USER GUIDE
CME DISCLOSURE PORTAL

CREATING A DISCLOSURE

Please go to "Disclosure Portal"

(For additional assistance, please contact the CME Office at 803-434-4211)

- Enter the individual's name (planning committee member, speaker, moderator, etc.) who is to complete the disclosure in the "Name" field (last name, first name).
- Enter the email address of the coordinator in the "Email to Send Back To" field.
- Click on "Start Disclosure".
  - A new disclosure is generated, and an email is sent to the coordinator with a link to the started disclosure.
- Once the coordinator receives the email:
  - The coordinator will forward that email to the individual (planning committee member, speaker, moderator, etc.) to complete the disclosure.
  - The individual will then be able to access the generated disclosure, complete and submit.
- Once the individual has submitted the completed disclosure:
  - An email will be sent to the coordinator (Email to Send Back To) and to the CME office.
    - The notification email will contain a link that gives access to the reviewable version of the completed disclosure.
    - The coordinator may save the completed disclosure form by clicking on "Print" in the top right corner. This gives them the option to print or download the completed disclosure form as a .PDF for their files.
- After the coordinator reviews the submitted disclosure:
  - If no relevant financial relationships are disclosed, move forward with the regular planning process.
  - If relevant financial relationships are disclosed, contact the CME Office *immediately*. Relevant financial relationships have to be mitigated before the individual can participate in an activity.