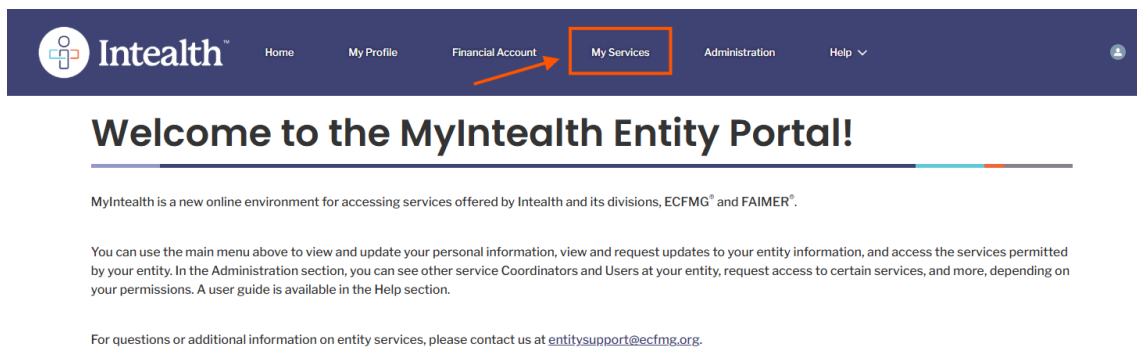


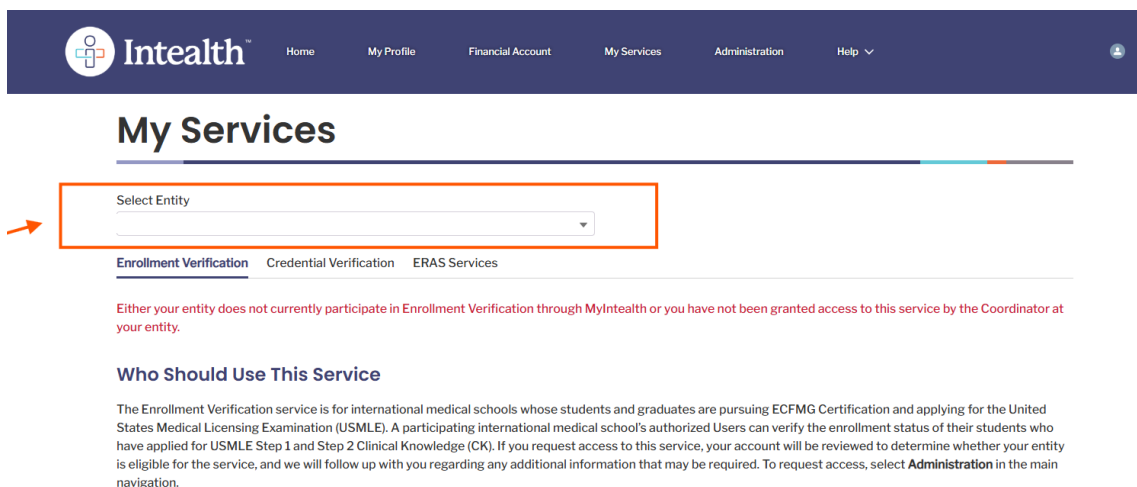
Entity Quick Guide: Using the Certification Verification Service (CVS)

Navigating to CVS

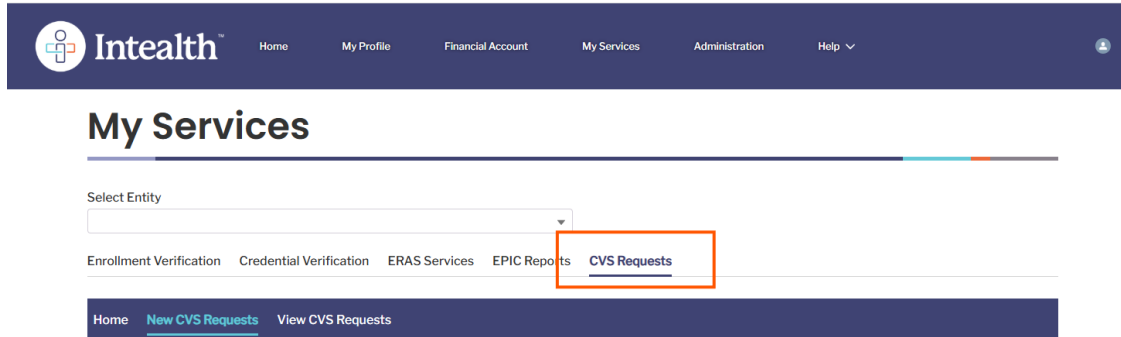
1. Once you log in to the MyIntealth Entity Portal, click **My Services** in the main menu.



