



**PRIVILEGED  
MEMBER**

# **ACCESS GUIDE**

Login & Edit Profile	2
Search Options	3
Live Programs	3
Live Webcasts	5
On-Demand Web Programs	6
Program Segments	7
Download Audio and Video Files	8
PLI Mobile App	9
Request Credit and Common Credit Questions	10

For any questions about this user guide or Privileged Membership access, please contact the PLI Membership Services Department at [membership@pli.edu](mailto:membership@pli.edu) or 800.260.4754.

# Login & Edit Profile

Privileged Members have **unlimited access** to Programs, Live Webcasts, One-Hour Briefings and over 2,500 hours of On-Demand content.

## Log in to your account (or reset password)

1. Go to [www.pli.edu](http://www.pli.edu) and click “Sign In” in the upper right corner.
2. Enter your business email and password. If you are new to PLI or have forgotten your password, click “Forgot Password”.
3. Enter your business email and click “Submit” to receive a temporary password by email.
4. Follow the link provided in your email.
5. Log in with your business email and temporary password. Create a new password and click “Submit” to log in.

Need more assistance? Visit our Help Center for answers to almost any PLI question: <https://help.pli.edu/s/>

Business Email  
Business Email  
Password  
Forgot Password?  
Password  
 Keep me logged in  
LOG IN  
CREATE ACCOUNT

## My Account

### Edit Profile

To edit your profile, start by clicking the circle in the top right with your initials. Then click “Profile and Settings”.

1. **General:** Edit/confirm personal and professional information.
2. **Contact Information:** Edit/confirm contact and billing information. (Note: Please use your business email as your primary contact).
3. **Password:** Create/change your password using a minimum of six characters and no spaces.
4. **Need Credits?:** Add any licenses or jurisdictions for which you need credit.
5. **Communications Preferences:** Indicate your interest areas and communication preferences. You can also select your promotional preferences and newsletters that you would like to receive.
6. After making changes, click “SAVE.”

PLI PRACTISING LAW INSTITUTE  
Search our catalog  
Home Membership Programs Publications About Help  
Kim Russo  
Practising Law Institute  
My Programs  
My PLI Credit History  
My Licenses  
My Order History  
Profile and Settings

GENERAL 1  
BUSINESS PROFESSIONAL  
Salutation  
First Name\* Jane A.  
Last Name\* Jones  
Suffix  
Title  
Role(s)  
Practice Area(s) Banking Employment

CONTACT INFORMATION 2  
Business Email jones@pli.edu  
Phone\* 800-260-4754 Ext.  
BILLING ADDRESS  
Attention  
Company PLI  
Address\* 1177 Avenue Of The Americas  
Address 2 Lbby 3  
City\* New York  
State/Province\* New York

PASSWORD 3  
Password must have a minimum of 6 characters and contain no spaces.  
Password  
Confirm Password  
SAVE

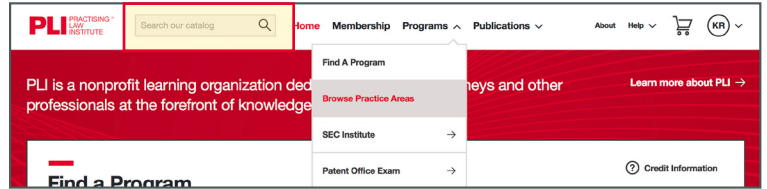
NEED CREDITS? 4  
What credits do you require?  
Credit Type Jurisdiction License Number Compliance Group  
CLE New York 3973617  
CLE Virginia  
Add New +  
 Send certificates for the license(s) listed above.

