



# Getting Started

## An Overview for Physicians

### ELECTRONIC PORTFOLIO OF INTERNATIONAL CREDENTIALS

A service of  ECFMG®

**Have questions? Contact Us!**  
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The first step to start using EPIC<sup>SM</sup> is to complete a request to establish an account. The request requires you to submit some basic personal information, details about your medical education, and, if applicable, details about your postgraduate medical education and licensure. You also will be asked to provide a digital photograph and scanned image of your passport.

If you take some time to gather the necessary information before you begin your request, it should only take about 15 minutes to complete. Before you begin, make sure you have the following available:

- A full-color photograph of your face (see Photograph below for more details).
- A scanned copy of the photograph page of your current, unexpired passport (see Passport below for more details).
- Information about your medical education, including your medical school identification number (if applicable) and attendance and degree issue dates.
- Your medical licensure information (if applicable), including any identification numbers.
- Your ECFMG/USMLE Identification Number (if you have one).
- Your ECFMG International Credentials Services (EICS) Identification Number (if you have one).

**Important Note:** If you are unable to provide all information and identity documentation in one session or if you leave the request for any reason, your request will not be saved and you will be required to begin a new request when you return. Make sure you gather all of the above items, including your scanned passport and photograph, prior to beginning your request!

Prior to establishing an EPIC Account:

- You are responsible for reading and becoming familiar with the *ECFMG Policies and Procedures Regarding Irregular Behavior* ([www.ecfmgepic.org/programs/irregular-behavior.html](http://www.ecfmgepic.org/programs/irregular-behavior.html)).
- Refer to EPIC Reports on the Using EPIC page of the EPIC website ([www.ecfmgepic.org/physicians-use](http://www.ecfmgepic.org/physicians-use)) if you plan to send reports to U.S. state medical boards for the purpose of medical licensure.

Full payment is due at the time you submit your request to establish an EPIC Account. For more information on fees and payment, see the Fees page on the EPIC website ([www.ecfmgepic.org/fees.html](http://www.ecfmgepic.org/fees.html)).

We will send you an e-mail to confirm receipt of your request to establish an EPIC Account. This e-mail will contain instructions on how to complete the final step in the account establishment process, completion of the *EPIC Identification Form (EIF)* to confirm your identity. See *EPIC Identification Form (EIF)* below for more details. We will send additional e-mails to let you know when your account has been established and how to access it, to provide your user name, and to provide your temporary password.

Once you have a valid *EIF* on file, you can begin using EPIC to upload credentials and build your career portfolio!

## Identity Documents

EPIC requires you to submit three documents to confirm your identity when you establish an EPIC Account:

- A clear photograph of your face.
- A scanned image of the photograph page of your passport.
- A completed *EPIC Identification Form (EIF)*.

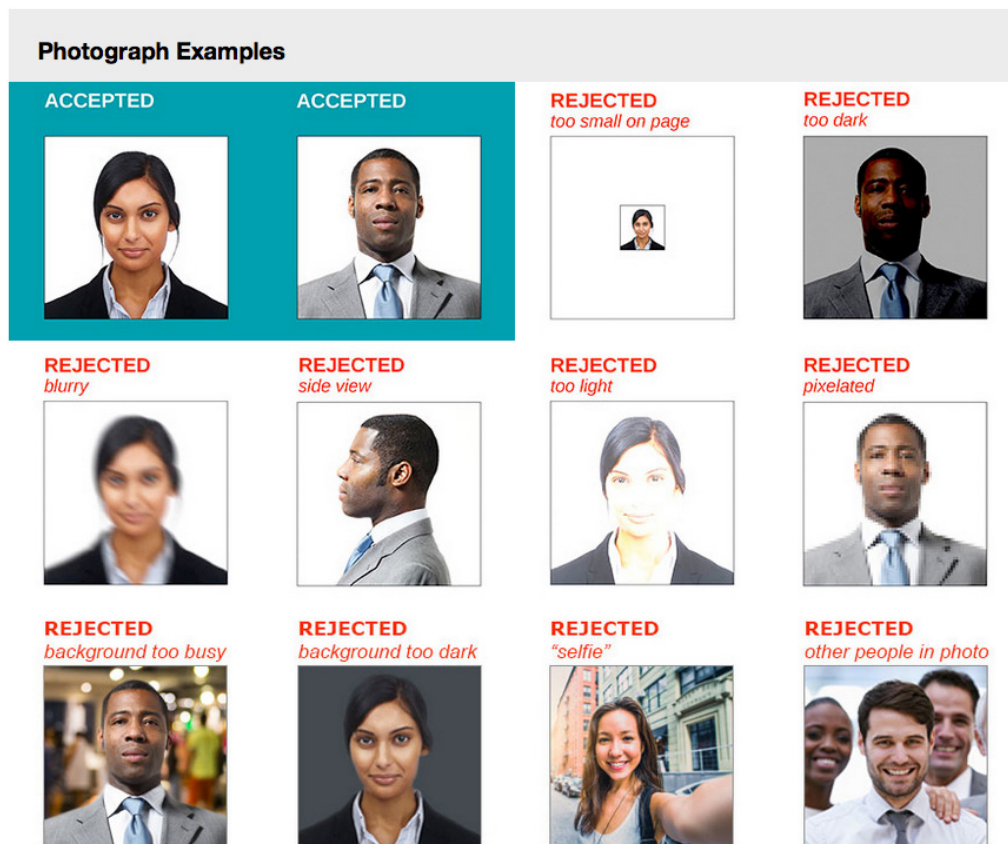
### Photograph

You will be required to upload a photograph of your face as part of your request to establish an EPIC Account. ECFMG will send this photograph with requests for verification of your credentials to assist the verifying institution in identifying you. The photograph also will appear on your EPIC Reports. As such, the photograph you submit should show a true likeness of you in a professional manner. The source of the photograph should be either a digital camera or a print photograph scanned into a digital format.

