1. Log into eDisclosure by going to https://eDisclosure.arizona.edu or by clicking on the link that is embedded in the email you received. Your NetID and password are required to sign into eDisclosure.

2. If you log into eDisclosure via the webpage, click on the Annual Disclosure Certification.

3. Click on Edit Disclosures.

4. Respond to the questions on the Institutional Responsibilities page, then click Continue.

5. Respond to the questions on the Training and Education Information page, then click Continue.
6. Respond to the question on the **What to Disclose** page, then click **Continue**. If your response is **No**, you will be directed to the **Disclosure Details** page. Click **Continue**, the **Additional Information** page displays.

7. If you would like to enter text or attach any documents, please respond to questions 1 & 2. Then, click **Continue** and the **Assurance and Certification** page displays.

8. Respond to the **DOE Reporting Requirements** question & check the box next to question 1.

Congratulations! You have submitted your annual disclosure.