2. On **My Services**, select the entity that has access to CVS from the drop-down menu if your account is associated with more than one entity.

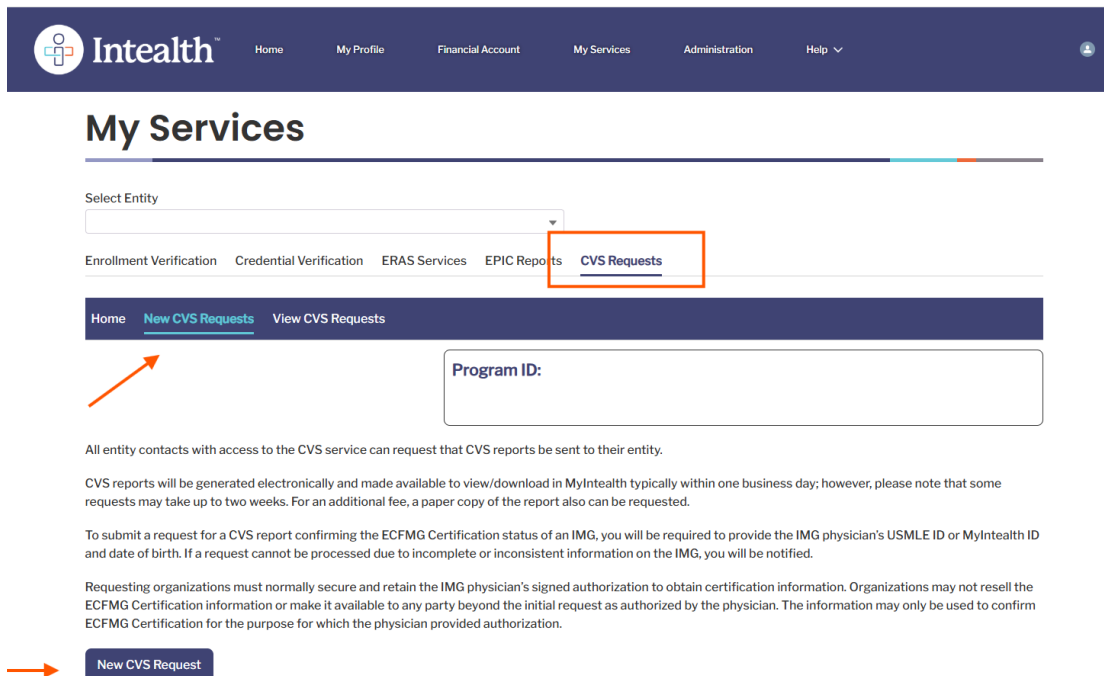


- Once you select the entity that has access to CVS, click the **CVS Requests** tab.



Please note: The MyIntealth Entity Portal provides access to several services for different types of entities, including international medical schools. On My Services, you will see tabs for these services, such as Enrollment Verification and Credential Verification, even though your entity may not be eligible to use them. Please refer to the summary on screen for a description of the service.

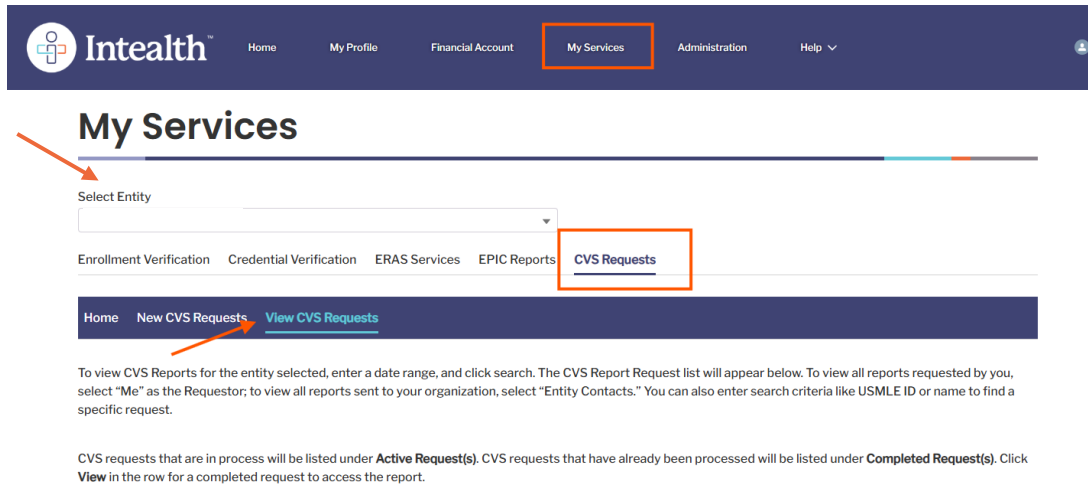
- To begin a new request for a CVS report, click the **New CVS Requests** sub-tab, and then click the **New CVS Request** button.



