

HOW TO UPDATE A RELATIONSHIP

Follow these instructions to update a relationship:

STEP 1: Copy and paste the eOPC website address into a browser window:
<https://www.e-opc.jhmi.edu>

STEP 2: **Login** to eOPC by entering your **JHED ID** and **Password** and selecting the **Login** button (Figure 1).

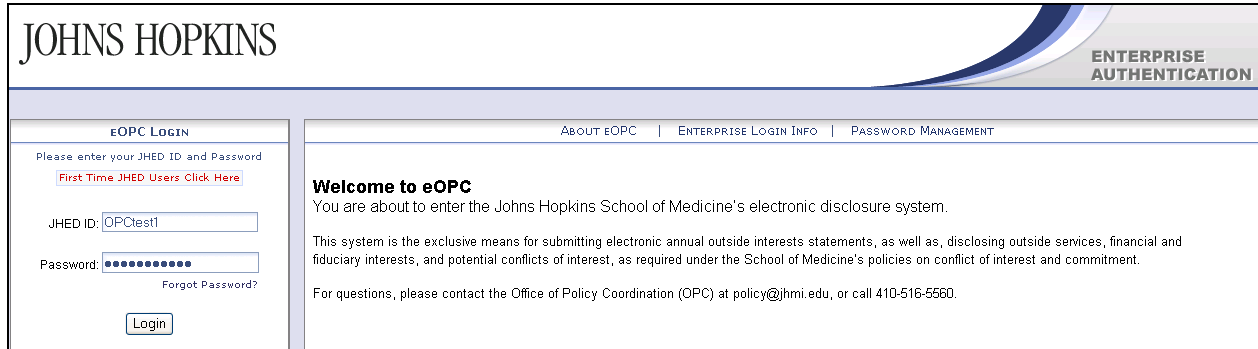


Figure 1

STEP 3: Once you have logged into eOPC, you will arrive at your **My Disclosures Folder**. You will see an announcement that reads **“What brings you into eOPC today?”** (Figure 2).

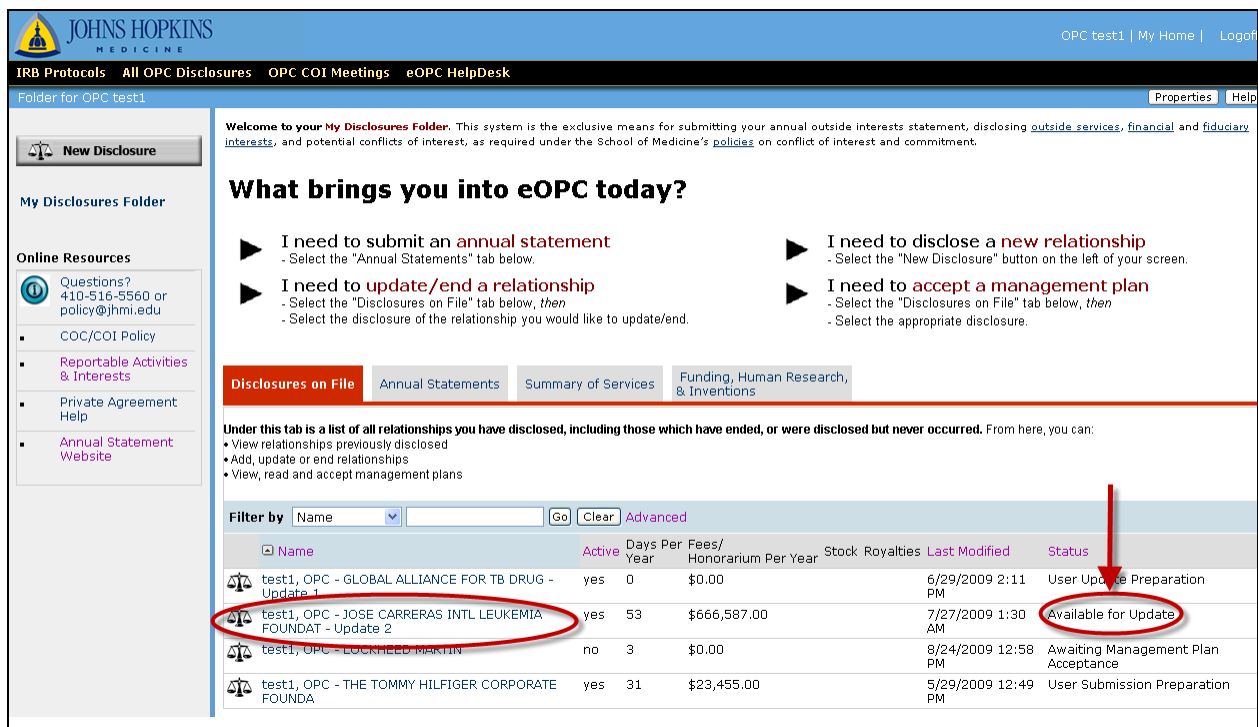


Figure 2

STEP 4: Select the **relationship** you would like to update.

