Log in to FASIS with your NetID and password.

https://nupa.northwestern.edu/pasp/pa91prod_direct/EMPLOYEE/EMPL/h/?tab=NW_CONFLICT_OF_INTEREST&cmd=login

**Tip!** Remember to check your phone when you sign in if you signed up for Multi-Factor Authentication.

Select COI Disclosure from the COI Training & COI Disclosure menu.

If you have multiple disclosures, select Annual Staff Disclosure. Navigate through the pages using the Previous and Next buttons.

Answer each question by clicking the Yes or No radio buttons. Answer the questions and click Save and Return.

**Additional Guidance** displays helpful hints and examples of what to disclose, and what NOT to disclose.

If you answer “Yes” to any question, a window will pop up to ask for additional information.

For any field that requests an entity name, use the magnifying glass (🔍) to search for the name in a Lookup Window.

**Tip:** Advanced Lookup allows you to search for any entity that contains a word – this can be useful if the entity starts with “The.”

If the name does not exist in the Lookup Window, simply type the entity in the text box.
If you have more than one entry per question, clicking **Add Response** will allow you to add an entry. Click the **Edit** to edit your responses, or the **Trash** to delete it.

Continue through all of the questions by clicking **Next**.

On the summary page, review your responses to each question.

For each Yes response, you can click **Show Response** to see the details of your answer. If you need to edit your response for any reason, click the **Edit** button, which will take you directly to that question.

Read the certification statement and click the **Sign** button to insert your electronic signature.

Click the **Submit** button to submit your disclosure.

**Remember:** You have not completed the disclosure process until you **submit** your disclosure.