Complete instructions for submitting a CVS request can be found in the [MyIntealth Entity User Guide](#).

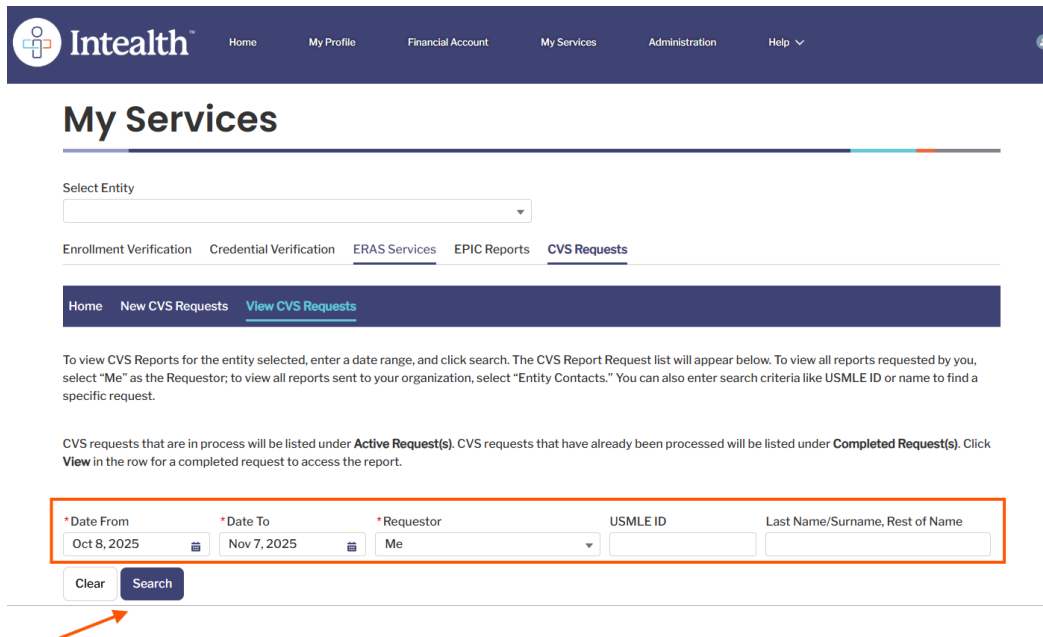
Searching for CVS Reports

- To search for CVS reports that have been issued to you or your organization, click **My Services** in the main menu, select the entity that has access to CVS from the drop-down menu if your account is associated with more than one entity, click the **CVS Requests** tab, and then click the **View CVS Requests** sub-tab.



The screenshot shows the 'My Services' page. The 'My Services' menu item in the top navigation bar is highlighted with an orange box. Below it, the 'CVS Requests' tab is also highlighted with an orange box. In the sub-navigation bar, the 'View CVS Requests' link is highlighted with an orange box and an arrow pointing to it. A red arrow points to the 'Select Entity' dropdown menu.

- Enter the desired search criteria, and then click the **Search** button to view reports.

