# Adding MMCGME Required Documentation into Checklists

MMCGME staff needs to accept all “MMCGME Required Documentation so steps have been created for you to incorporate into your checklists:

The following steps have been created for your use:

* **\*2018-2019 MMCGME Personal Information Data Form**
* **\*MMCGME Prior Training Form 2018-2019**
* **\*MMCGME-Diploma 2018-2019**
* **\*MMCGME-ECFMG Certificate 2018-2019**
* **\*MMCGME Program Completion Certificates from Previous Training Programs 2018-2019**

## Adding MMCGME Steps to checklists

1. Click **Add Existing Step**
2. On the view steps pane change the listing from Department to all Steps



1. Select an MMCGME step from the list above.
2. Click View/Edit Step



5. Repeat steps until all MMCGME Steps are inserted in your checklist