

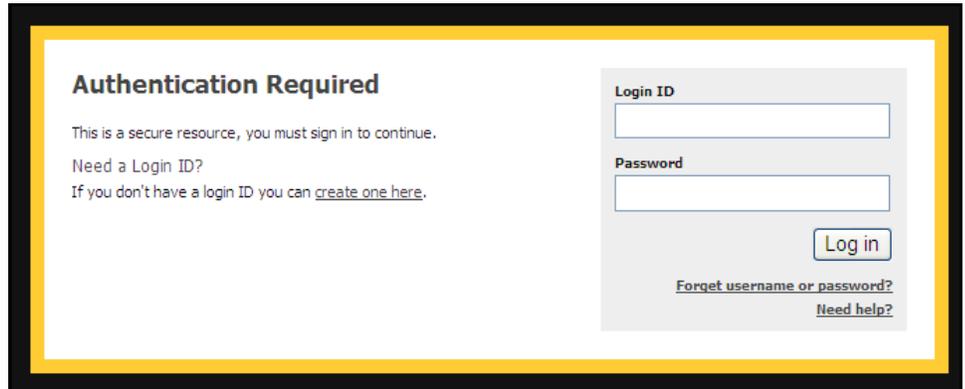
University of Missouri eCompliance

How to submit an Outside Interest Disclosure Form online

eCompliance is the new portal for all conflict of interest and outside business interest reporting. The new system allows users to electronically fill out disclosure forms with the click of a button. Forms are then reviewed. If necessary, steps will be taken to manage and minimize any potential risk the interest creates. Most often this will not be necessary and you will get a letter in a few weeks thanking you for your submission.

STEP 1: Go to the website, ecompliance.missouri.edu/login

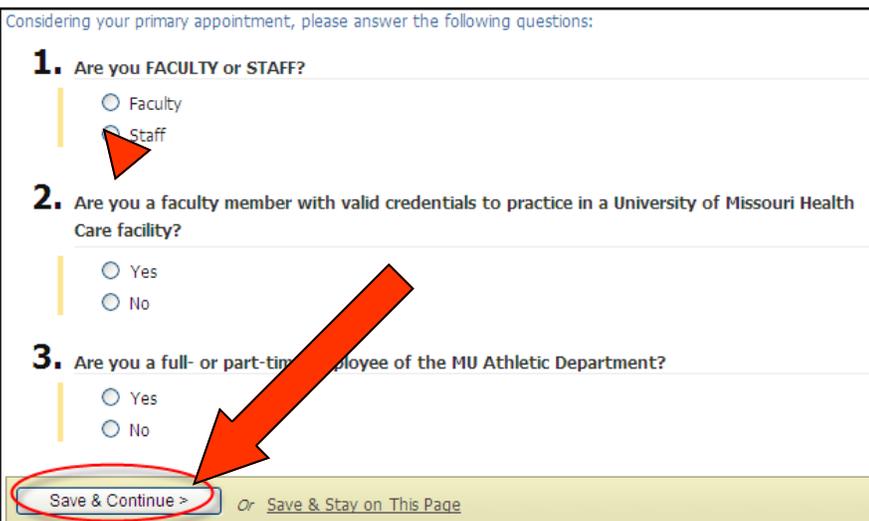
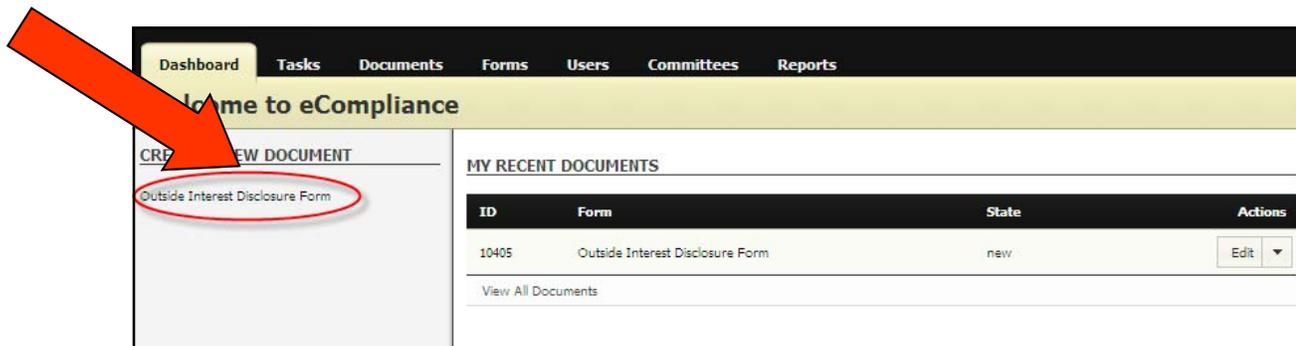
STEP 2: Log on using your MU employee log in (pawprint) and password.