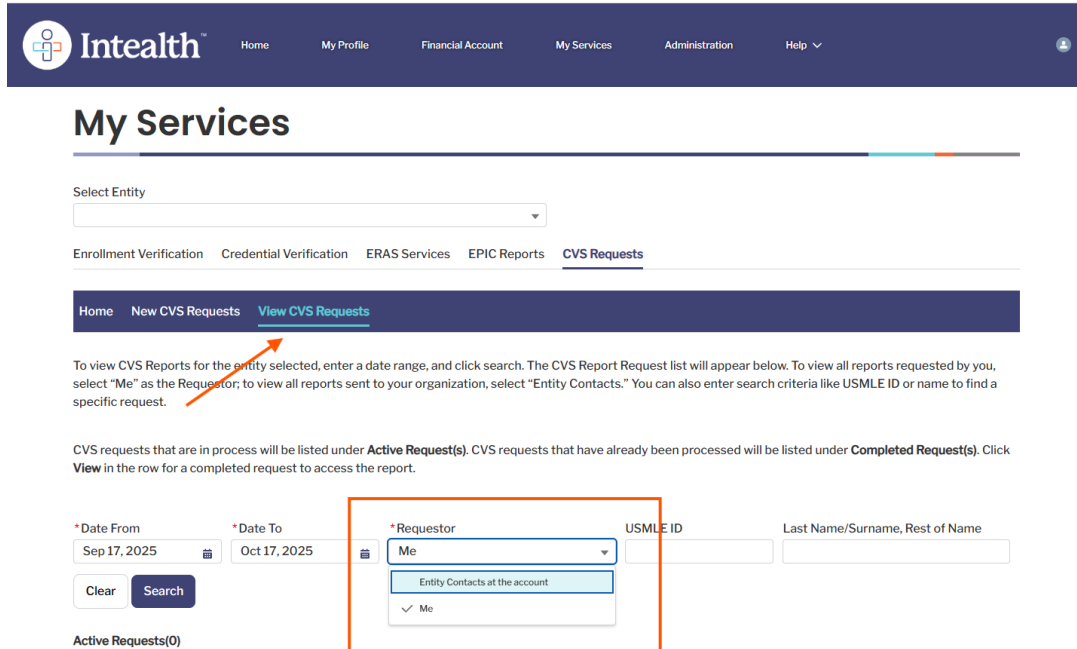


The screenshot shows the search criteria form on the 'View CVS Requests' page. The form is highlighted with an orange border. It includes the following fields:

- *Date From:** Oct 8, 2025
- *Date To:** Nov 7, 2025
- *Requestor:** Me
- USMLE ID:** (empty text field)
- Last Name/Surname, Rest of Name:** (empty text field)

 Below the form are 'Clear' and 'Search' buttons. A red arrow points to the 'Search' button.

- The system defaults to show reports issued to you. To search and view reports issued to other contacts at your organization, select “Entity Contacts at the account” from the drop-down menu under Requestor.



Intealth™ Home My Profile Financial Account My Services Administration Help

My Services

Select Entity

Enrollment Verification Credential Verification ERAS Services EPIC Reports **CVS Requests**

Home New CVS Requests [View CVS Requests](#)

To view CVS Reports for the entity selected, enter a date range, and click search. The CVS Report Request list will appear below. To view all reports requested by you, select “Me” as the Requestor; to view all reports sent to your organization, select “Entity Contacts.” You can also enter search criteria like USMLE ID or name to find a specific request.

CVS requests that are in process will be listed under **Active Request(s)**. CVS requests that have already been processed will be listed under **Completed Request(s)**. Click **View** in the row for a completed request to access the report.

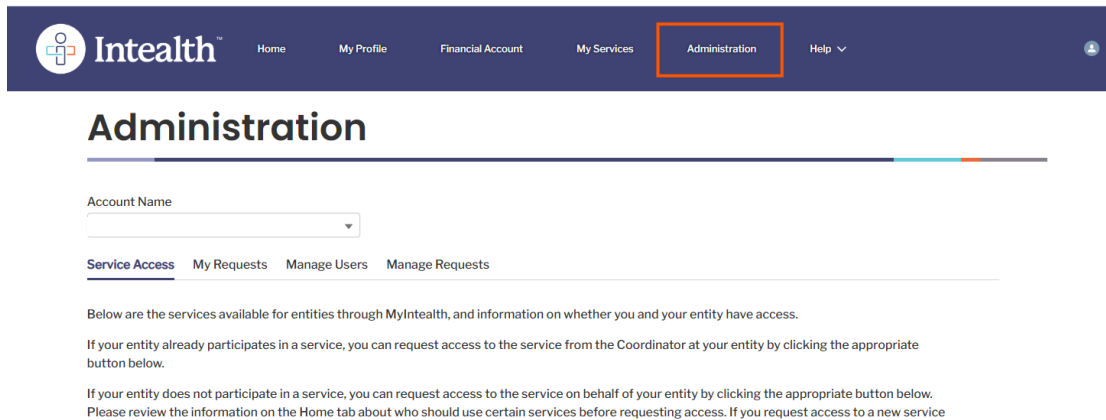
*Date From: Sep 17, 2025 *Date To: Oct 17, 2025 *Requestor: Me USMLE ID: Last Name/Surname, Rest of Name

