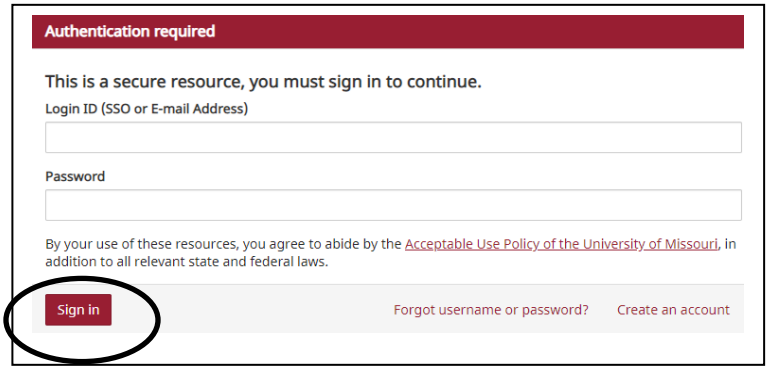
Under Collected Rule for Conflict of Interest, 330.015, University of Missouri faculty and exempt employees must annually update their outside interests. **Prior to an employee engaging in Overlapping Business Activities, Consulting, or Teaching, a disclosure MUST be filed and the chair/supervisor and dean/director must approve or disapprove and if applicable the activity must be managed.**

STEP 1: LOGIN AND NAVIGATE TO FORM

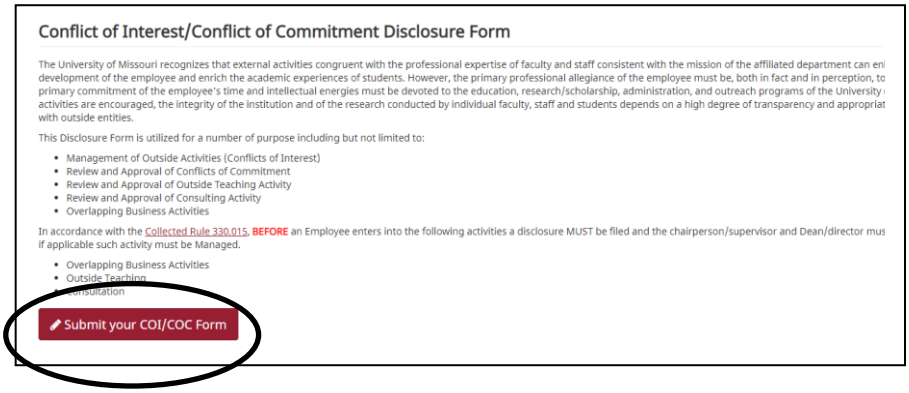
1.1: Log into eCompliance using your SSO or email address and password

eCompliance website

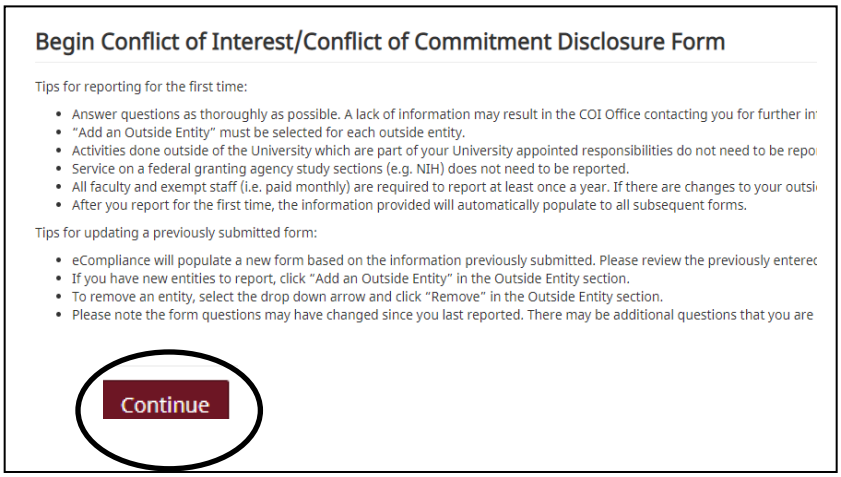


1.2: Select *Conflict of Interest* module

1.3: Select *Submit your COI/COC Form*



1.4 Read the Reporting tips
Select Continue

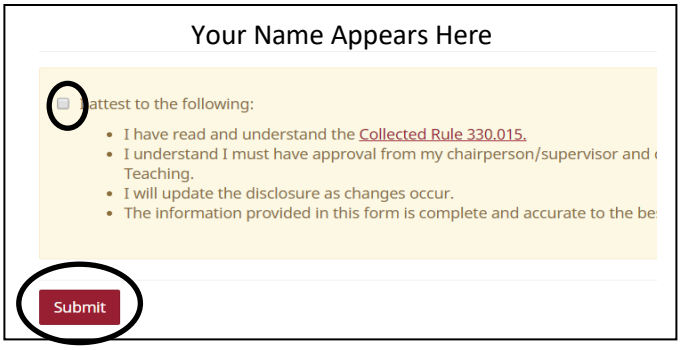


STEP 2: COMPLETE FORM AND SUBMIT

2.1: Answer the questions included in the Employee Information and Outside Interests Section. If you answer yes to any of the questions in the Outside Interests section, additional sections will populate allowing you to report any outside interests such as ownership/equity interest in a company, positions on advisory boards, consulting activities, etc.

