How to Complete the Entity List & Entity Details Pages

1. You will be required to complete the Entity List page if:
   a. You answered yes to questions 1, 1a, and 1b, and/or question 2, and/or question 3, and/or question 4 on the Screening Questions Page.

2. After completing the Screening Questions Page, the Entity List Page will open and appear in the top navigation bar.

3. At Entity List Page:
   a. Type name of entity in the text field.
   b. A pre-populated list appears as you begin typing.
      i. Click on the entity in list.
      ii. If entity is not in list, type official/legal name of entity in the text field.
   c. Click the Add button.
   d. To add additional entities repeat these steps.

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4. To disclose interests for each entity, click the **Open** folder for each entity.

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Completed</th>
<th>Open</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amazon.com (*)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workday (*)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. At **Entity Details Page**
   a. Answer questions 1-6 and complete the Financial Interests table for each entity.

   *Note: All fields are required except for the Additional Information field in the Financial Interest table.*

6. To add additional interests click the **Add Activity/Interest** button above the Financial Interests table.

7. To delete an interest that was added in the Financial Interests table, click on the **Delete** icon on row to be deleted.

8. Click on the **CONTINUE** checkbox.

a. Repeat steps for all entities identified on the Entity List Page.

b. Verify that each Entity record that you created has a checkmark next to it.

c. To view or change the interests entered, click on the Open icon next to the Entity.

d. To delete an Entity, click on the Delete icon next to the Entity.

10. After all of your interests for all Entities are entered, click on the CONTINUE checkbox.

11. You will be brought to the next page noted in the top navigation bar.