How to edit a disclosure

1. Choose “My Disclosures” (Note: You will not be able to edit disclosures if status is under administrative review).

2. Determine if the entries are accurate.

3. Click “Create/Edit Certification” to accept the disclosures as current:

4. Choose “Yes” or “No” and click “Continue”:

5. Click “Edit” to revise a disclosure:

6. Make financial interest updates as necessary.
7. Click “Finish”: