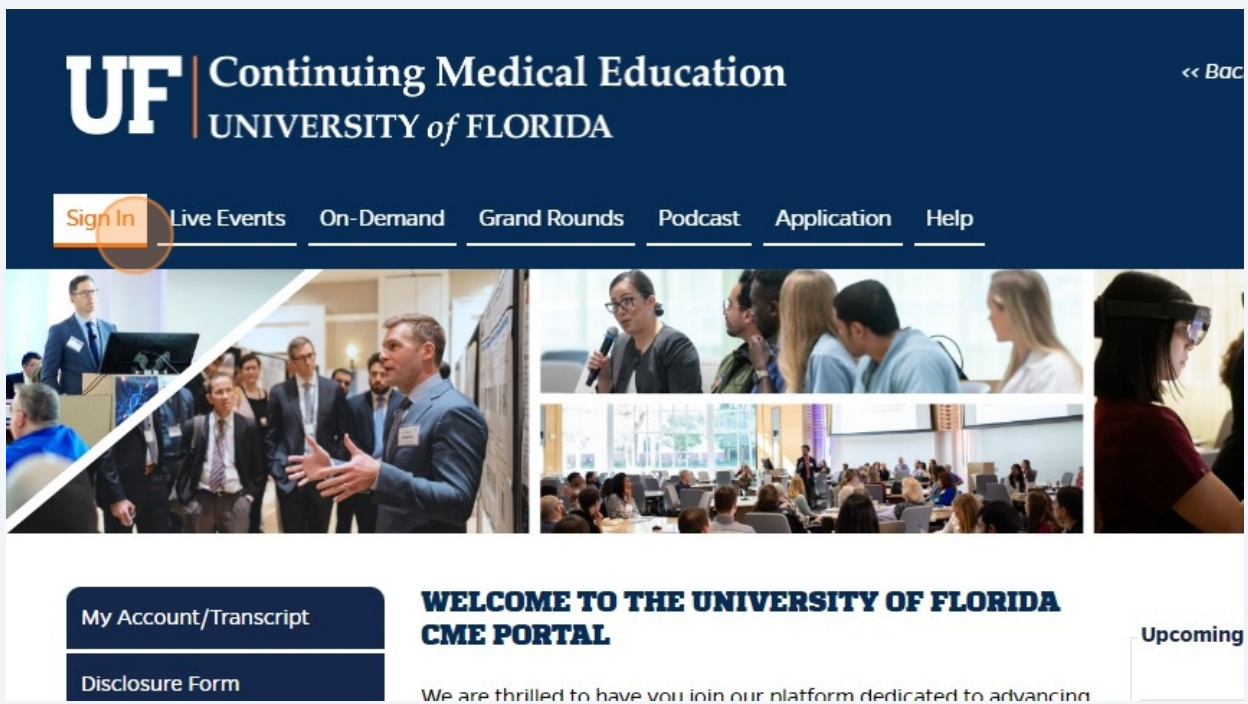


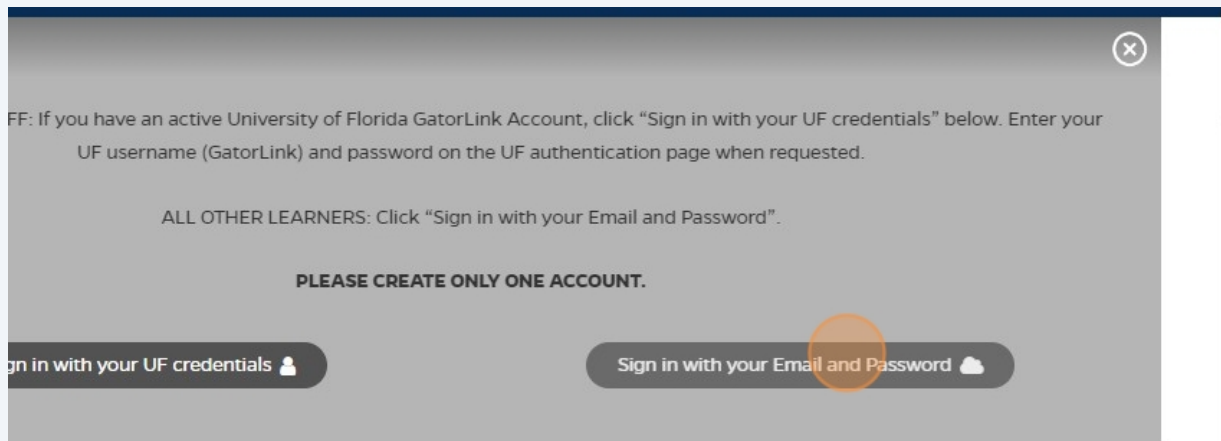
Creating a New Account on UF Cloud CME

1 Navigate to <https://uf.cloud-cme.com/default.aspx>

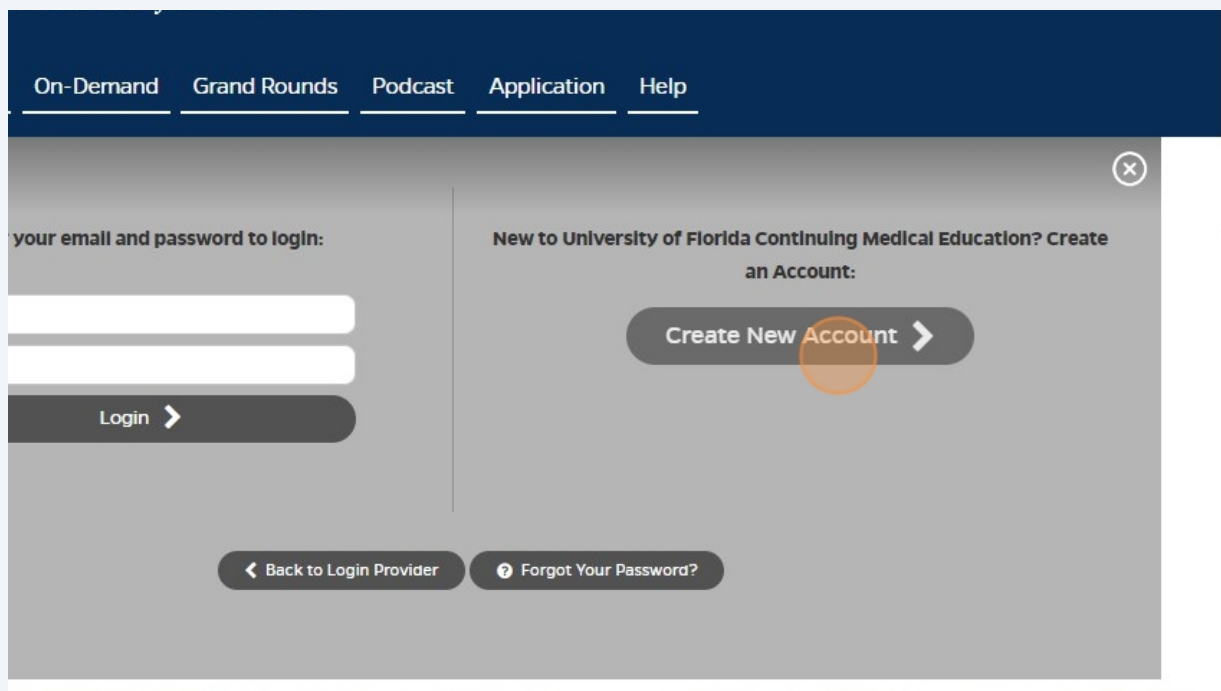
2 Click "Sign In"



3 Click "Sign in with your Email and Password"



4 Click "Create New Account"



5 Complete the fields

UF UNIVERSITY of FLORIDA

[Sign In](#) [Live Events](#) [On-Demand](#) [Grand Rounds](#) [Podcast](#) [Application](#) [Help](#)

Create an Account: (All fields are required)

Email

First Name Last Name

Password Confirm Password

[Password Requirements](#)

