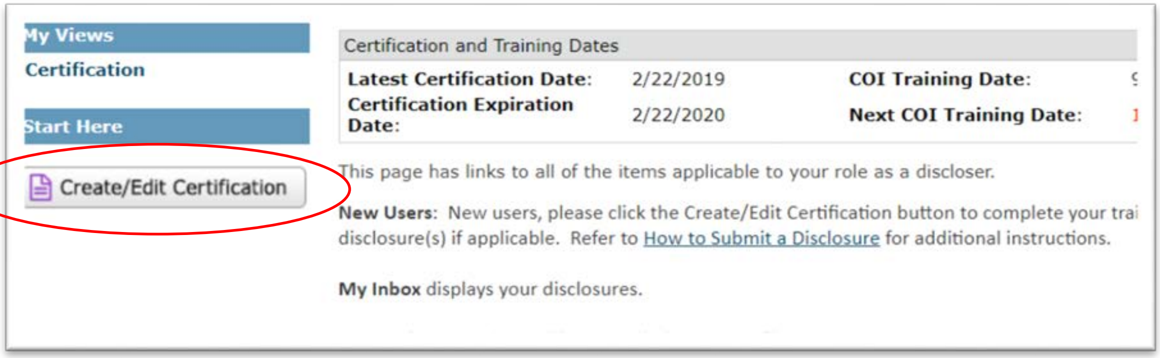
How to submit a disclosure

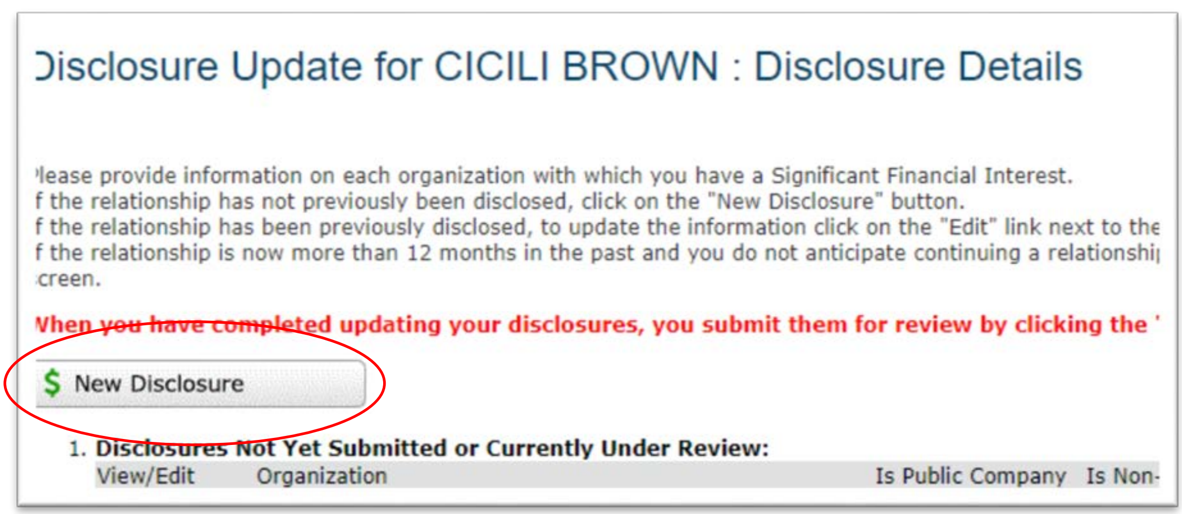
1. Click “Create/Edit Certification”:



2. Read “What To Disclose Page” and answer questions:

3. Click “Continue”.

4. Choose “New Disclosure”:



5. Once the new disclosure has been submitted make sure to click “Finish” on the “Disclosure Details” page:

or