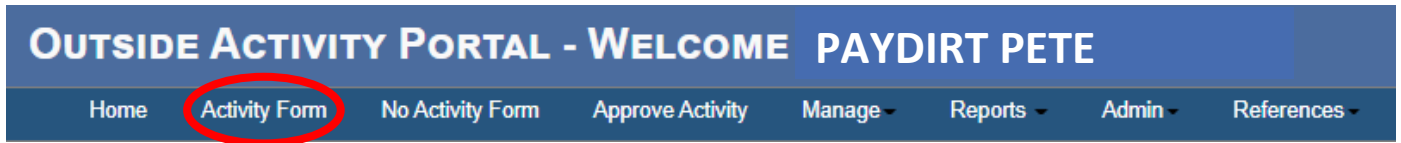


# HOW TO BEGIN A DISCLOSURE FORM

**Step 1:** Log into the outside activity portal: <https://apps.utsystem.edu/ActivityPortal/>

**Step 2:** Click on 'Activity Form'



**Step 3:** Select one of the following activities:

## Activity - Select Type

Please select one of the following:

What type of activity?

Outside Employment / Other Compensated Activity
Service on a Board
Uncompensated Outside Activity
Stock/Bond Ownership
Gifts
Significant Interest in a Business Entity (other than stock/bond ownership)

**Step 4:** Please select 'Yes' or 'No' regarding foreign entity.

Does this activity involve compensated or uncompensated work, consulting, etc., with a foreign entity, government, or company?

**Step 5:** Click 'No' if your activity is not pre-approved

**The University of Texas at El Paso considers the following pre-approved:**

- Serving on a federal, state, or local government agency committee, panel, or commission
- Acting in an editorial capacity for a professional journal
- Reviewing journal manuscripts, book manuscripts, or grant or contract proposals
- Attending and presenting talks at scholarly colloquia and conferences
- Developing scholarly communications in the form of books or journal articles, reviews, movies, television productions, and similar works, even when such activities result in financial gain, consistent with intellectual property and other applicable UT System and institution policies and guidelines
- Serving as a committee member, an officer, or board member of a professional or scholarly society.

**Is your activity pre-approved?**

Activities involving foreign entities, governments, or companies are not preapproved.

Please click 'No' for such cases.

Step 6: Please select 'No' or 'Yes' to enter a new entity.

### Is the 'entity' already on file?

You have the following entities (a.k.a. businesses, organizations, etc.) available:

ABC Company

Do you wish to enter a new 'entity'?

NO YES

If 'Yes' selected, please complete the following section:

### Enter a new Entity (a.k.a business, organization)

Name:*	<input type="text" value="Enter Organization Name"/>
Street 1:*	<input type="text" value="Enter Street Address"/>
Street 2:	<input type="text" value="Enter Street Address"/>
City:*	<input type="text" value="Enter City"/>
State:*	<input type="text" value="- Please select State -"/>
Zip Code:*	<input type="text" value="Zip code"/>
Country:*	<input type="text" value="- Please select Country -"/>
Organization Type:*	<input type="text" value="- Please Select an Option -"/>

Add Entity

If selected 'No,' please answer the following questions. If the activity is yours, please select the answers below and click on 'Begin Disclosure Form (self).'

\* Is this your activity (as opposed to being someone else's activity)?

- Yes, this is my activity
- No, this is someone else's activity

\* If any of the following are true (including 'None of the Above'), please click the checkbox.

- This activity is ongoing.
- This activity will occur in the future.
- I want to request (or confirm) permission to pursue this activity.
- My supervisor should review/approve this activity.
- None of the Above.

Begin Disclosure Form (self)

Please be sure to select 'None of the Above' to begin a Disclosure Form.

If the activity is not yours, please select the answers below and click on 'Begin Disclosure Form.'

\* Is this your activity (as opposed to being someone else's activity)?

- Yes, this is my activity
- No, this is someone else's activity

\* Who is/was involved in the activity:

\*First Name:

\*Last Name:

Begin Disclosure Form