COMMUNICATION PREFERENCES 5  
YOUR INFO INTEREST AREAS COMMUNICATION PREFERENCES  
YOUR INFO  
Where we'll send your subscriptions.  
Business Email Change krusso@pli.edu  
Mailing Address Change  
1177 Avenue of the Americas  
New York, NY 10036  
United States  
INTEREST AREAS  
Mailings will be tailored to your interest areas.  
Accounting  
Antitrust  
Banking  
Bankruptcy & Restructuring  
Commercial Law

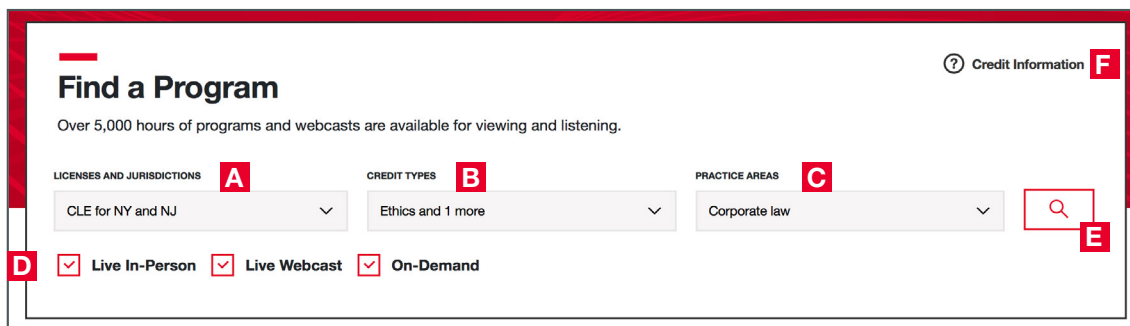
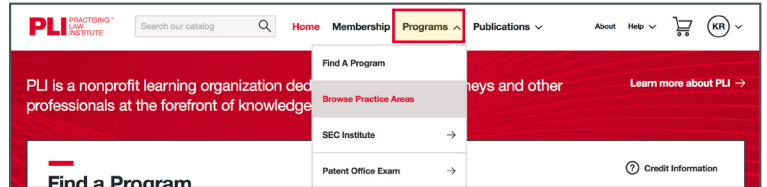
## Home Page Search Options

- **Keyword Search** using the search bar in the upper left corner:
  - Type your keywords and hit “Enter”.

**Note** that descriptive keywords are always best, so try and avoid broad terms in favor of more specific search criteria.



- **Select a Practice Area** from the Programs menu:
  - Select “**Browse Practice Areas**” to view all of our practice area pages. Click on your practice area to view all PLI programs within that area.
- **Find a Program**, lets you filter programs quickly and easily by license, credit type, practice area and/or format.



### A. Licenses and Jurisdictions

- If you have licenses on file with PLI, these will automatically prepopulate for you.
- To add a license(s) or jurisdiction(s), simply click on the drop-down and choose another option(s).

### B. Credit Types

- View and select credit type(s) available in your jurisdictions by expanding the dropdown and selecting from the options listed.

### C. Practice Areas

- To only show programs related to a certain Practice Area, select one or many practice areas from the dropdown.

### D. Format Type

- We make it easy to select programs as part of your search that are Live In-Person, Live Webcasts or On-Demand. Use these selections to filter your results by presentation format.

### E. Run Your Search

- Once you have made your selections, click the magnifying glass button (E) to run your search.

### F. Credit Information

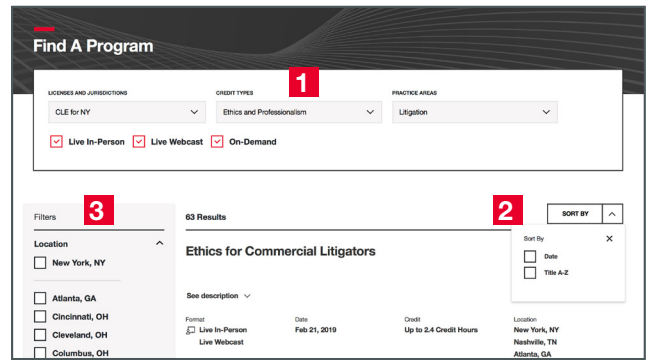
- Learn about the latest credit requirements for your license type or jurisdiction.

**To receive your Certificate of Attendance**, please ensure that your license information is current for all jurisdictions in which you seek credit. You can edit your profile at **Profile and Settings > Need Credits?**

# Search Options

## Find a Program Results

1. To make changes to your search results, simply update your search criteria by changing the Licenses and Jurisdictions, Credit Type, Practice Area, and/or program format.
2. The search results can be sorted by date or alphabetically by using the dropdown "Sort By" menu.
3. You can further filter the search results by location or level using the search filters on the left.



