

HOW TO END A RELATIONSHIP

Follow these instructions to end a relationship:

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

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

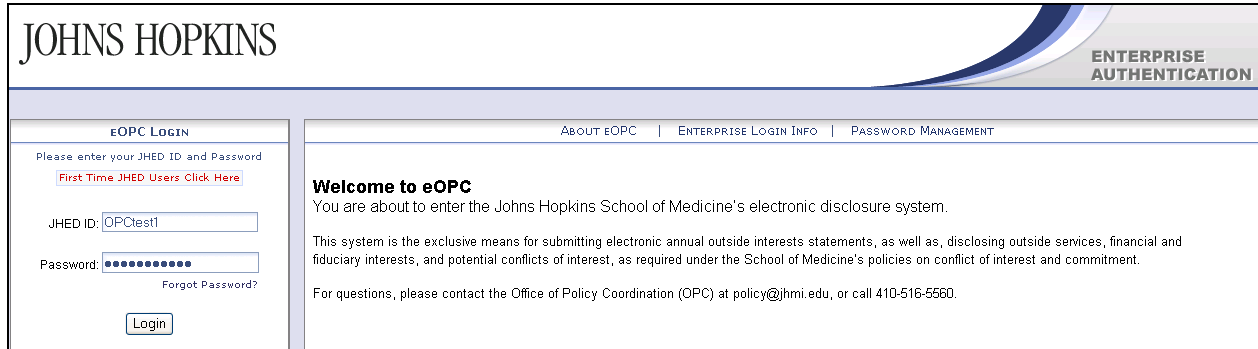


Figure 1

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).

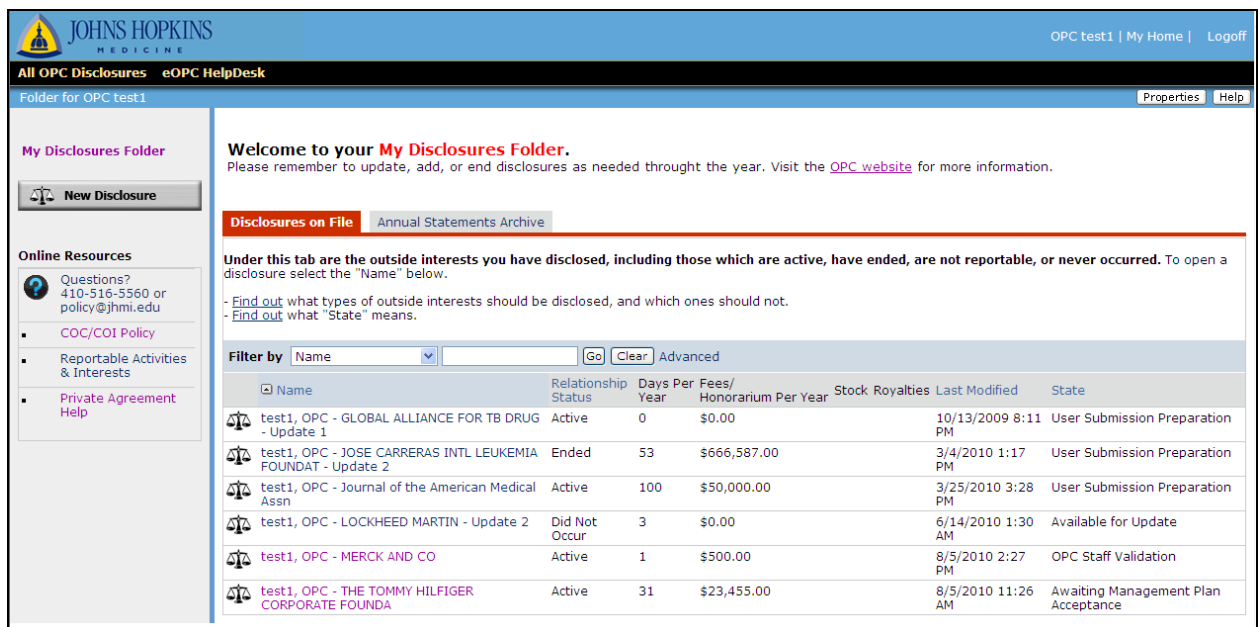


Figure 2

STEP 4: Select or click on the relationship you would like to end. (Figure 2)

*Note: You may end 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).

