Triggered by: System-generated, automatically sends email when a SOM registration will expire in 3 days.

Recipients: Registrant

Email Subject Line: State of Michigan controlled substance license will expire soon *# [CSR number]*

eRAM Action Required.

You are being contacted because your State of Michigan controlled substance license will expire within three days.

Your State of Michigan controlled substance license will expire on *[SOM Expiration Date]*. **If your license is not renewed by this date, you can no longer acquire, use, or store controlled substances.** Possession of a controlled substance without a valid state license could result in fines or criminal prosecution. The state license online renewal application is included below. The renewal process is a registrant or CSR-designee-only activity.

SOM License: *[SOM #]*
Expiration Date: *[SOM Expiration date]*

IMPORTANT: If you intend to allow your license to expire, contact the UMOR Controlled Substance Monitors **immediately** and before the license expiration date. You will need to obtain and follow detailed disposal instructions, or notify the UMOR Controlled Substance Monitors if you have no controlled substances.

Next Steps:

1. If you plan to renew, and have not already done so, submit a renewal application to the State of Michigan. Go to:
    - https://mylicense.mdch.state.mi.us/MyLicenseEnterpriseDCH/Login.aspx
    - Create an account if you have not done so already.
2. Update your UM CSR (Controlled Substance Registration) with new expiration date.
    - Registrant: *[Registrant name]*
    - Open your *[link to CSR workspace]*
    - Click 'Update CSR Information'
    - Enter the new license expiration date
    - Click 'Ok' at the bottom of the page to confirm your changes
3. If do not plan to renew, contact the UMOR CS Monitors immediately. Contact information is below.

For Questions:
Contact the UM Office of Research (UMOR) Controlled Substance Monitors

Phone: Kelli 734-764-2003
Email: cs-monitors@med.umich.edu