

HOW TO COMPLETE AN ANNUAL STATEMENT

- STEP 1:** Copy and paste the eOPC website address into a browser window:
<https://e-opc.jhmi.edu>
- STEP 2:** Enter your **JHED ID** and **Password**, and then select the **Login** button (Figure 1).

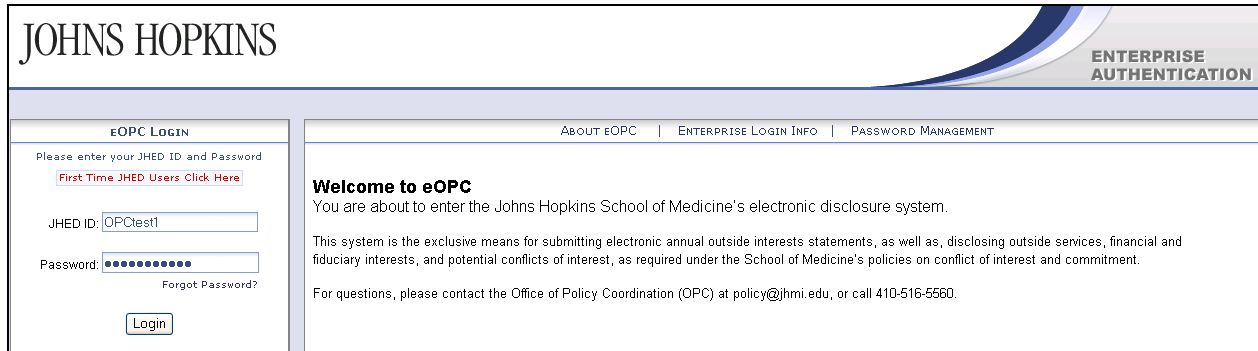


Figure 1

- STEP 3:** Upon login, you will arrive at your **My Disclosures Folder** page. (Figure 2)

