**Subject:** Please Complete Financial Disclosure Form for Upcoming Learning Activity Participation

Hello,

Thank you for participating in an upcoming accredited Dartmouth Health activity. As a planner or faculty member for this learning activity, we must collect your financial disclosure form to proceed with the CE application. We kindly ask you to complete this short process within 2-3 business days.

The process to complete a disclosure form is simple, and the form will apply to all Dartmouth Health accredited learning activities in which you participate for the next 12 months.

To complete your electronic financial disclosure:

* Login to the Dartmouth Health Continuing Education for Professionals Portal at <https://dh.cloud-cme.com/default.aspx>  [dh.cloud-cme.com].
* Your “user name” will be your email address.
	+ If your password does not work, please reset it.
* Once in the system, click on
	+ “My Tasks”
	+ “Global Tasks,”
	+ “Begin” to complete your financial disclosure.
	+ Complete the form, and then click “Submit”.
	+ Once submitted, you are all set with this task.

Contact clpd.support@hitchcock.org or (603) 653-1234 if you need any support in completing the financial disclosure form.

Please note, if any financial relationships you disclose are determined to be relevant, your presentation slides must be uploaded no later than 15 business days before your lecture to allow time for the mitigation process. A draft version of your presentation slides is acceptable.

Thank you,

Your Name

XX Conference Coordinator