Quick Reference Guide

Update Your Disclosure Profile

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This guide describes the steps to review and confirm your disclosures are up to date.

1. **Start on the disclosure profile workspace.**
2. **Review any Actions Required.**
3. **On the Disclosures tab, view interests you have disclosed.**
4. **To confirm your profile is up to date, click Complete Disclosure Profile Update on the left menu. For instructions on how to edit your Disclosure Profile, see the "Submit a Disclosure" job aid.**
5. **The Complete Disclosure Profile Update activity opens and shows projects you're associated with which are currently under review.**
6. **Click Update to update the information on any projects.**
7. **Click OK.**

You have now confirmed that your Disclosure Profile is up to date. If you have interests to disclose, see the Submit a Disclosure job aid for instructions on how to submit a disclosure.

