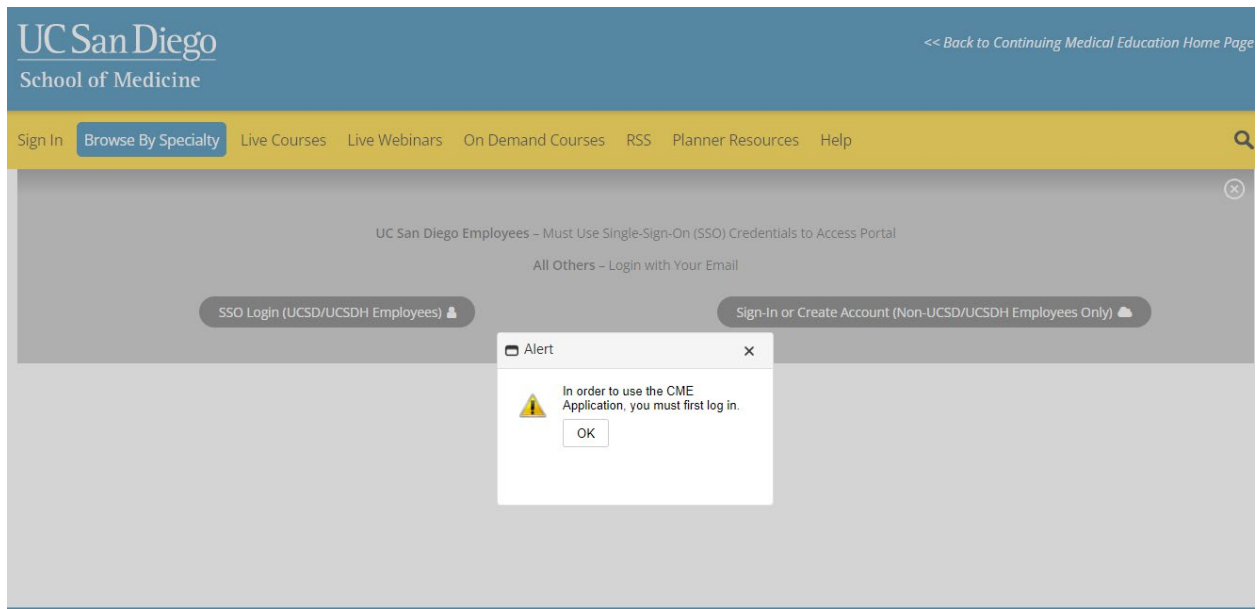


As a meeting planner in CloudCME, you may check if someone has completed a financial disclosure in CloudCME by following these steps:

- **Step 1:** Go to <https://ucsd.cloud-cme.com/Application.aspx>
- **Step 2:** The following screen will appear prompting you to login:



Step 3: Click OK to log in.

- If you are a UCSD/UCSDH employee log in using the **SSO Login** option.
- Otherwise click on **Sign-In or Create Account to sign in**

Check Disclosure Status



Step 4: Scroll down and click on your activity

CME APPLICATION

Please complete the entire accreditation application and submit for review by UC San Diego Continuing Medical Education. Scroll to the bottom of each form (or page) and click SAVE. Note that you will need the email addresses of any persons you plan to include as planners or faculty in the application. **Please use @ucsd.edu emails only** for all UC San Diego faculty/staff. The application can be edited as needed until all required information is entered. When finished, click the 'Submit For Review' button to send the application for review and possible approval. Review times vary, depending on how complete your application is and whether financial relationships from all persons have been submitted. You will be contacted via email with the status and/or approval of your application.

[Create New Application](#) [Export ALL](#) [Reset Filters](#) [Find Disclosures](#) Admin User Lookup

Filter By Application Status: Hide Approved Filter By Accreditation: -- Select -- Filter By Activity Type: -- Select -- Filter By Date Range: 1/1/2023 5/25/2023 Search

Filter By Event Name:

ActivityID	Activity Details	Author	Planners	Disclosure Status	Copy	Delete
1087	2023 Update: Rheumatology Year in Review Activity type: Directly Provided - Live Course Activity Date: 12/2/2023 8:20:00 AM Last Revised: 5/24/2023 12:21:37 PM	Maureen Helinski, CMP	Arthur Kavanaugh, MD (Co-Director), Chelsey Smith, MD (Co-Director)	Arthur Kavanaugh, MD does not have a disclosure on file	Disclosures Required	

Step 5: Click on Find Disclosures to find individual disclosures (for disclosures at a glance skip to step 6)

UC San Diego School of Medicine

Sign Out [Browse By Specialty](#) [Live Courses](#) [Live Webinars](#) [On Demand Courses](#) [RSS](#) [Planner Resources](#) [Help](#) [My Tasks](#)

CME APPLICATION - 2023 UPDATE: RHEUMATOLOGY YEAR IN REVIEW - 12/2/2023

[Find Disclosures](#) [print](#)

Basic Information **Planners and Faculty** Gap and Needs

Planning Committee and Faculty/Speakers

Instructions: Enter both first and last name and click Search. If the user is found you will be able to view whether or not they have a disclosure on file. In situations where an individual has two or more accounts, this screen helps to identify the more recently used account as well as the account where that user submitted their disclosure. You will enter this email address in the planners section to add that individual to the application.

First Name: Last Name:

No records to display.

Upon entering a first name and last name you will see any disclosures on file for the individual in question.

Instructions: Enter both first and last name and click Search. If the user is found you will be able to view whether or not they have a disclosure on file. In situations where an individual has two or more accounts, this screen helps to identify the more recently used account as well as the account where that user submitted their disclosure. You will enter this email address in the planners section to add that individual to the application.

First Name: Last Name:

User ID	First Name	Last Name	Degree	Organization	Email	Last Login Date	Form Submission ID	Last Changed
102	Jeonathan	Rodriguez Roman	MD	UCSD	jrodriguezroman@ucsd.edu	8/11/2023 3:45:09 PM	400	7/19/2022 5:05:41 PM
2819	Jeonathan	Rodriguez	MD	ucsd	rodriguezjeonathan@gmail.com	2/1/2023 6:44:53 PM		

If there are no disclosures on file you will see “No records to display”

User ID	First Name	Last Name	Degree	Organization	Email	Last Login Date	Form Submission ID	Last Changed	Disclosure
No records to display.									

Step 6: You can see disclosures at a glance by scrolling the **Planners and Faculty** section and looking under **Disclosure Information**. If you do not see disclosure information listed below this means that there are no disclosure on file for the person in question.

- Basic Information
- Planners and Faculty
- Gap and Needs
- Objectives and Learning Outcomes
- Financial Information
- Commendation Criteria
- Signatures
- Files - upload/download
- Comments
- Return To Applications List

Approval

Instructions: Click the sections of the application to review. Add comments below. Supporting files may have been uploaded and if so, are available in the File uploads area.

Approve
 Reject

i The disclosure field below is for use by the system and is not editable, please do not attempt to enter information into the field.

Planner/Faculty

Email: First and Last Name:

Degree: Profession:

Title: Department or Affiliation:

Role in Activity:

Will this faculty/planning committee member be limited to a non-clinical (i.e., communication, leadership, ethics, etc.) subject only?

Yes No

i The disclosure field below is for use by the system and is not editable, please do not attempt to enter information into the field.

Disclosure Information

Nothing to disclose - 01/13/2023 - 2023-01-13