

HOW TO ACKNOWLEDGE A MANAGEMENT PLAN

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

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

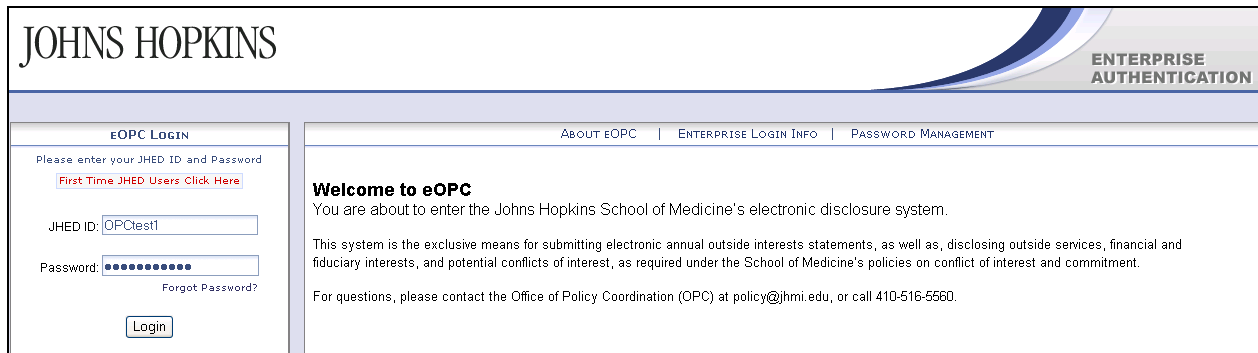


Figure 1

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

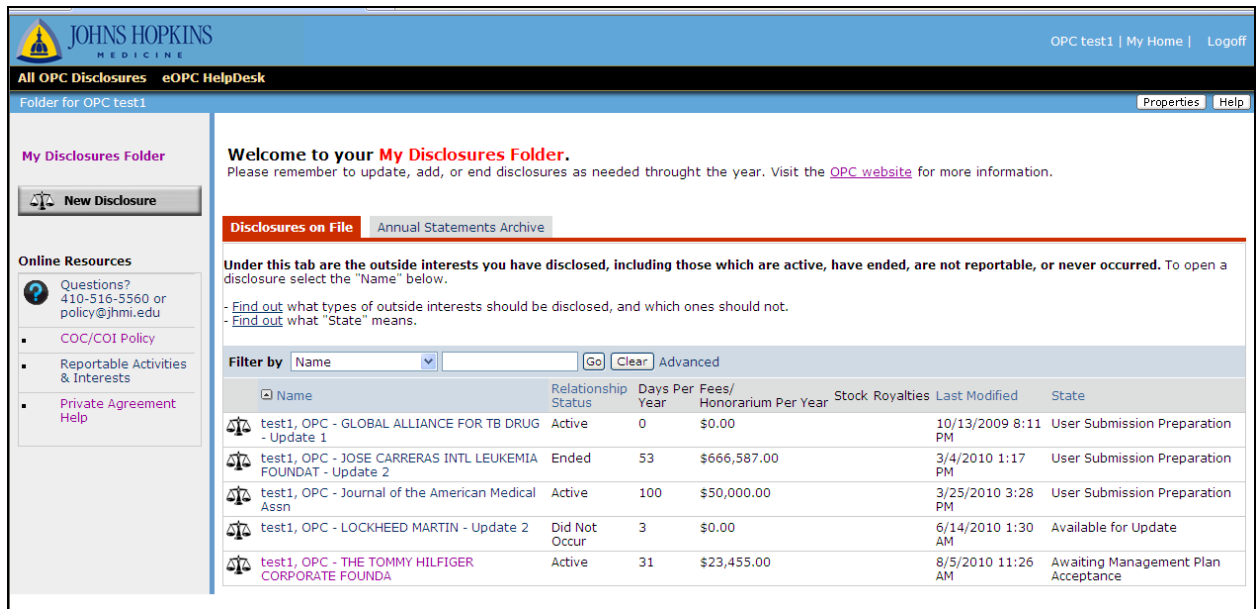


Figure 2

STEP 4: Select the **disclosure** for which you have received notification of a management plan. The status of the disclosure will be **Awaiting Management Plan Acceptance** (Figure 3).

