1. Log into eDisclosure by going to <u>https://eDisclosure.arizona.edu</u> 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.

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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.**

NO SIGNIFICANT FINANCIAL OR PERSONAL INTERESTS TO DISCLOSE

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.

Equity holdings or ownership - You are required to disclose any shares of s such, etc, whether the company is privately or publicly held.	ock you or a family member own, including options, v	varrants, or promises of
Exclusions - The following exclusions apply to payments to or ownership by you • Any ownership in mutual funds.	r members of your family. These excluded items nee	d not be disclosed:
 Situations where the only relationship is through this institution (such as a clini disclosed. If unsure, disclose it. 	al trial agreement or royalty payment from this institu	tion) do not need to be
* Are there any outside organizations or companies with which ye relationship? O Yes No <u>Clear</u>	u or a family member have a personal or f	inancial

- 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.

Date submitted:		
3 Before you finish:		
To save your disclosure certification for completion at a later time: DO NOT check the confirmation box and click "Finish"		
To finalize and submit your disclosure certification for review: DO check the confirmation box and click "Finish"		
1. My disclosures are up-to-date and accurate and I confirm that I understand and agree with the above statements. 🜌		

Congratulations! You have submitted your annual disclosure.