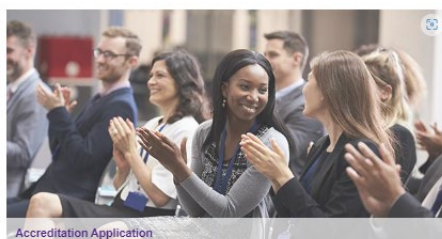


Continuing Professional Development Online Services Portal Instructions to Complete a Conflict-of-Interest Disclosure Form

1. Visit the CPD Online Services Portal: <https://schulichcpd.uwo.ca>
2. Choose to either a) log in using an existing username and password or b) create a new account. The portal is not connected to your Western ID and password; any email address and password combination is acceptable. **If you have previously submitted an online COI Disclosure form, see resubmission instructions at the bottom of [page 2](#).**

3. Once logged into the portal, click on Conflict-of-Interest Disclosure.



4. Review the details in Section 1: Overview and click Next Page at the bottom of the screen when done.
5. In Section 2: Relationships, select Yes or No for each of the five questions at the top of the page.

Do you have a relationship with

☐ Yes ☐ No

6. If you answer Yes to any of the questions, enter the details in the Name of Organization and Description of Relationship fields. If additional fields are required, click Add to make a new row appear.
7. Review the details in the Terms of Acknowledgement at the bottom of the page and click the checkbox.

☐ I agree with the preceding statements. *

8. This form **must** be reviewed by the SPC as part of the accreditation process. Enter the email of the program coordinator or SPC Chair who you wish to share this information with (usually the person who asked you complete the form).

Notify by Email

Enter the email addresses of anyone you need to share this information with.

9. You may become a speaker/presenter or a member of a SPC *after* you submit your COI. To provide us with permission to share your information with future activity organizers, click “Yes” in the voluntary Consent to Share question.

Consent to Share

NEW Please provide this COI to anyone submitting an accreditation application to CPD for a program for which I am a Scientific Planning Committee member or a presenter/speaker.

☒ Yes ☐ No

10. Click Submit at the bottom of the screen.

Clicking submit will save the form and send an email notification.

SUBMIT

11. Once successfully submitted, a confirmation message will appear in Section 3: Complete. You will also receive an email confirming submission.
12. If any revisions are required, an email notification will be sent. Log into your account to make the required revisions. Once done, click Submit at the bottom of the screen. You will receive an email confirming submission.
13. Once the form has been reviewed and marked Accepted by CPD, a copy of your COI disclosure will be emailed to you. Any email addresses entered in the Notify by Email field will also receive this email. You may forward a copy of the email as needed.

Instructions for the Resubmission of an Online COI Disclosure Form

1. An existing online COI disclosure form should be reviewed for changes for each SPC you are a part of. The online COI disclosure form **must** be resubmitted after 12 months. Forms older than 12 months will not be accepted during the accreditation application process.
2. To review your submission, [log into your account](#) and select My Submissions.
3. Locate your COI disclosure form and choose “Duplicate” in the dropdown menu and make any necessary edits.
4. Follow Steps 8 -12 above.