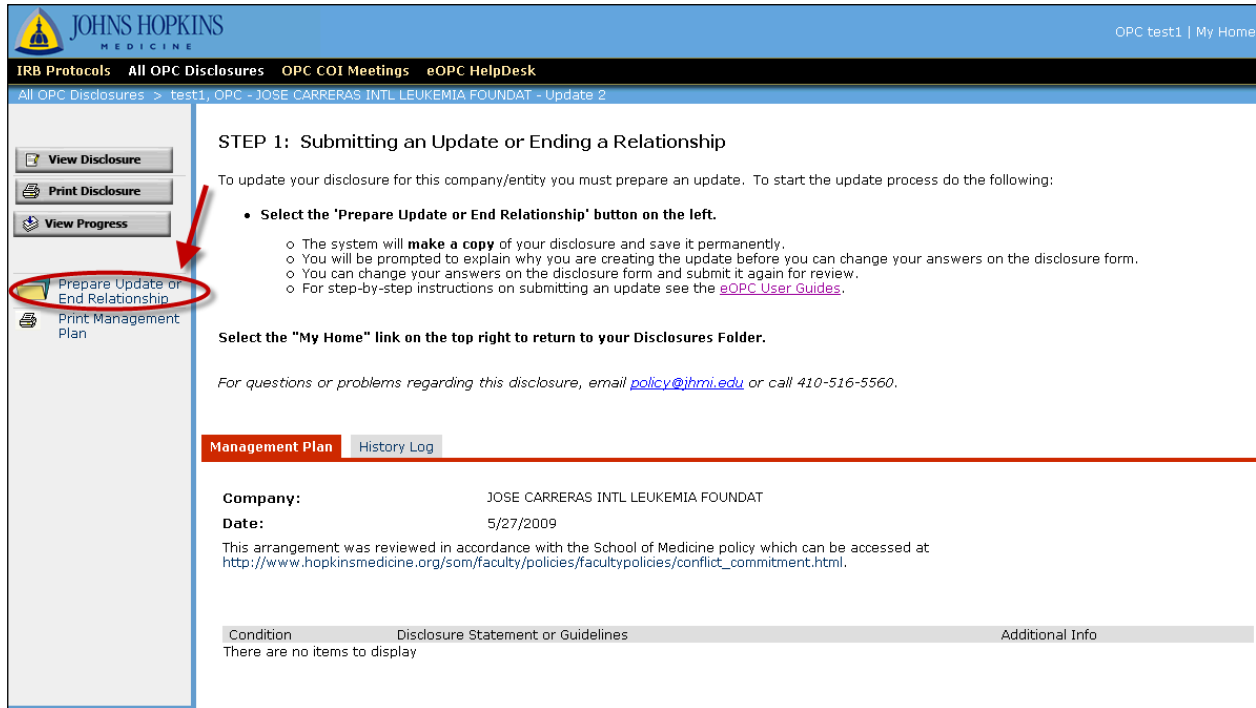


Figure 3

STEP 6: Select the radio button for **“Ended”** (Figure 4).

STEP 7: Select the **OK** button.

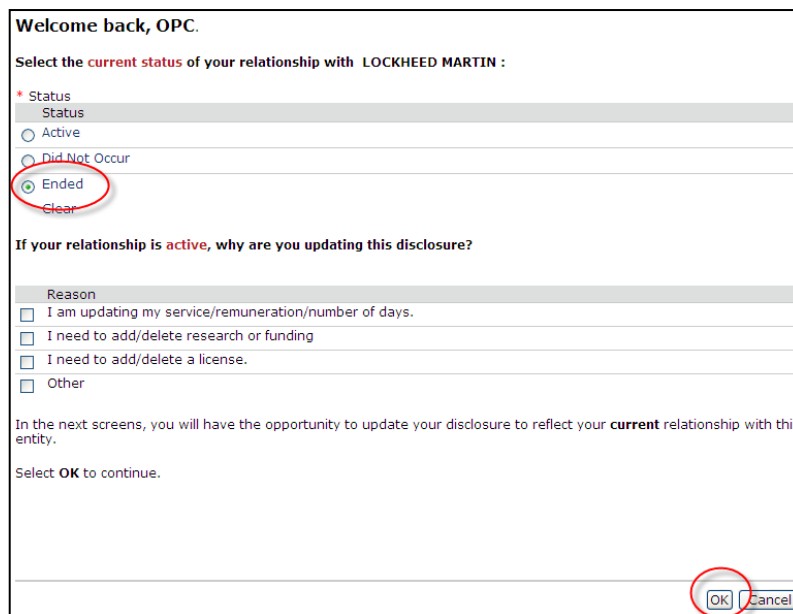


Figure 4

STEP 8: Select the **Submit Disclosure** button to proceed (Figure 5).