Clear Search

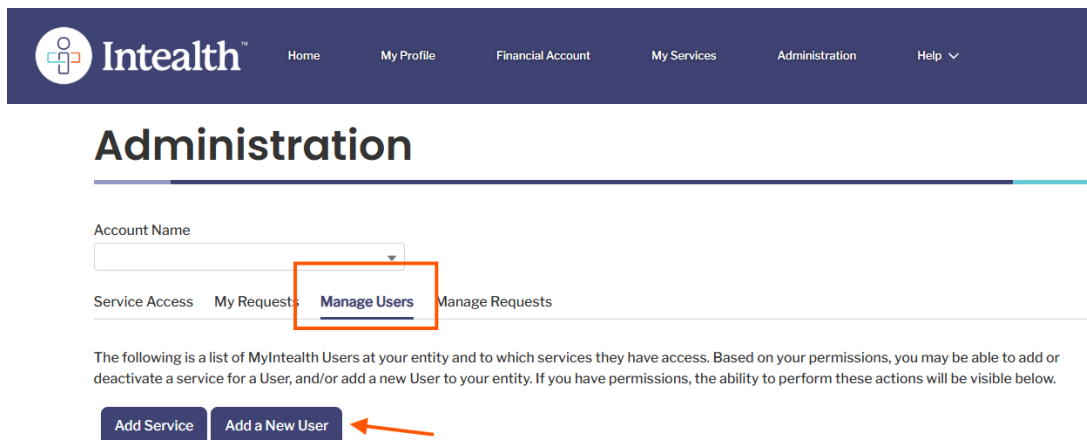
Active Requests(0)

Adding New Authorized Users to Your Entity Account

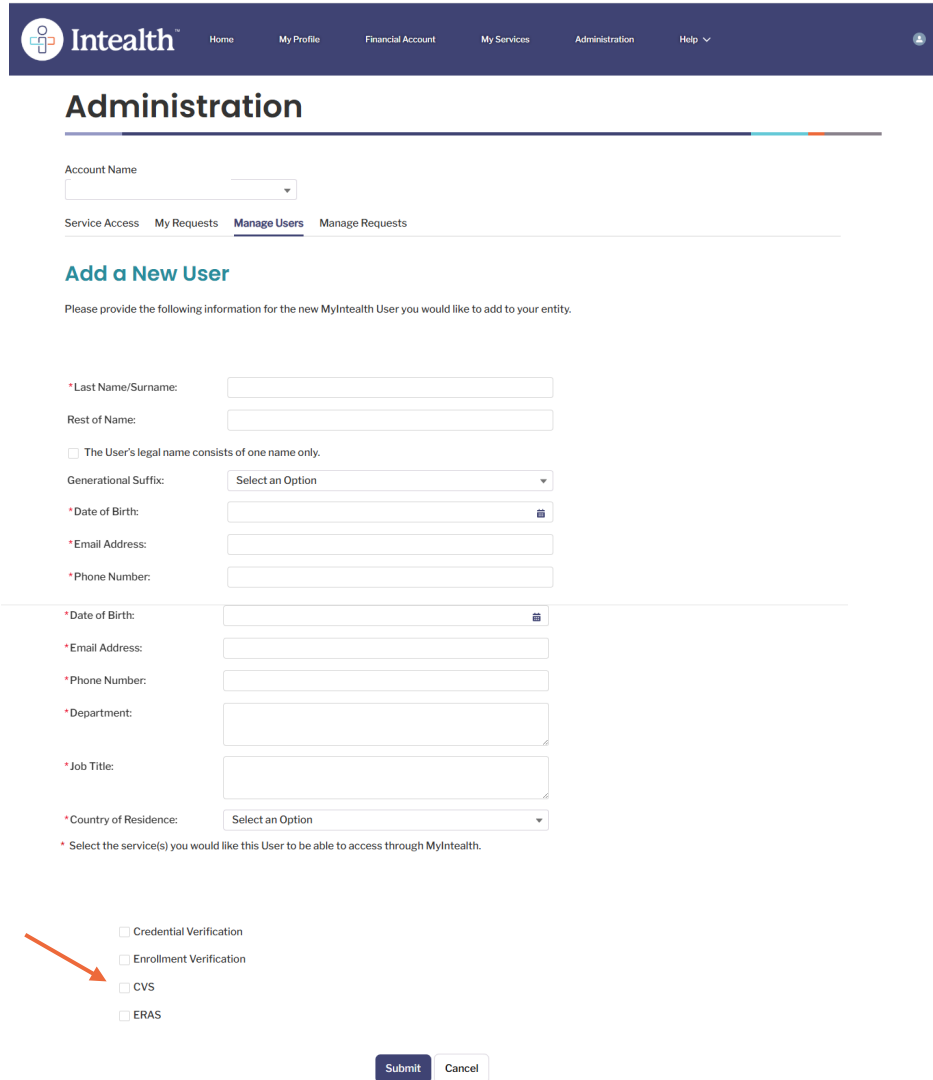
1. If you are the MyIntealth Coordinator for the CVS service for your entity, you can request to add new Authorized Users with access to CVS to your entity account. To add a new user, select **Administration** from the main menu.



