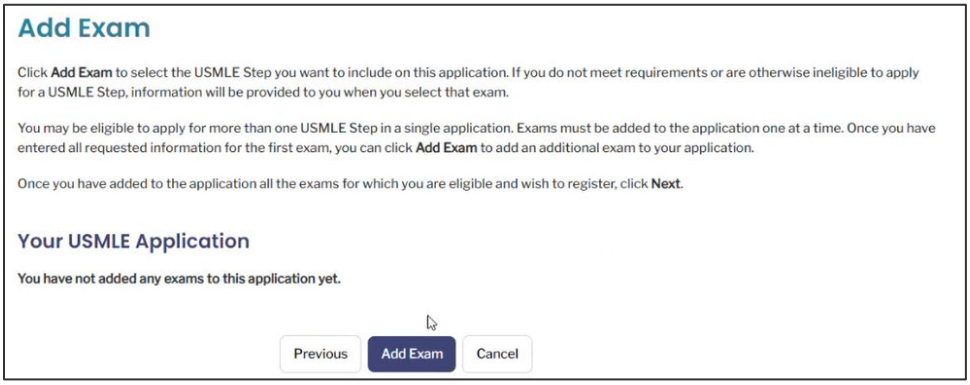
(2) **Note:** If you are a medical student, it is very unlikely that you have already been

granted a physician license.

b. If you have ***not*** been granted a physician license by a U.S. medical licensing authority based on other licensure examinations, click the **No, I have not been granted a physician license by a U.S. medical licensing authority based on other licensure examinations or by exception** checkbox and click **Next.**



Step 12. The **Add Exam** page appears. Click **Add Exam**.

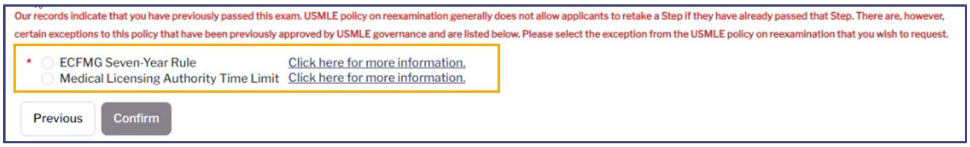


> ***Note:*** *You may only add one exam at a time. Once an exam has been added, you may be able to add an additional exam.*

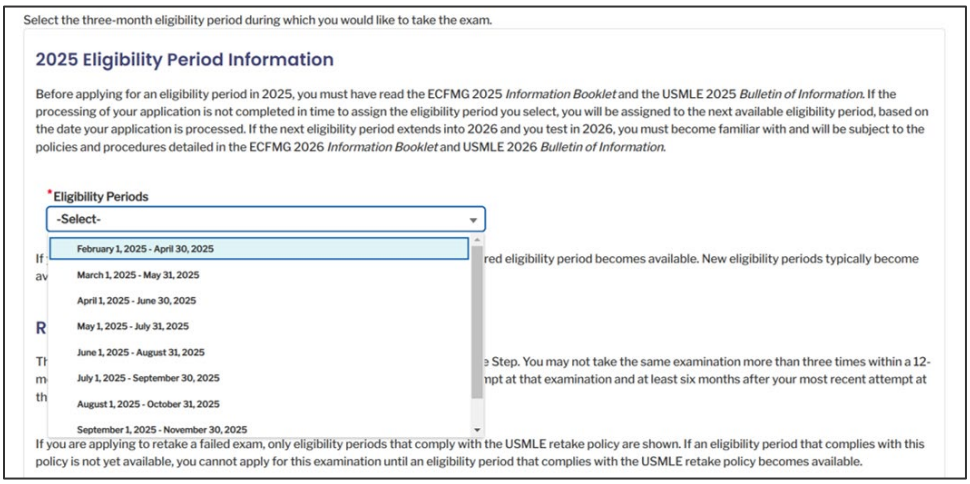
Step 13. The **Exam Details** page appears. Click the checkbox next to the **USMLE Step exam** you want to take. Use the following instructions to complete the subsequent questions pertaining to the selected exam.

a. After selecting an exam, if a red notification appears stating that you have already passed this exam, additional options will appear, prompting you to select the applicable exception reason (**ECFMG Seven-Year Rule** or **Medical Licensing Authority**

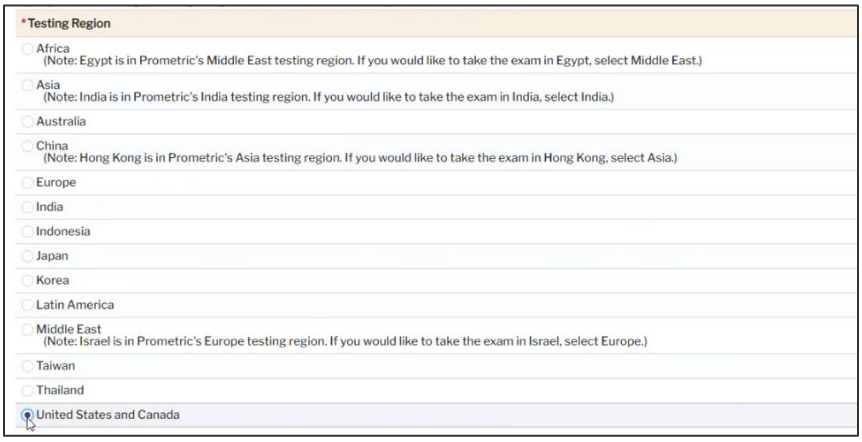
Time Limit). Once you have selected the applicable exception, click **Confirm**.



b. In the **Eligibility Period Information** section, select your **Eligibility Period** from the dropdown.



c. Select your **Testing Region**.

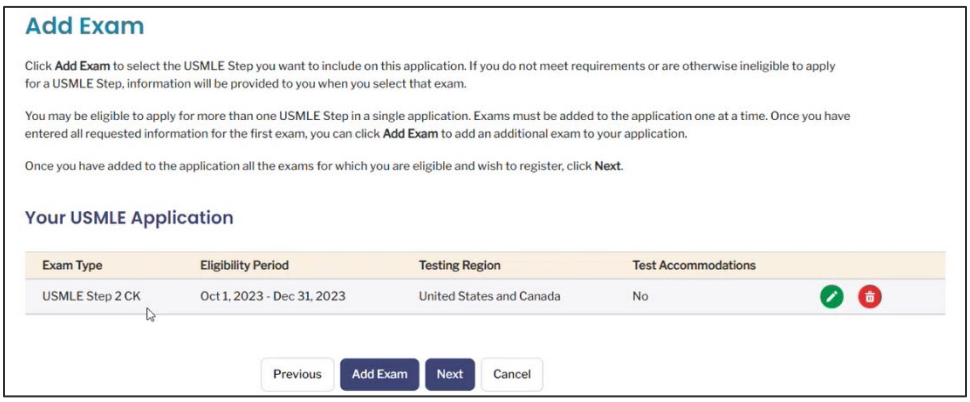


d. In the **Examinees with Documented Disabilities** section, review the question and select the appropriate answer.

(1) If you select **Yes**, follow the on-screen instructions for more detail.

Step 14. Once you have entered all information, click **Confirm**.

Step 15. The **Add Exam** page appears. Review the newly added **Exam Type** under the **Your USMLE Application** section.



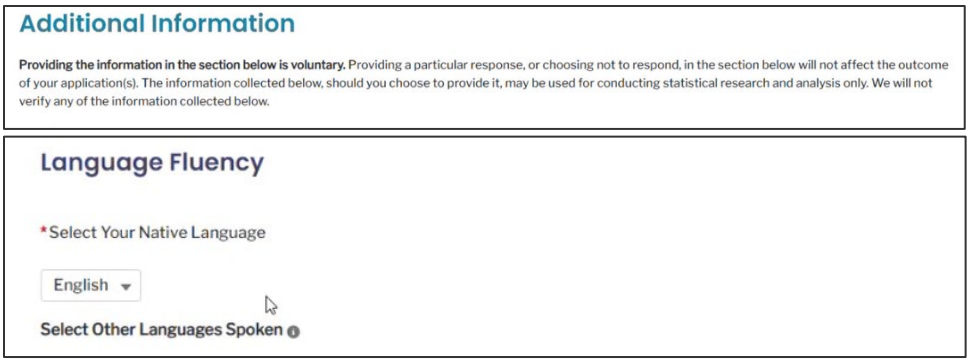
a. If you are eligible to add another exam, click **Add Exam** and follow the previous instructions.

b. If you would like to edit your exam details, click the green pencil icon**.**

c. If you would like to delete your exam, click the red delete icon**.**

Step 16. Click **Next**.

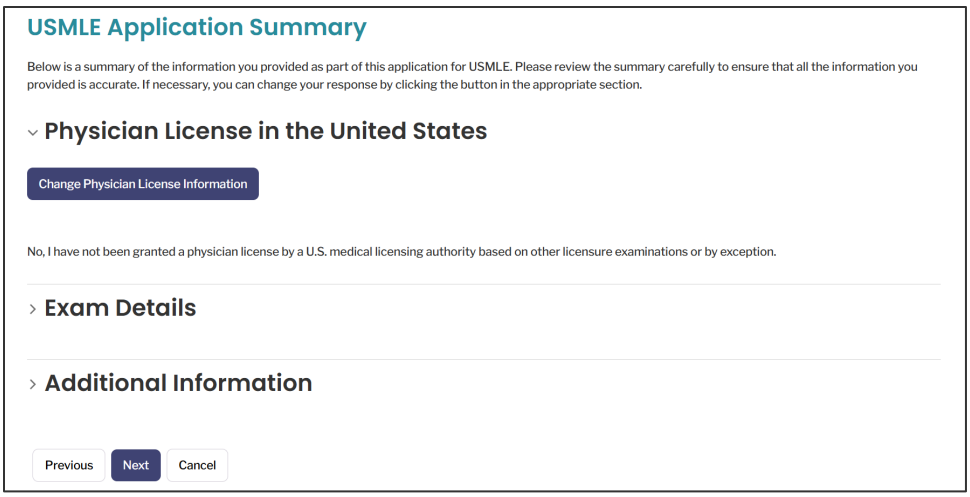
Step 17. The **Additional Information** page appears. Choose your native language from the **Select Your Native Language** dropdown. All other fields are optional.



