



How to Complete/Update the On-Line Conflict of Interest and Speaker Agreement Forms

1. Go to the ACFAS Ethics System: <https://acfas.coiriskmanager.com>

2. Enter your login information:

Username: Your ID

Password: Your ID<first initial><last initial> in lower case

For example for John Smith ID 12345

Username: 12345

Password: 12345js

3. A screen will display with the disclosure and speaker agreement you need to complete:

Disclosures I need to complete...					
To Do	Disclosure Form	Assigned	Last Saved	Status	Actions
Fill Out	2017 - 2018 - Financial Conflict/Duality of Interest Disclosure	9/25/2017		Start	+
Fill Out	2017 - 2018 - Speaker Agreement	9/26/2017		Start	+

Once you have completed the first form, the following screen will appear:



My Forms >> **Submission**

Success!

You have successfully completed and submitted your disclosure form.

You may be contacted in the future regarding your submission.

[View Disclosure](#)

Click on “Forms” to return to the list to complete the second form.

4. If you are updating your disclosure because of a change during the year:

- Select “Disclosures Available to Update” and the available disclosures will appear
- Select the form(s) to update.



[Hide Disclosures Available to Update](#)

To Do	Disclosure Form	Assigned	Submitted	Reviewed	Case Created	Status	View Disclosure
Update	2017 - 2018 - Financial Conflict/Duality of Interest Disclosure - V.1	9/26/2017				Available	
Update	2017 - 2018 - Speaker Agreement - V.1	9/26/2017				Available	

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5. Your prior responses will automatically be filled in. Review each question on the form and make any necessary updates. Note: if you answer yes to any of the disclosure questions, you will be required to provide the information and/or organization(s) to which the disclosure applies.

1. Do you serve as a Consultant, Advisor, or Speaker for any for-profit company or non-profit organization?

Yes

No

List all company(s) and organization(s) for which you serve as a Consultant, Advisor, or Speaker.

ABC Company, XYZ Instruments

6. If you want to finish the form later, select and your form will be saved.
7. If you are finished and want to submit your form, select.
8. If you have left any questions unanswered, an error message will be displayed indicating which question(s) you must complete in order to finalize your form.

The following errors occurred:

- You must list the organization(s) in which you hold more than a 2 percent financial interest (including stocks).

9. When your form is complete with no errors, you will be asked to affix your electronic signature.