IdentoGO®

Texas Medical Association

## Mobile Print Event Pre-Enrollment Instructions

IDEMIA will be onsite May 2-4, 2024, to provide fingerprinting services during the Texas Medical Association event. All applicants seeking to complete their fingerprinting requirement must complete a pre-enrollment. The below instructions will guide you through that pre-enrollment process.

Basic Steps for Mobile Print Event Pre-enrollment:

1. Go to IdentoGO
2. Enter Service Code 11G62J
3. Complete all required fields.
    a. **You will need to have your Board Issued ID Number which starts with MB- followed by 6 digits.**
4. Enter your Special Access Code **SP-TMA** on the Location selection screen in the 'Search for an Enrollment Center by Postal Code, City and State, or Airport Code' field.
5. Please retain your UEID (Universal Enrollment Identification number) as it will assist the Enrollment Agent in accessing your pre-enrolment on the workstation.
6. A payment of $40.75 is due at the time of service. We accept all major credit cards (convenience fee will be applied) and money orders. No checks or cash will be accepted.

Please review the following pages for more detailed instructions regarding the Mobile Print Event Universal Enrollment Platform Pre-Enrollment process.

1. Visit http://uenroll.identogo.com and enter Service Code **11G62J** and click GO button.
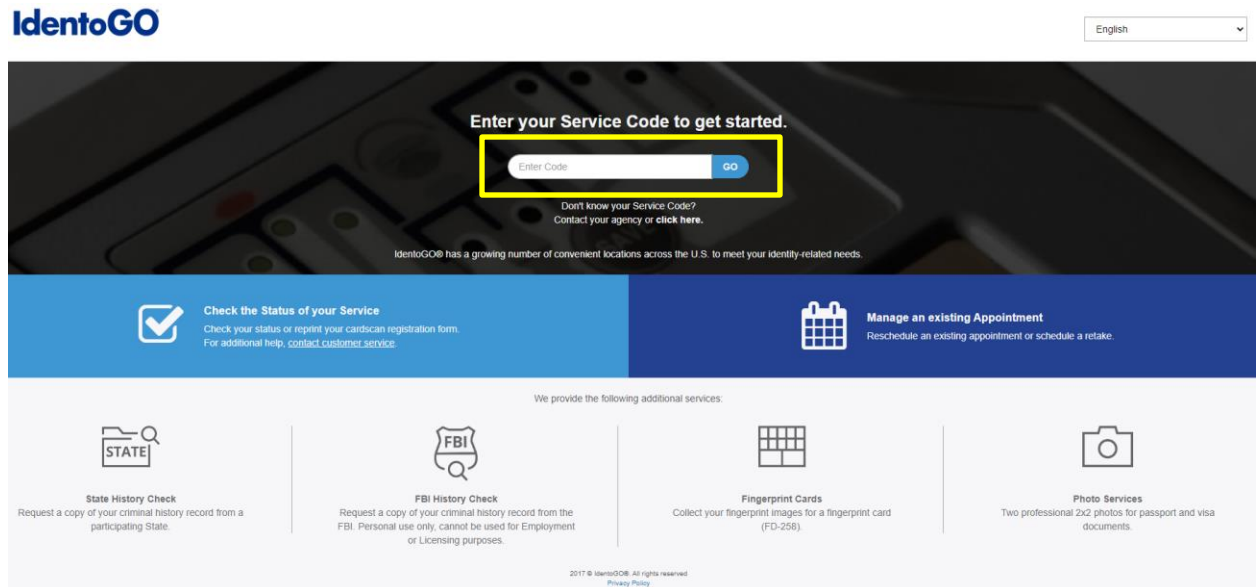
2. The next screen is where you are going to select that you would like to schedule or manage an appointment.

3. Complete all required fields and click 'Next' button.

IdentoGO

11G62J - Texas Board of Medical Examiners

Essential Info > Additional Info > Citizenship > Personal Questions > Personal Info > Address > Documents

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

(•) Name / Method of Contact   ( ) UE ID / Date of Birth

Notes:
• Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
• Legal Name must match exactly on all identification documents brought to enrollment.
• Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name _____   * Middle Name (or NMN if no middle name) _____

* Last Name _____   Suffix -- Choose One -- ▾

Date of Birth

* Date of Birth mm/dd/yyyy   * Confirm Date of Birth mm/dd/yyyy

* **Method of Contact**

* Email _____   * Confirm Email _____

Country Code United States ▾   * Phone 1 (__)__-____

Country Code United States ▾   Phone 2 (__)__-____

* Preferred Method of Contact Email ▾

✖ Cancel   Next ❯

4. Enter your Board Issued ID Number and click the 'Next' button

IdentoGO   English

11G62J - Texas Board of Medical Examiners

Essential Info > Additional Info > Citizenship > Personal Questions > Personal Info

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Agency Identifiers

* Board Issued ID Number (starts with MB- followed by 6 digits)

_____

✖ Cancel   ❮ Back   Next ❯

IdentoGO

5. On the Location screen, enter Access Code **SP-TMA** then click 'Search'

6. Select your Location and click Next.

7. On the Date and Time selection screen, please select the date available and choose your appointment time.

IdentoGO

Your Mobile Print Event pre-enrollment is now complete. You can print this form and bring to your appointment or retain your UEID from the Service Details section and bring it to your appointment.

Service Summary

Service Code – Agency Name

🖨 Print Status

Status as of 3/7/2018

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date:	Date pre-enrollment updated
UE ID:	Sample UE ID
Applicant:	Applicant Name
Service:	Service Code – Agency Name
Estimated Amount Due:	Estimated Amount Due

Note: Estimated Amount Due is an estimated total, based on selected services and the scheduled appointment time and location. If paying by business check or money order at the scheduled appointment time and location, the total above accurately reflects the Amount Due. This total does not include any credit card convenience fees, changes to applicable sales tax if enrolling outside the state of Texas, or additional purchases made during the appointment. If you have additional questions about the total amount due, please call our Customer Service team at 855.845.7434.

We accept the following methods of payment:
Authorization Code, Business Check, Money Order, Credit Card   VISA MasterCard DISCOVER AMEX

Credit Card payments may be subject to a service fee of up to 2.1%.

Important!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
Legal Name must match exactly on all identification documents brought to enrollment.
  1. Passport Book or Card

Service Code – Agency Name

Appointment City
Sample Address
Sample City, State, Zip Coe

Appointment Time:

Appointment Date and Appointment Time

📍 View Map

Please provide 24 hours notice when canceling/rescheduling an appointment.

🗑 Cancel Appointment   📅 Reschedule Appointment

Done