# **Complete instructions**

#### For first-time users

- 1. Send your email address to (855) 481-1442
  - o Use the email that's connected to your CME Publisher account
  - If you don't have a CME Publisher account, create one first on the <u>Publisher</u> portal
  - Wait for a confirmation message that your account is activated

# For all events

- 1. Text "Attend" + your event code to (855) 481-1442
- 2. Look for your confirmation message:
  - o You'll receive a reply with the event name
  - o Your attendance is automatically recorded
  - o Records are instantly updated in the system

### **Quick tip**

Save (855) 481-1442 in your contacts as "HonorHealth CME Attendance" so you don't have to look it up each time.

## Need help?

Please contact the CME Department.

