

Understanding Your Member Profile

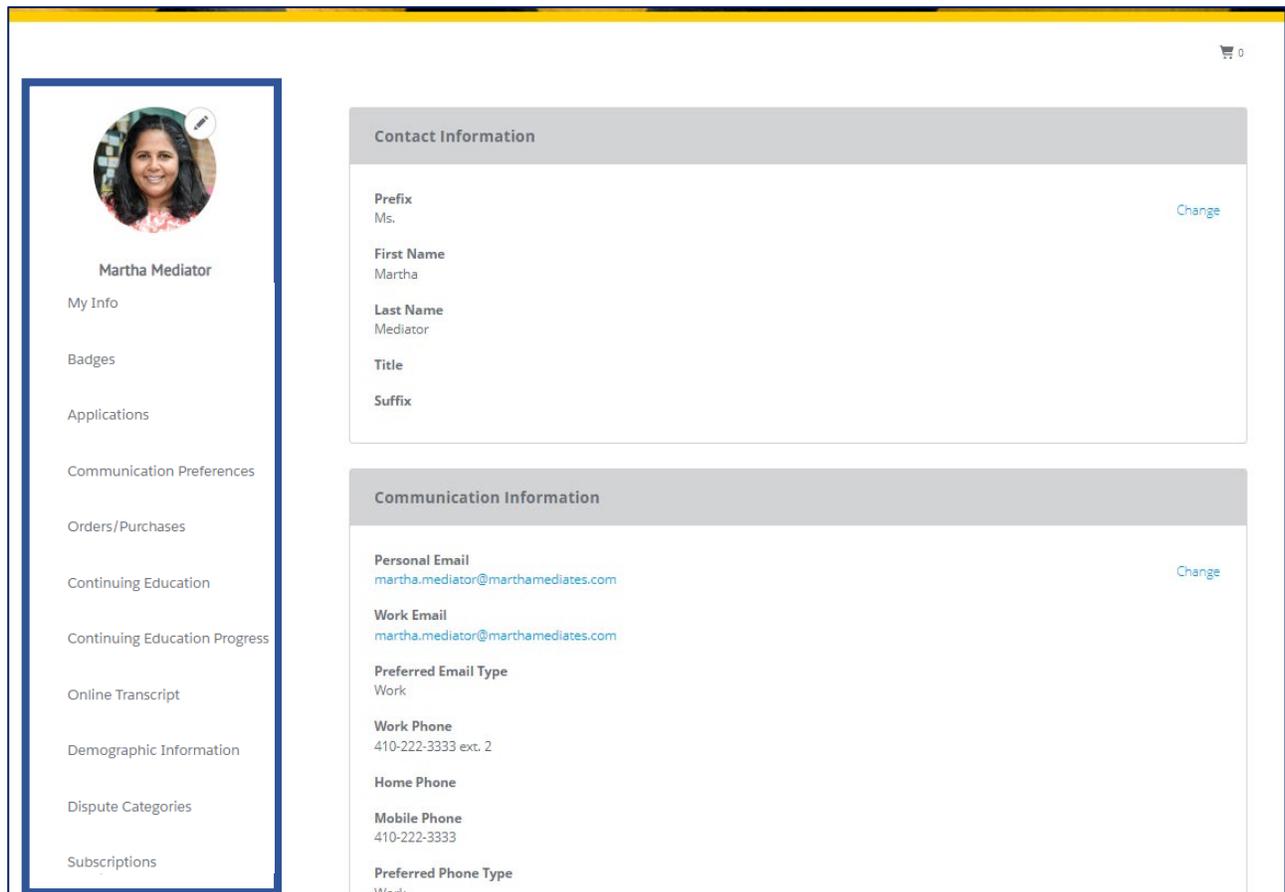
What you need to know: Your member profile holds all your information – from your email address and phone number to your practice description and experience. It is also where you enter and track your continuing education. Much of your information is automatically saved to your profile when you submit your application, and you can update it at any time.

Sign In

Accessing your member profile: Go to <https://mdcourts.gov/mpme>

Click **Log into my Account**. Your username will be the email address you provided on your application.

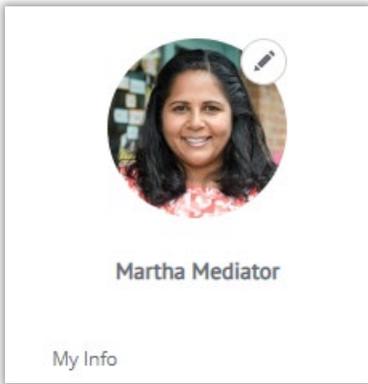
The MPME member portal includes several sections, which are accessible using the left side navigation panel.