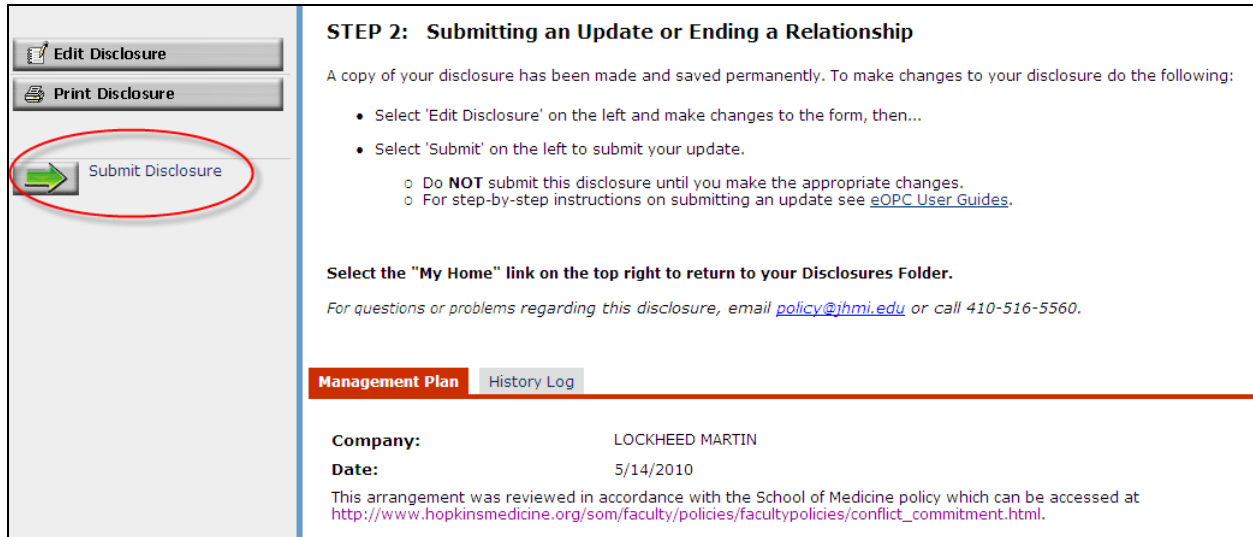


Figure 5

STEP 9: 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).

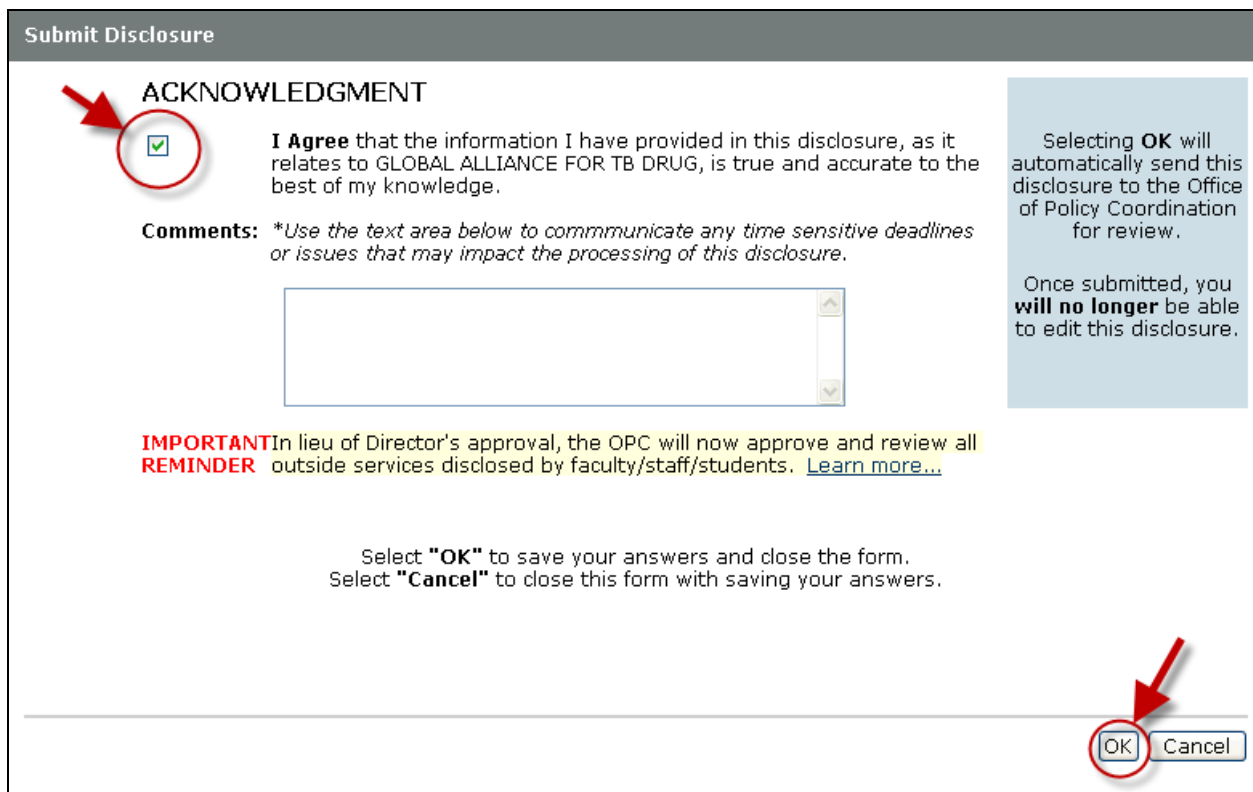


Figure 6

STEP 10: **Select** the **OK** button to submit your disclosure to the Office of Policy Coordination for review.

STEP 11: **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 ended relationship, you will be contacted via email. Otherwise, you will receive a notification via email to log into eOPC and review and accept a confirmation that we have received your disclosure.

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