

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://www.e-opc.jhmi.edu>

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

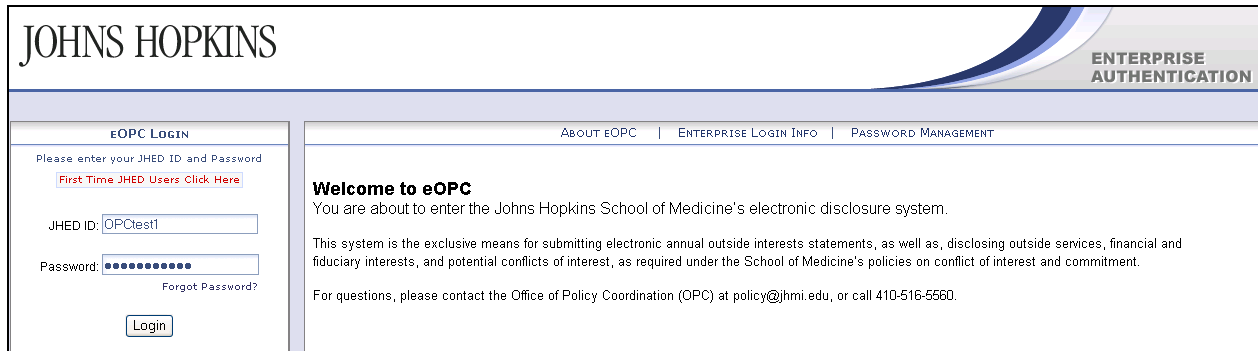


Figure 1

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

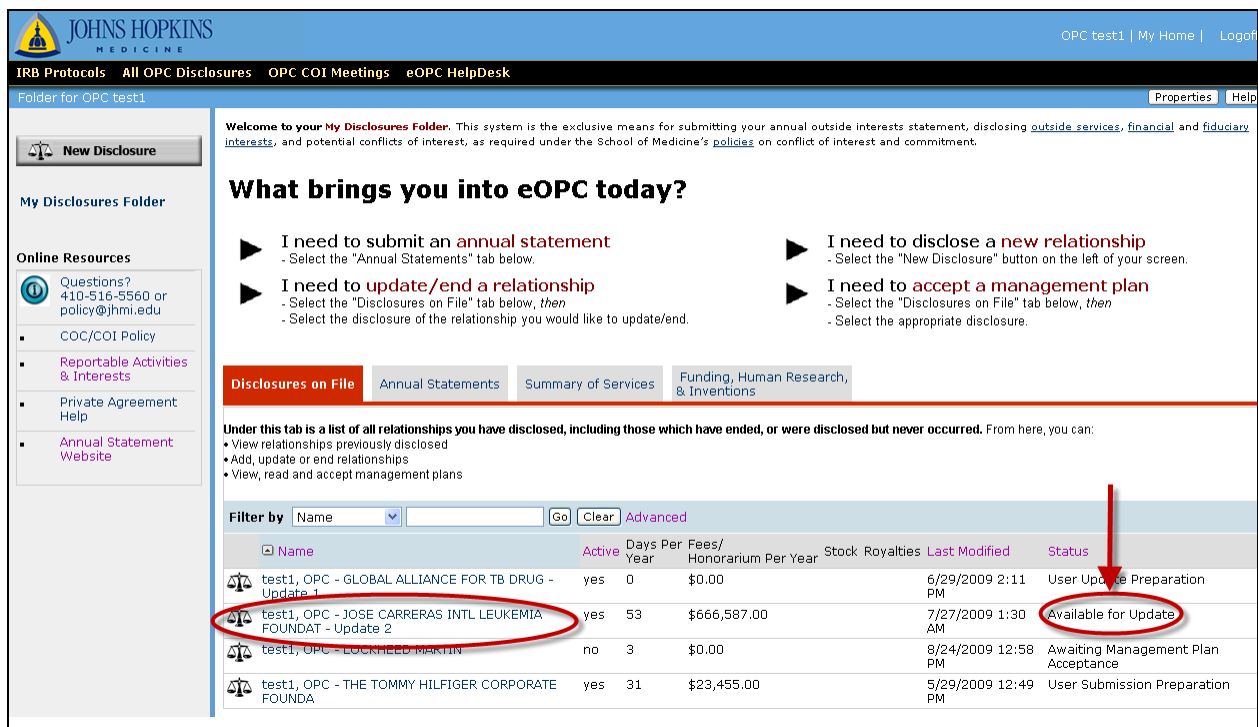


Figure 2

STEP 4: Select 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).