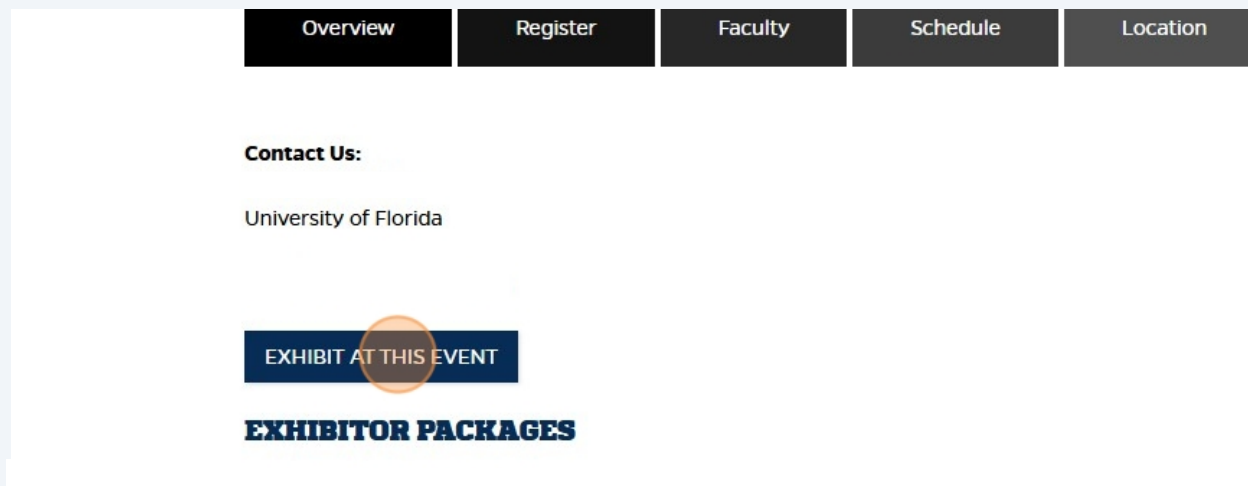
How to Register as an Exhibitor

1 Navigate to the exhibit registration site.

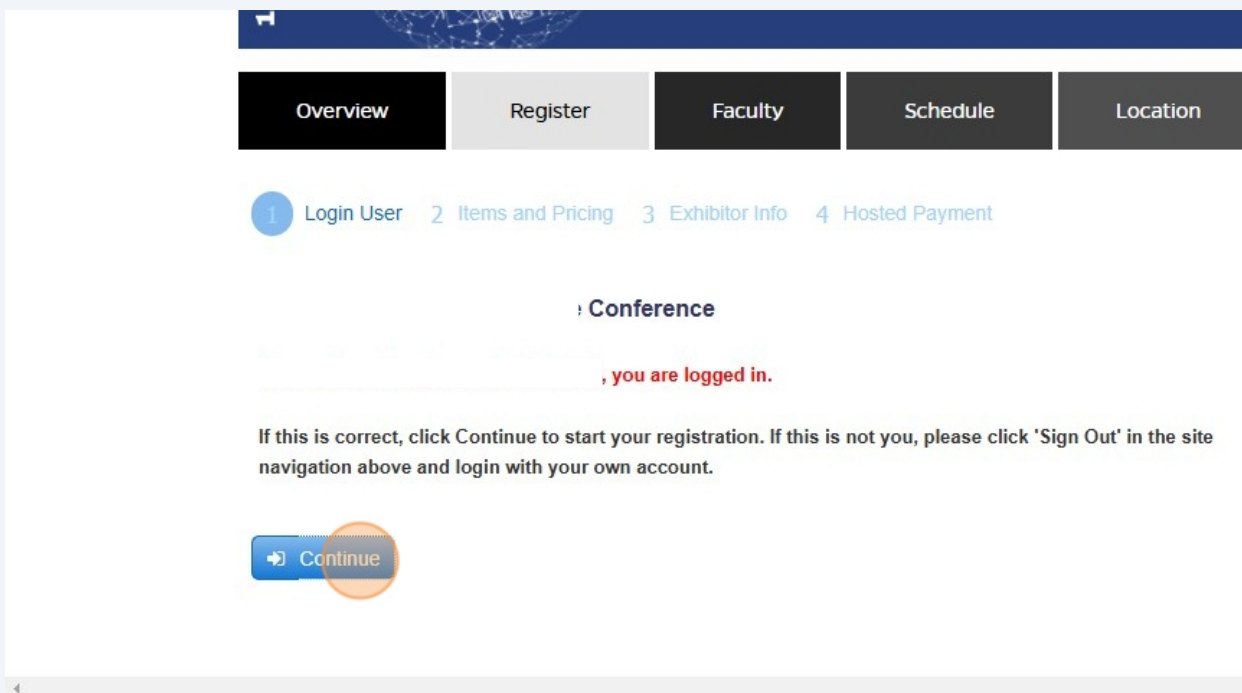
2 Click the "Exhibitors" tab.



