**How to Look up Faculty Disclosures**

1. Sign in to CloudCME.
2. Scroll down to the bottom of the page and click on the blue Administration link.
3. From the CloudCME dashboard, click on REPORTS.
4. Then click on FACULTY DISCLOSURES
5. Search Last Name, First Name
6. Select the name

PAY ATTENTION TO THE DATE OF SIGNATURE. Disclosures are only good for one year from the date of signature.

A disclosure will either pop up at the bottom of the page OR you’ll get a pop up that says, “No disclosure on file for this user.”

If your faculty member does not have a disclosure in CloudCME, you will need to contact that person and direct them to the Online Disclosure Form.

If your faculty member’s name does not show up, that means that they do not have an account in CloudCME. They will need to set up an account and then fill out the Online Disclosure Form. UAMS On-Campus Employees can go straight to Sign In and Sign In with their UAMS ID.

If anyone needs help setting up a CloudCME account or filling out the online disclosure form, please tell them to call our office at (501) 661-7962. We’re here to help!

**Send your Planners and Speakers these instructions:**

**How to fill out the Online Disclosure Form**

UAMS Employees:

* Go to: <https://uams.cloud-cme.com/aph.aspx>
* Sign In with your UAMS ID
* You may be prompted to fill out the missing information in your profile. After you enter the information, scroll to the bottom of the page and click Submit/Save.
* Click on the Online Disclosure Form link under the picture of UAMS
* Fill out the form
* Sign/Date
* Submit

NON UAMS Employees:

* Go to: <https://uams.cloud-cme.com/aph.aspx>
* If you do not have a profile, go to Sign Up Now and complete a profile
* If you do have a profile, sign up with your email and password
* Click on the Online Disclosure Form link under the picture of UAMS
* Fill out the form
* Sign/Date
* Submit