

# Sample Emails during the EPIC process

Sincere thanks to Dr Humza Carim for allowing us to share his emails with I-Med colleagues.

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## Overview

Up to this point we have created an EPIC account for you and uploaded documents.

You will receive THREE Emails from EPIC. Please forward these to:

[Jordy.comesky@i-med.com.au](mailto:Jordy.comesky@i-med.com.au)

[mark@ablemedico.com.au](mailto:mark@ablemedico.com.au)

We will undertake the accreditation of your EPIC account.

We will then lodge your Passport and Photo for Notarisation.

This can only be done by the Doctor meeting a Notary online.

The outcome of that will be some emails from Notary.cam to you. These are Emails 1 and 2 from Notary.cam. Please review Email 2 and take action when you are ready to meet the Notary.

On completion of meeting the online Notary you will receive Email 3. Please forward this to

[jordy.comesky@i-med.com.au](mailto:jordy.comesky@i-med.com.au)

[mark@ablemedico.com.au](mailto:mark@ablemedico.com.au)

We will access your EPIC account in 2-3 days' time to secure the EPIC EIF document which is a notarised version of your passport. We need this for MCNZ.

We will then upload your MBBS (or equivalent) into EPIC for authentication.

Once authenticated we can lodge your MCNZ registration application.

## Email 1 from EPIC

Please forward to [jordy.comesky@i-med.com.au](mailto:jordy.comesky@i-med.com.au); [mark@ablemedico.com.au](mailto:mark@ablemedico.com.au)

**From:** OnlineServices@ECFMG.org <OnlineServices@ECFMG.org>

**Sent:** Wednesday, 16 December 2020 2:25 AM

**To:** Justus <justus@advice4doctors.com.au>

**Subject:** Welcome to the Electronic Portfolio of International Credentials (EPIC)

Dear Humza Carim:

We are pleased to inform you that your request to establish an Electronic Portfolio of International Credentials (EPIC) Account has been successfully processed.

Your EPIC Identification Number is: C-xxxxxxxxxxx

You will soon receive two e-mails from ECFMG On-line Services containing your Temporary User Name and Password. You can use this information to access the EPIC Physician Portal at <https://epic.ecfmgepic.org/>.

### COMPLETING YOUR EIF

When you log in to your EPIC Account, you will have access to your EPIC Identification Form (EIF) through the "My Identity Documents" tab of your EPIC Account.

You must download your EIF and have it certified by NotaryCam, ECFMG's preferred on-line notary service at [www.notarycam.com/ecfmgepic.org](http://www.notarycam.com/ecfmgepic.org). NotaryCam provides on-line access to professionally licensed and certified notaries that meet ECFMG's standards for certifying your identity, and certification of your EIF through NotaryCam is included with your EPIC Account establishment fee, at no additional cost.

Once your notary session has been completed, NotaryCam will send your EIF electronically to ECFMG for processing.

For complete instructions on using NotaryCam to certify your EIF, please visit Confirming Your Identity with EPIC at <http://www.ecfmgepic.org/physicians-confirming-identity.html>.

Once your EIF has been accepted, you will be able to upload credentials for verification and to request verification reports for your verified credentials. If you are using EPIC to apply to a specific organization, please visit the Special Instructions for Applicants of EPIC Partner Organizations at <https://www.ecfmgepic.org/instructions.html>.

### IMPORTANT NOTE ON CREDENTIALS

If your credentials have been primary-source verified by ECFMG in conjunction with an application for the United States Medical Licensing Examination (USMLE) or through ECFMG's International Credentials Services (EICS), you may not need to upload these credentials through EPIC. Within 10 days of establishing your account, ECFMG will review your file and if these verifications are acceptable, we will add the verified credentials to your EPIC Portfolio at no cost.

## CONTACT US

If you have any questions, please contact an EPIC Advisor at [info@ecfmgepic.org](mailto:info@ecfmgepic.org) or 001 (215) 966-3900. Telephone service is available Monday through Friday, 9:00 a.m. - 5:00 p.m., Eastern Time in the United States.

Thank you for choosing EPIC. We look forward to serving you.

Sincerely,

EPIC Support Services

## Email 2 from EPIC

**Please forward to** [jordy.comesky@i-med.com.au](mailto:jordy.comesky@i-med.com.au); [mark@ablemedico.com.au](mailto:mark@ablemedico.com.au)

**From:** OnlineServices@ECFMG.org <OnlineServices@ECFMG.org>

**Sent:** Wednesday, 16 December 2020 2:25 AM

**To:** Justus <justus@advice4doctors.com.au>

**Subject:** ECFMG On-line Services Temporary User Name

ECFMG has established your account as an authorized user of ECFMG On-line Services.

Your Temporary User Name is:

xxxxxxx

Your User Name is unique to you and therefore should not be given to anyone else or used by anyone other than yourself.