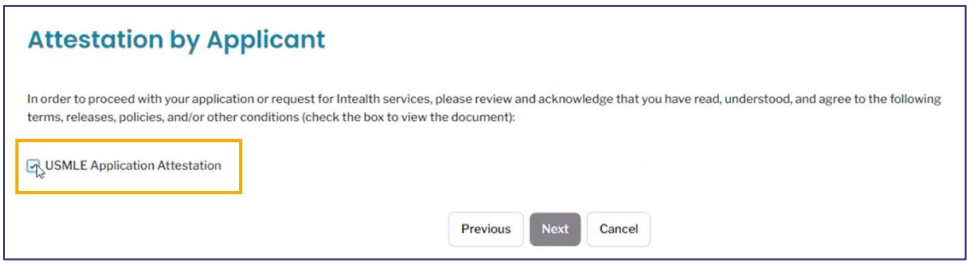
Step 18. Click **Next**.

Step 19. The **USMLE Application Summary** page appears. Click **Next**.

> **Important:** This is the last opportunity to make any changes to your exam application before proceeding to the final steps.

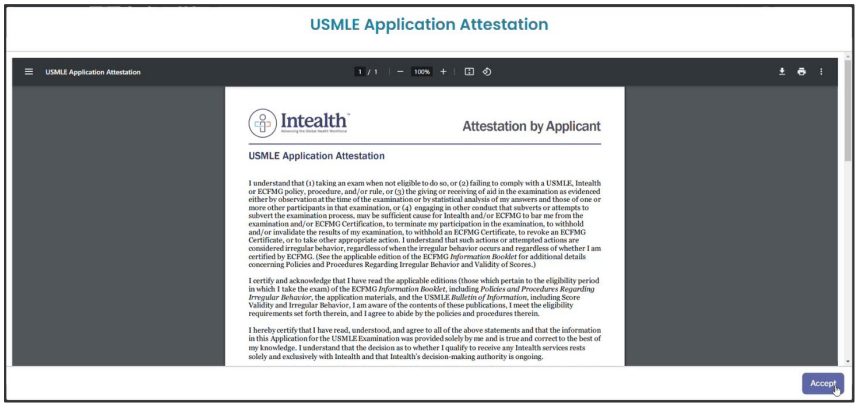


Step 20. The **Attestation by Applicant** page appears. Click the **USMLE Application Attestation** checkbox to view a larger version of the document.

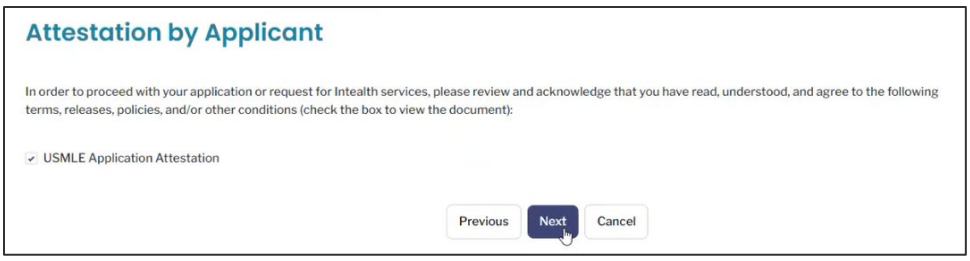


a. Accepting the **Attestation by Applicant** confirms your understanding and correct completion of all USMLE application questions.

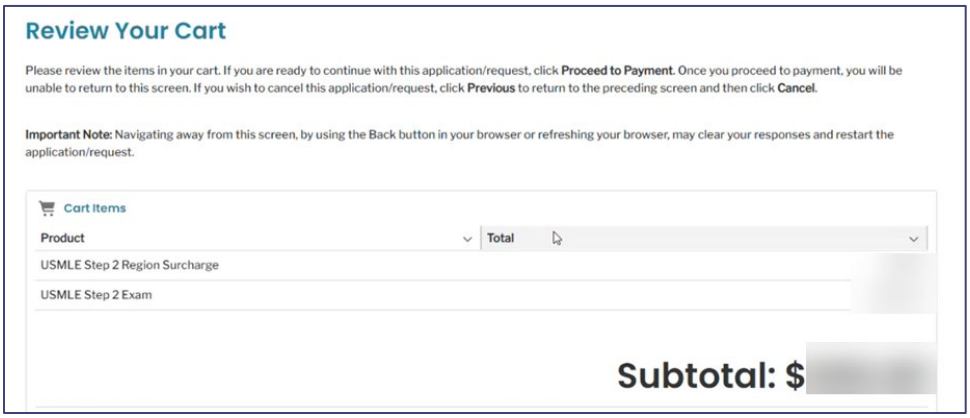
b. Review the document and click **Accept**.



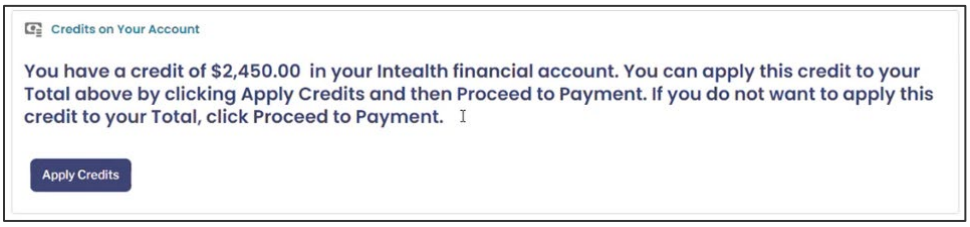
Step 21. Click **Next**.



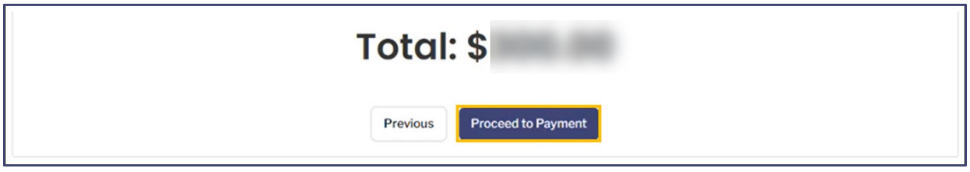
Step 22. The **Review Your Cart** page appears with a list of **Cart Items**.



a. If there are any credits in your financial account, click **Apply Credits** to use them.

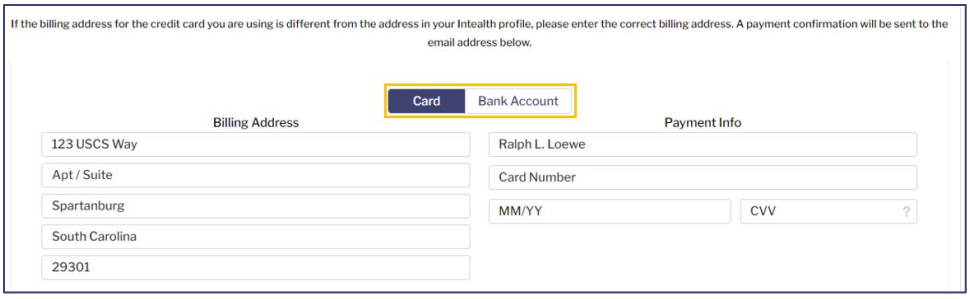


b. Click **Proceed to Payment**.

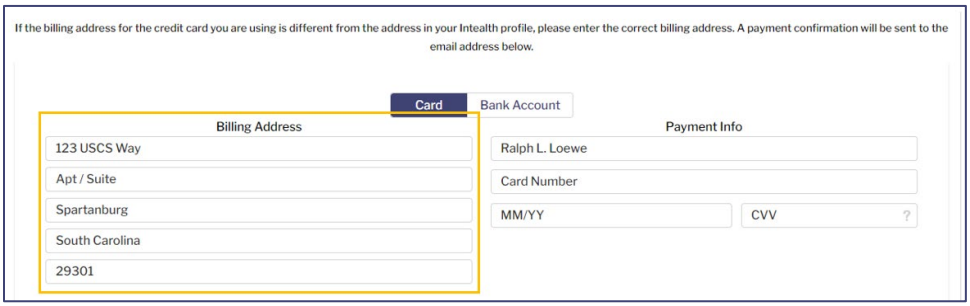


> ***Note:*** *As stated on the screen, refreshing your browser page, or navigating away from this screen using your browser's* ***Back*** *button restarts your application/request. Click* ***Previous*** *to return to any prior screens.*

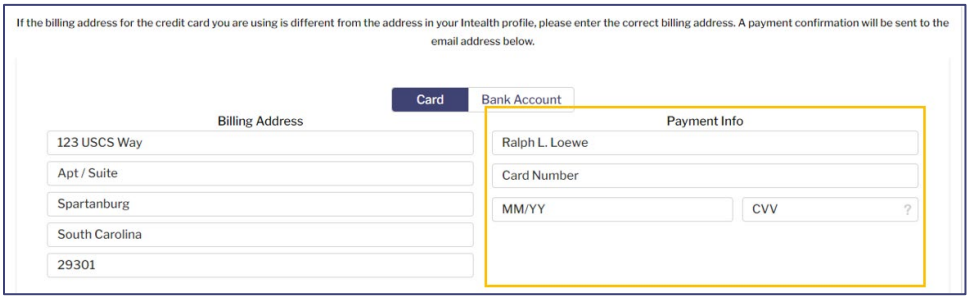
c. Click your payment method, **Card** or **Bank Account.**



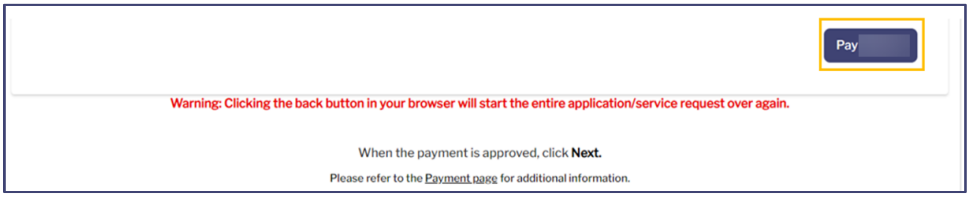
d. Confirm the **Billing Address** information is correct. Correct information as needed.



e. Enter your **Payment Info** based on the payment method you selected.



f. Click **Pay $**.

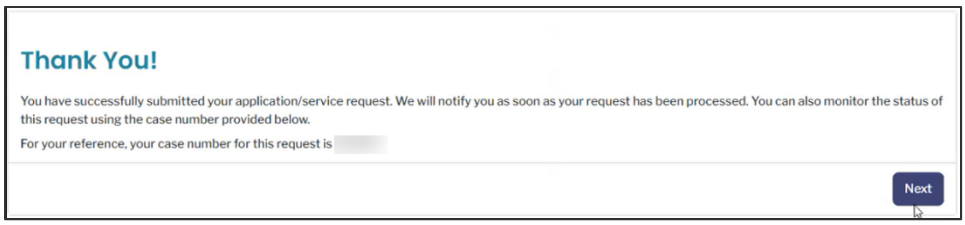


g. When the payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email address on file.

