

Creating and Submit New Application

• Sign in to CloudCME at <u>https://mainehealth.cloud-cme.com</u>



• Scroll to the bottom of the page and click on the teal APPLICATION button.

• Click on the green Create New Application button

+ Create New Applicati	Dn 🔀 Export XLS		D Reset Filters
Filter By Application Status:	Filter By Accreditation:		Filter By Activity Typ
Hide Approved	Select	•	Select

- Using the planning template, you can enter the information into the sections of the online application.
- Once you complete the application, if all planners/faculty disclosures are complete, you can scroll to the bottom of page and click the Teal APPLICATION button again and then click the blue Submit for Review button.



<u>***NOTE-ALL PLANNERS/FACULTY DISCLOSURE MUST BE</u> <u>COMPLETED BEFORE YOU SUBMIT FOR REVIEW.</u>

*****DO NOT Copy an application prior to October 2024**