WEST BENGAL MEDICAL COUNCIL • A GUIDE TO CME APPLICATION

URL: wbmc.wb.gov.in
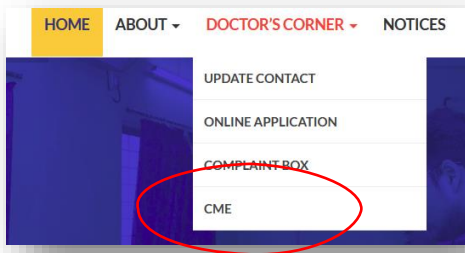**Menu: Doctor's Corner > CME**

Login / Register for CME application

To begin using the CME application, follow the steps based on your user status:
- **New Applicant:** Click on **REGISTER** to start a new application.
- **Existing Applicant:** Click on **LOGIN** to proceed.

How to Register
- Enter your Mobile No. and Email ID.
- Enter the OTP to proceed.
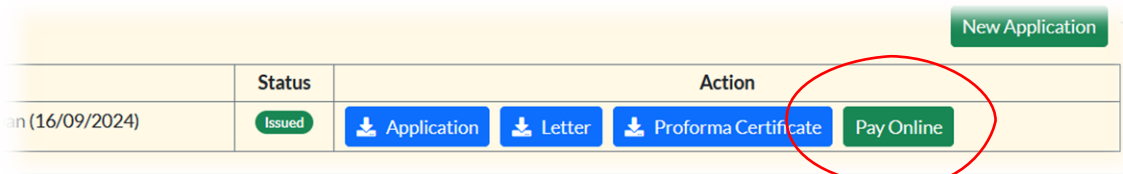

Application process

- **Fill the Application Form:** Provide all required details as per the instructions on the screen.
- **Upload Required Documents:** Ensure all the necessary documents are uploaded in the designated fields.
- **Preview Application:** Before submission, review the entire form for any discrepancies.
- Click on **Confirm & Submit** and then click **OK**.

*Once your application is approved by the WBMC, you will receive an SMS notification. After approval, you will be able to log in, **download the Approval Letter** and **Proforma Certificate Design**, and proceed with the **Online Payment**.*

How to pay online

- Log in to your account and click on **Pay Online**.
- Your application details along with the calculated payable fees will be displayed.
- Click on **Confirm & Submit** to proceed.
- Click on **Pay Now**, which will redirect you to the bank's payment gateway.
- Complete the payment process.

After successful payment, the option to Upload Certificate Design will be available on your dashboard.

How to upload certificate design

- *Click on **Certificate Design** on your dashboard.*
- *Browse your certificate design file (PDF format) and **upload** it.*
- *Click on **OK**.*

Once your certificate design is approved by WBMC, the upload option will no longer be available, and the status will show as Design Approved.

How to pay fees for additional delegates

- *Click on the **Amend** button on your dashboard.*
- *Scroll to the Calculate Fee section at the bottom of the page.*
- *Enter the number of delegates in the **Number of Delegates** field.*
- *The Total Payable Amount will be auto calculated.*
- *Click on **Confirm & Submit** to proceed with the online payment.*

Documents to be uploaded during application

Organisation Type	Documents to be uploaded
Government Organisation	Detail Programme Schedule
Doctor's Organisation Registered Under Society Act	Society Act Document
	Detail Programme Schedule
Private Nursing Home or Hospital	Clinical Establishment Act Document
	Society Act Document
	Detail Programme Schedule
Trust	Trust Deed Document
	Society Act Document
	Detail Programme Schedule

Where to contact for any support/clarification?

Contact details of West Bengal Medical Council:
Visit: IB-196, Sector - III, Salt Lake, Kolkata – 700 106, West Bengal
Phone: (+91) (033) 2335 3078/ 5575/ 5663 | **Email:** wbmc@wbmc.in