*Note: You may update relationships only if their disclosure status is **Available for Update**.*

STEP 5: Select the **Prepare Update or End Relationship link** located on the left of your screen (Figure 3).

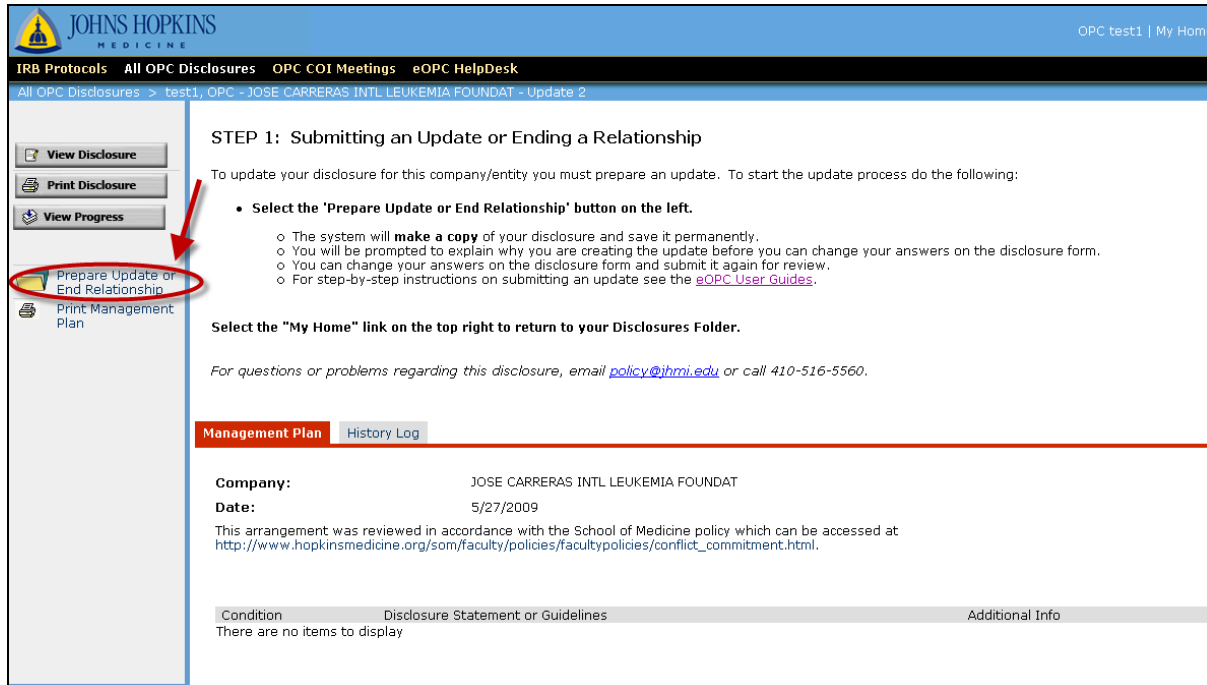


Figure 3

STEP 6: Select the **reason(s) for the update** from those provided in the pop up window (Figure 4).

Prepare Update or End Relationship

Welcome back, OPC!

Why are you updating your disclosure with JOSE CARRERAS INTL LEUKEMIA FOUNDAT ? *Select all reasons that apply:*

*

#	Reason
<input checked="" type="checkbox"/> 1	I no longer have a relationship with the company/entity.
<input type="checkbox"/> 2	I am resuming my relationship with the company/entity.
<input type="checkbox"/> 3	I am updating my service/remuneration/number of days.
<input type="checkbox"/> 4	I need to add/delete a protocol.
<input type="checkbox"/> 5	I need to add/delete a spouse/domestic partner/minor dependent interest.
<input type="checkbox"/> 5	I need to add/delete a license.
<input type="checkbox"/> 6	I need to add/delete a purchasing activity.
<input checked="" type="checkbox"/> 7	I need to add/delete a personal financial interest.
<input type="checkbox"/> 8	Other

In the next screens, you will have the opportunity to update your disclosure to reflect your **current** relationship with this entity.

Select **OK** to continue.




Figure 4

- STEP 7:** Select the **Edit Disclosure** button on the upper left of your screen.
- STEP 8:** **Review your disclosure and make any necessary changes.**
- STEP 9:** Select the **Continue** button to advance through the remainder of the disclosure form until you reach **Section 6.0 – Administrative**.
- STEP 10:** When you reach **Section 6.0 – Administrative**, if you are a faculty member in the **Departments of Neurology, Ophthalmology or Medicine**, select your **division** from the drop down box. Faculty from **all other departments** should select the appropriate department from the drop down box.
- STEP 11:** Select the **Finish** button to advance to the summary review.
- STEP 12:** Select the **Submit Disclosure** button to proceed (Figure 5).