(1) If you are a student and your medical school participates in the **MyIntealth Entity Portal** (Formerly EMSWP), a request is sent to the **MyIntealth Entity Portal** to verify your student enrollment status.

(2) If you are a student and your medical school does not participate in the **MyIntealth Entity Portal**, your Form 183 is available on the **USMLE Exam** tab (at the bottom of the screen).

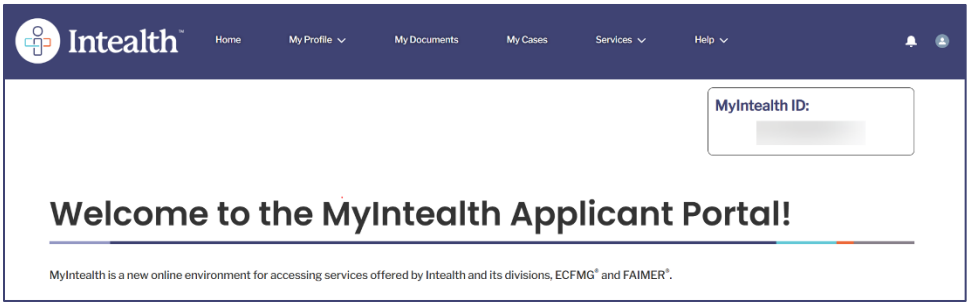
(3) If you are a graduate, your application should be accepted within 24 hours.



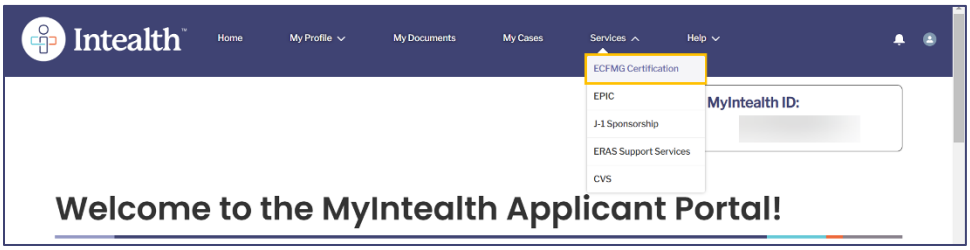
Step 23. Click **Next** to return to the homepage.

1.2 Request a USMLE Eligibility Period Extension

Step 1. Log in to the **MyIntealth Applicant Portal**.

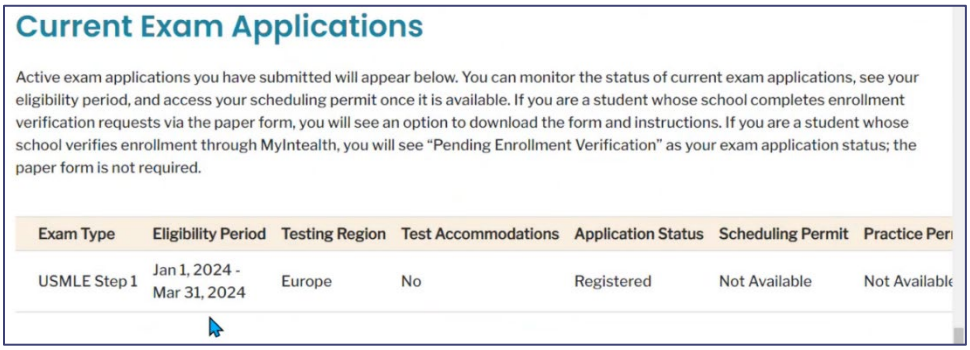


Step 2. From the top banner, under **Services,** select **ECFMG Certification**.

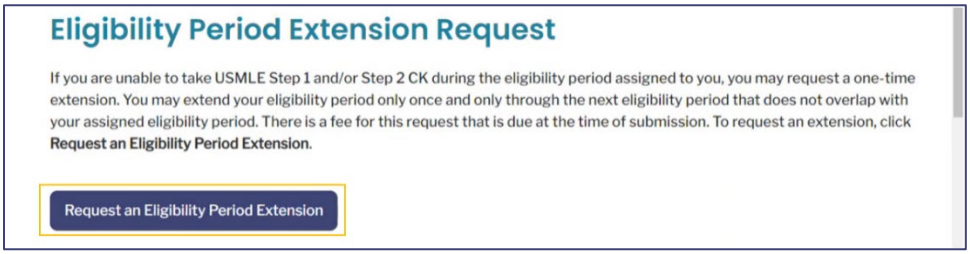


Step 3. Click the **USMLE Application** tab.

Step 4. Review the **Current Exam Applications** section to ensure you are within the current **Eligibility Period**.

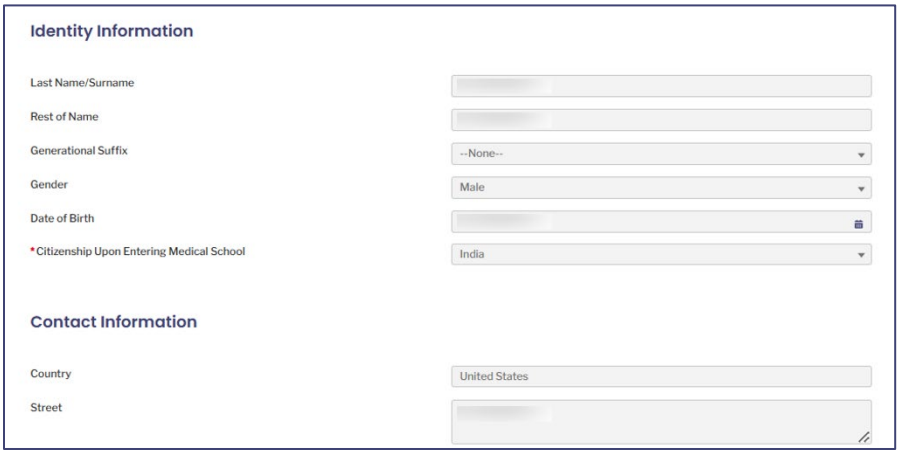


Step 5. Under the **Eligibility Period Extension Request** section, click **Request an Eligibility Period Extension**.

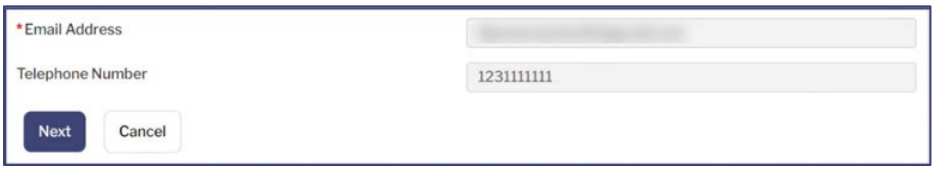


a. If you are not currently within the **Eligibility Period**, the option to **Request an Eligibility Period Extension** is not available. The section for an Eligibility Period Extension Request will only appear on the USMLE Application tab if you have an active exam registration.

Step 6. Review the previously entered **Identity Information** and **Contact Information**.



Step 7. If no changes are necessary, click **Next**.



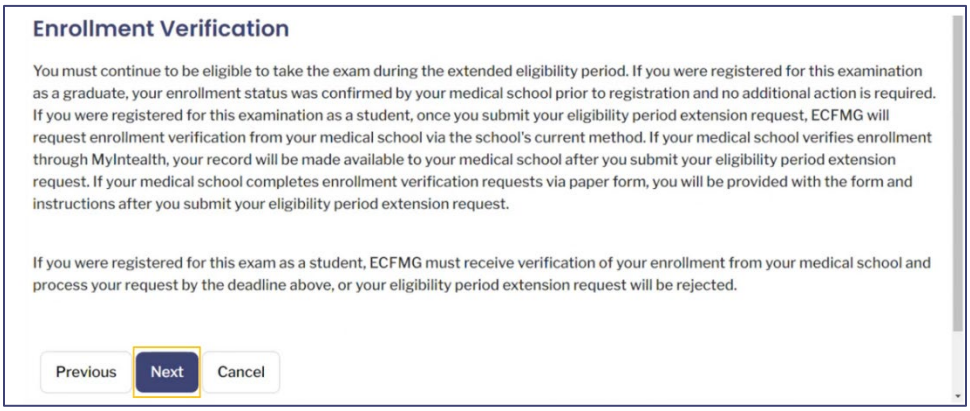
Step 8. On the **Eligibility Period Extension Request** page, select the exam you want to request an eligibility period extension for by clicking the appropriate checkbox.

a. The **Processing Deadline** is the date by which the eligibility extension request must be accepted. If it is not accepted by this date, then the eligibility extension will not be provided. If you are a student, enrollment verification by the medical school is required to process the extension. The enrollment verification must be received and accepted by the **Processing Deadline** date.

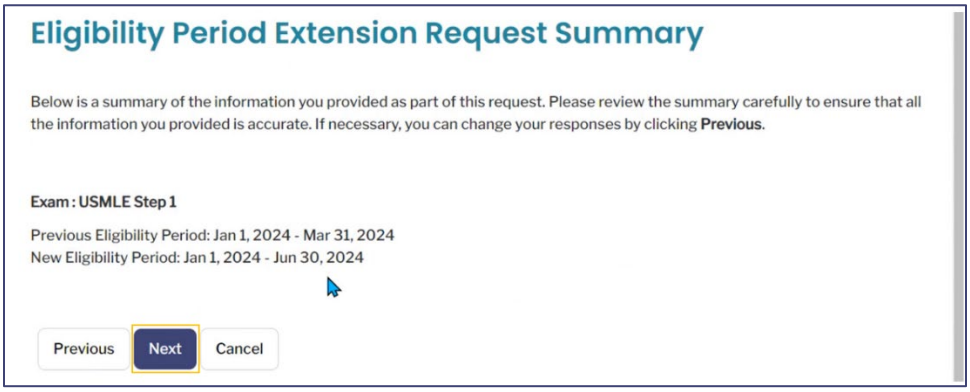
b. If you are a student and your medical school previously verified your enrollment electronically, once the request for an extension is submitted, another request is sent to your medical school to electronically verify your enrollment status.

c. If you are a student and your medical school verifies enrollment status via the paper process, once your request is submitted to extend your eligibility period, Form 183 is provided. This form must be signed and dated and then sent to your medical school. Your medical school must then send the form back to ECFMG.

Step 9. Click **Next**.

