Dear CME Attendee:

Thank you for attending the Meeting Name, Date, Location. The following instructions will assist you in submitting your sessions for CME credit via the University of California San Diego website. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

*Please note the following:*

* The total maximum number of credits a participant may claim for this activity is XX credits.
* The activity code for this meeting is XXXXXX.
* Credit submission will only be open until Date.  After that date, we can no longer accept sessions for credit.

**Instructions for Claiming Credit and Completing Course Evaluation:**

1. If you do not have a UCSD CloudCME account please create one using this link, <https://ucsd.cloud-cme.com/cme/profile?P=100>; otherwise, log into your profile.
2. Once logged in, claim credit and complete the evaluation using the following step-by-step instructions, [https://ucsd.cloud-cme.com/assets/ucsd/pdf/Claim\_Credit\_and\_Evaluation\_Completion\_Instructions%20(v.1%2003.09.23).pdf](https://ucsd.cloud-cme.com/assets/ucsd/pdf/Claim_Credit_and_Evaluation_Completion_Instructions%20%28v.1%2003.09.23%29.pdf)
3. To summarize those instructions
	1. Once signed into your account click on **Claim Credit** button.
	2. Enter the **Activity ID #:** XXXand click the **Submit Activity ID** button.
	3. Click **Evaluations and Certificates**. You will see the activity evaluation(s) that need(s) to be completed.
	4. Click on **Complete Evaluation** for the activity you attended
4. Once you complete and submit your evaluation, your certificate will be available immediately for download.
5. You may return to CloudCME at any time to access your certificate or transcript.

IMPORTANT Note – in order to obtain a certificate for attending this activity, you must follow the steps above to claim credit AND complete the evaluation. If both steps are not completed, certificate will not be available. *The steps above must be followed in the same order outlined in order to be able to claim credit, complete evaluation and then access your course certificate.*

For any questions related to use of CloudCME (profile set-up/password) or completing the claim credit/evaluation steps outlined above, please contact the UC San Diego CME Office directly by email and they will provide you with assistance.

Regards,

INSERT NAME