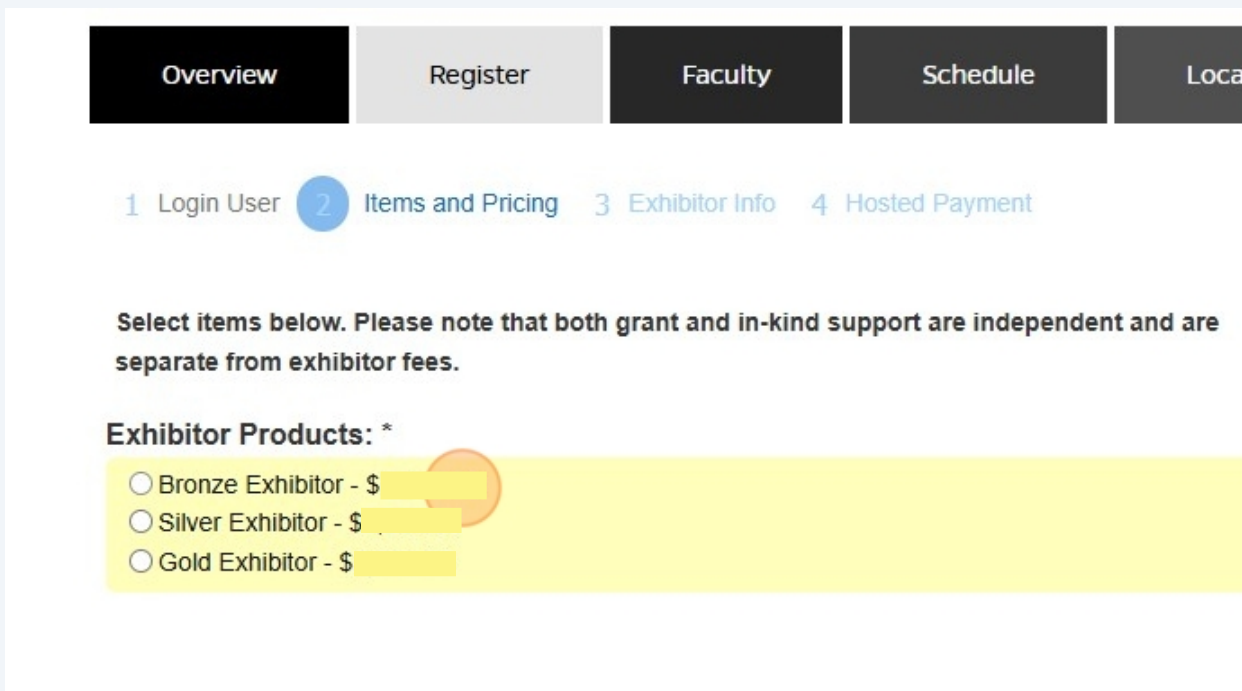
3 Click the "Exhibit at this Event" button.



