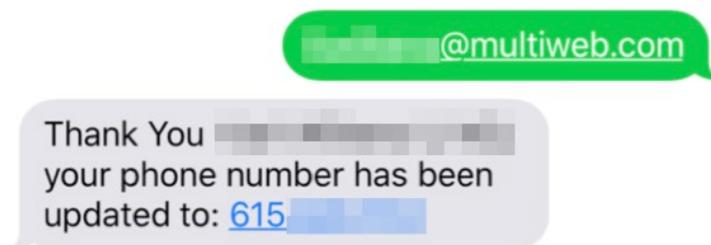


SHWM-CME-NCPD

## CloudCME® SMS Texting-Recording Attendance

These instructions assume that you have an active account in CloudCME®. If you do not, please set up your account first. You can only record your attendance 1 hours prior to the meeting, during the activity and/or 12 hours after the meeting.

Step 1: First, you must pair your mobile phone to your account in CloudCME®. Text your email address, entered in your Profile, to **(844) 420-1171**. You will receive a message that looks like the one below, that your phone number has been updated. This is a one-time operation.



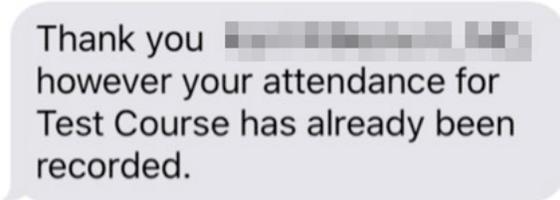
Step 2: To record your attendance to an activity, text the activity id or code that has been provided for your activity<sup>1</sup>. You will receive a message back that verifies your activity attendance has been recorded.



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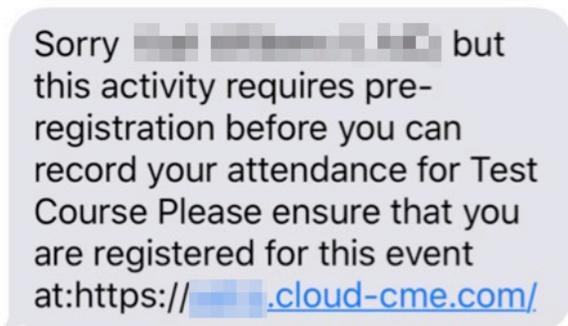
<sup>1</sup> You must text an SMS text message not an iMessage, if using iOS.

NOTE: You can only record attendance once to an activity. If you try to record your attendance an additional time, you will receive the following message.

25

Thank you [REDACTED] however your attendance for Test Course has already been recorded.

If you attempt to record your attendance to an activity for which you are not registered, you will receive the following message.

25

Sorry [REDACTED] but this activity requires pre-registration before you can record your attendance for Test Course Please ensure that you are registered for this event at:[https://\[REDACTED\].cloud-cme.com/](https://[REDACTED].cloud-cme.com/)