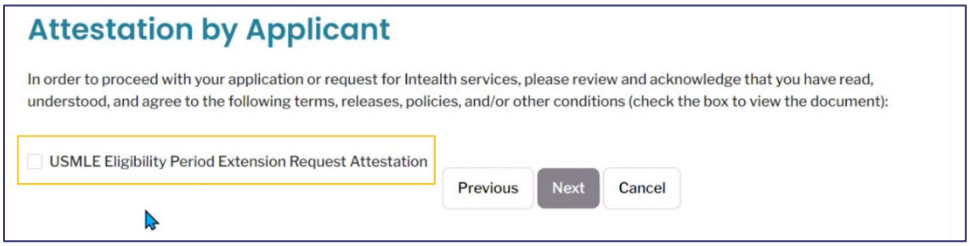


Step 10. Review the previous and new eligibility period information on the **Eligibility Period Extension Request Summary** page. Once ready, click **Next**.

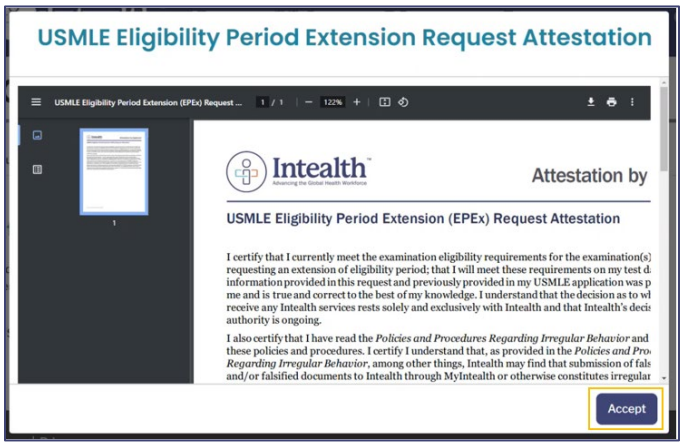


Step 11. Review the **Attestation by Applicant** information by following the instructions below:

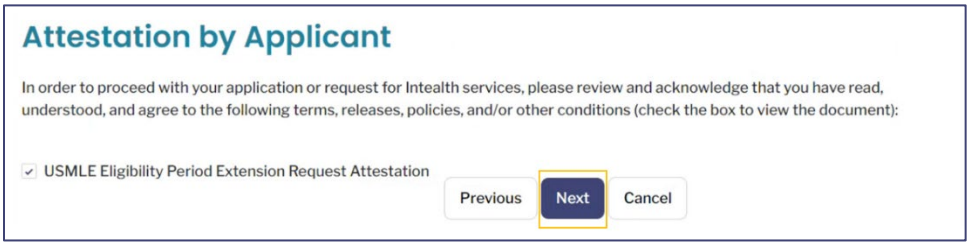
a. Click the **USMLE Eligibility Period Extension Request Attestation** checkbox.



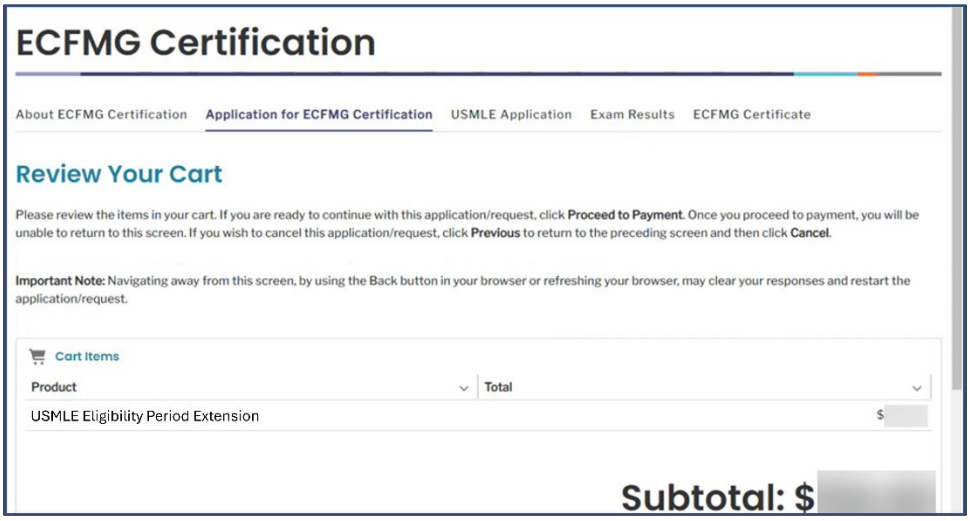
b. Review the attestation form and click **Accept**.



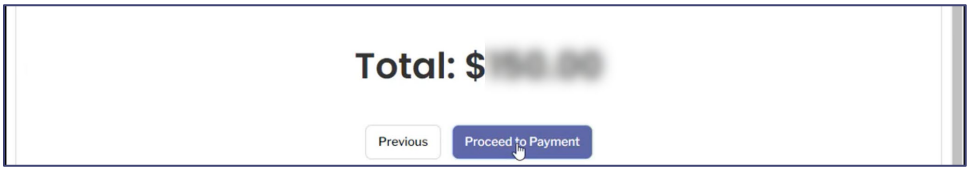
Step 12. Click **Next**.



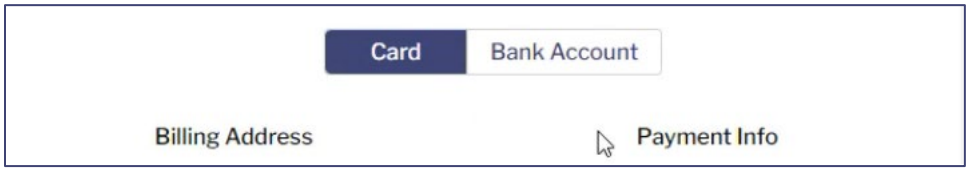
Step 13. The **Review Your Cart** page appears with an overview of your **Cart Items**.



Step 14. Click **Proceed to Payment**.



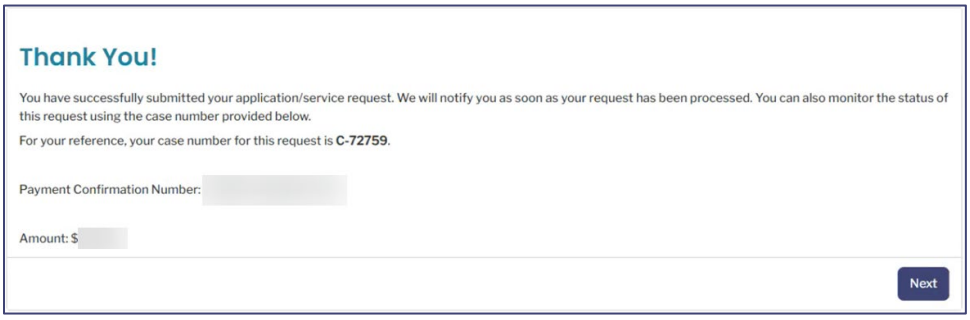
Step 15. Select your payment method, **Card** or **Bank Account,** and enter your payment information as required.



Step 16. Click **Pay $**.

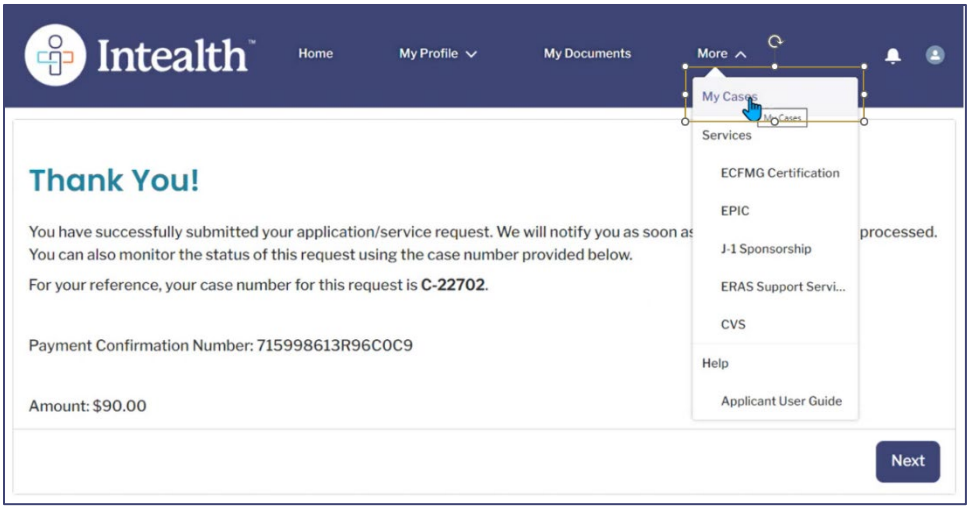
Step 17. Once your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email address on file.

a. It is recommended to document your case number (**C-#**) for this request. It helps the Intealth advisors quickly locate your case if necessary.

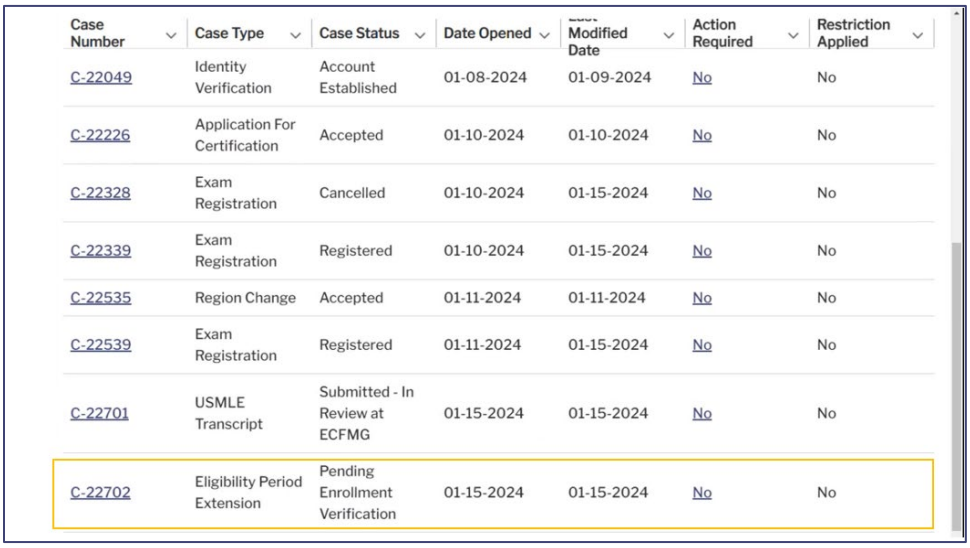


1.3 Review the Case Status of an Eligibility Period Extension Request

Step 1. In the top banner, click **My Cases**.



