Returning Users: Submitting a Significant Financial Interest Disclosure in COINS

Instructions for Returning Users


2. Click on the Login/Register link in the middle of the page. You will log in using your Penn State credentials.

3. Click on the green “Create/Edit/Update My Disclosure” button on the left side of the Home Page.

4. Click the green “Update My Disclosure” button on the left side of the page to enter your previous conflict of interest disclosure.

5. In Question 1, identify your significant financial interest categories by checking all applicable boxes. If you do not have any significant financial interests, you would check the last box on this page.

6. If you do have a significant financial interest, add or update the entity(ies) and the interest(s) on the subsequent pages.

8. Click “Save and Exit” when you reach the final page of the disclosure form; please note that you still need to submit your disclosure.

9. Click the “Submit Disclosure” link on the left side of the page to open a pop-up window to submit your disclosure.

10. You will receive an email from COINS confirming when your disclosure is successfully submitted.

Questions?

University Park and other campuses: COIStaff@psu.edu

Hershey College of Medicine: administrativeaffairs@hmc.psu.edu

Short video tutorials available on https://coins.psu.edu
New Users: Submitting a Significant Financial Interest Disclosure in COINS

Instructions for New Users


2. Click on the Login/Register link in the middle of the page. You will log in using your Penn State credentials.

3. Create a COINS Login Account if this is your first time in the COINS system.

4. Once you've registered, follow the link to login; this will bring you to the Home Page.

5. Click the green “Create/Edit/Update My Disclosure” button on the left side of the Home Page.

6. After clicking “Create/Edit/Update My Disclosure,” you will be on the Welcome Page of your disclosure form. Start by reading five pages of training.

7. Navigate through the form using the “Continue” buttons on the right side of the page.

8. After reading the training, check the box to certify you’ve read the materials and click the “Continue” button.

9. In Question 1, identify your significant financial interest categories by checking all applicable boxes. Note: If you do not have any significant financial interests, you would check the last box on this page.

10. If you do have a significant financial interest, identify or update the entity(ies) and the interest(s) on the subsequent pages.

11. Click “Save and Exit” when you reach the final page of the financial disclosure form; please note that you still need to submit your disclosure.

12. Click the “Submit Disclosure” link on the left side of the page to open a pop-up window to submit your disclosure.

13. You will receive an email from COINS confirming when your disclosure is successfully submitted.