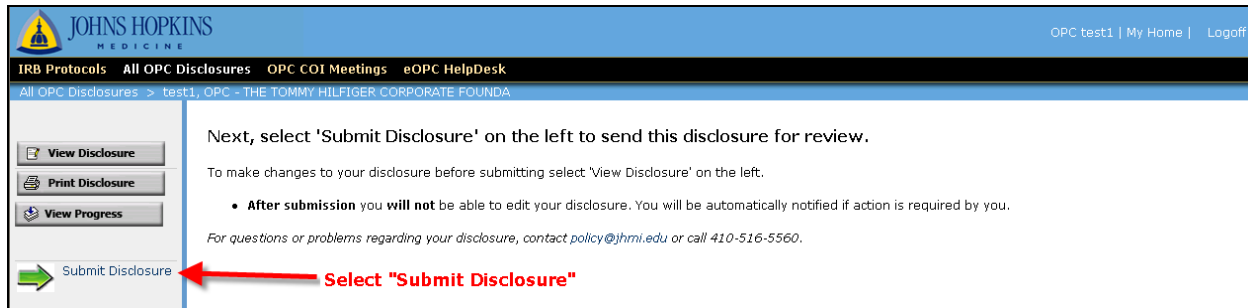


Figure 5

STEP 13: Read the **acknowledgment**, which will open in a pop up window, and check the box to indicate you agree that your disclosure is true and accurate (Figure 6).

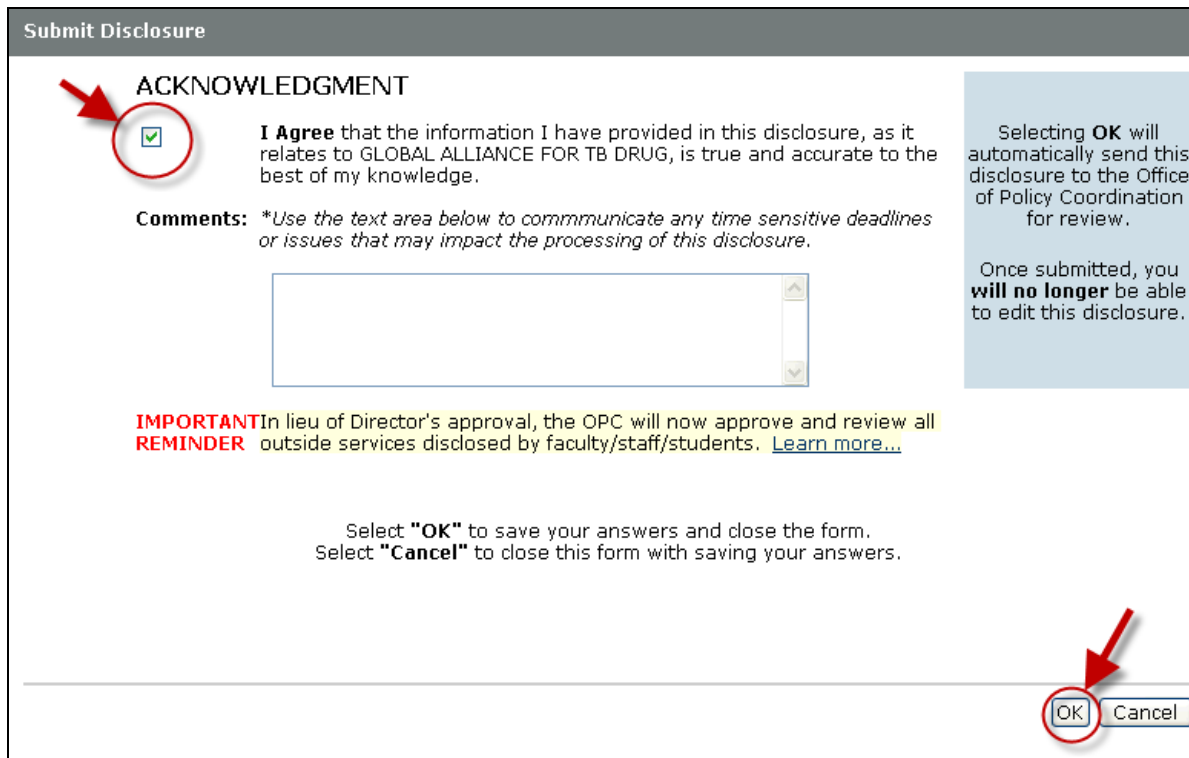


Figure 6

STEP 14: Select the **OK** button to submit your disclosure to the Office of Policy Coordination for review.

Please Note: *If you have not answered all required fields in the disclosure form, an error message will appear. You must then navigate back to the pages on which you need to provide required information.*

STEP 15: Select **Logoff**, located in the top right corner of your screen.

Please allow the Office of Policy Coordination time to review your disclosure. If the Office of Policy Coordination has questions regarding your updated relationship, you will be contacted via email. If the change(s) to your relationship is/are approved, you will receive a notification via email to log into eOPC and review and accept your management plan.

If you have questions, please contact the OPC at 410-516-5560 or policy@jhmi.edu.