Step 2. Under **My Case Requests**, locate the **Eligibility Period Extension** case type request.

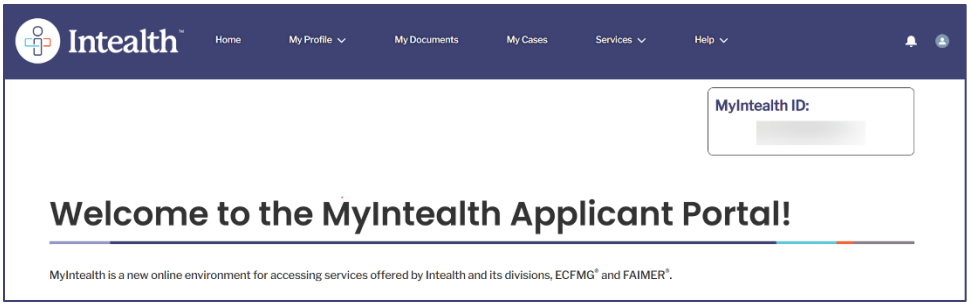


Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-22049	Identity Verification	Account Established	01-08-2024	01-09-2024	No	No
C-22226	Application For Certification	Accepted	01-10-2024	01-10-2024	No	No
C-22328	Exam Registration	Cancelled	01-10-2024	01-15-2024	No	No
C-22339	Exam Registration	Registered	01-10-2024	01-15-2024	No	No
C-22535	Region Change	Accepted	01-11-2024	01-11-2024	No	No
C-22539	Exam Registration	Registered	01-11-2024	01-15-2024	No	No
C-22701	USMLE Transcript	Submitted - In Review at ECFMG	01-15-2024	01-15-2024	No	No
C-22702	Eligibility Period Extension	Pending Enrollment Verification	01-15-2024	01-15-2024	No	No

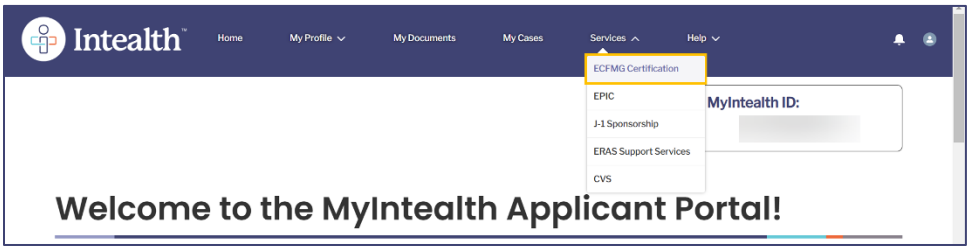
a. From here, you can review the **Case Status** and click the **Case Number** for more information specific to that case.

1.4 Request a USMLE Testing Region Change

Step 1. Log in to the **MyIntealth Applicant Portal**.

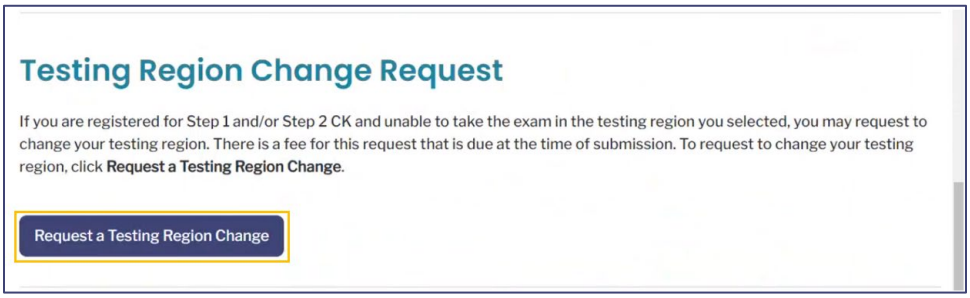


Step 2. From the top banner, under **Services**, select **ECFMG Certification**.



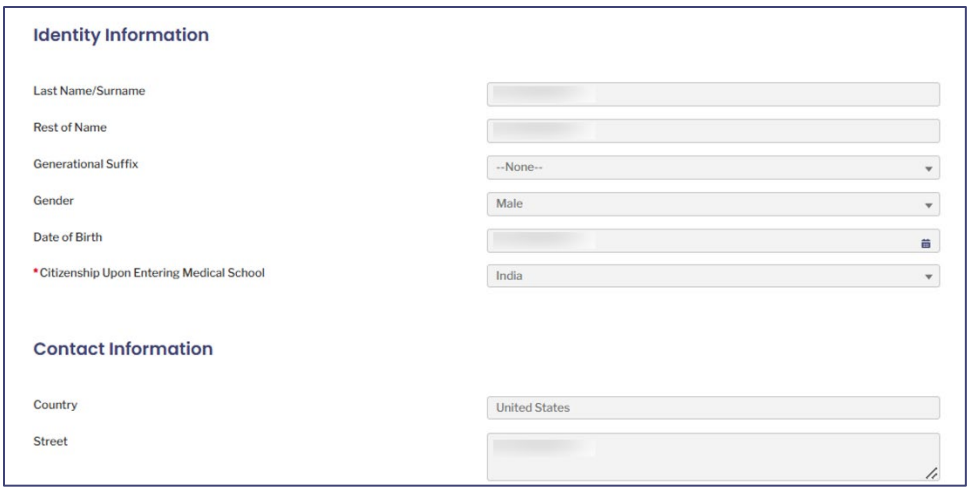
Step 3. Click the **USMLE Application** tab.

Step 4. Scroll down to the **Testing Region Change Request** section, and click **Request a Testing Region Change**.

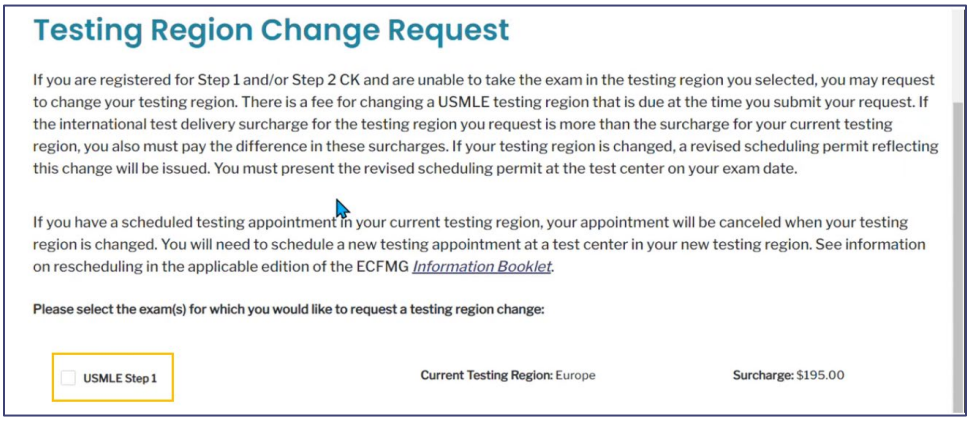


> ***Note:*** *Testing Region Change Request will only appear on the USMLE Application tab if you have an active exam registration.*

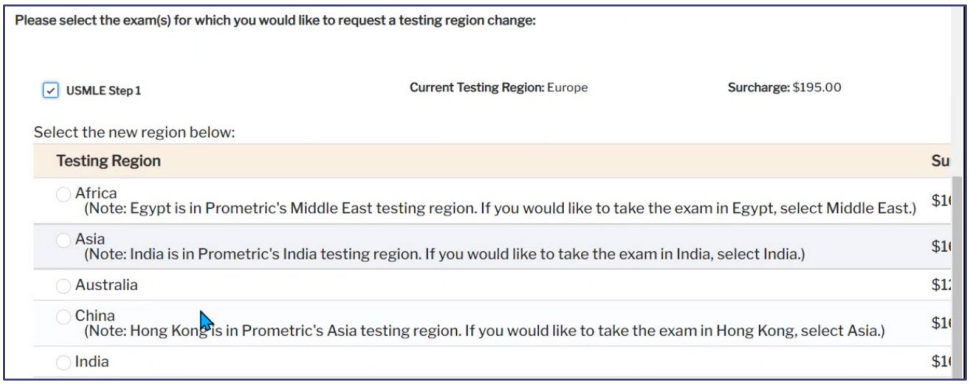
Step 5. Review your **Identity Information** and **Contact Information** to verify that it is accurate. Once ready, click **Next**.



Step 6. Review the information on the **Testing Region Change Request** page and click the checkbox next to the exam you would like to change.



Step 7. A list of available testing regions will appear below, along with their respective **Surcharge**. Select the **Testing Region** by clicking the circle next to the region.

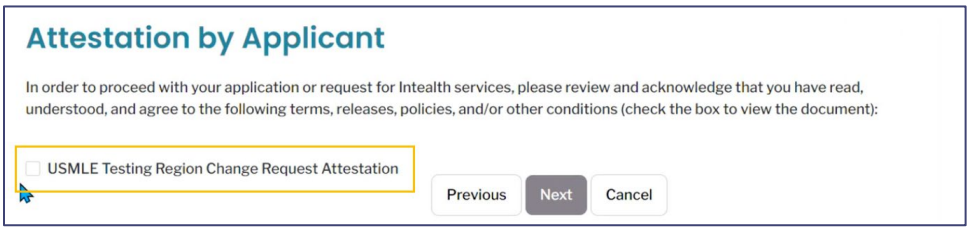


Step 8. Click **Next**.

Step 9. The **Testing Region Change Request Summary** page now appears. Review the region fee information and click **Next**.

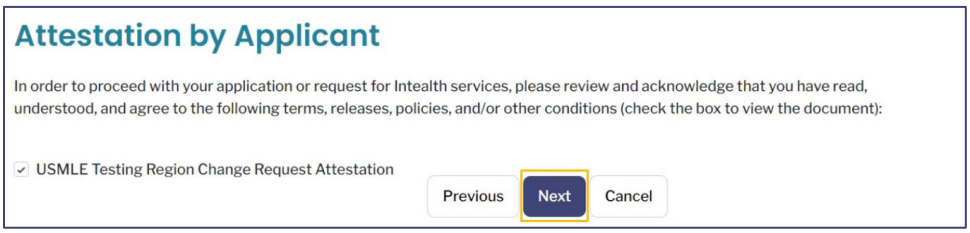
Step 10. Complete the **Attestation by Applicant** section by following the instructions below:

a. Click the **USMLE Testing Region Change Request Attestation** checkbox.