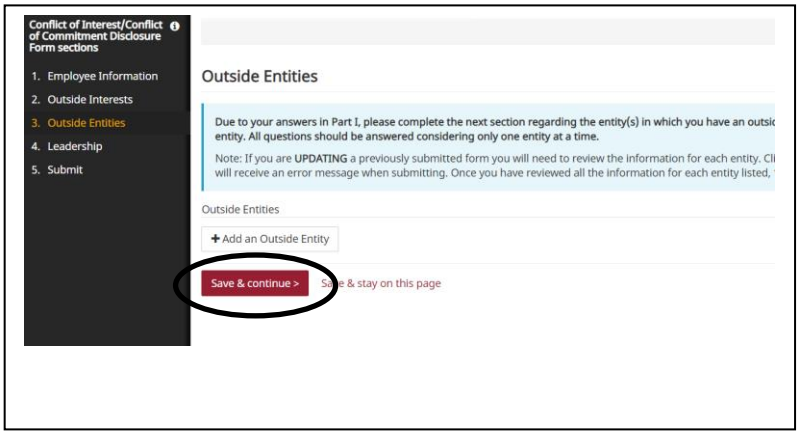
2.2/A: **If you have no outside interests (based on your responses)**, you will be led to the submission page > read text and select box > *Submit*

Your Form submission is complete.

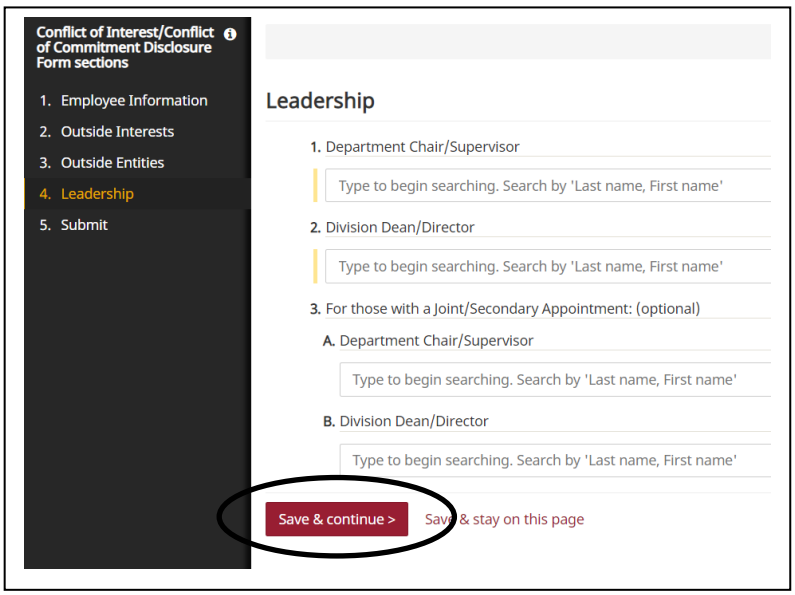


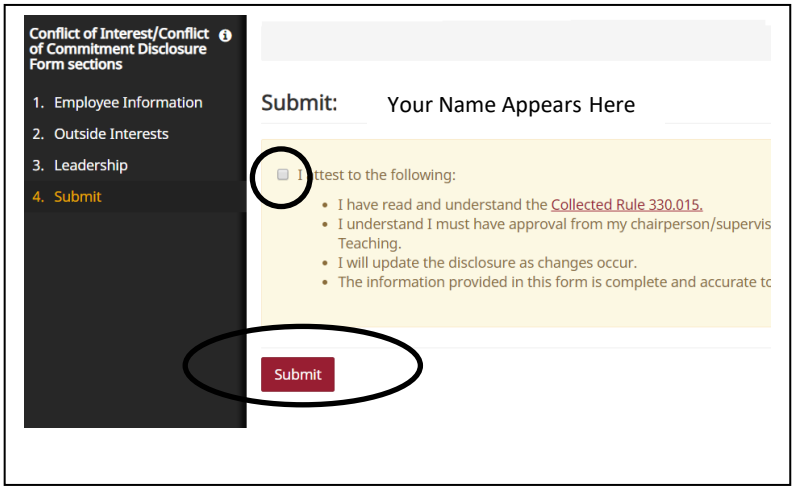
2.2/B: **If you have any outside interests (based on your responses),** you will be led to *Section 3: Outside Entities* 📷

Select *Add an Outside Entity* 📷 and answer queries for each interest



2.3: When finished adding Outside Entities, you will be led to *Section 4: Leadership* 📷 Type the name of your immediate Supervisor/Dept. Chair and the name of your Dean/Director.



2.4: When finished adding Leadership, you will be led to *the **submission** page, read text and select box* ☑ *> Submit*

Your Form submission is complete.