4 Confirm that you are logged in, and click "Continue".



5 Select your desired exhibit level.



6 Click "Continue"

- Complimentary meals and refreshments as outlined on the agenda (available with Exhibitor Badge)
- Assigned
- Additional Exhibitor Fees (standard electric, power strip) are exhibitor's responsibility

Total Price: \$

[Continue](#)

Administration

UF Continuing Medical Education [DISCLOSURE FORM](#) Manage your C

7 Complete the form fields and click the continue button.

Instructions: Please complete the following items for each company exhibiting. Fields highlighted red and/or marked with an asterisk (*) are required. To add another Exhibiting Company, click the green plus (+) sign. To remove an Exhibiting Company, click the red minus (-) sign.

Exhibitor Information

Exhibiting Company

Are you the contact for the exhibiting contact information? *

Please provide any additional notes.

Total Price: \$

After submitting your form, you will have the opportunity to provide the names of the reps that will be in attendance.

[Continue](#)

8 Select your desired form of payment.

Overview Register Faculty Schedule Location

1 Login User 2 Items and Pricing 3 Exhibitor Info 4 Hosted Payment

Please select a payment option below and then click "Finish" to complete your order.

Select Payment Method: *

Pay by Credit Card

Pay by Check (mailed separately)

Finish

9 Click "Finish". If you choose to pay by credit card, wait for the payment portal to load, where you will be able to enter your card information.

1 Login User 2 Items and Pricing 3 Exhibitor Info 4 Hosted Payment

Please select a payment option below and then click "Finish" to complete your order.

Select Payment Method:

Pay by Credit Card

Pay by Check (mailed separately)

✓ Click "Finish" and you will be redirected to a secure payment portal to enter your credit card information.