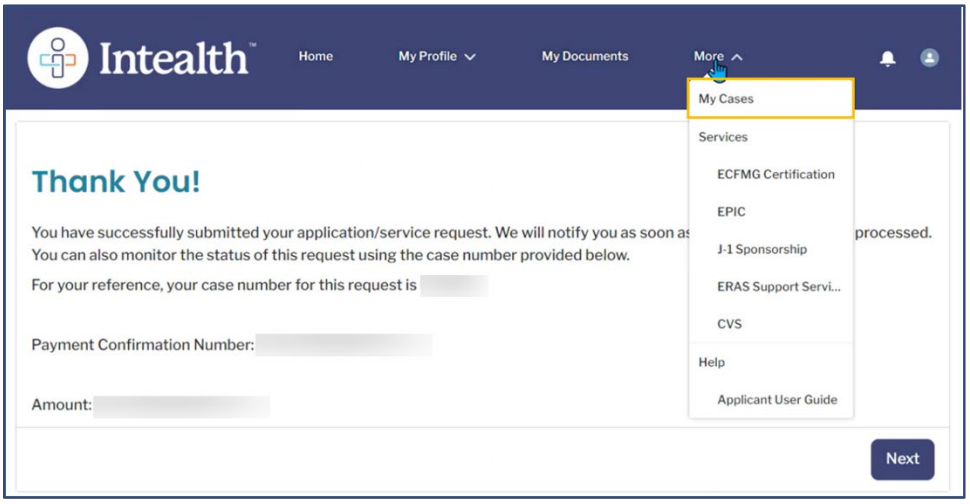
b. Review the information and click **Accept**.

Step 11. Click **Next**, and continue to the **Review Your Cart** screen. Refer to steps 13-17 in Section 1.2 for additional instructions on submitting your payment information.

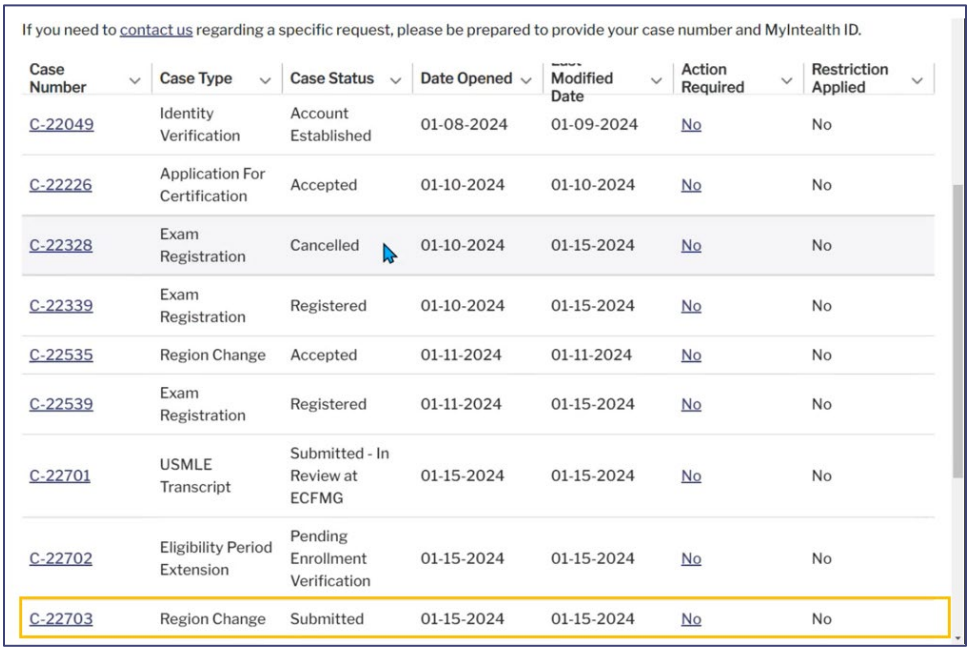


1.4.1 Review the Case Status of a Testing Region Change Request

Step 1. In the top banner of the **MyIntealth Applicant Portal**, select **My Cases**.



Step 2. Under **My Case Requests**, locate the **Region Change** request.



If you need to contact us regarding a specific request, please be prepared to provide your case number and MyIntealth ID.

Case Number	Case Type	Case Status	Date Opened	Modified Date	Action Required	Restriction Applied
C-22049	Identity Verification	Account Established	01-08-2024	01-09-2024	No	No
C-22226	Application For Certification	Accepted	01-10-2024	01-10-2024	No	No
C-22328	Exam Registration	Cancelled	01-10-2024	01-15-2024	No	No
C-22339	Exam Registration	Registered	01-10-2024	01-15-2024	No	No
C-22535	Region Change	Accepted	01-11-2024	01-11-2024	No	No
C-22539	Exam Registration	Registered	01-11-2024	01-15-2024	No	No
C-22701	USMLE Transcript	Submitted - In Review at ECFMG	01-15-2024	01-15-2024	No	No
C-22702	Eligibility Period Extension	Pending Enrollment Verification	01-15-2024	01-15-2024	No	No
C-22703	Region Change	Submitted	01-15-2024	01-15-2024	No	No

a. From here, you can review the **Case Status** and click the **Case Number** for more information specific to that case.

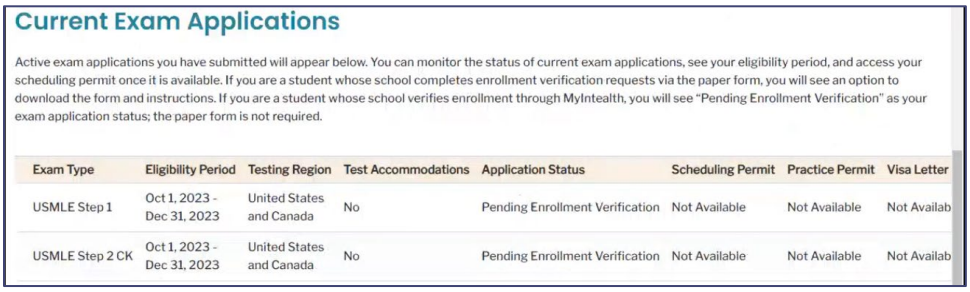
1.5 Locate and Download Student Enrollment Verification (Form 183)

If your school does not verify enrollment status electronically, you are prompted to download and complete a **paper enrollment verification form**.

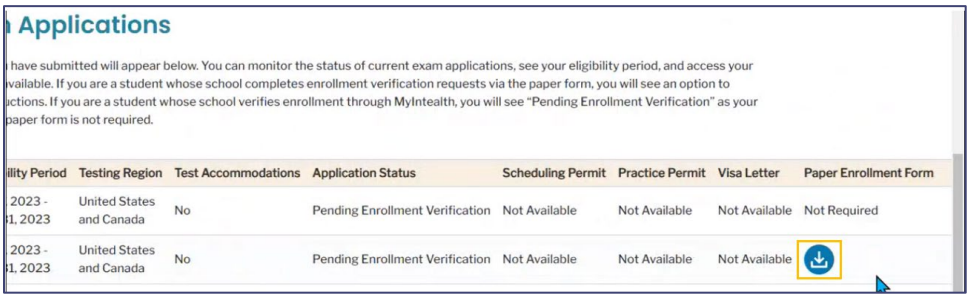
The steps shown in this section apply to an applicant who has already completed the **Application for ECFMG Certification** as a student and their application was accepted. In addition, the applicant applied and paid for the **USMLE Exam**. At this point, **the paper Student Enrollment Verification (Form 183)** became available.

Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services** and then select **ECFMG Certification** from the dropdown.

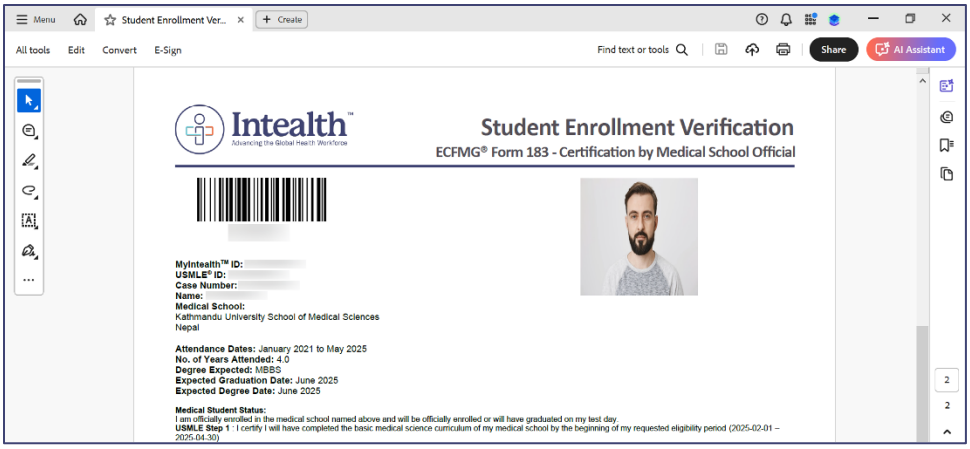
Step 2. Click the **USMLE Application** tab and scroll to the **Current Exam Applications** section at the bottom of the page.



Step 3. Click the download icon ( ) in the **Paper Enrollment Form** column.



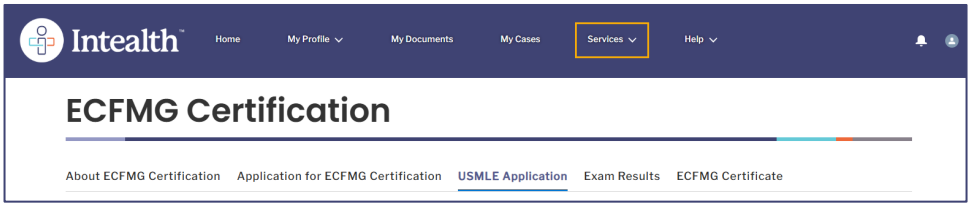
Step 4. The **Student Enrollment Verification (Form 183)** PDF file appears and is available to save.