Your Temporary Password will be sent to you in a separate e-mail.

After you receive the separate e-mail with your Temporary Password, you can log into ECFMG On-line Services, where you will be prompted to select a permanent User Name and select a new Password. Please change both your User Name and Password to something you can easily remember.

Sincerely,

ECFMG On-line Services

## Email 3 from EPIC

Please forward to [jordy.comesky@i-med.com.au](mailto:jordy.comesky@i-med.com.au); [mark@ablemedico.com.au](mailto:mark@ablemedico.com.au)

**From:** OnlineServices@ECFMG.org <OnlineServices@ECFMG.org>

**Sent:** Wednesday, 16 December 2020 2:25 AM

**To:** Justus <justus@advice4doctors.com.au>

**Subject:** ECFMG On-line Services Temporary Password

ECFMG has assigned you a Temporary Password for accessing ECFMG On-line Services.

Your Temporary Password is:

XXXXXXXXXX

Your Temporary User Name will be sent to you in a separate e-mail.

After you receive the separate e-mail with your Temporary User Name, you can log into ECFMG On-line Services, where you will be prompted to select a new Password and a permanent User Name. Please change both your User Name and Password to something you can easily remember.

Sincerely,

ECFMG On-line Services

## Email 1 from Notary.Cam

**No action needed on receipt of this email.**

**From:** [info@notarycam.com](mailto:info@notarycam.com) <[info@notarycam.com](mailto:info@notarycam.com)>

**Sent:** Friday, December 18, 2020 10:39:17 AM

**To:** Dr Humza Carim <[Humza.Carim@i-med.com.au](mailto:Humza.Carim@i-med.com.au)>

**Subject:** NotaryCam Meeting request has been created [TxnID: 5fdbf9cd5206c901972aa86c]

Hello Humza Carim,

Thank you for submitting your form and meeting request. A NotaryCam notary will reach out to schedule a meeting with you.

Transaction information:

Company: ecfmg-epic

Date: Fri Dec 18 2020 00:39:17 GMT+0000

If you have questions or concerns, please contact NotaryCam support and provide the following information:

Transaction ID: 5fdbf9cd5206c901972aa86c

Thank you,

NotaryCam Support

## Email 2 from Notary.Cam

### Only respond to this email WHEN

- You are in front of a PC with a camera AND
- You have your Passport with you AND
- Have the EPIC summary with you.

**On meeting the Notary online, they will ask for your Passport.**

**On completion you will receive Email 3.**

From: Incoming Requests <[requests@notarycam.com](mailto:requests@notarycam.com)>

**Sent:** Friday, December 18, 2020 10:42:39 AM

**To:** Dr Humza Carim <[Humza.Carim@i-med.com.au](mailto:Humza.Carim@i-med.com.au)>

**Subject:** NotaryCam / Lets Get Started...

Hello,

We would be happy to help with your Educational Commission for Foreign Medical Graduates form. We are an online notary service that has partnered with the ECFMG to expedite the step of notarizing your document.

We have successfully verified your ID and I am ready to meet with you now to notarize your ECFMG EPIC form.

**Ready to get started?! LET'S MEET NOW! If you are ready to get started now please reply back to this email and I will send you a secure meeting link to join me online.**

**Please note, you must have your passport or ID that you submitted for verification at the time of the meeting.**

*Before we get started, let's make sure you can connect! Please check your audio and video connectivity here before we meet: <https://www.notarycam.com/conference-test>*

If you are not ready and do not have an appointment, please click on the following link to schedule your online appointment: <https://www.notarycam.com/calendar/> (Schedule your NotaryCam Appointment)

Best Regards,

Tawanda Suber

## Email 3 from Notary.Cam

**On receipt of this email please forward to [jordey.comesky@i-med.com.au](mailto:jordey.comesky@i-med.com.au);  
[mark@ablemedico.com.au](mailto:mark@ablemedico.com.au)**

**From:** Incoming Requests <[requests@notarycam.com](mailto:requests@notarycam.com)>

**Sent:** Friday, December 18, 2020 9:53:09 PM

**To:** Dr Humza Carim <[Humza.Carim@i-med.com.au](mailto:Humza.Carim@i-med.com.au)>

**Subject:** Re: NotaryCam / Lets Get Started...

Hi ,

We have sent your document to ECFMG. ECFMG typically processes EIFs within three business days of their receipt at ECFMG. You will be able to access your final document in your ECFMG portal.

Now that we have submitted your form, if you have any questions regarding your ECFMG account we encourage you to reach out to ECFMG directly as they will best be able to assist you. You can reach their support team at [info@ecfmgepic.org](mailto:info@ecfmgepic.org)

Please let us know if you need anything else and thank you for using NotaryCam.com!

Best Regards,

Toni Wright