



IntealthTM

Advancing the Global Health Workforce

MyIntealthTM Entity User Guide: Certification Verification Service (CVS)

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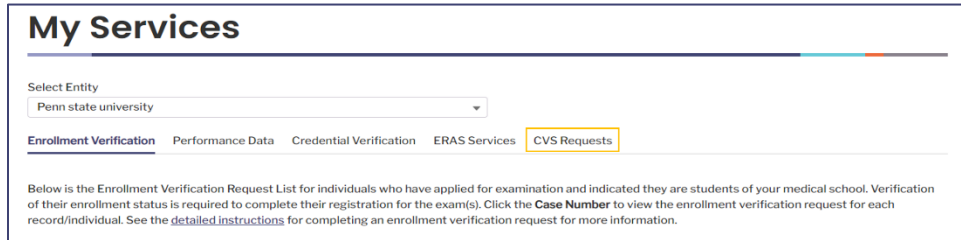
1 Certification Verification Service (CVS)

1.1 Submit New CVS Requests

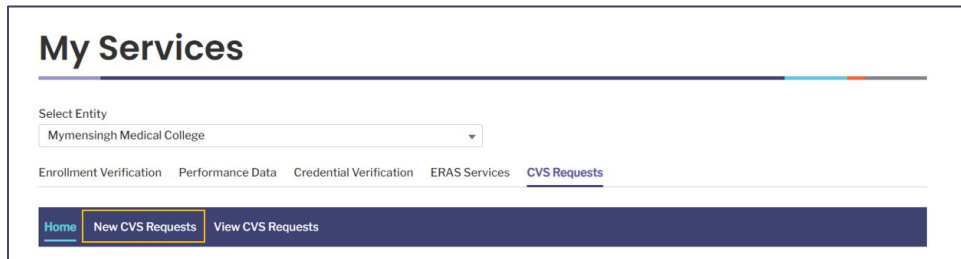
Step 1. Log in to the **MyIntealth Entity Portal**. In the top banner, click **My Services**.



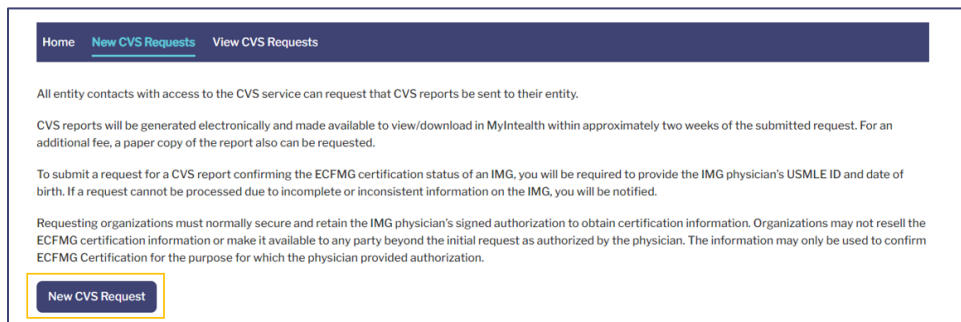
Step 2. Click the **CVS Requests** tab.



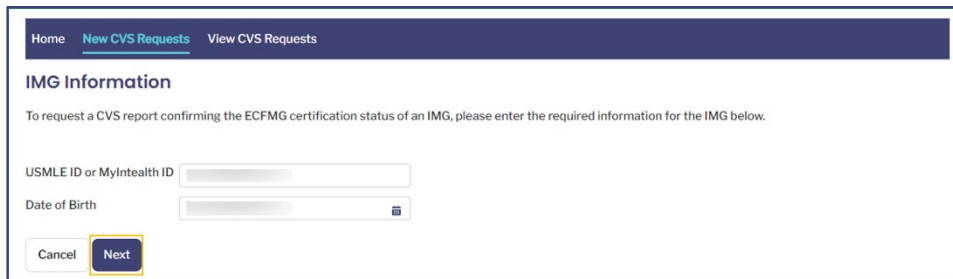
Step 3. Click the **New CVS Requests** tab in the blue banner.



Step 4. Click the **New CVS Request** button at the bottom of the screen.



Step 5. In the **IMG Information** section, enter the **USMLE ID or MyIntealth ID** and **Date of Birth**.



Step 6. Click **Next**.

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IMG Information

To request a CVS report confirming the ECFMG certification status of an IMG, please enter the required information for the IMG below.

USMLE ID or MyIntealth ID

Date of Birth

Step 7. Review the information in the **CVS Report Request Review** section. Under the **Delivery Instructions**, click **Next**.

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Would you like a paper copy of this report to be sent for an additional fee? If yes, check the box. If no, leave it blank.