## Keyword Search Results

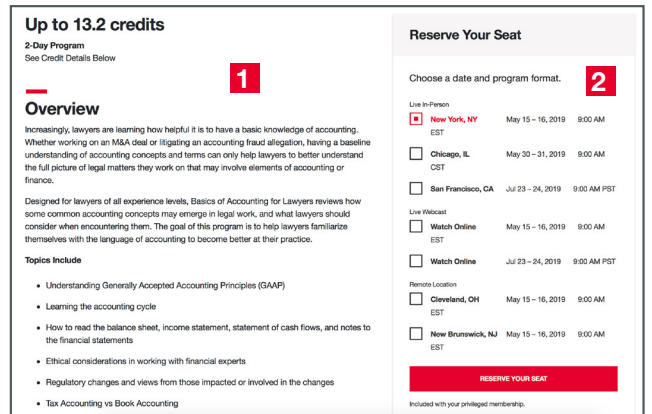
1. The search results appear sorted alphabetically, chronologically or by relevance by using the dropdown "Sort By" menu.
2. Using the search filters on the left will refine the results by either program format, credit type, practice area, location, or other additional terms. If searching for a phrase, the phrase should be placed in quotations for more accurate results.



## Register for an Upcoming Live Program (or View at a Groupcast Location)

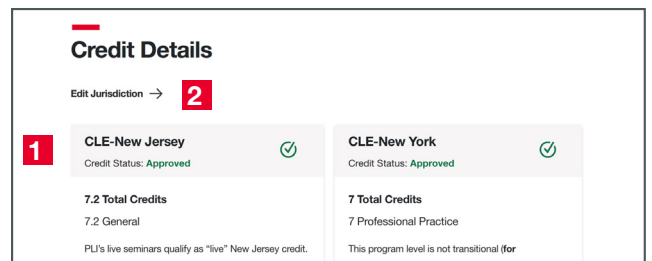
Click on the program title see a detailed description of the program.

1. Scroll through the page to learn more about the program details, date, location, format, faculty, schedule and credit details.
2. Using registration box on the right, select your desired location and click "Reserve Your Seat". Follow the prompts in the shopping cart to confirm your registration.



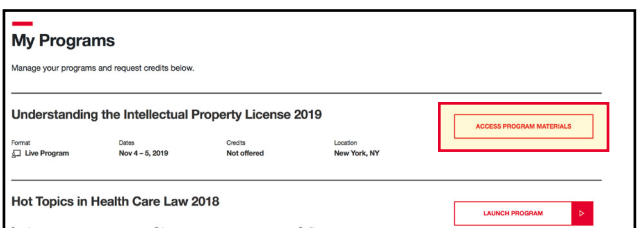
## Credit Information

1. For licenses you have stored on your account, you will automatically see the approval status of the program for your jurisdictions.
2. To add additional licenses to your account, click "Edit Jurisdiction" and follow the instructions to update your account.



## NOTE: Course Handbooks

**Course Handbooks** and associated course materials are included in Program attendance. Your Course Handbook will be available several days prior to the program on our online research database, **PLI PLUS**, where you can download, print, and search through the materials. You can access your Course Handbook by visiting **My Programs** and clicking "Access Program Materials".



## Register for a Webcast

- Select the title of a Webcast and click **“Reserve Your Seat”**. Follow the prompts in the shopping cart to confirm your registration.
- The Webcast will automatically be added to **My Programs**.
- On the day of the Webcast, go to **My Programs** located in the drop down menu where your initials are in the upper right corner. Click **My Programs** and then select the webcast that you would like to view and click **“Launch Program”**.
- This launches the media player in a new tab that will open with important information about receiving credit for this program, including how to verify your attendance during the program and requesting certificates; you will also be prompted to confirm your license information on file.
- After reviewing the credit and license information, click **“Start watching”** to begin the program.

