1. Open your 2/1/17 Go-Live email and log in to the eDisclosure system with your Northwestern NetID (or eDisclosure ID) and password, the click ‘Login’.

2. Review the information and resources on the ‘Welcome’ page. Click the ‘Disclose’ button to begin your disclosure.

3. The ‘Introduction/Instructions’ page provides some key information and tips for navigating the site. Click ‘Continue’.

4. The ‘Relationships/Interests’ page asks you to respond, via ‘Yes’ or ‘No’ selection, whether or not you have external relationships and/or interests meeting the disclosure criteria.

   Northwestern must consider personal relationships and interests. Staff members have complexes that contact business with the university. During the previous calendar year, did any of the following apply to you or your immediate family member with respect to your Institutional Responsibilities?

   - Personal or Financial Interest in a Entity that conducts business with Northwestern?
   - Personal or Financial Interest in a Entity that conducts business with, or is in the process of seeking business with, Northwestern?

5. If you do not have anything to disclose in response to this question, select ‘No’. Click ‘Continue’. If you do have something to disclose, select ‘Yes’, and an option will appear for you to ‘Add Disclosure’. Click ‘Continue’.

If ‘Yes’, please disclose the Entity with which you or your immediate family member had a relationship and/or interest.

Adding new disclosures or modifying/removing existing disclosures: Click the ‘Add Disclosure’ button below.
6. Upon indicating that you have a relationship and/or interest to disclose, you will identify the entity (i.e., company/organization name) with whom the relationship and/or interest exists. Start typing the name of the entity in the box, and selections will appear in a drop-down menu list. Upon locating your entity name, select it, click ‘Select’, and then click ‘OK’ to continue. If you do not locate the entity name in the menu, you can type in the entity name in the second box.

Please click ‘OK’ to select the Entity entered above, or click “cancel” to exit this window.

7. Having selected the name of the entity with which you have a relationship and/or interest to disclose (e.g., K&L Gates, LLP.), you are now asked more information about the nature of the relationship and/or interest. You may see more or less options than what appears in the screen shot example below, depending on your role. Check as many that apply. If you are not certain what something means or what is being asked, click the ‘?’ icon for guidance/more information. Make your selections and click ‘Continue’.

8. Identify whether the relationship and/or interest with the entity is for yourself or an immediate family member (or both).

9. For each type of relationship you have identified with the entity, you will be asked to provide additional information. Enter the information requested, and then click ‘Continue’.

Provide the additional information required by your response.
10. You will see a summary table of your relationships/interests disclosed with this particular entity. If you need to make edits, click ‘Previous Page’. If you are done disclosing for this entity, click ‘Return to Relationships Page’.

<table>
<thead>
<tr>
<th>Relationship/Activity</th>
<th>Value</th>
<th>Individual with Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent(s) for Relative</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Ownership (equity interest)</td>
<td>N/A</td>
<td>Individual with member</td>
</tr>
<tr>
<td>Holder (related entity)</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Other Activities</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Total Value</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

11. You are back on the main ‘Relationships and/or Interests’ page. You will see the disclosure you entered in the table at the bottom of the page. You have the opportunity to add additional relationships and/or interests with additional entities by clicking ‘Add Disclosure’ and repeating steps 6-10 for as many external entities for which you have relationships and/or interest to disclose. Once you are done adding disclosures for different entities, click ‘Continue’.

12. Click ‘Add Disclosure’ if you have another external entity (i.e. another company) for which you need to disclose relationships/interests. This table displays the disclosure(s) you have already entered. You may edit the disclosure already made by clicking the ‘Edit’ button, or remove it by clicking the ‘X’ icon.

13. You will be asked a few additional questions that are broader and not necessarily tied to specific external entities. Respond ‘Yes’ or ‘No’ to each question and provide information as required for ‘Yes’ responses. Click ‘Continue’.

14. You have reached the ‘Submit’ page! Submit your disclosure by clicking the ‘Submit My Disclosure’ button. To save your disclosure but not submit it, click ‘Save as Draft’. To view and/or print your entire completed disclosure, click ‘View/Print’.

Quick Tips for Staff Disclosers: 2017
Questions? Contact NU COI: nucoi@northwestern.edu or 847-467-4515