Would you like the paper copy of this report sent to the general mailing address on record for your organization? If yes, check the box. If you want the paper copy to be addressed and sent directly to you, leave it blank.

CVS Report Request Review

Below is the information you provided as part of this request. If any information is incorrect, you can change your responses by clicking **Previous**. If you confirm that all information is correct as listed below, click **Next**.

IMG Information

USMLE ID

Date of Birth

Entity Information

Requesting Entity

Billing Street

Billing City

Billing State

Billing ZIP/Postal Code

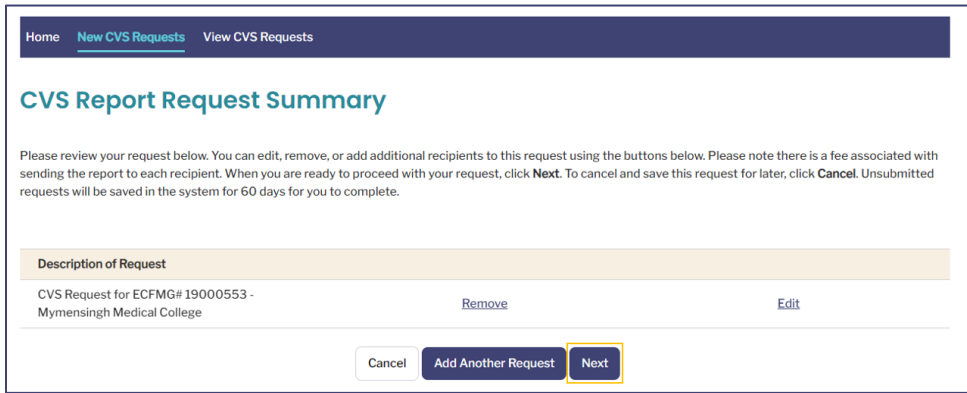
Billing Country

Delivery Instructions

The CVS report will be generated electronically once the request is processed. You will be notified when it is available to view/download in MyIntealth. Per your request, a paper copy of the CVS report also will be addressed and mailed directly to you.

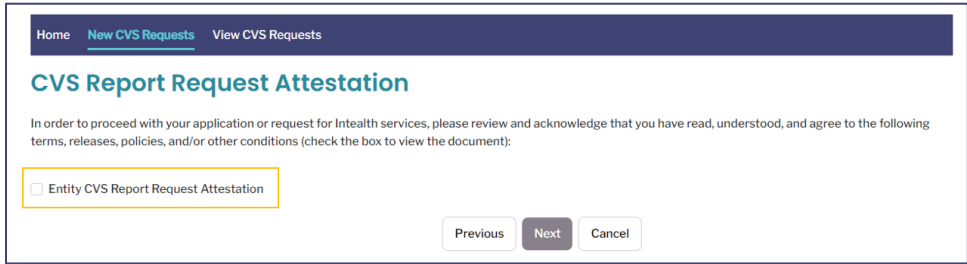
- a. This page has the option to also request a paper copy of this report.

Step 8. The request is now available for review on the **CVS Status Report Request Summary** page. Once ready, click **Next**.

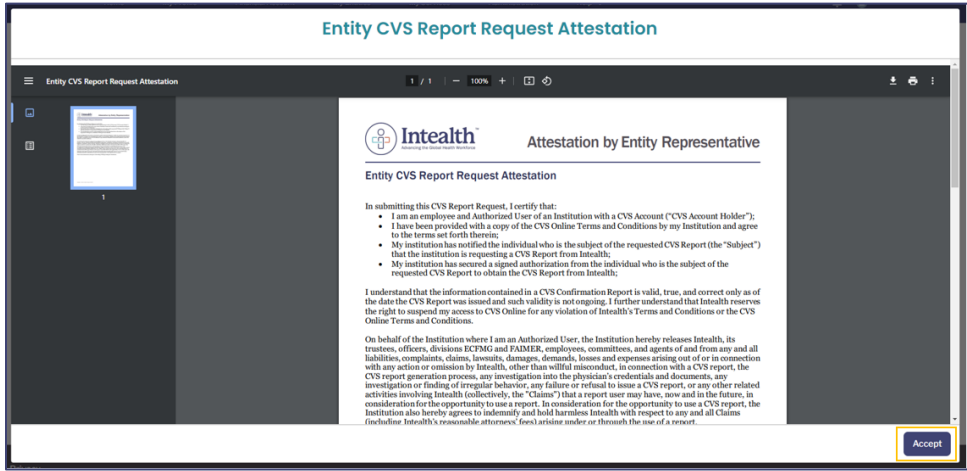


a. From this page, you can **Remove** or **Edit** the current request, as well as **Add Another Request**.

Step 9. Review the **CVS Report Request Attestation** section, and click the **Entity CVS Report Request Attestation** checkbox.



