To follow accreditation guidelines, instructors, planners, content reviewers and managers who affect the content of an accredited education offering are required to disclose financial relationships they. A completion of disclosure is necessary every 365 days and as any disclosure information changes.

INSTRUCTIONS TO COMPLETE OR UPDATE A DISCLOSURE

To complete or update the disclosure, follow the instructions below. If you do not have an account in the Avera CE Portal, instructions to create an account begin on Page 3.

Log into the Avera CE Portal.

1. Halfway down the right side of the page or at the bottom of the home page click on the Complete Disclosure / Disclosure button.



2. You can also, access the disclosure document clicking the My Tasks button at the top of the home page.



a. The disclosure is located under the Global Tasks button. The tasks assigned to you will be listed along with the Expiration Date and Completed Date. To update the disclosure, click the green Update button.



b. If you have not completed a disclosure previously, click the blue Begin button.



4.

3. Follow the instructions in the form and answer all questions. Avera records many live educational activities. To record your presentation for publication or distribution, please answer "Agree" to release of presentation materials statement. This education will be used to help learners review and reinforce learning.

PRESENTATION RELEASE	
I acknowledge that my presentation(s) may be videotaped, audiotaped and photographed, and that it may be reproduced in a number of different media, including audeiocassettes, videocassettes, CD-ROM, DVD, USB, Internet and print media. I agree to any such reproduction and release the presentation(s) with respect there to in consideration of my participation on the faculty, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged. By signing this form, presenter represents that he/she has obtained, or will obtain prior to the presentation, any required permission to use copyrighted material. Alternatively, presenter will strictly comply with the fair use of copyrighted materials for educational purposes, including, but not limited to, proper attribution.	
I hereby warrant that I have read the above authorization, release and agreement, prior to its execution and I am fully familiar with the contents thereof and have the authority to sign it. This release shall be binding upon my heirs, legal representatives, my assigns and myself.	
PLEASE NOTE: You are NOT required to release your presentation for publication or distribution, but it is highly encouraged that you release your presentation inorder to help learners review and reinforce their learning experience.	
Presentation Release	
When finished answering all questions, click the Signature field, type your na correct. Click Submit button when finished.	ame in the box, verify the date is

engagement in this CE activity. I agree to update this form with any changes after submission	
Type your full name below to sign: *	Date
🕝 Type Name Here	3/28/2024
Submit Reset	

5. The disclosure is valid for one year from submission date. If there are any changes, update the disclosure as necessary.

CREATE AN AVERA CE PORTAL ACCOUNT

An Avera CE Portal account can be created on a Smart Phone or a computer. Instructions are below to create an account in the Avera CE Portal.

SMART PHONE:

- 1. Open a browser window and type avera.cloud-cme.com or scan the QR code
- 2. Click the 3 lines in the top left-hand corner. Click Sign In.





3. Create New Account and complete all fields highlighted in red. When done, click Create Account A pop-up message will confirm the account is built. Click OK. You will be redirected to the main page of the Portal to log in and update your profile.

9:35	.ul 🗢 🔲		
New to CloudCME? Crea	ate an Account:		
Create New Acc	count 🗲	T avera.cloud-cme.com	C 1
Forgot Your Pas	ssword?	Last Name	
Have An Existing Account B	ut Having Trouble	Password	† 3
Logging In? Click "Forgot Y above enter your email add	our Password?"	1 dismold	0
"Reset Password" button. A	password reset	Password Requirements	
email will be sent to you. Ple	ease note, the		
check your email and reset	your password	Confirm Password	超
within 30 minutes of request	ting a reset. If you		
averacontinuingeducation@	avera.org for help.	Select Degree:	
IMPORTANT: If you have p	reviously attended	a Select Degree a	
or complete an educational	activity	Select Profession:	
sponsored/hosted by Avera,	you already have	Select Profession	Ŧ
		I provide permission for my CME/ completion records to be shared transmitted to the Accreditation Cou	VIOC and ncil for
		Continuing Medical Education (ACC Create Account	IME).

4. To update your profile, click the 3 lines in the top left-hand corner. Click Sign In with the email used in creating the account.



5. Click My CE \rightarrow Profile and completed all fields highlighted in red.

D avera.cloud-cme.com	C T
Events & Live Courses	
Series	¥
On-Demand Courses	
Calendar	ation
MARCH	
CE Planner Resources	
FAQs	
Help	
My Tasks - 2	
My CE	
Profile	
Transcript	

6. Physicians, pharmacists and pharmacy techs, **must** fill in the Credentials section in order for Avera to transmit the education data to the appropriate accrediting bodies. When all required fields are completed, **scroll to the top of the page** and click the Submit button.

10:00 To recen To add availab To rem minus (all additional credentials le, click the plus (+) si ove a credential click ((-) sign for that row.	←	
	Credentials (Select One)	ID	
0	•		
State L	icense(s)		⊕ avera.cloud-cme.com C 1
To add click th a state sign fo	additional state licens e plus (+) sign. To ren license click the minu r that row.	ses 1ove 1s (-)	Avera 🐰
	State License Type:	Lic	
0			PROFILE
Please	Enter Your Work Addres	ss	Back
Address 1			
Address 2			Please complete the information below. Required fields are in red. Scroll down and click Submit .
			L ₂

1

COMPUTER:

- 1. Click the following link: http://avera.cloud-cme.com / scan QR code
- 2. Click "Sign In" Create New Account link and complete all fields. When the confirmation pop-up appears, click OK. Go back to the login page and to complete the profile page.

Sign In Events & Live Courses Ser	ies Calendar On Demand Courses A	wera Leaders CE Planner Resources	Help		
Enter yo	ur email and password to login:		New to CloudCME? Create an Account	E .	
Email		_	Create New Account >		
	_	Cre	ate an Account: (All fields are required)		
	Email				_
Have An Existing Account But Ha	First Name		Last Name		
	Password		Confirm Password		
	0	Password Requirements			
		Select Degree:		Select Profession:	_
	- Select Degree	-	- Select Profession		·
			Back to Login		

Organization/Company *

 Return to the home, click Sign In and log in using the email used when creating this account. Click My CE – Profile and complete all fields highlighted in red. Physicians, pharmacists or pharmacy techs, **must** fill in the Credentials section in order for Avera to transmit the education data to the appropriate accrediting bodies.

Birth Mo	onth	Bi	th Day						
-	•								
Mainte	nance of Certifi	cation	and Co	ntinuing Ce	rtificat	ion (MOC/CC)			
Vill you O Yes O No	u be claiming M(00/00) points	?					
Creder	ntials								
lt is the inform	e responsiblity o ation to receive	of the credi	pharmad t if availa	cist, pharma able.	acy tec	hnician or phy	sician to pro	vide the corre	ct
no add minus	(-) sign for that	ential row.	s, ir avai	iadie, ciick	une più	is (+) sign. To	remove a cre	аепиаї спск и	le
	Credentials (Se	elect (One)			ID			
0					-				
State L	icense(s)								
To add sign fo	l additional state or that row.	e licer	ises clici	k the plus (+) sign	. To remove a	state license	click the minu	s (-)
	State License T	ype:		License	#		Expiration	Date:	
0				•					Ê
Please	e Enter Your W	ork A	ddress						
Address	s1*				Ac	ldress 2			
City *				State	е *		Zip/City Cod	le *	
						•			
• •									