

# eDisclose Use Guide:

## *How to Update a Disclosure*

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Last Update	August 20, 2012
Intended Audience	Researcher/Owner of the Disclosure
Purpose	To provide the user with step-by-step instructions on how to update a disclosure.

Please first refer to the [eDisclose Getting Starting Guide](#) before continuing.

**NOTE:** Only the Faculty Member/Researcher can create and submit his or her own disclosure.

### Follow the steps below to update a disclosure:

- STEP 1.** Close all open web browsers.
- STEP 2.** Open a new browser and go to: <http://edisclose.jhu.edu>
- STEP 3.** Login using your JHEDID and password.
- STEP 4.** Select the “My Disclosures” workspace link on the left side.
- STEP 5.** Select a disclosure from the workspace whose state is “Review Complete”. To select a disclosure, click on the Disclosure ID which is hyperlinked.
  - **NOTE:** Disclosures that appear in the “Pending My Action” group cannot be updated until the current review is complete.
  - Once you click on the ID, you will be taken to the Disclosure Workspace.

**JHU eDisclose** Disclosure and Review of Outside Interests and/or Financial & Fiduciary Interests

User SON Tester | My Home | Projects | Logoff

All Disclosures Help Desk

Page for User SON Tester

**My Disclosures**

The following is a brief summary of all relationships you have disclosed. If you need to update or end a relationship, click on the Disclosure ID Number, then select the "Update Disclosure" button. If you need to disclose a new relationship, select "Create Disclosure" on the left.

**My Disclosures** My Gift Disclosures

Use the **Filter by** drop-down list to select a search value. Type the percent sign (%) and a keyword into the search box. Then click **Go**. From the results list, click the **Name** to open the Disclosure workspace.

**Pending My Action**

Filter by Name  Go Clear Advanced

No data to display.

**Active Relationships**

Filter by Name  Go Clear Advanced

Name	Entity	Fiduciary/Founder Role	Time Devoted per year	Related Research	Tech	Date Submitted	State
TR00000257	Unlisted Company/Entity 1	yes	1.5	no	yes	6/29/2012	Review Complete

10 / page

**Inactive Relationships**

Filter by Name  Go Clear Advanced

No data to display.

10 / page

**STEP 6.** Select the "Update Disclosure" button that appears on the left.

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All Disclosures Help Desk

Page for User SON Tester > TR00000257

**Current Status**

Review Complete

**Disclosure Workspace**

Owner: User SON Tester eDisclose ID: TR00000257

Entity: Unlisted Company/Entity 1 - A Funny Test Entity Name Legacy eOPC ID:

- The Review Outcome plan has been assigned and accepted and can be viewed in the tab below (you may need to scroll down slightly).
- Select "View Form" to see the complete disclosure form.
- Select "Update Disclosure" to revise any information in this overview or disclosure.

**Questions?** Contact staff at [REDACTED]

**Relationship Overview**

Outside Service	Fiduciary/Founder Role	Days Devoted Per Year
Consulting	Board of Directors	1.5

Update Disclosure

**STEP 7.** Begin filling out the Update form.

**STEP 8.** Select "Continue" to proceed to a copy of the **Disclosure SmartForm** where you can make any necessary updates to the disclosure.

- All required fields are indicated with a red asterisk “\*”. You must enter at least one character of text, or answer yes or no in these required fields.
- You can select “Save” at any time and exit the form.
- Every time you select “Continue” your work is automatically saved.
- If you select “Back” your work will NOT be saved.

**STEP 9.** Proceed through all sections of the SmartForm until you arrive at the **Final Page**

**STEP 10.** Select “Finish” on the last page of the Smart Form (**Final Page**). You will be automatically taken back to the Update workspace.

- If you want to make additional changes to the SmartForm at this time, select the “View/Edit Form” button to open the Update form/copy of Disclosure.

JHU eDisclose Disclosure and Review of Outside Interests and/or Financial & Fiduciary Interests User SON Tester | My Home | Projects | Logoff

All Disclosures Help Desk

Page for User SON Tester > TR00000257 > Update: UPD00005691 For: TR00000257 Layout

**Current Status**

User Submission Prep

View/Edit Form

Print Disclosure

View Differences

Submit

Withdraw

Contact Staff

**Update Workspace**

**Owner:** User SON Tester **eDisclose ID:** UPD00005691

**Entity:** Unlisted Company/Entity 1 - A Funny Test Entity Name **Legacy eOPC ID:**

- Select 'Submit' if this overview and information in your disclosure are correct and you are ready to submit for review.
- Select 'View/Edit Form' if you need to make revisions prior to submission.

**Questions?** Contact staff at [REDACTED]

**Relationship Overview**

Outside Service	Fiduciary/Founder Role	Days Devoted Per Year
Consulting	Board of Directors	1.5
Data Safety Monitoring Board	Founder	
Legal Consulting/medical-legal	Officer/Manager/Director	
Publishing/Editing/Authoring	Other	

**STEP 11.** Select the “Submit” activity button. Read the Certification text, complete the form by answering Question 1.0, and if needed, 2.0.

Update

## Submit

**1.0** \* I agree that the information I have provided in this disclosure, as it relates to Unlisted Company/Entity 1, is true and accurate to the best of my knowledge.

Yes  No

**2.0** Use the text area below to communicate any time sensitive deadlines or issues that may impact the processing of this disclosure.

Click OK below to complete this activity.

- If the system finds validation errors they will be displayed for you. You must resolve all validation errors before the system will submit. Click the errors in the list and the system will take you directly to the page where you can correct your answer.

**Error/Warning Messages** Refresh

Message	Field Name	Jump To
❌ This is a required field; therefore, you must provide the required information.	Provide Services 1	<a href="#">Relationship Overview</a>

**STEP 12.** Once all validation errors are resolved, select the “Submit” activity again.

**STEP 13.** Select “OK” on the Submit form.

- You may have to scroll down to see the OK button.

**STEP 14. Review** the Update workspace summary.

- You will note that the Status on the top left of the workspace changes from “User Submission Prep” to “Submitted”.

**JHU eDisclose** Disclosure and Review of Outside Interests and/or Financial & Fiduciary Interests

User SON Tester | My Home | Projects | Logof

All Disclosures Help Desk

Page for User SON Tester > TR00000257 > Update: UPD00005691 For: TR00000257

**Current Status**  
Submitted

**Update Workspace**

Owner: User SON Tester eDisclose ID: UPD00005691

Entity: Unlisted Company/Entity 1 - A Funny Test Entity Name Legacy eOPC ID:

View Form

Print Disclosure

View Differences

Request Withdraw

Contact Staff

You will receive an email notification of the Review Outcome once the necessary staff and/or Committee reviews of this disclosure are complete.

Questions? Contact staff at: [REDACTED]

**Relationship Overview**

Outside Service	Fiduciary/ Founder Role	Days Devoted Per Year
	Board of Directors	1.5
	Founder	
	Officer/Manager/Director	
	Other	

- The Update will now appear in the appropriate COI Staff’s workspace where they can begin processing your update submission.
- You will receive an email that confirms the submission of the update.