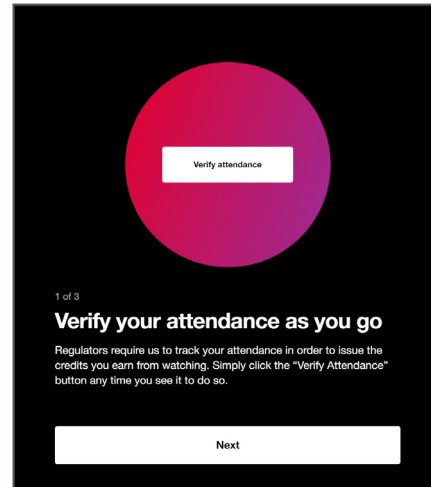
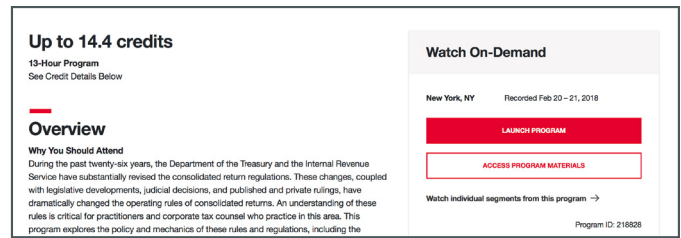
## Download Program Materials

- To access course materials, click the three dots in the upper right corner of the player and select **“Materials”**.
- All related program materials will be available to download and/or print as PDFs. You will have access for one year from the program date.

# On-Demand Web Programs

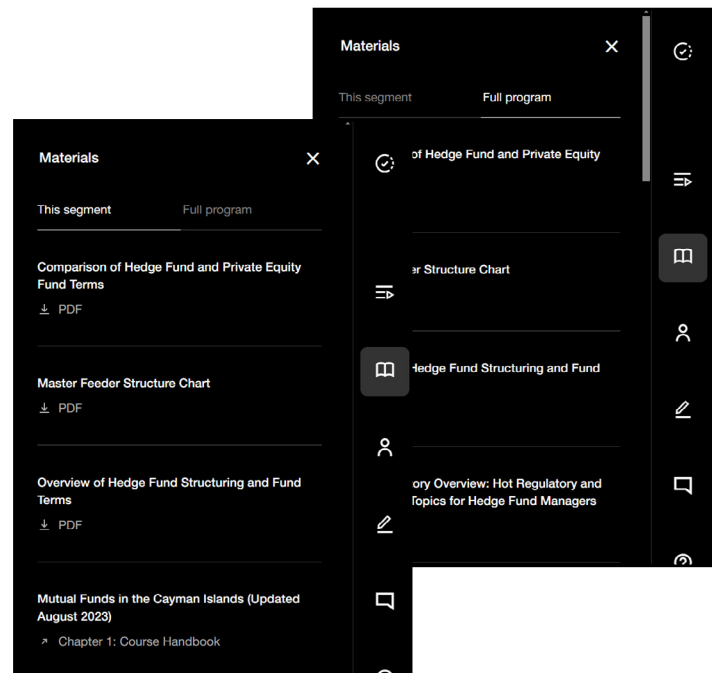
## View an On-Demand Web Program

- Select the title of a Web Program or segment you would like to watch and click **“Launch Program”**. This program will be automatically added to your **“My Programs”** list.
- Upon launching the program, a new tab with the player will open. Carefully read the important information about receiving credit and attendance, and verify that you understand the requirements. Then click **“Start watching”** to view the program.
- A time stamp will appear randomly during the program to verify your attendance. It will be accompanied by an audible chime. You must click this button each time it appears.



## Download Program Materials:

- To access course materials, click the three dots in the upper right corner of the player and select **“Materials”**.
- All related program materials will be available to download and/or print as PDFs. You will have access for one year from the program date.
- The course materials can be accessed outside of the web player: they can be found both on the program’s description page and in **“My Programs”** listed next to the program title by clicking **“Access Materials”**.



## Controls for On-Demand Web

Pause, stop, rewind, and full screen mode are located at the bottom of the screen, along with Transcript View and Closed Caption settings..