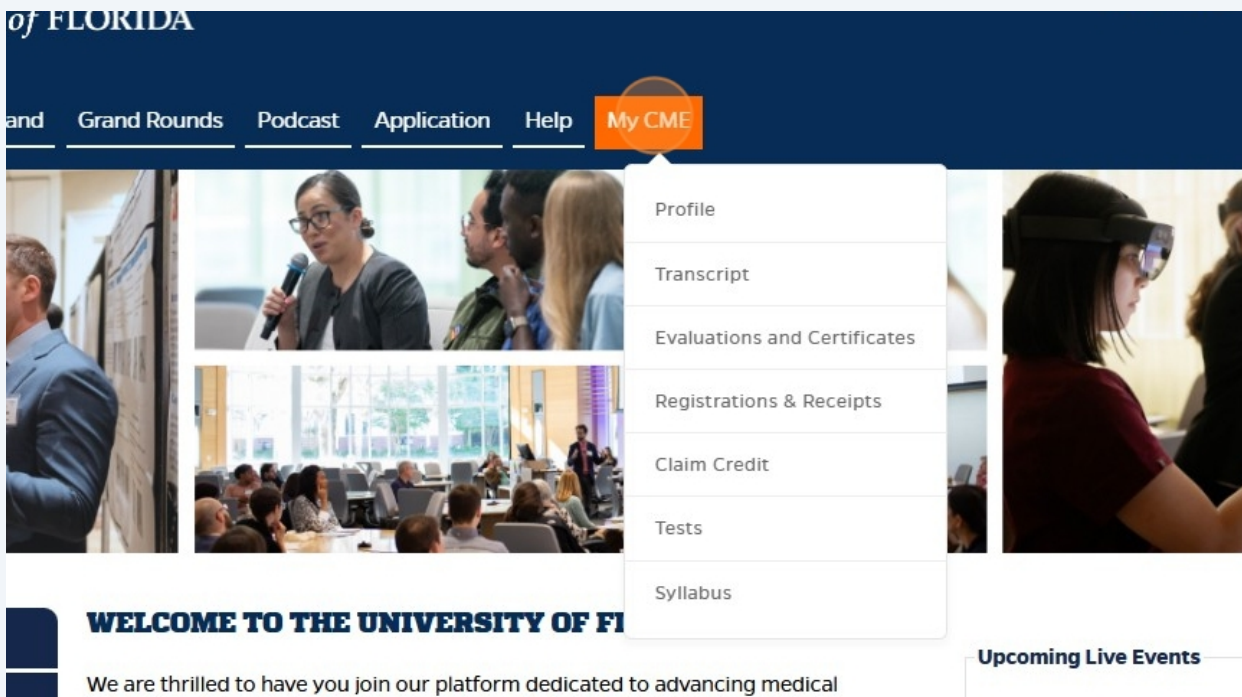
Total Amount: \$

Finish

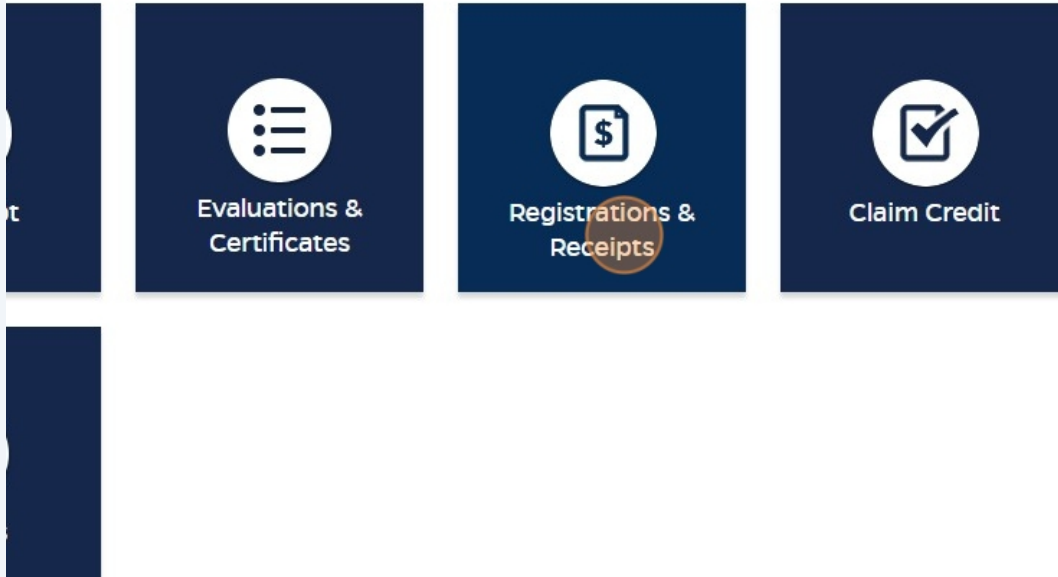
Adding Reps to Your Registration

