HOW TO UPDATE YOUR CONFLICT OF INTEREST/CONFLICT OF COMMITMENT FORM

Under [Collected Rule for Conflict of Interest, 330.015](https://umsl.edu/), University of Missouri (MU) faculty and exempt employees must annually update all active 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.

[UMSL Conflict of Interest Office website](https://umsl.edu/)

**STEP 1: LOGIN AND NAVIGATE TO FORM**

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

[eCompliance website](https://umsl.edu/)

1.2: Select **Conflict of Interest** module 🌐

1.3: Select **Update your COI/COC Form** 🌐
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STEP 2: UPDATE FORM AND SUBMIT

2.1: Answer the questions included in the Employee Information and Conflicts Disclosure Section. If you answer yes to any of the questions in the Conflicts Disclosure 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 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

To ADD new interests, select Add an Outside Entity and answer queries for each added interest

To EDIT active interests, select Review to right of entity

To REMOVE expired interests, select Red X to right of entity

2.3: When finished updating 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.