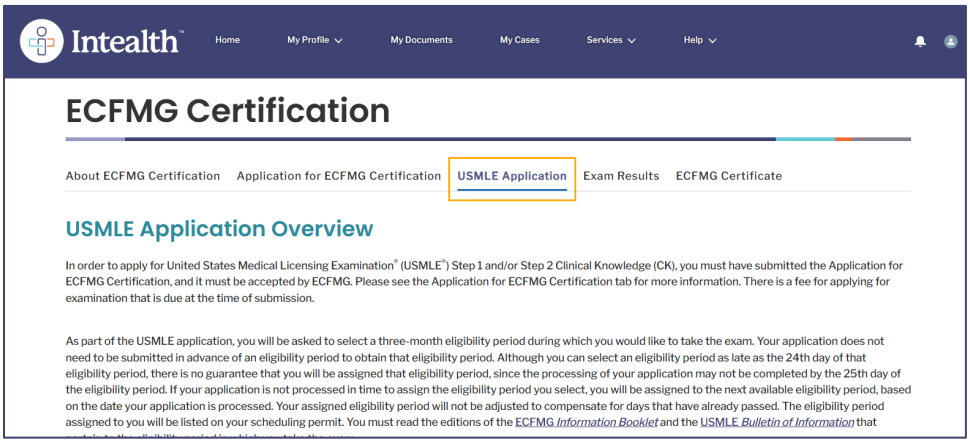
a. Follow the instructions provided with the form.

1.6 Locate and Download a Scheduling Permit

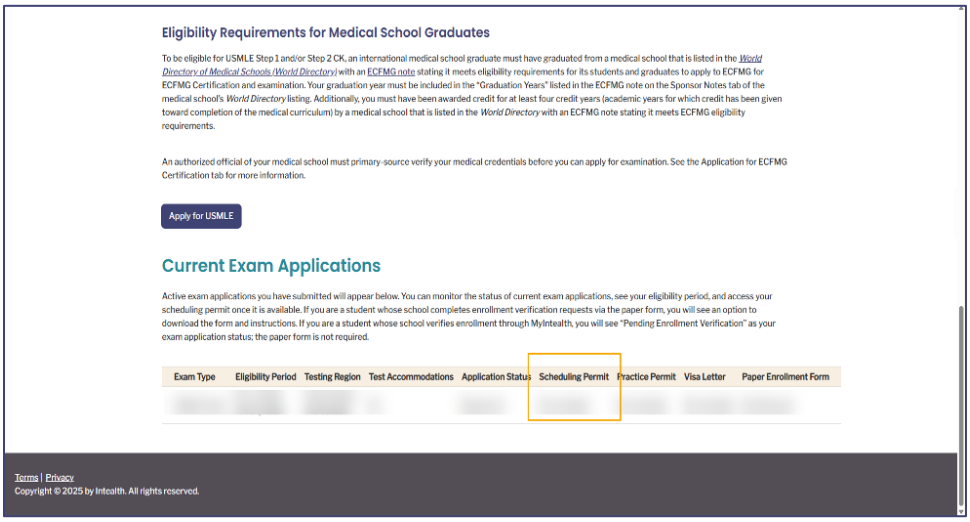
Step 1. From the **MyIntealth Applicant Portal**, in the top banner, click **Services**.



Step 2. Click the **USMLE Application** tab.



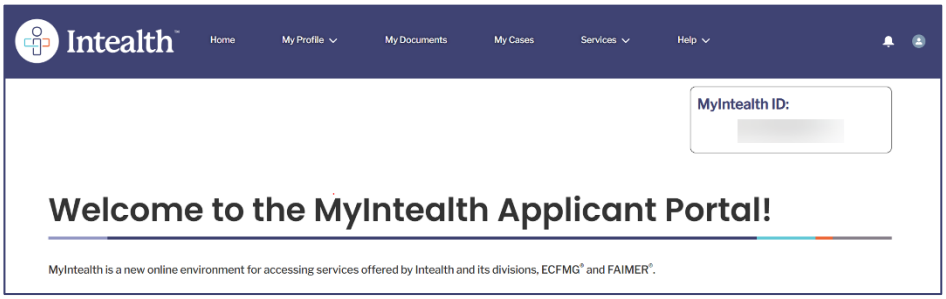
Step 3. At the bottom of the page, under the **Current Exam Applications** section, the **Scheduling Permit** is available for download.



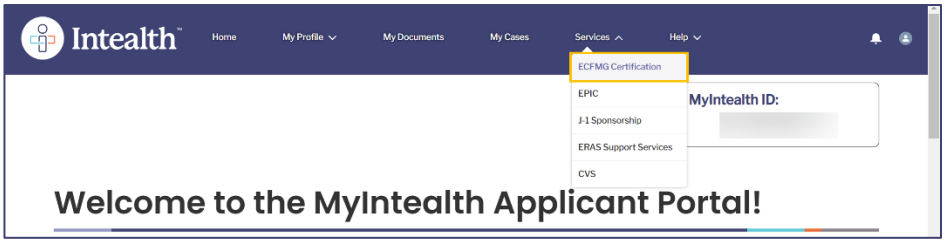
1.7 Locate and Download a Score Report

Once you have received an email that your score report is available, follow the instructions below to view that report.

Step 1. Log in to the **MyIntealth Applicant Portal**.

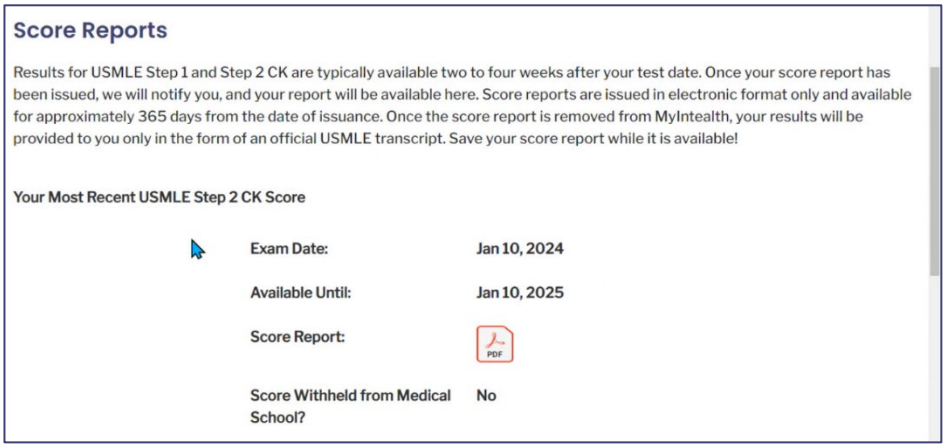


Step 2. From the top banner, under **Services**, select **ECFMG Certification**.

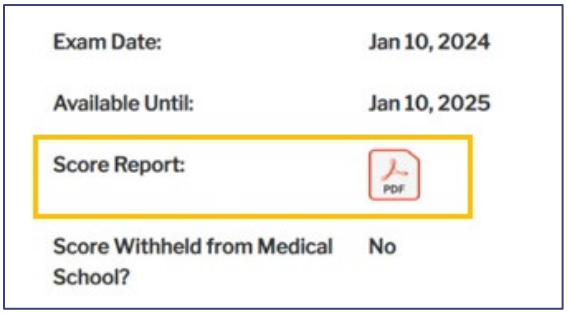


Step 3. Click the **Exam Results** tab.

Step 4. The **Score Reports** section will display your score report, if available.

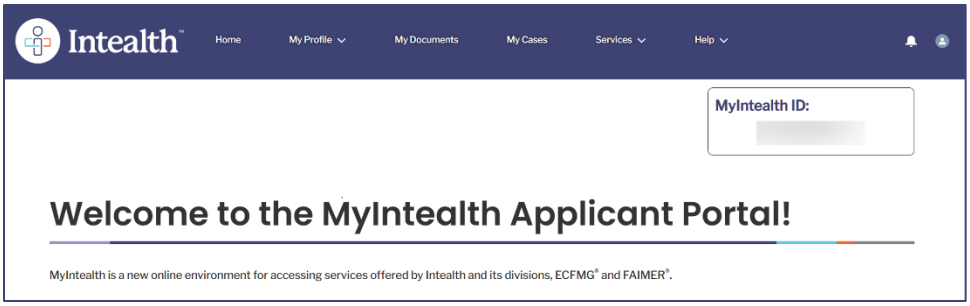


a. This **Score Report** is only accessible up to the **Available Until** date.
b. This **Score Report** can be downloaded and saved by clicking the **PDF** file.

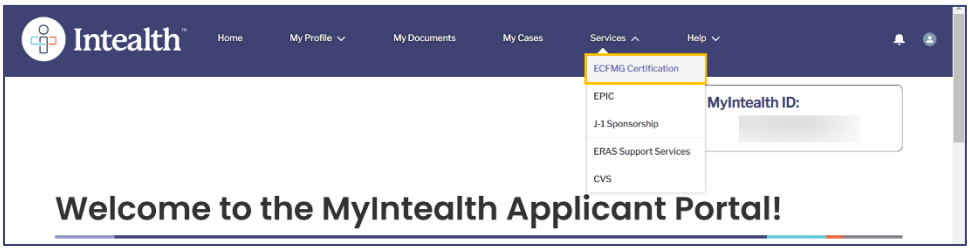


1.8 Request a Score Recheck

Step 1. Log in to the **MyIntealth Applicant Portal**.

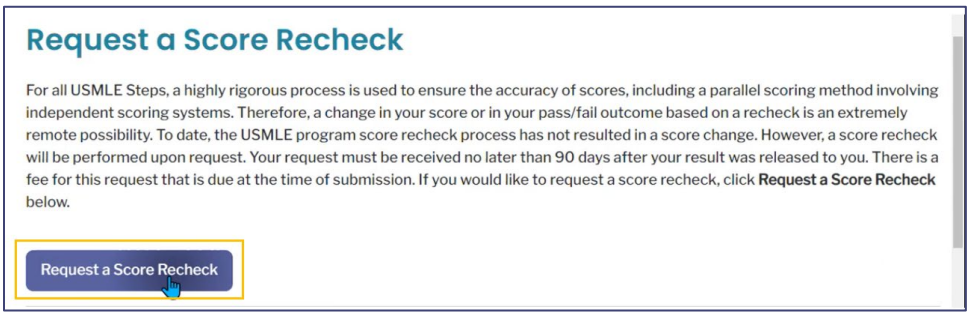


Step 2. From the top banner, under **Services**, select **ECFMG Certification**.