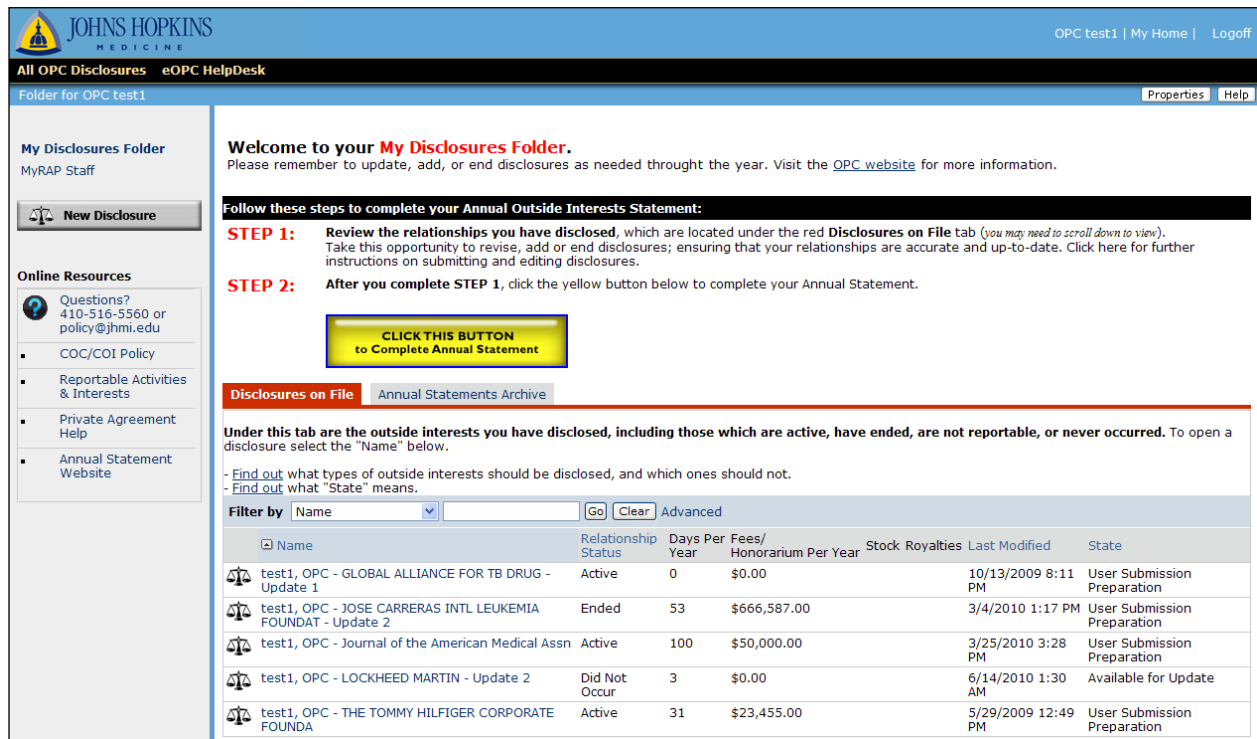


Figure 2

STEP 4: Read and follow **STEP 1** to update and add disclosures as needed.

Tip 1 Your disclosures available for update are located under the red Disclosures on File tab.

Tip 2 See available User Guides for detailed instructions on how to add and update disclosures in eOPC.

STEP 5: **ONLY** after you complete **STEP 1**, **click** the yellow button to complete your **Annual Statement**. (Figure 3)



Figure 3

STEP 6: The annual statement form appears, **read and complete** the form by answering questions 1 and 2. (figure 4)

Complete Annual Statement

Select 'OK' on bottom right of this form to submit your statement. *(You may need to scroll down)*

1. Read the [Guidelines for Reporting in eOPC](#).
 I have read the [Guidelines for Reporting in eOPC](#) and I agree to abide by my school's policies on Conflict of Interest and Professional Commitment.
2. Check the **ONE** box below that accurately conveys the status of your reportable outside activities and/or interests:
 I certify that **I HAVE** reportable outside activities and/or interests and that my disclosures are accurate and up to date.
OR
 I certify that **I HAVE NO** reportable outside activities and/or interests.

Provide additional comments:

Select "OK" to submit your annual statement.
Select "Cancel" to close this form without submitting your annual statement.

You will receive an email confirmation when your Annual Statement is complete.

Figure 4

- STEP 7:** Select the **OK** button to complete your statement (you may need to scroll down to view it).
- STEP 8:** Upon submission, the **Annual Complete** workspace appears. You may print your annual statement by selecting the **Print Annual Statement** link located on the upper left of the screen. (Figure 5)

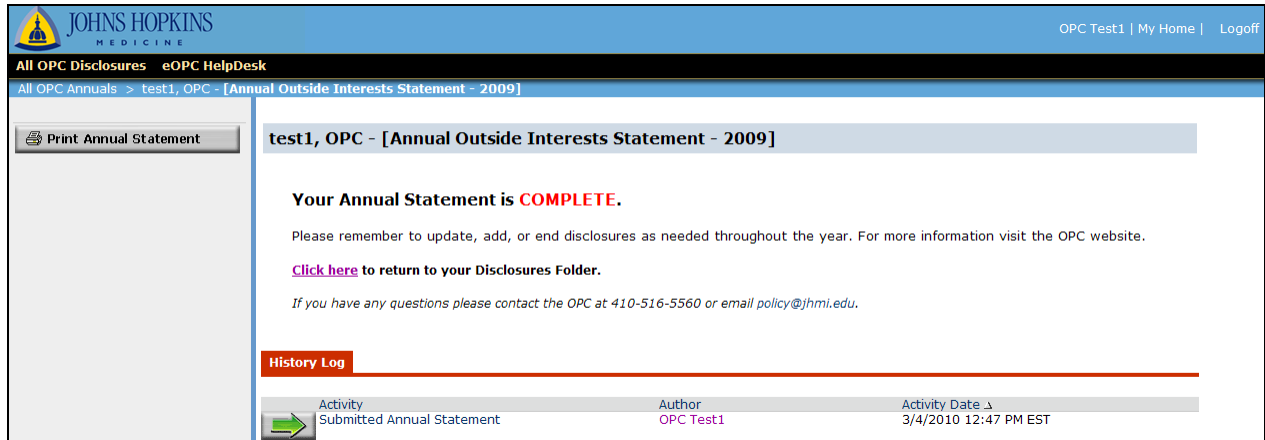


Figure 5

- STEP 9:** Select **Logoff**, located in the top right corner of your screen.

You will receive an email confirming that the annual statement is complete. The email contains a summary of your outside interests and activities as they appeared at the time of your annual statement submission. Keep this email for your records.

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