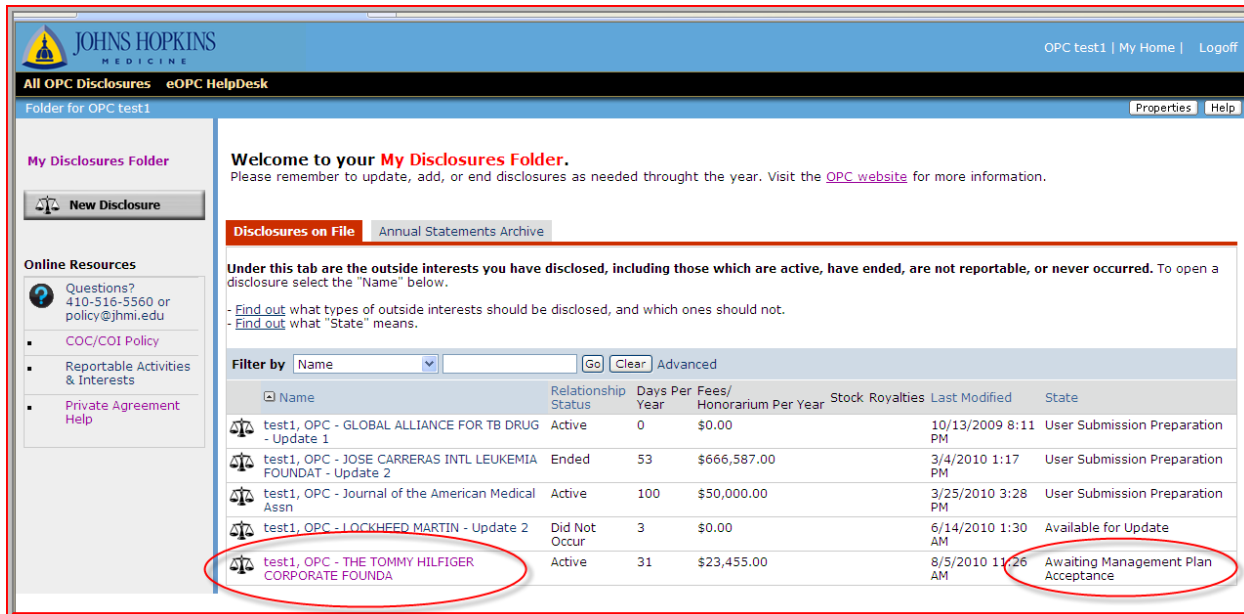


Figure 3

STEP 5: Read your management plan carefully.

If you **DO** fully understand and agree with the conditions of your management plan, **proceed to Step 6**.

If you **DO NOT** fully understand and/or agree with the conditions of your management plan, **skip to STEP 8**.

STEP 6: Select the **Accept** button on the left of your screen. (Figure 4)