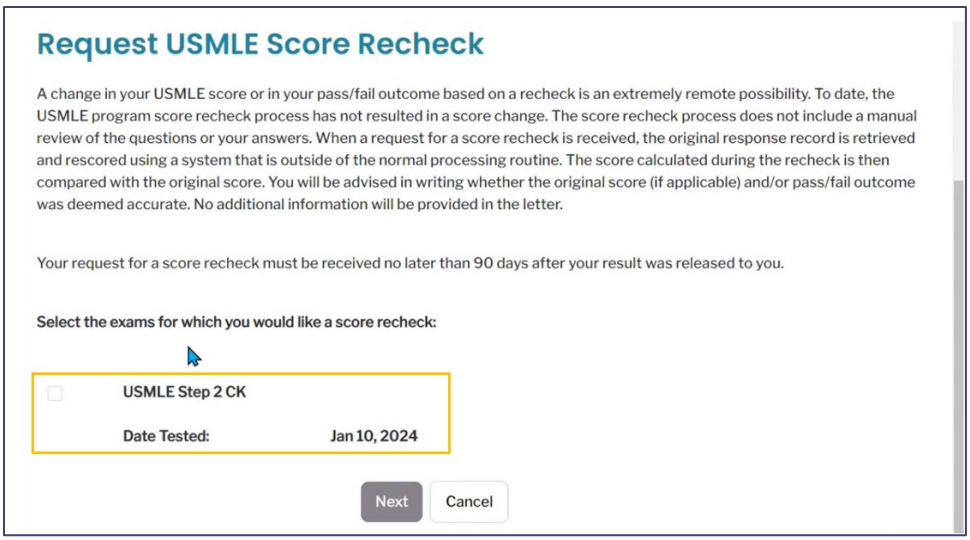


Step 3. Click the **Exam Results** tab.

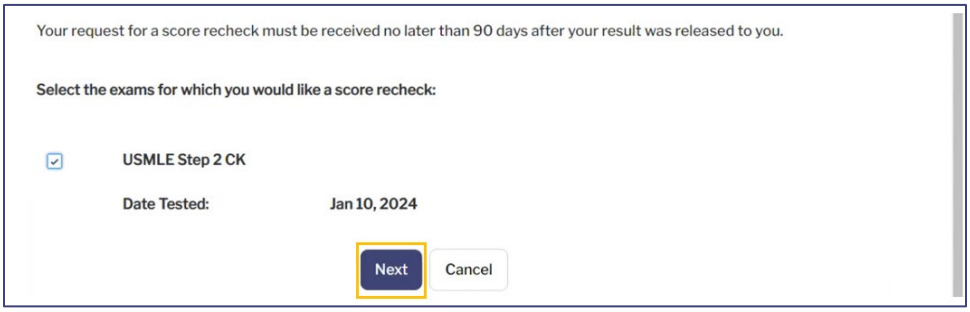
Step 4. Scroll down to the **Request a Score Recheck** section and review the information. Click **Request a Score Recheck**.



Step 5. Select the exam that you are requesting a **Score Recheck** for by clicking the appropriate checkbox.

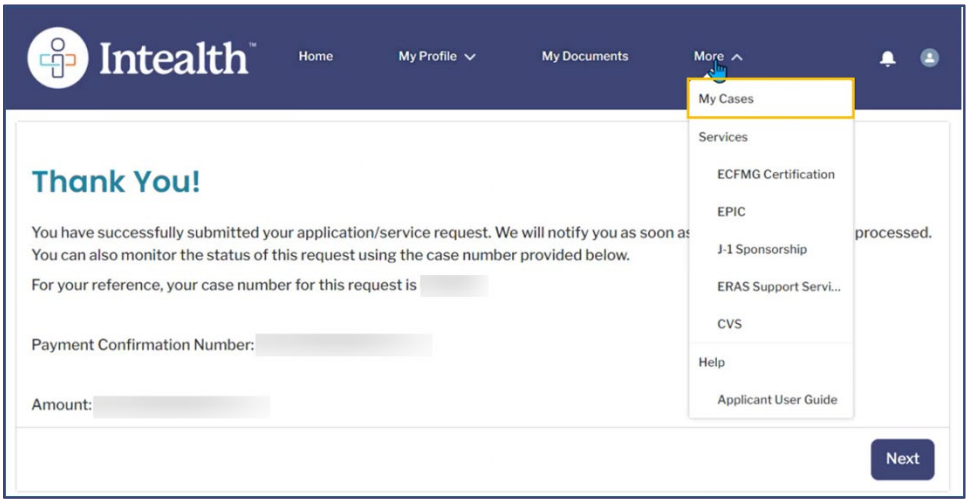


Step 6. Click **Next**, and continue to the **Review Your Cart** screen. Refer to steps 13-17 in **Section 1.2** for additional instructions on submitting your payment information.



1.8.1 Review the Case Status of a Score Recheck

Step 1. In the top banner, select **My Cases**.



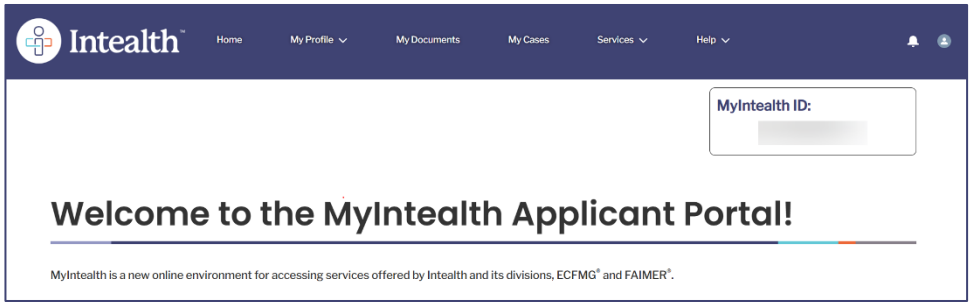
Step 2. Under **My Case Requests**, locate the **Score Recheck** request.

C-22702	Eligibility Period Extension	Pending Enrollment Verification	01-15-2024	01-15-2024	No	No
C-22703	Region Change	Accepted	01-15-2024	01-15-2024	No	No
C-22704	Exam Registration	Registered	01-15-2024	01-15-2024	No	No
C-22705	Score Recheck	Submitted - In Review at ECFMG	01-15-2024	01-15-2024	No	No

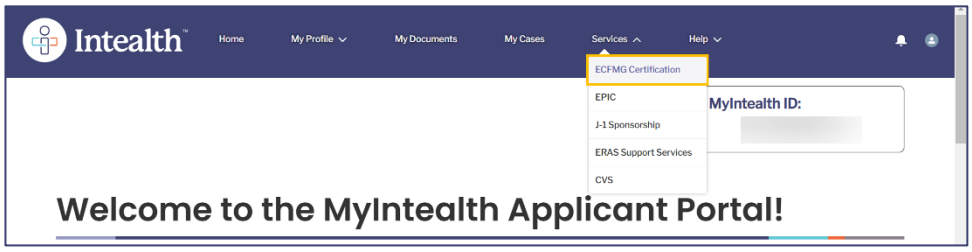
a. From here, you can review the **Case Status** and click the **Case Number** for more information specific to that case.

1.9 Request to Withhold Exam Results

Step 1. Log in to the MyIntealth Applicant Portal.

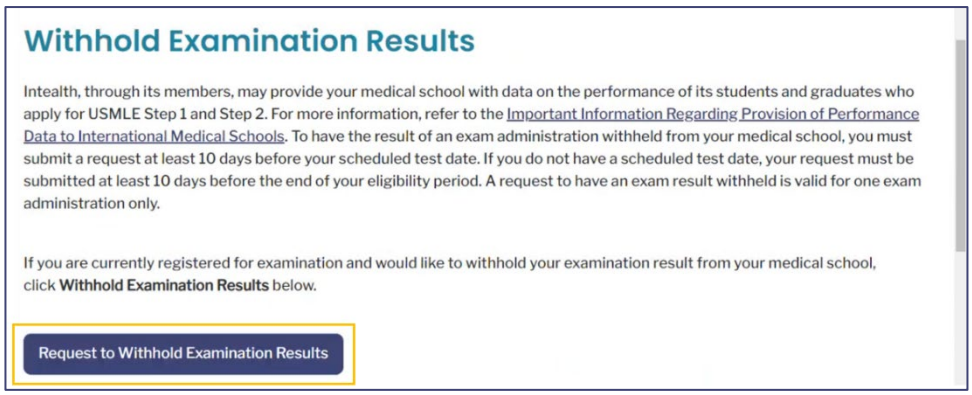


Step 2. From the top banner, under **Services**, select **ECFMG Certification**.

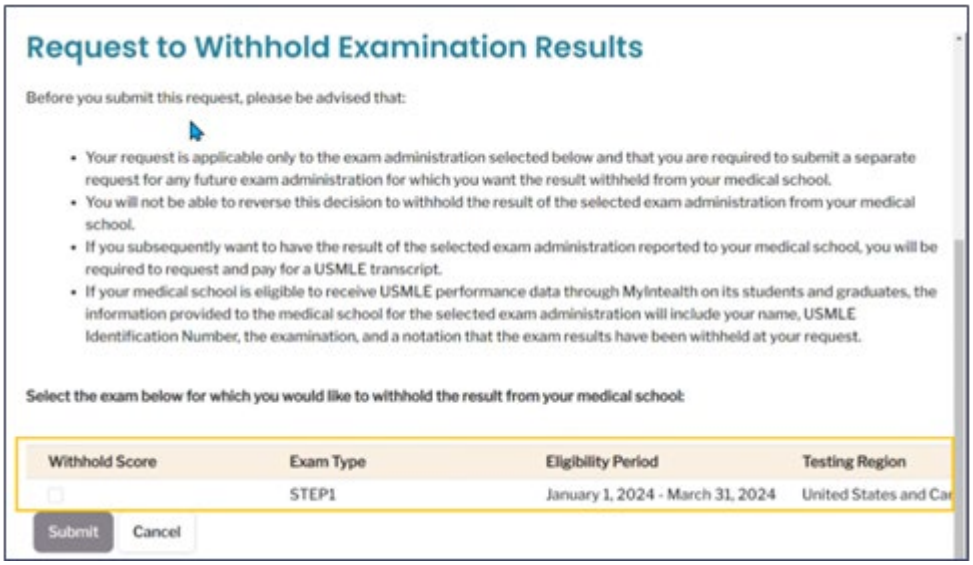


Step 3. Click the **Exam Results** tab.

Step 4. Scroll down to the **Withhold Examination Results** section. Click **Request to Withhold Examination Results.**



Step 5. Review the information on the **Request to Withhold Examination Results** page. Once ready, select the exam for which you would like to withhold the results from your medical school.



a. The option to withhold exam results is only available once the applicant is registered for examination.

b. The request to withhold exam results cannot be reversed, and the medical school will be notified of the request to not have the results shared with them.

c. If the applicant decides to withhold exam results and the medical school requires them, the applicant will later be required to request and pay for a USMLE transcript.

Step 6. Click **Submit**.