1 Navigate to <https://uf.cloud-cme.com/default.aspx> and log in.

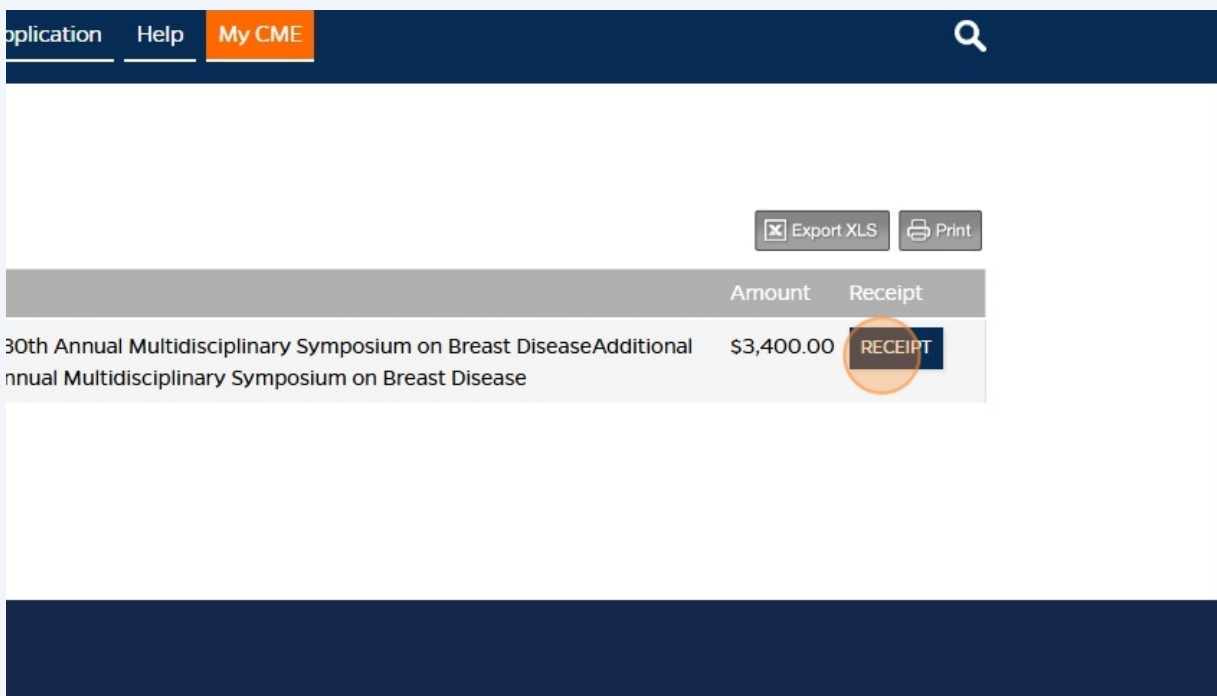
2 Click "My CME"