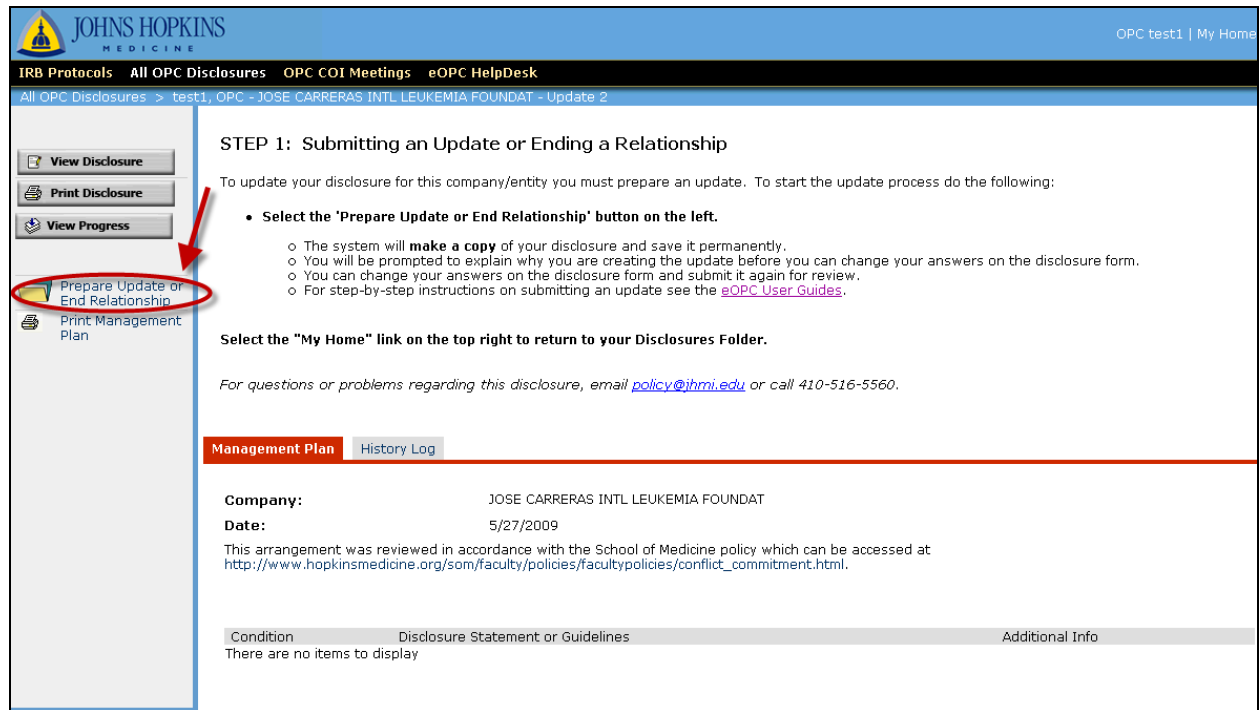


Figure 3

STEP 6: Select the **"I no longer have a relationship with the company/entity"** check box from the pop up window (Figure 4).

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

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:*

*

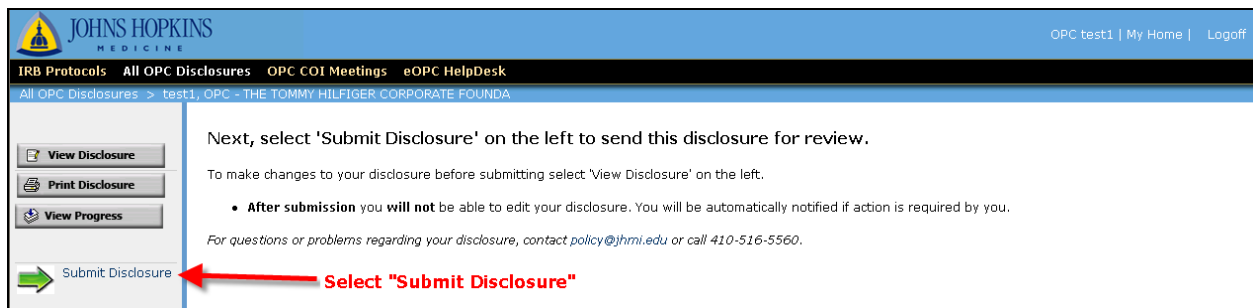
#	Reason
<input checked="" type="checkbox"/>	1 I no longer have a relationship with the company/entity.
<input type="checkbox"/>	2 I am resuming my relationship with the company/entity.
<input type="checkbox"/>	3 I am updating my service/remuneration/number of days.
<input type="checkbox"/>	4 I need 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 8: Select the **Submit Disclosure** button to proceed (Figure 5).



JOHNS HOPKINS MEDICINE

OPC test1 | My Home | Logoff

IRB Protocols All OPC Disclosures OPC COI Meetings eOPC HelpDesk

All OPC Disclosures > test1, OPC - THE TOMMY HILFIGER CORPORATE FOUNDA

View Disclosure

Print Disclosure

View Progress

Submit Disclosure

Next, select 'Submit Disclosure' on the left to send this disclosure for review.

To make changes to your disclosure before submitting select 'View Disclosure' on the left.

- After submission you will not be able to edit your disclosure. You will be automatically notified if action is required by you.

For questions or problems regarding your disclosure, contact policy@jhmi.edu or call 410-516-5560.

Select "Submit Disclosure"

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).

Submit Disclosure

ACKNOWLEDGMENT

I Agree that the information I have provided in this disclosure, as it relates to GLOBAL ALLIANCE FOR TB DRUG, is true and accurate to the best of my knowledge.

Comments: **Use the text area below to communicate any time sensitive deadlines or issues that may impact the processing of this disclosure.*

IMPORTANT REMINDER In lieu of Director's approval, the OPC will now approve and review all outside services disclosed by faculty/staff/students. [Learn more...](#)

Select "**OK**" to save your answers and close the form.
Select "**Cancel**" to close this form with saving your answers.

Selecting **OK** will automatically send this disclosure to the Office of Policy Coordination for review.
Once submitted, you **will no longer** be able to edit this disclosure.

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.