After signing in the first page you will see a tab labeled the

Dashboard. This page will track all of your activity on the eCompliance site. If you have any saved documents, they will appear on the right under MY RECENT DOCUMENTS.

STEP 3: To start, select the “Outside Interest Disclosure Form” link located in the left column under CREATE A NEW DOCUMENT.



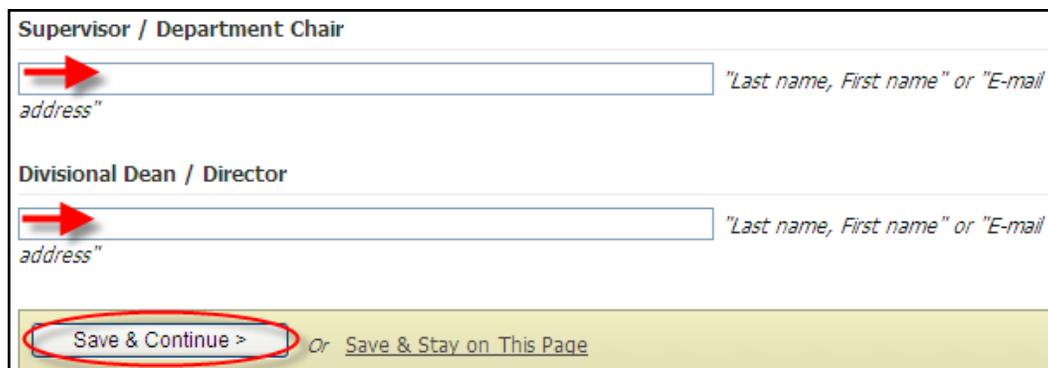
STEP 4: Begin answering questions.

To select an answer, position your cursor arrow over the answer you'd like to select and click.

STEP 5: When you are finished with the questions on the screen, click the SAVE & CONTINUE button at the bottom. *You must click to save your answers at the bottom of each page to avoid losing your information.*

After Saving, you will automatically be directed to the next set of questions. There are four screens in which you will enter information: Employee Information, Conflicts Disclosure, Directors, and Submit. Under Conflicts Disclosure you can enter as many entities as you need. You can exit the system at any time and return at a later date to complete your saved disclosure. To re-enter the saved report, click on the report and then hit Edit.

STEP 6: On the “Directors” page, type in the name of your direct supervisor or department chair and the name of your Divisional Dean or Director. Type the last name, then type a comma, then the first name. A drop down menu will appear, allowing you to select the name and title of your supervisor. Your supervisor



The screenshot shows a form titled "Supervisor / Department Chair" and "Divisional Dean / Director". Each section has a text input field with a red arrow pointing to it, and a placeholder text: "Last name, First name" or "E-mail address". At the bottom, there is a yellow bar with a button labeled "Save & Continue >" circled in red, and the text "Or Save & Stay on This Page" next to it.

will be notified of the report and the interest you disclosed.

STEP 7: The final “Submission” page will alert you to any incomplete or inaccurate information in your disclosure form. After correcting any mistakes, position your mouse over the box in the pink line to attest to the accuracy of the information you provided.



The screenshot shows a page titled "Submit: Your Name Appears Here". There is a pink highlighted area with a checkbox and the text: "I attest to the accuracy of these answers and, should circumstances change in the future, I will contact the MU Conflict of Interest Committee to appropriately update this disclosure statement." Below this is a yellow bar with a "Submit" button circled in red. A large red exclamation mark is on the left side of the page.

STEP 8: Click the SUBMIT button to finalize your report and complete your electronic submission!

After you have filed:

When there are any changes in the information you reported you will need to update your form. Contact the Office of Research at 884-3317, and they will assist you in making those changes.

If you are required to file annually, when you log in next year your previous information will automatically appear. After reviewing for any changes, you can simply indicate that there are no changes and it will resubmit for the next year.

Remember! You can always call for help x4-3317