3 Click Registrations and Receipts.

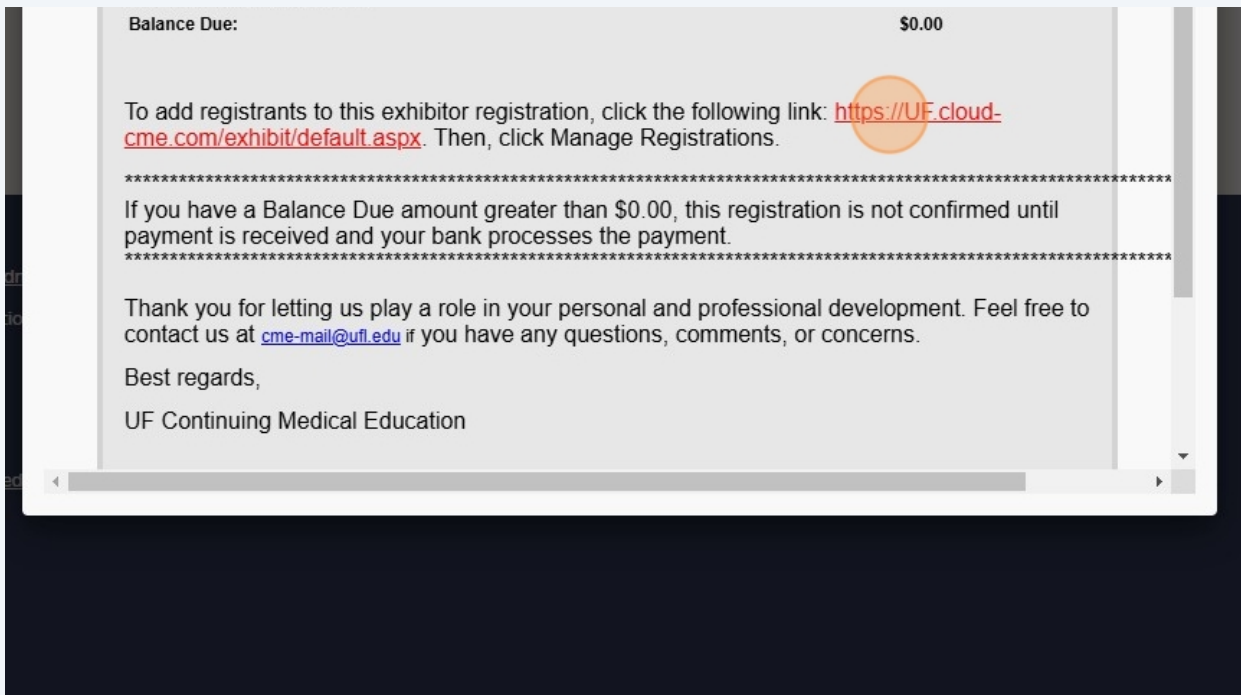


4 Click "Receipt" next to the event.



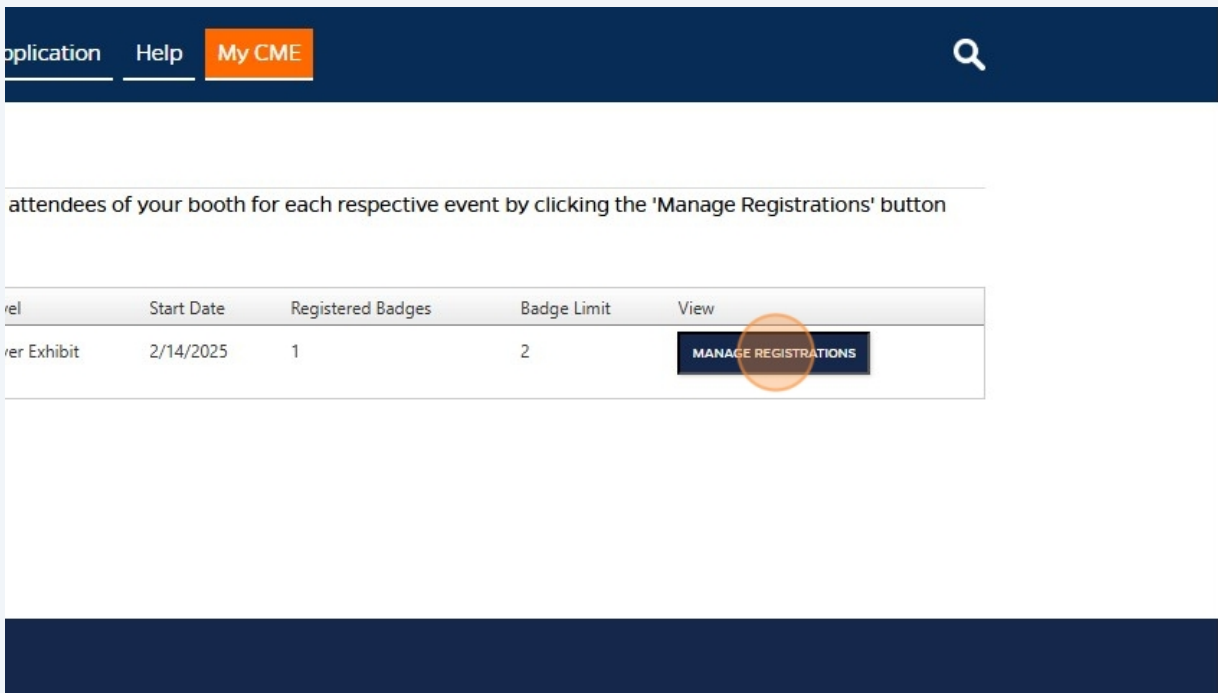
5

When the receipt pops up, find "To add registrants to this exhibitor registration..." and click the link.



6

Click "Manage Registrations"



7

Complete the First Name, Last Name, and Email field for each rep up to the number of badges allotted with your exhibit level. (Disregard the exhibiting dates, as each rep will be signed up for the entire conference).

First Name:

Last Name:

Email:

Exhibiting Dates:

- February 13, 2025
- February 14, 2025
- February 15, 2025
-

8

Click Register User.

30th Annual Multidisciplinary Symposium on Breast Disease

First Name:

Last Name:

Email:

Exhibiting Dates:

- February 13, 2025
- February 14, 2025
- February 15, 2025
- February 16, 2025

9

If you need to remove or change details for one of your exhibitor attendees, click "Remove Exhibiting Attendee" and re-enter their information.

Last Name	Email	Registered Dates	
Fields			REMOVE EXHIBITING ATTENDEE
Repemail@gmail.com	Repemail@gmail.com	Feb 13, 2025, Feb 14, 2025, Feb 15, 2025, Feb 16, 2025	REMOVE EXHIBITING ATTENDEE

Manage your CME on the go by downloading the



Note that your name/email will appear on the first line in the list of users. There are not dates next to your name, which means you are not signed up as a rep, but just the point of contact for exhibits. This name will NOT count towards your badges.



If you will be in attendance at the event, make sure that you add your name and email again with at least one date checked to secure yourself a badge.