## Viewing Program Segments

You can view individual segments of a program and earn credit for viewing that segment.



- On-demand segments are the bottom of the product page.
- You'll see a listing of each segment.
- Click the encircled triangle to view the segment. You will need to verify that you understand the program credit information before proceeding to the segment.

### Program Segments



---

 **Developments in Drug Pricing – The Blueprint and Changing Landscape for PBMs, Hospitals and Physicians**   
0:57:00  
[View Segment Details](#) ▾



---


 **Hospital and Physician Payment Systems – The 2019 Horizon**   
1:00:21  
[View Segment Details](#) ▾

---

 **What's New in Electronic Medical Records Management and Telehealth?**   
1:02:57  
[View Segment Details](#) ▾

---

 **Enforcement Trends in Health Care Law -- Overview and Lessons Learned in 2018**   
1:01:41  
[View Segment Details](#) ▾

 **Developments in Drug Pricing – The Blueprint and Changing Landscape for PBMs, Hospitals and Physicians**   
0:57:00  
[View Segment Details](#) ▾

# Download Audio or Video Files

## Download Audio or Video Files

- You can download audio and video files for previously recorded programs and segments for later use.
  - Download and save to multiple media devices – you can pause and resume viewing between your desktop and phone using the PLI Mobile App.
  - Earn CLE credit anytime and anywhere
1. Verify that credit is approved for your jurisdiction.
  2. Click the program or segment that you would like to download.
  3. Click **“View Segment Details”** to see information about the segment
  4. Select **“Audio Download”** or **“Video Download”** to launch the player with your chosen segment. The downloads will also be saved to **“My Programs”**.
  5. Click **“Download”** to open the player window and follow the instructions to proceed.

**Basic Principles of Copyright Law**  
1:25:17

**View Segment Details** ^

**View Segment Details** ^

- Legal framework and subject matter of copyright
- Conditions for protection
- Exclusive rights covered by copyright
- Duration/Renewal
- Ownership (work for hire and derivative, joint and collective works)
- Transfers/Implied non-exclusive licenses, Termination of transfers
- Registration Process

**Speaker:** *Sophie Cohen, Deirdre A. Merrill*

**Credit Details For This Segment**

Edit Jurisdiction → View Credit For All Jurisdictions [

<p><b>CLE-New Jersey</b></p> <p>Credit Status: <b>Approved</b> ✓</p> <p>1.5 Total Credits</p> <p>1.5 General</p> <p>PLI's on-demand programs qualify as "alternative verifiable learning formats" for New Jersey CLE credit. Attorneys are limited</p>	<p><b>CLE-New York</b></p> <p>Credit Status: <b>Approved</b> ✓</p> <p>1.5 Total Credits</p> <p>1.5 Professional Practise</p> <p>Earn credits through Jul 10, 2021</p> <p>This program level is transitional (okay for ...)</p>	<p>+</p> <p>Add jurisdiction to view credits</p>
--	--	--

On-Demand  
 **Audio Download**  
 Video Download

**DOWNLOAD NOW**

Read Transcript

## Download Program Materials

1. Click **“Access Materials”**
2. Select **“Slides/Other Materials”**
3. Choose the material that you'd like to view and click **“Download PDF”**. This will launch a new window containing the PDF file for view.

## Credit Authorization Code

Note that an Authorization Code will be required when you submit for credit. The Authorization Code will be announced during the program. Take note of this code as you will need it to verify your participation.

**NOTE:** To request credit you need to log back in to [www.pli.edu](http://www.pli.edu) and go to **“My Programs”** and **“Launch Program”**, then click **“Credit”** in the upper right corner where you will confirm the submitted content and your license information.

Program credit

- Not started **Opening Remarks**
- Not started **Overview of Hedge Fund Structuring and Fund Terms**
- Not started **2021 Regulatory Overview: Hot Regulatory and Compliance Topics for Hedge Fund Managers**
- Not started **Recent SEC Rulemaking and Impact on Hedge Funds**
- Not started **Diversity and Inclusion in the Alternative Investment Industry**

only request credit when you have completed all you wish to attend.

