April 2018

Discloser   
Reference Guide

COI

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Click COI – Discloser Quick Reference

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| Navigation and Basic Tasks | |
| When you first log in, you will be on the My Inbox page. This topic lists where to find certifications and the basic tasks you will perform. | |
|  | Where Do I Find? |
| From **My Inbox**, you can find:   1. *Certifications* that require you to take action. 2. *Actions* that you can perform (e.g., **Create** or **Update a Certification**). 3. *Shortcuts* that provide access to other items such as your disclosures or reports. |
| What Do I Do? |
| 1. Review the **State** of certifications in **My Inbox**. The state provides a clue as to what to do next. For example, **Draft** means you haven’t submitted the certification for review. |
| Open a Certification |
| 1. From **My Inbox**, click the certification’s **Name**. 2. The certification’s Workspace will open. |
| View Certification History |
| 1. From the certification Workspace, click the **History** tab. 2. The **History** lists the activity taken on a certification including any comments, attachments, or correspondence added. |

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|  | Find Previous Certifications |
| 1. On the left, click **Certifications***.* 2. The **Disclosures** tab shows details for each disclosure, including when it was last updated. 3. Click the **Certifications** tab. 4. Sort or filter by **Status** to find certifications that have completed the review process. |

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| Before You Start |
| Before you submit a certification, gather the following information. This will help you complete the forms.   * Any consulting agreements you have signed this year * Receipts from travel paid by outside companies * Any stock option agreements * Your stock portfolio summary * Your IRS 1040 and/or 1099 forms |

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| Submit an Annual Certification for Review | |
| You will receive an email to submit your certification. See [Before You Start](#_Before_You_Start) before performing the steps below. | |
|  | Start the Certification |
| 1. Click the e-mail link to open the certification. 2. If you no longer have the e-mail, from **My Inbox**, click **Edit My Certification** on the left. 3. Complete the pages. Click **Continue** to move to the next page.   **Note:** If you have submitted a certification before, the forms will show your previous answers. Update them appropriately. |
| Update Disclosures |
| Depending on your answers, the **Disclosure Details** page may appear.   1. To add a disclosure, click **Add Disclosure**. Complete the pages and click **Finish** on the last page. 2. To edit a previously reviewed disclosure, click the **pencil**.      1. The disclosure moves under **Disclosures Under Review**.    2. Click **Edit**. Update the pages and then click **Finish** on the last page. 3. To remove a disclosure, click the **red X**. Select **Yes** and click **OK**. |
| Finish and Submit |
| 1. On the last page, select the check box to submit the certification.   **Note:** To submit later, leave the check box blank. Use the **Submit** action on the certification workspace to submit. |

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| Respond to Clarification or Change Requests | |
| If a reviewer has questions or requires you to change your certification, you will receive an email notification alerting you. Review the request details and then respond to the request. | |
|  | Review the Request Details |
| 1. Read the email for details about the clarification or change request. Click the link within the email notification to open the submission.  If you no longer have the email, see [Open a Certification](#_Open_a_Certification) and then [View Certification History](#_View_Certification_History) to see reviewer comments. |
| Respond to the Request |
| 1. To update the certification, click **Edit** on the left and make the requested changes. Otherwise got to the next step. You will be able to enter a response to the reviewer before submitting. 2. Click **Submit Changes**. 3. (Optional) In the **Notes** box, type your response to the reviewer. 4. Click **OK**. |

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| Respond to a Management Plan | |
| As a result of reviewing your certification, the COI office may issue you a plan to manage your conflicts of interest. Review the management plan and then submit your response to the plan. | |
|  | Review the Management Plan |
| 1. Click the certification link in the e-mail.   If you no longer have the e-mail, see [Open a Certification](#_Open_a_Submission) and then [View Certification History](#_View_History). Review the correspondence letter.     1. On the **Disclosures** workspace, click the management plan link to open the management plan and then review it. |
| Submit Your Response |
| 1. Click **Submit Response Plan**. 2. Select **Accept** to accept the management plan.   If you have questions about the management plan, select **Request Further Clarification** and type your questions in the **Notes** box. The certification will move back to the COI administrator’s inbox to review.   1. Click **OK**. You can logoff the system. |

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| Update Your Certification | |
| As a result of reviewing your certification, the COI office may issue you a plan to manage your conflicts of interest. Review the management plan and then submit your response to the plan. | |
|  | Update Your Certification |
| 1. From My Inbox, click **Create My Certification**. 2. Type the reason for the update and then click **OK**. 3. In the certification workspace, click **Edit**. 4. Update the certification.     **Tip:** Click the **Jump To:** menu to go to the page you want to update.  See [Update Disclosures](#_Update_Disclosures) to add, edit, or delete disclosure details.   1. On the last certification page, select the check box to submit the updated certification. 2. Click **Finish**. You can log off the system. |