Your photograph must:

- Show a clear, front view of your full face only. Your face should be in the middle of the photograph, and your expression should be natural with your eyes open and looking directly ahead.
- Be in color.
- Have a plain, light-colored background.
- Be of good quality. The photograph should not be blurry, and should not be too dark or too light.
- Be current. The photograph must have been taken within six months of the date you submit it.
- Be of a high enough resolution to print well on your EPIC Identification Form and EPIC Reports.
- Be in the Joint Photographic Experts Group (JPEG) format.
- Have a file size of 2MB or less.

If your photograph does not meet these requirements, it will be rejected and you will need to upload an acceptable photograph.



## Passport







You will be required to upload a scan of your current, unexpired passport as part of your request to establish an EPIC Account. Passports are used by ECFMG for identity verification only and will not be included with credentials verification requests or EPIC Reports.

The scan of your passport must:

- Show your passport at actual size.
- Be clear and legible.
- Contain the page with your name and photo.
- Include the passport expiration date. If the scan of the page with your name and photo does not include the expiration date, you will also need to upload a scan of the page that includes your passport expiration date.
- Include the section of your passport that is in Latin characters. If the scan of the page with your name and photo is not in Latin characters, you will also need to upload a scan of the section of your passport that is in Latin characters.
- Match the name, gender, and date of birth you submitted as part of your request to establish an EPIC Account. If the information you submit does not match exactly the same information in your passport, ECFMG will correct the name, gender, and date of birth in your EPIC Account, as appropriate.
- Be in the Joint Photographic Experts Group (JPEG) format.
- Have a file size of 2MB or less.

If your passport scan does not meet these requirements, it will be rejected and you will need to upload an acceptable passport scan.

**Passport Examples**

<p><b>ACCEPTED</b></p> 	<p><b>REJECTED</b> <i>too small on page</i></p> 	<p><b>REJECTED</b> <i>blurry</i></p> 
<p><b>REJECTED</b> <i>flash obscures text</i></p> 	<p><b>REJECTED</b> <i>too light</i></p> 	<p><b>REJECTED</b> <i>too dark</i></p> 

## EPIC Identification Form (EIF)

The *EPIC Identification Form (EIF)* is required by ECFMG to confirm that you are the individual who created the EPIC Account. You must have a valid *EIF* on file to upload credentials to EPIC and to request verification reports for your verified credentials.

Once you have received confirmation of your request to establish an EPIC Account, you will be able to access your *EIF* through the “My Identity Documents” tab of your EPIC Account. Your *EIF* will be available as a downloadable PDF file. The *EIF* includes your name, gender, date of birth, photograph, and passport. Your *EIF* must be certified by a Consular Official, Notary Public, First Class Magistrate, or Commissioner of Oaths. There are two options for obtaining certification of your *EIF*:

**Option 1** Use NotaryCam. Please see Using NotaryCam to Certify Your *EIF* below for instructions.

**Option 2** Download the PDF file of your *EIF*, print it, and sign it in the presence of a Consular Official, Notary Public, First Class Magistrate, or Commissioner of Oaths. The official must then sign the form and affix his/her seal in the location designated on the form. The seal must cover a portion of your photo and a portion of your passport, as mentioned on the form. You must then mail the original *EIF* to ECFMG at the address printed on the form.

Your *EIF* must be received within six months of the date it is created. If your *EIF* is not received within this timeframe, it will be rejected. Because EPIC requirements also state that your photograph must have been taken within six months of the date you submit it, if your *EIF* is rejected, your previously accepted photograph will be invalidated as well. You will be able to upload a new photograph and obtain a new *EIF* through the “My Identity Documents” tab of your EPIC Account.

ECFMG will notify you once we have received and evaluated your *EIF*. You also can monitor the status of your *EIF* through the “My Identity Documents” tab.

### Using NotaryCam to Certify Your EIF

ECFMG recommends that you use NotaryCam to certify your *EIF*. NotaryCam provides convenient, on-line access to professionally licensed and certified notaries that meet ECFMG’s standards for certifying your *EIF*. Using NotaryCam will expedite processing and help prevent rejection of your *EIF*. In addition, NotaryCam eliminates the need for you to visit a notary in person and to mail your *EIF* to EPIC. To use NotaryCam, you will need the PDF file of your *EIF*, your passport, and a computer with a webcam.

To obtain certification through NotaryCam, complete the following steps:

- Step 1** Download the PDF of your *EIF* from the “My Identity Documents” tab in your EPIC Physician Portal Account.
- Step 2** Visit [www.notarycam.com/ecfmg](http://www.notarycam.com/ecfmg), provide the required information in the on-line form, and upload the PDF of your *EIF*. Note: Do not sign your *EIF* before uploading it to NotaryCam; your *EIF* must be electronically signed during your session with the notary.
- Step 3** Either request an appointment or NotaryCam will contact you with instructions for beginning a session on-demand. On-demand NotaryCam sessions are available Monday-Friday, 8:00 a.m. to 11:00 p.m. and Saturday-Sunday, 10:00 a.m. to 5:00 p.m., Eastern Time in the United States. Appointments can be made for any time, 24 hours a day, 7 days a week.
- Step 4** Use your webcam to connect face-to-face with a notary. During the session, the notary will check your passport, verify and confirm your identity, have you electronically sign your *EIF*, and apply his/her eNotary seal to the *EIF*.
- Step 5** Pay for your NotaryCam session. Fees for NotaryCam are US\$25 if you are within the United States and US\$79 if you are outside the United States.

Once your session is complete, the notary will transmit your *EIF* directly to ECFMG for evaluation.