

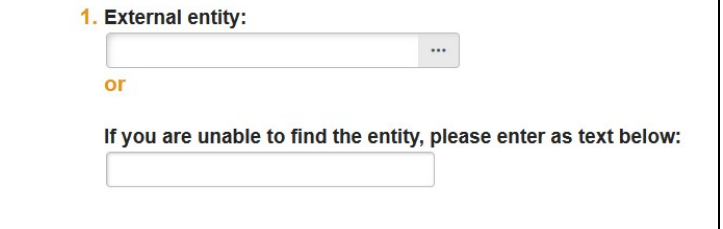



**UFOLIO Quick Highlights**

<p>1. Click <b>Create Disclosure</b>. You will need to create a disclosure for each activity and/or interest you need to disclose. Everyone must create at least one disclosure form every 365 days, even if you DO NOT have anything to disclose.</p>	
<p>2. Answer all the questions on the Basic Information form. If you are unsure whether to answer Yes or No for a particular question, you may refer to the Outside/Inside Activities and Interest list of examples located in the <b>Help Icon</b> at the top of the form, or you may consult with your chair.</p> <p>If you answer No to all of the questions, you are almost done. Just a few more clicks to certify and submit. Skip to Step 6.</p>	
<p>3. UFOLIO is an entity based system. You may either select your entity from the list, or you may enter free text in the optional field. Fill out as much about the entity as possible in the subsequent field.</p>	
<p>4. Confirm the type of activity or interest you have in the entity by selecting the appropriate response for Question 4.</p>	<p>4. * What type of outside activity and/or financial interest do you have or will you have?</p> <p><input type="radio"/> I [my spouse, dependent children, or relatives] have or am seeking approval to have a senior position or contract with UF.</p> <p><input type="radio"/> I [my spouse, dependent children, or relatives] have an ownership interest of \$5000 or more in a third party such as a mutual fund.]</p>
<p>5. You will be brought to a disclosure form specific to your disclosure type. Please answer as fully and accurately as possible. Hit continue when you are done.</p>	
<p>6. Once you are done adding information, you will be brought to the certification page. Enter your initials and click next, you are <i>almost done</i>, but there is one more step. You will now be brought to the Disclosure Workspace to review your disclosure details.</p>	
	<p>7. At this time, it is important to check your Level 1 Reviewer, who should be your direct supervisor. UFOLIO relies on HR supervisor data. Click on the <b>“Reviews”</b> tab and check the name next to <b>“Reviewer”</b> in the Level 1 section. If your reviewer is blank, or if it is the incorrect supervisor, you may override the supervisor for</p>

**Level 1 Review**

View Disclosure

Printer Version

**Reassign Level 1 Reviewer**

Add Public Comments

Send Email

Withdraw

this disclosure only by clicking the “Reassign Level 1 Reviewer” activity from the left-hand menu. Follow on the on screen prompts to select a new reviewer.

**NOTE: Overrides will have to be confirmed, and all parties are notified of the change. To permanently correct an incorrect supervisor, please see your appropriate HR liaison to correct your supervisor data.**

**Pre Submission**

ID: DOI0000466  
 Name: Jax User 2019 - CAN PP 001  
 Department: COLLEGE-MEDICINE JA  
 Expiration Date:  
 Attention: Your Disclosure is still in p

Edit Disclosure

Printer Version

**Submit Disclosure**

Add Public Comments

Send Email

Discard

Pre Submission

Current Disclosure History

8. In the disclosure workspace, you may edit your disclosure by clicking the “Edit Disclosure” button on the left.

**To submit your disclosure for review, please click “Submit Disclosure” on the left-hand menu.**

**Level 1 Review**

ID: DOI0000466  
 Name: Jax User 2019 - CAN PP 001  
 Department: COLLEGE-MEDICINE JACKSONVILLE  
 Expiration Date:

View Disclosure

Printer Version

Submitted Level 1 Review

Reassign Level 1 Reviewer

Add Public Comments

Hello, Jax User

**My Profile**

Logoff

User, Jax

Employer: COLLEGE-MEDICINE JAC

Phone:

**E-mail: [REDACTED]@gmail.com**

9. Once you have submitted your disclosure, UFOLIO will email your Level 1 reviewer to notify them it is ready for review. You can track the status and history of your disclosure by logging into the system. Once all of the review steps are complete, UFOLIO will notify you of the final state.

At this time, it may be helpful to confirm your email address, as the system will email you important notifications. Do so by clicking the drop down menu under your name, and then clicking “My Profile.”

Your email will be displayed under your name. If this email is incorrect, please update your preferred business email in UF Person Hub and/or contact your HR liaison for assistance in this matter.