The screenshot shows the MPME member profile page. On the left is a navigation panel with a blue border containing the following items: My Info, Badges, Applications, Communication Preferences, Orders/Purchases, Continuing Education, Continuing Education Progress, Online Transcript, Demographic Information, Dispute Categories, and Subscriptions. The main content area is divided into two sections: 'Contact Information' and 'Communication Information'. The 'Contact Information' section includes fields for Prefix (Ms.), First Name (Martha), Last Name (Mediator), Title, and Suffix, with a 'Change' link next to the Prefix field. The 'Communication Information' section includes fields for Personal Email (martha.mediator@marthamediates.com), Work Email (martha.mediator@marthamediates.com), Preferred Email Type (Work), Work Phone (410-222-3333 ext. 2), Home Phone, Mobile Phone (410-222-3333), and Preferred Phone Type (Work), with a 'Change' link next to the Personal Email field. A shopping cart icon with '0' is visible in the top right corner.

Learn more about each of these sections below:

My Info



The 'My Info' page is the home page of your member profile. This is where you can view and update your basic contact information.

You can add a picture to your profile, if desired. The image size must be no larger than 125px by 125px.

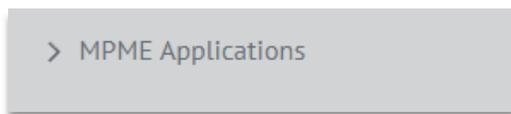
*Note: Your picture and address information will not be visible to anyone else, including on the mediator directory.

Badges



This page shows your member badges. Each year you fulfill your MPME member commitment, you will receive a badge indicating you are an active MPME member in good standing. Badges are renewed annually upon completion of continuing education requirements. You will only be able to be listed on the MPME mediator directory if you have a current badge.

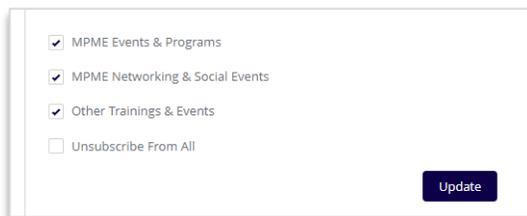
Applications



In this section, you can view and print your completed MPME application.

*You will also see a place for circuit court applications, which will be coming in the future.

Communication Preferences



You can view and update your MPME communication preferences at any time.

Orders/Purchases

When you register for a MACRO or MPME sponsored event, a copy of your registration receipt (order form) will be saved in the Orders/Purchases section of your profile.

Continuing Education

This section is where you will view and enter your continuing education.

For step-by-step instructions on how to add continuing education to your profile, view the [Adding Your Continuing Education user guide](#).

Continuing Education Progress

This page shows your continuing education progress for all your program and roster memberships. The progress bars will automatically update once you enter your continuing education into your “Self-Reported Credits” or shortly after you attend a program hosted by the MPME or MACRO.

Make sure you review the [Adding Your Continuing Education user guide](#) for how to enter your continuing education correctly.

Online Transcript

In this section, you can export a list of your continuing education by a selected date range. The downloadable report includes both self-reported credits that you entered and ones that were automatically applied to your account after attending a MPME or MACRO event.

Demographic information

Practice Information

Practice Description

I have 20 years of experience providing mediation for families and small business

Approach

I approach mediation from a customer - centric focus. While I manage the process, the conversation and the outcome.

Mediation Framework

Available	Selected
<input type="checkbox"/> Analytical <input type="checkbox"/> Inclusive	<input checked="" type="checkbox"/> Facilitative

This section is where you can view and update your practice information, mediation locations, and social media contact information if you have opted to be included in the public mediator directory.

You can also update your personal demographics on this page. Note - these fields are not visible to anyone other than you. They are only used to help us learn about the always changing demographics of mediator field in Maryland.

Dispute Categories

Active/Inactive Dispute Categories

Dispute Type Category Id	Status	Dispute Type Category	Dispute
00000933	Active	Family	Divorce/Pr
00000934	Active	Neighborhood	Neighborf
00000935	Active	Real Estate	Landlord/

Use the Dispute Categories tab to view and update the types of disputes you mediate. This information appears in your public profile if you opt to be included in the mediator directory.

Subscriptions

MPME

Term Start Date: 1/25/2023

Term End Date: 12/31/2023

Subscriptions is the term that Fonteva uses for your MPME membership start and dates. All MPME membership run from January 1 to December 31.

Your MPME membership will automatically renew each year once you have completed your 10 hours of continuing education.