**Request Credit**

1 of 2

**Note your authorization code**

During the program, an authorization code will be announced. Take note of this code so you can provide it later to verify your attendance.

Next

## View Course Handbook

1. Click **“Access Materials”**
2. Select the material you would like to view and click **“Read”** and a new window will open your Course Handbook on **PLI PLUS**
3. Review the material in PLI PLUS or click the PDF icon to download a PDF

**Hot Topics in Health Care Law 2018**

Course Materials    Presentation Materials

**COMPLETE COURSE HANDBOOK** **DOWNLOAD PDF**

(Ch.1) Communicating and Contracting for Value: Evolving Paradigms for Drug Pricing and Market Access (August 28, 2018) (PowerPoint slides)  
Rujul Desai **DOWNLOAD PDF**

(Ch.2) Digital Health: The Next Frontier in Market Access (September 18, 2018) (PowerPoint slides)  
Rujul Desai **DOWNLOAD PDF**

(Ch.3) Policy Focus on Drug Pricing and Value (October 9, 2018) (PowerPoint slides) **DOWNLOAD PDF**



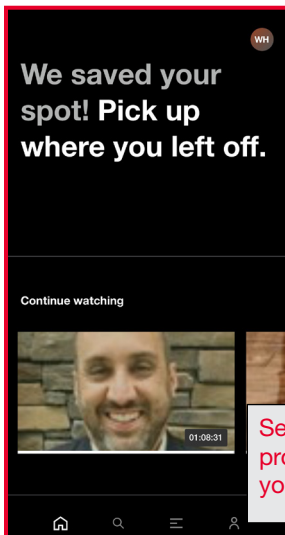
# PLI Mobile App for Apple and Android

**PLI** Download PLI Mobile and access PLI's robust catalog of programs anytime, anywhere. Now available for Apple devices running a minimum of iOS 14 and Android devices running a minimum of version 11.

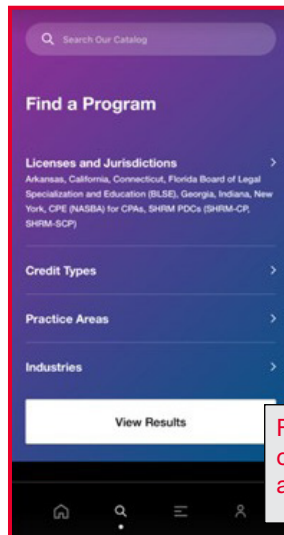


Visit [pli.edu/mobile](https://pli.edu/mobile) for more information and to watch video tutorials that help you make the most of the app!

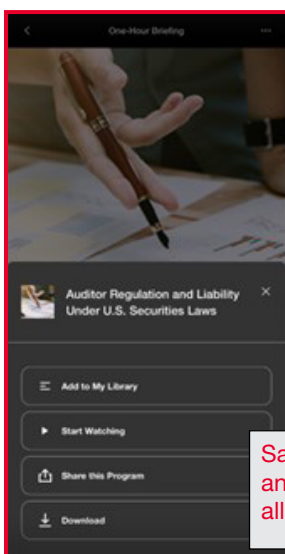
- **Stream** Live Webcasts from your mobile device
- **Download** content for **offline viewing**
- Review **program details**
- Easily find out if programs are **approved for credit** in your jurisdiction(s)
- Request CLE and other types of professional **credit**
- Review accompanying **course handbook** and **presentation materials**
- **Your progress is saved** automatically when closing the app and can be resumed anywhere
- **Communicate** directly with PLI to suggest new features or ask questions



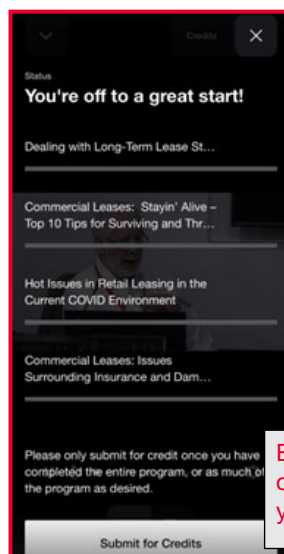
Seamlessly watch programs across your devices