2. On the **Administration** screen, select **Manage Users**, and then click the **Add a New User** button. *Note: If you do not see the Add a New User button, you need to contact the MyIntealth Coordinator for the CVS service at your entity and have them add the new user.*



3. Enter the required information for the new user, select CVS as the service you want the user to access, and click **Submit**. *Note: Once your request is submitted, it will be reviewed and processed by Intealth staff.*



Administration

Account Name

Service Access My Requests **Manage Users** Manage Requests

Add a New User

Please provide the following information for the new MyIntealth User you would like to add to your entity.

* Last Name/Surname:

Rest of Name:

The User's legal name consists of one name only.

Generational Suffix:

* Date of Birth:

* Email Address:

* Phone Number:

* Date of Birth:

* Email Address:

* Phone Number:

* Department:

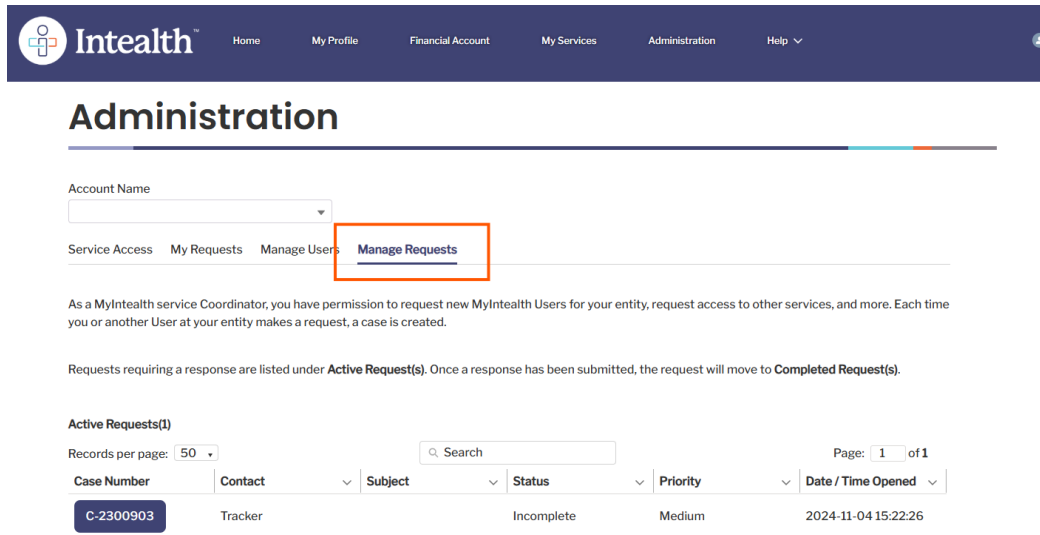
* Job Title:

* Country of Residence:

* Select the service(s) you would like this User to be able to access through MyIntealth.

