Editing a Submitted Disclosure

1. Log in to eDisclosure: https://coi.northwestern.edu with your NetID and password. Go to the “My Disclosures” tab and click the link to your disclosure.

2. On the left-hand menu, select “Edit Submitted Disclosure”
3. Provide an explanation as to why you are editing a submitted disclosure and click “Ok”

4. Then select “Disclose” to enter your disclosure

5. Navigate through your disclosure using either the “Continue” and “Previous Page” buttons, or the “Jump To:” menu at the top to reach the question(s) you would like to edit.
6. If you need to change a “Yes” answer to a “No”, first click “Clear” which will clear any previous data, allowing you to then select “No”. If you are changing a “Yes” answer to a “No”, you may simply click “Yes”.

7. After you’ve made your changes, go to the Summary Page at the end, and click “Finish”.

8. Then, click “Submit Disclosure” on the left menu to submit, and you are done!