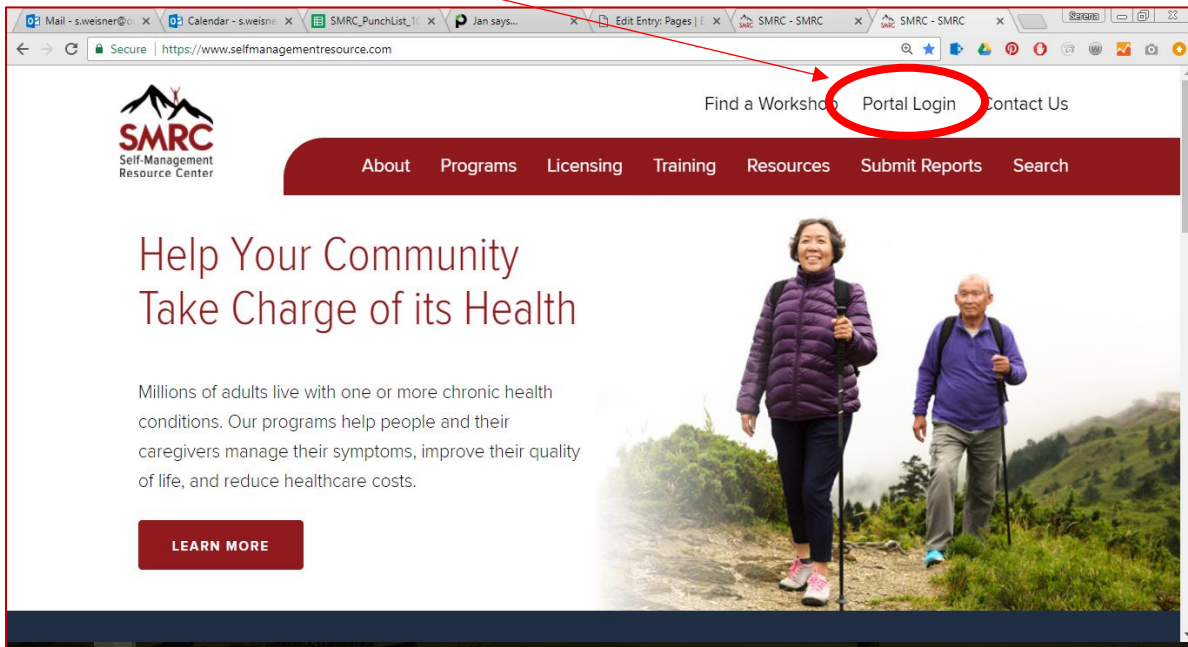
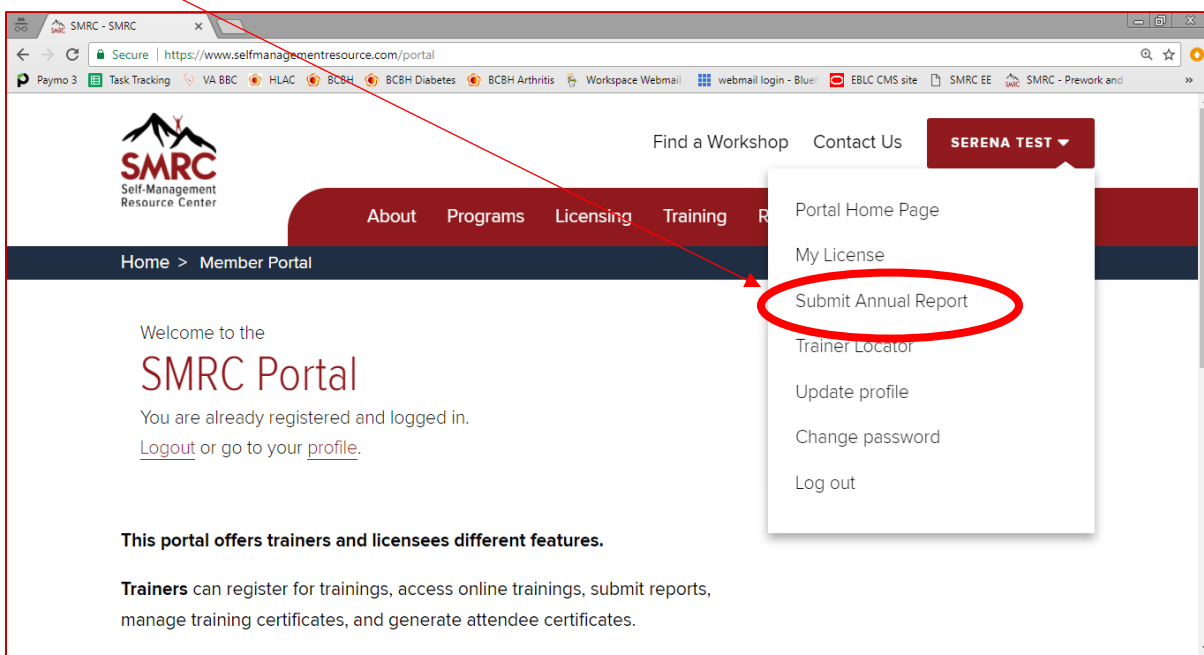


SMRC Directions to submit an Annual Report (for Trainer and/or License Holders)

➔ From the SMRC home page (www.selfmanagementresource.com), login to your portal using your email address and password.



➔ Once you are logged into your portal, hover your cursor over your name in the upper right corner. You will then see a dropdown menu with the options for managing your account. Click on Submit Annual Report.



➔ You will then be taken to a page that includes the fields that you will need to complete for your annual report. Respond to all the questions and click on the **SUBMIT ANNUAL REPORT** button at the bottom of the page.

➔ Sample below is for a Licensee Annual Report. The Trainer Annual Report is very similar.