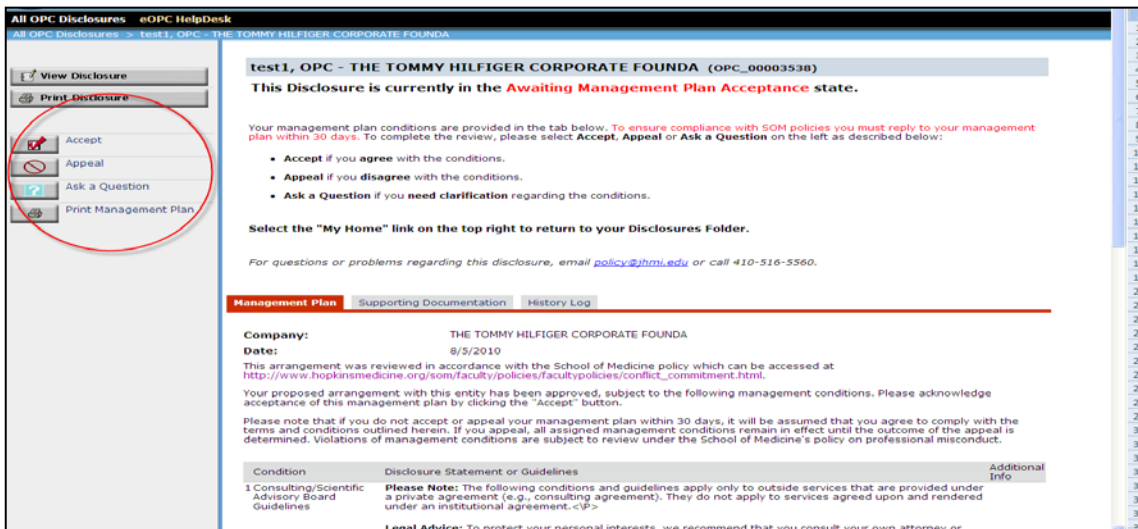
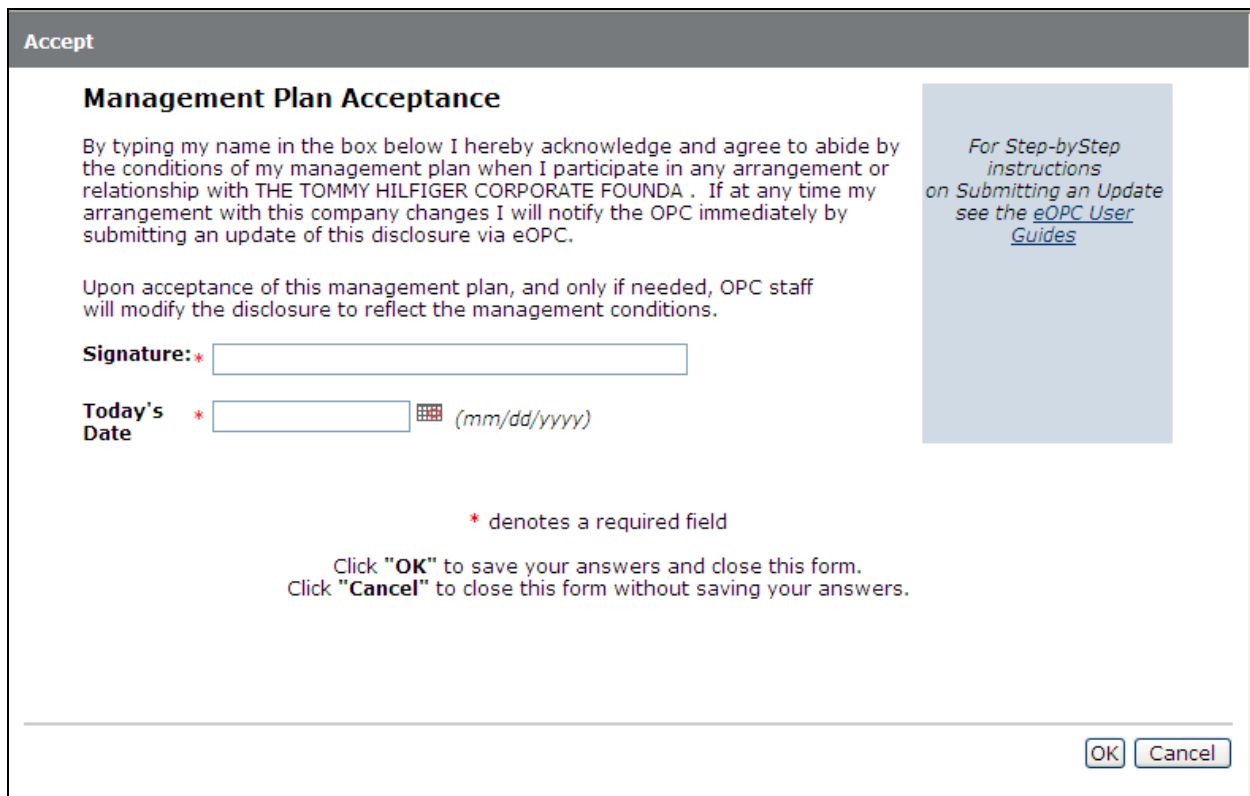


Figure 4

STEP 7: Enter your **signature** and today's **date** in the pop-up window, and then select the **OK** button (Figure 5). **Skip to Step 10.**




Accept

Management Plan Acceptance

By typing my name in the box below I hereby acknowledge and agree to abide by the conditions of my management plan when I participate in any arrangement or relationship with THE TOMMY HILFIGER CORPORATE FOUNDATION. If at any time my arrangement with this company changes I will notify the OPC immediately by submitting an update of this disclosure via eOPC.

Upon acceptance of this management plan, and only if needed, OPC staff will modify the disclosure to reflect the management conditions.

Signature: *

Today's Date *  (mm/dd/yyyy)

* denotes a required field

Click **"OK"** to save your answers and close this form.
Click **"Cancel"** to close this form without saving your answers.

OK Cancel

For Step-by-Step instructions on Submitting an Update see the [eOPC User Guides](#)

Figure 5

STEP 8: Select the **Ask a Question** button on the left of your screen if you would like to ask a question about the conditions of your management plan (Figure 4 on the previous page).

Select the **Appeal** button on the left of your screen if you would like to appeal any or all conditions of your management plan (Figure 4 on the previous page).

STEP 9: Enter your **question or reason for your appeal** in the text box in the pop-up window, and then **select** the **OK** button. Please allow the Office of Policy Coordination time to review your question or appeal and respond to you.

STEP 10: Select **Logoff**, located in the top right corner of your screen.

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