- Credential Verification
- Enrollment Verification
- CVS**
- ERAS

4. To monitor the status of your requests, click the **Manage Requests** tab.

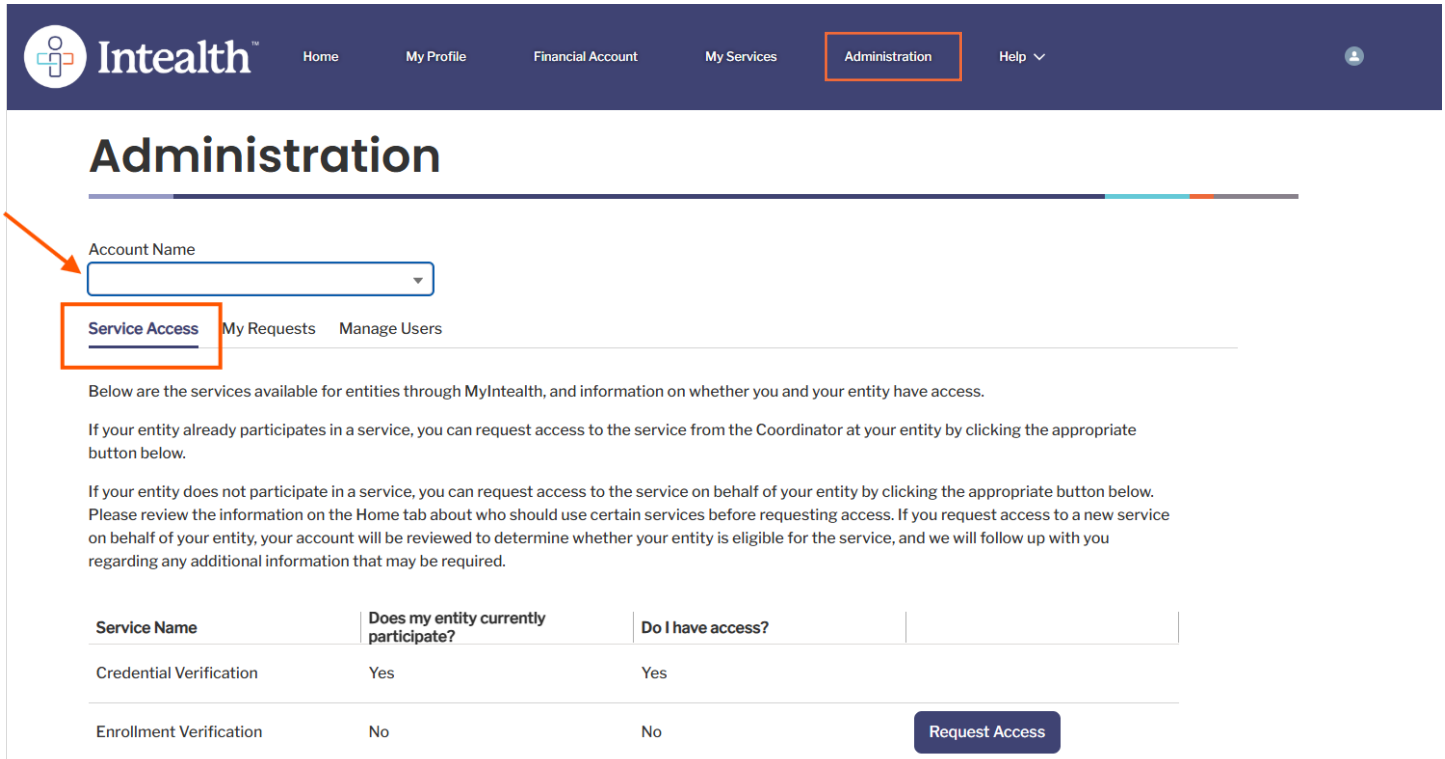


The screenshot shows the MyIntealth Administration interface. At the top, there is a navigation bar with the MyIntealth logo and links for Home, My Profile, Financial Account, My Services, Administration, and Help. Below this is the 'Administration' section header. A dropdown menu for 'Account Name' is visible. A horizontal menu contains 'Service Access', 'My Requests', 'Manage Users', and 'Manage Requests', with the latter highlighted by a red box. Below the menu, there is explanatory text about request permissions and a section for 'Active Requests(1)'. This section includes a search bar, a 'Records per page' dropdown set to 50, and a table with one row of data.

| Case Number | Contact | Subject | Status | Priority | Date / Time Opened |
|-------------|---------|---------|------------|----------|---------------------|
| C-2300903 | Tracker | | Incomplete | Medium | 2024-11-04 15:22:26 |

Viewing and Requesting Service Access

1. On the **Administration** screen, click the **Service Access** tab to view the services to which your entity has access and to request access to new services. Select your entity name from the Account Name drop-down to see your information. *Note: If you request access to a new service on behalf of your entity, your account will be reviewed to determine whether your entity is eligible for the service, and we will follow up with you regarding any additional information that may be required.*



The screenshot shows the MyIntealth Administration page. The navigation bar includes Home, My Profile, Financial Account, My Services, Administration (highlighted with a red box), and Help. Below the navigation bar is the 'Administration' header. An 'Account Name' dropdown menu is shown with an arrow pointing to it. Below the dropdown are three tabs: 'Service Access' (highlighted with a red box), 'My Requests', and 'Manage Users'. The main content area contains instructions on how to request access to services. Below the instructions is a table with columns for 'Service Name', 'Does my entity currently participate?', and 'Do I have access?'. The table lists 'Credential Verification' (Yes, Yes) and 'Enrollment Verification' (No, No). A 'Request Access' button is located to the right of the 'Enrollment Verification' row.

Account Name

Service Access My Requests Manage Users

Below are the services available for entities through MyIntealth, and information on whether you and your entity have access.

If your entity already participates in a service, you can request access to the service from the Coordinator at your entity by clicking the appropriate button below.

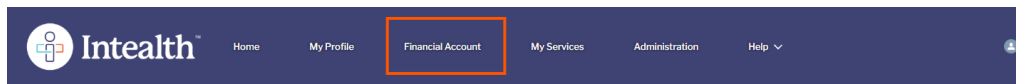
If your entity does not participate in a service, you can request access to the service on behalf of your entity by clicking the appropriate button below. Please review the information on the Home tab about who should use certain services before requesting access. If you request access to a new service on behalf of your entity, your account will be reviewed to determine whether your entity is eligible for the service, and we will follow up with you regarding any additional information that may be required.

| Service Name | Does my entity currently participate? | Do I have access? |
|-------------------------|---------------------------------------|-------------------|
| Credential Verification | Yes | Yes |
| Enrollment Verification | No | No |

