

# USMLE Step 1 Registration Checklist

✔ Use this checklist to track completion of EACH step. Begin early.

## Step 1: Create a MyIntealth Account

📍 **System:** MyIntealth Applicant Portal

- Go to: <https://applicant.myintealth.app/>
- Select **Create Account**
- Enter your email address and create a password
- Verify your email when prompted
- Upload a **clear, current passport image**

### ⚠ **Important**

- Your **name and date of birth must exactly match your passport**, including spacing, hyphens, and middle names.
- Even small differences can delay later steps or prevent automatic record matching.

## Step 2: Submit the Online Application for ECFMG Certification

📍 **System:** MyIntealth Applicant Portal

- Log in to your MyIntealth account
- From your dashboard, select **Application for ECFMG Certification**
- Complete all sections of the online application
- Pay the required **ECFMG Certification application fee**
- Download **Form 186** once it is generated and labeled  
"Certification of Identification Form (Form 186)"

⚠ **Note:** Form 186 is not available until this application is submitted.

## Step 3: Complete Form 186 (Identity Verification via NotaryCam)

📍 **System:** NotaryCam (launched from MyIntealth)

- Enter your biographic information **exactly as it appears on your passport**
- Upload a **clear, full-color scan** of your passport (information page)
- Select **Launch NotaryCam** or **Schedule NotaryCam Session**
- Complete the live online notarization session

## What happens next (no action required)

- NotaryCam sends Form 186 directly to ECFMG
- ECFMG reviews:
  - Your online application **and**
  - The notarized Form 186

### **Important**


- You **cannot proceed** with USMLE exam applications until **ECFMG has accepted both items**.
- Processing time typically **1–3 weeks**, but may vary.

## **Step 4: Create Your FSMB Account & Apply for USMLE Step 1**

### **Part A: Create Your FSMB Account**

 **System:** FSMB / USMLE Portal

- Go to: <https://usmle.fsmb.org/>
- Select **Create Account**
- Verify your email and complete your profile
- If prompted to confirm your identity, enter your **MyIntealth ID**

 *This links your FSMB and Intealth records. Some students will not see an ID prompt unless clarification is needed.*

### **Part B: Apply for USMLE Step 1**

 **System:** FSMB Dashboard

Before the application opens, FSMB automatically confirms:

- Your identity matches your Intealth record
- Your application for ECFMG Certification has been accepted

- From your FSMB dashboard, select **USMLE Step 1**
- Complete the Step 1 application screens
- Select the 3-month eligibility period **December to February**

- You must select your eligibility period during the FSMB Step 1 application. You will schedule your exact exam date later with Prometric, but only dates **within your approved eligibility period** will be available.

In the **Additional Information** section:

- When asked whether to release your exam results to your medical school, **select “Yes”**
- ⚠️ This selection is **required** and **cannot be changed after submission**

- Pay the examination fee
- Submit your application

## **After You Apply**

- Monitor your email for messages from FSMB if additional information is needed
- Once approved, confirm that your **Scheduling Permit** appears in your FSMB account
- Use the link in FSMB to schedule your exam with **Prometric**

## **Checking Status and Scores**

 **System:** FSMB Portal

At any time, you may log in to:

- Check your USMLE Step 1 application status
- Download your official **Step 1 score report** once available