Instructions for Submitting MCLE Reporting Form Online

1. Login to membership dashboard: www.alaskabar.org/members
   Default Login: Bar# and full last name: YYMM###Last name
   Password: 1st 3 letters of last name and DOB in 8 digit format: mmddyyyy

2. Once logged on to your dashboard, scroll down to find on the right:

   ✳ CLE and MCLE

   Alaska Bar Association CLE Credit History

   Submit MCLE Report   ← Click "Submit MCLE Report

3. Click on "Submit MCLE Reporting Form"

   MCLE Reporting History ←   ⊕ Submit MCLE Reporting Form

4. Select the number of ethics and general credits completed using the dropdown boxes. Check the box certifying the information is accurate and click on "Submit Report".

   MCLE Report

   Provide Credit Details

   Indicate ethics CLE credits earned during the 2015 reporting year or carried over from the prior year:

   Ethics Credits*   Select One ▼

   Indicate additional general or ethics CLE credits earned during the 2015 reporting year or carried over from the prior year:

   General Credits*   Select One ▼

   ☐ I certify that this information is accurate

   *Congratulations!
   You've completed your
   MCLE reporting for the
   year!*

   ⊘ Submit Report