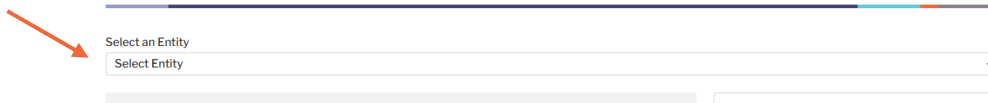
Request Access

Accessing Your Financial Activity in the Entity's Financial Account

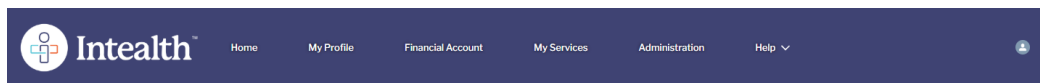
1. If you are the MyIntealth Coordinator for the CVS service, you can view your financial activity for the entity on the **Financial Account** screen. Select the entity name from the drop-down menu to view your activity. *Note: If you are not the MyIntealth Coordinator for the CVS service for an entity, you will not see any information on the Financial Account screen.*



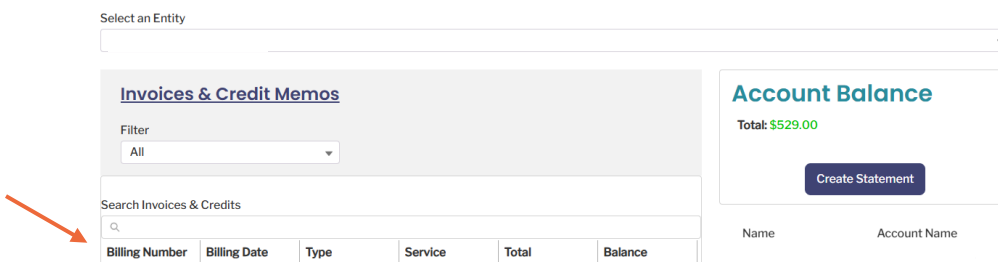
Financial Account



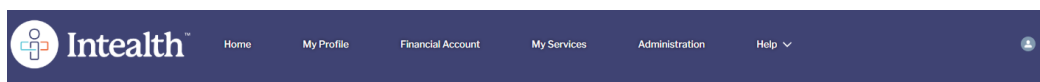
2. Once the entity is selected, your financial activity for that entity will be visible. Click the Billing Number to see additional details.



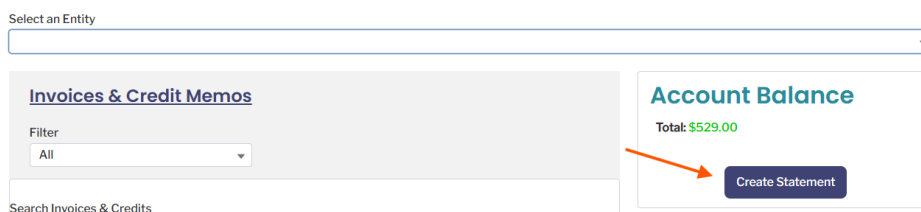
Financial Account



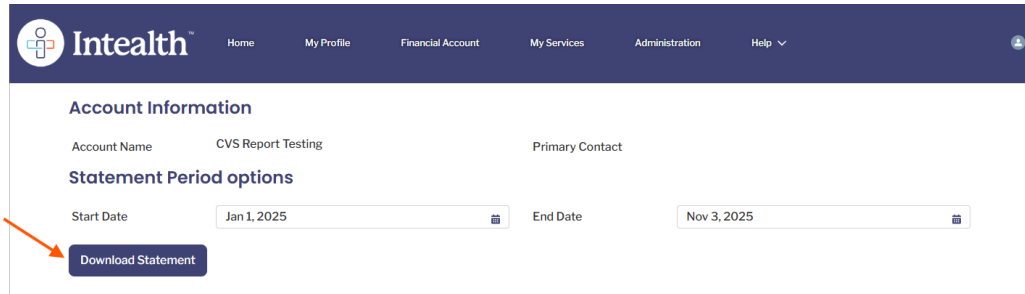
3. To create a downloadable PDF statement of your financial activity, click the **Create Statement** button under the Account Balance section of the **Financial Account** screen.



Financial Account



4. On the Account Information screen, enter a date range for the statement period of your financial activity that you would like to view, and then click the **Download Statement** button.



Intealth™ Home My Profile Financial Account My Services Administration Help

Account Information

Account Name CVS Report Testing Primary Contact

Statement Period options

Start Date Jan 1, 2025 End Date Nov 3, 2025

[Download Statement](#)