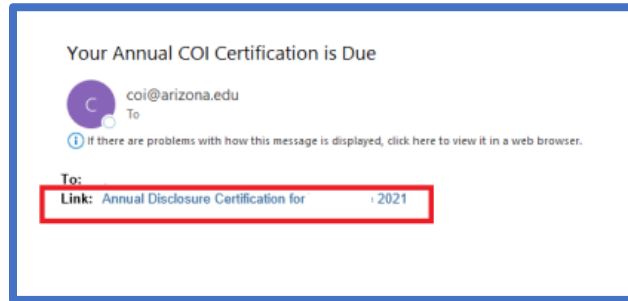1.   If you received an email stating **Your Annual COI Statement is Due**, click on the link that is embedded in the email. The link will take you to the eDisclosure login page.   If you did not receive an email, you can login to eDisclosure via the following web address: **https://eDisclosure.arizona.edu**
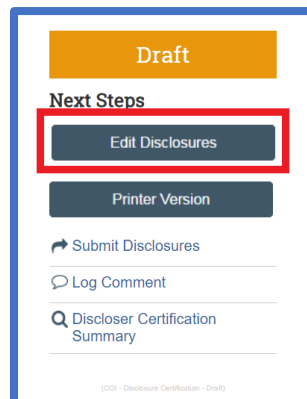

2.   From **My Inbox** which is located on the **Dashboard** click on the **Annual Certification** hyperlink.
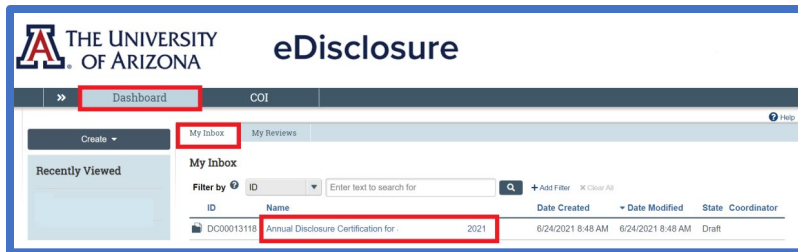

3.   The **General Information** page displays providing information about the need for disclosing and helpful documents to have on hand when completing your disclosure. Click **Edit Disclosures** to begin the process.

4.   Respond to the questions on the **Institutional Responsibilities** page, adding text when prompted. Please note that if you meet the definition of a UArizona Administrator (click on the help text for the definition), respond **Yes** to question #2. If you have **Outside Employment or an Outside Commitment** that you need to disclose, please respond **Yes** to question #5.

Once you have completed the questions, click **Continue** located in the lower right corner.
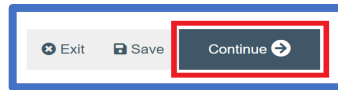
5. Depending on the answers you provided on the Institutional Responsibilities page, you will be presented with the appropriate Conflict-of-Interest training(s). If you have previously completed your Conflict-of-Interest training, the date you completed your training will automatically populate. If you need to take the training, you can click on the blue hyperlink to be taken to the training. Please note, you must complete/recertify this training before submitting your certification. Your training information will be available in eDisclosure the morning after you complete the training. Once this date is in eDisclosure, you can proceed with your disclosure. If you have previously certified your Conflict-of-Interest training in eDisclosure you will not see this page until your training is about to expire. Click **Continue** once you have answered the questions.
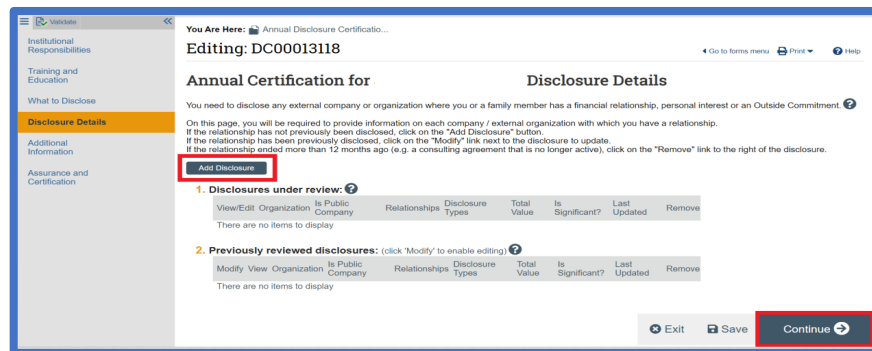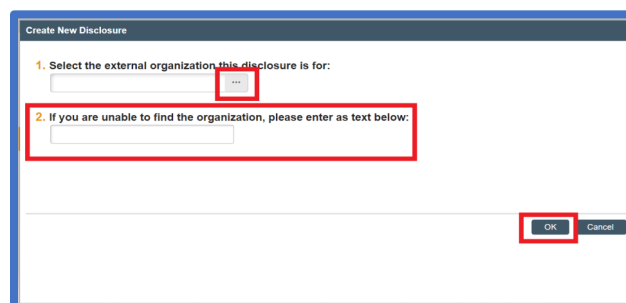

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6. The **What to Disclose** page displays. Please read the information and respond to the question **Are there any outside organizations or companies with which you or a family member have a personal or financial relationship?** If your response is **No**, click **Continue** on this screen and the next 2 screens, then proceed to step #13 of this instruction to certify your disclosure. A **Yes** response reveals additional SmartForms required to complete your disclosure. Click **Continue**.

7. To add an **Organization** (formerly Entity), click on **Add Disclosure**.

8. To select an organization, click on the ellipses to search the database of existing organizations and select the organization you would like to disclose. If the organization you wish to disclose is not in the database, enter the name in the text box for question #2 (you will be asked specific questions about the new organization in a subsequent SmartForm). Click **OK**.

9. The **General Information** page displays showing the organization that was previously selected. Answer the questions and fill in text boxes when prompted. Please note, if you have **Outside Employment or an Outside Commitment** with this organization be sure to check the **Outside**

employment or commitment (COC form) button. eDisclosure is designed to display additional pages called SmartForms in response to the boxes that are checked.

Click the **Continue** button.

10. Answer the questions on the SmartForms and attach any documents related to your disclosed organization, then click **Continue**. A summary of your Disclosure displays. If you need to go back and make any corrections, click on the appropriate section in the menu bar located on the left side of the screen. If you are satisfied with your disclosure, click **Finish.**

11. If you need to disclose another organization, click on and repeat steps 8-10. Once you have finished adding your organizations, click **Continue**.

12. Provide any additional information that you feel will assist in the review of your organizations by either using the textbox and/or attaching documents. Click **Continue**.

13. The Annual Certification: Assurance and Certification page displays. Answer the **DOE Reporting Requirements** question:

14. Certify your disclosure and click **Finish**. Please note that you will not be able to make changes to your disclosed organizations without reaching out to the Office for Responsible Outside Interests. If you need to make changes, please follow steps 15 – 18.

15. Click the **Log Comment** button.

16. Type the request in the text box and click **OK**.

17. The Office for Responsible Outside Interests will receive your comment and send you a **Changes Requested** email.

    You can then go in and make the changes to your disclosure by clicking **Edit Disclosures**.
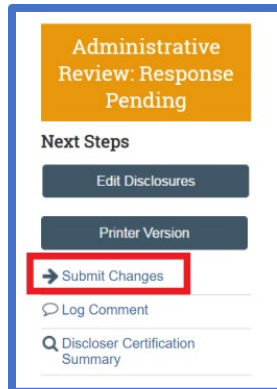
18.   Once you have made the changes to your disclosure, click **Submit Changes**.