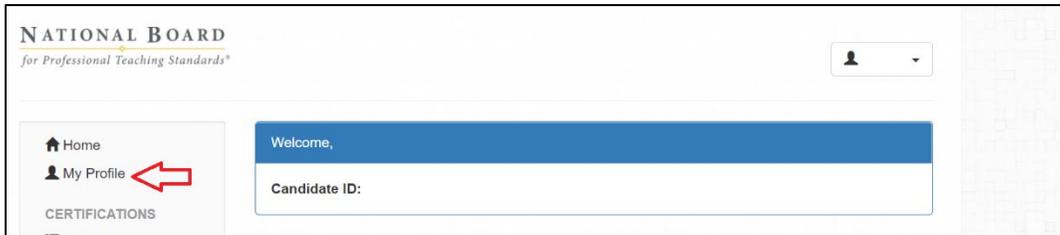


Here are the steps you must take to assure you are considered for reimbursement:

1. Log in to your account at <https://nbpts.useclarus.com/>
 - a. If it is your first time using the new registration system, you may need to agree to the terms and conditions first.
2. Click “My Profile.”



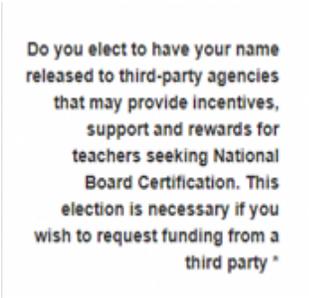
3. Click “Update Profile”



4. Make any changes to your profile for any section: Demographics, Contact Information, Address, Alternate Address, Education, Employment and Third Party Release. **The Third Party Release is the part that is critical for reimbursement consideration.**
5. Click “Save Changes.”



The answer to this release question below must be Yes (found in their candidate profile)



This concludes the process for applying for National Board reimbursement. It's important to note that while we are taking steps to identify your candidacy, there is one additional step required after submitting your National Board application to facilitate the distribution of funds: You must provide a copy of your payment receipt from the National Board to your National Board Coordinator. The coordinator will then forward this information to your HR Director. Each HR Director will have the own specific process for distributing funds. You will have to communicate with your National Board Coordinator to better understand the local process and an estimated timeline for reimbursement.

Timeline for National Board Reimbursement