Find PLI programs offering the credits you need in the practice areas of your choosing



Save, stream, share, and download content all in one app



Earn CLE and submit credits for the programs you've watched

# Request Credit and Common Credit Questions

## Q: When will I get my certificate(s)?

A: It depends on the format and jurisdiction:

- Live program and live webcast participants will generally receive their certificates the business day after the program.
- If we are awaiting approval in your jurisdiction, your certificate will be issued once we receive approval.
- Certificates for on-demand programs will generally be issued within minutes after requesting credit if the program was pre-approved in your jurisdiction.
- In all cases above, the certificate will reflect the course completion date not the date the certificate was issued.

## Q: How will I receive my certificate(s)?

A: You will receive your certificates via email from “PLI Certificates” at plicredits@pli.edu. Please be sure to add www.pli.edu to your safe senders list. If you are seeking certificates in more than one jurisdiction, each certificate will be emailed individually.

## Q: How can I get a copy of my certificates?

A: You can access all your PLI certificates anytime via My Certificates.

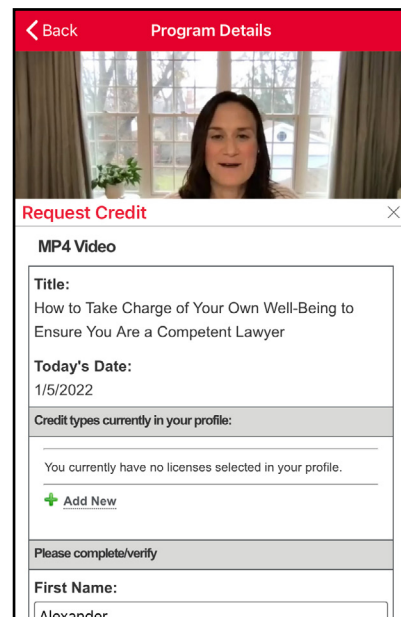
## Q: Can I earn partial credit?

A: It depends on the jurisdiction, but yes! If you meet the minimum credit requirements for your jurisdiction (usually .5 or 1 credit) and request for credit, PLI will round and issue your credit accordingly. (Please keep in mind that if you’re going to watch the full program eventually, it’s advantageous to request once when you’ve watched as much as you intend to.)

## Q: How do I request credit for an online program?

A: To request credit for an online program, click the “Credit” link at the upper right-hand corner of the web player or in the mobile app after completing the entire program or as much of the program as desired.

Note: for audio/video download programs (watched via our website or the mobile app) you will need to record the authorization code that is announced during the program and include the code in your request credit form.



For answers to other common questions, see PLI’s full [Credit FAQs](#).

PLI offers a free tool to track compliance for a variety of jurisdictions, free to all PLI members.

## I. Setting Up My Credit Tracker

Credit Tracker will automatically display the licenses listed on your account. Additional information might be needed to set up your credit tracker, depending on the jurisdiction, such as compliance group, birthday, or date of admission.

**New York (Experienced)** Switch to Newly Admitted Requirements

My birth month is  and my birth day is

My Admission year is

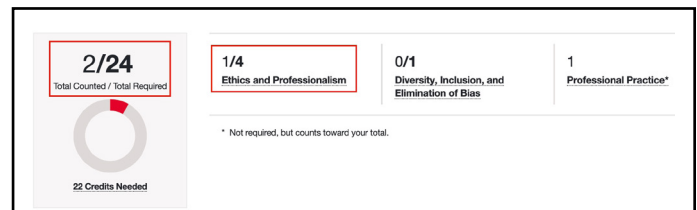
So my current compliance period is

The credits displayed may not be accurate if you do not enter your exact compliance period. [Find your compliance period.](#)

ⓘ How do we calculate these dates? As per Section 118.1, New York attorneys must register each alternate year within 30 days after their birthday. In order to ensure your compliance is calculated accurately, adjust the start date of your compliance period to the day after you submitted your last attorney registration, and adjust the end date to the date you will submit your upcoming registration (within 30 days after your birthday).