Step 10. The **Entity CVS Report Request Attestation** pop-up appears. Review the information, and click **Accept**.



Step 11. Click **Next**.

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CVS Report Request Attestation

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

Entity CVS Report Request Attestation

Previous **Next** Cancel

Step 12. The **Review Your Cart** page appears. Click **Proceed to Payment**.

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Review Your Cart

Please review the items in your cart. If you are ready to continue with this application/request, click **Proceed to Payment**. Once you proceed to payment, you will be unable to return to this screen. If you wish to cancel this application/request, click **Previous** to return to the preceding screen and then click **Cancel**.

Important Note: Navigating away from this screen, by using the **Back** button in your browser or refreshing your browser, may clear your responses and restart the application/request.

Cart items

Product	Total
CVS Report	
Paper Copy	

Subtotal: [blurred]

Total: [blurred]

Previous **Proceed to Payment**

Step 13. Complete the subsequent **Billing Address** and **Payment Info** sections and click **Pay**.

If the billing address for the credit card you are using is different from the address in your Intealth profile, please enter the correct billing address. A payment confirmation will be sent to the email address below.

Card Bank Account

Warning: Clicking the back button in your browser will start the entire application/service request over again.

Pay

When the payment is approved, click **Next**.
Please refer to the [Payment page](#) for additional information.

Next

Step 14. A **Thank You!** notification appears with the **Case Number** for your request. Click **Next** to return to the **MyIntealth Entity Portal** home page.

Thank You!

You have successfully submitted your application/service request. We will notify you as soon as your request has been processed. You can also monitor the status of this request using the case number provided below.

For your reference, your case number for this request is [REDACTED]

Payment Confirmation Number: [REDACTED]

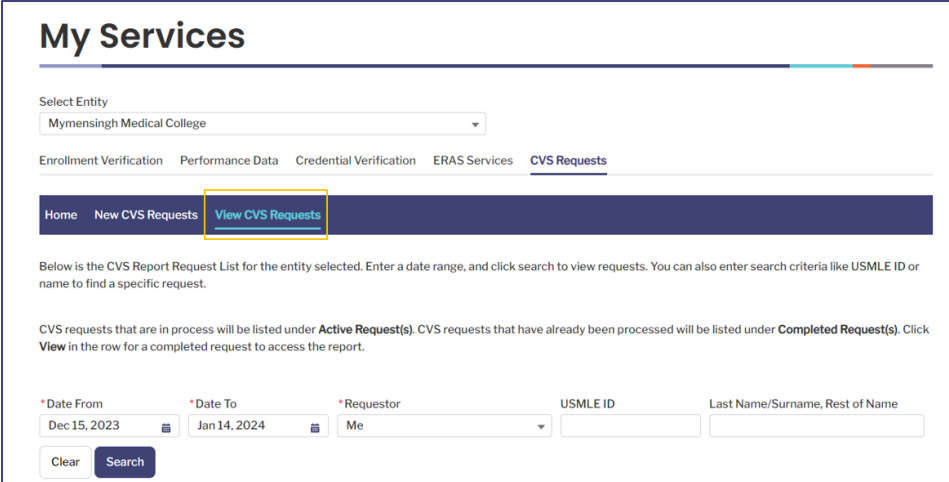
Amount: \$ [REDACTED]

[Next](#)

1.2 View CVS Requests

Step 1. To view your CVS requests, return to **My Services**, click the **CVS Requests** tab, and then click **View CVS Requests**.

- a. All **Active Requests** are now available for review.
- b. The **Case Status** of the report updates accordingly. For example, once the status is listed as **Report Printed**, it moves from the **Active Requests** section to the **Completed Requests** section.



The screenshot shows the 'My Services' interface. At the top, there is a header 'My Services' with a horizontal line. Below the header, there is a 'Select Entity' dropdown menu with 'Mymensingh Medical College' selected. A navigation bar contains several tabs: 'Enrollment Verification', 'Performance Data', 'Credential Verification', 'ERAS Services', and 'CVS Requests'. The 'CVS Requests' tab is active. Below the navigation bar, there is a dark blue bar with three buttons: 'Home', 'New CVS Requests', and 'View CVS Requests'. The 'View CVS Requests' button is highlighted with a yellow box. Below this bar, there is a text block: 'Below is the CVS Report Request List for the entity selected. Enter a date range, and click search to view requests. You can also enter search criteria like USMLE ID or name to find a specific request.' Below this text, there is a section for search criteria: '*Date From' (Dec 15, 2023), '*Date To' (Jan 14, 2024), '*Requestor' (Me), 'USMLE ID', and 'Last Name/Surname, Rest of Name'. There are 'Clear' and 'Search' buttons at the bottom of the search section.