



How to begin and customize your CE Listings

- 1) Go to advertising.ascpskinicare.com.
- 2) Click "Create an Account."
- 3) Select "FREE Trial CE Listing Subscription."
- 4) Type in your CE information and add a logo, if you wish. (*You can log back into your account anytime and make changes.*)
- 5) Click "Add CE Listing" at the bottom.
- 6) Review your formatted information at the bottom of the page. If you want to edit your listing, click "Edit." Or, if you are satisfied with it, click "Publish." (***Again, remember, you can come back and edit it anytime.***)
- 7) To add another listing, select "Add New CE Listing" and go through steps 4-6. At any time you can make edits by selecting "Review/Update CE Listing."
- 8) From the "From Your Continuing Education" list screen, you can choose to clone one of your listings and make changes to dates, location, and/or instructor.

Remember: At any time you can select the Review/Edit CE Listings option in the left margin to view or update listings you've entered.