## II. How PLI Tracks Your Credits

My Credit Tracker will show you a graph of how many total credits are being counted vs how many total credits are required. It will also show you how many specialty credits you've earned out of how many are required.



## III. Previous/Next Compliance Periods

In addition to your current period, My Credit Tracker gives you the option to view either your previous or next compliance periods by clicking the buttons in the tracker.

**New York (Experienced)** Switch to Newly Admitted Requirements

The calculated dates for my current compliance period are 01/03/2022 to 01/02/2024

ⓘ How do we calculate these dates? As per Section 118.1, New York attorneys must register each alternate year within 30 days after their birthday. In order to ensure your compliance is calculated accurately, adjust the start date of your compliance period to the day after you submitted your last attorney registration, and adjust the end date to the date you will submit your upcoming registration (within 30 days after your birthday).

## IV. External/Carryover Credits

You can add credit you have earned outside of PLI or manually carryover credits from one compliance period to the next.

## V. Combine Credits from Multiple Accounts

PLI can combine credit histories for customers that have multiple PLI accounts. In the Credit Tracker screen, you'll be provided an option to verify your access to your multiple accounts. When you verify these accounts, PLI will then combine your credits from those accounts into your current credit tracker.

# MEMBERSHIP BENEFITS

**PLI PRIVILEGED MEMBERSHIP** gives you access to PLI programs, live Webcasts, SEC Institute Forums, One-Hour Briefings, On-Demand Learning, and Interactive Learning Center programs.

## UNLIMITED REGISTRATION TO MORE THAN **500 PROGRAMS**

Registration for PLI programs is included in membership; every year, PLI produces more than 500 programs and webcasts featuring esteemed faculty, covering a wide range of practice areas, and offering many professional credits. Most programs can be viewed at Groupcast locations or in remote member Groupcasts. Registration also grants you access to the full course materials.

## UNLIMITED ACCESS TO MORE THAN **10,000 HOURS OF ON-DEMAND LEARNING**

Membership grants unlimited access to the PLI on-demand library – view a full program or individual segments. On-Demand programs are available to stream online or in the PLI Mobile App, or as audio and video web segments for download and remote viewing.

## UNLIMITED ACCESS TO **ONE-HOUR BRIEFINGS**

Tune in from your desk to hear experts addressing cutting-edge topics and leading industry issues in 60 minute pieces. The Briefings are also made available on-demand.

## SEAMLESS COMPLIANCE **MANAGEMENT**

My Credit Tracker catalogs professional credits – including CPE, CFE, IAPP, HRCI/SHRM, Paralegal CLE, and more – earned from any provider. In the tracker, users can upload certificates, set personalized compliance reminders, and more.

## FULL FEATURES IN THE **PLI MOBILE APP**

Use PLI Mobile to download and stream live webcasts or on-demand programs, request credits, and track progress across devices on-the-go. Available for iOS and Android devices.

## DEDICATED **SUPPORT TEAM**

Membership includes access to your PLI account manager and accreditation team to help you access the courses you need, handle your CLE certificate requests, and more. You can also visit PLI's Help Center for answers and tips at any time:  
<https://help.pli.edu/s/>

## SPECIAL ACCESS TO **SEC INSTITUTE PROGRAMS**

Unlimited registration to SEC Institute Forums is included in Privileged Membership. Members may register to attend interactive SEC Institute Workshops with a discount of 20%.

Please note that the Patent Office Exam Course is not included under Privileged Membership.

PLI offers CLE credit in both live and recorded formats in all 46 U.S. states with mandatory CLE requirements. PLI also offers CPD credit for attorneys in foreign jurisdictions such as Canada, the United Kingdom, Hong Kong, and Australia. Other credit types offered by PLI include: CPE for Certified Public Accountants; IRS CE credit for Enrolled Agents; CFE for Certified Fraud Examiners; CPE for IAPP-certified privacy professionals; CE for certified human resource professionals; Paralegal CLE for paralegals and legal assistants; and more. The list of credit types offered by PLI is constantly growing. If you're licensed in multiple jurisdictions or have multiple certifications, PLI has programs that can satisfy your requirements and make the accreditation process simple.