



INSTRUCTIONS FOR COMPLETING YOUR DISCLOSURE OF OUTSIDE INTERESTS ONLINE FORM

1. All members participating within the Governance Structure of the AAD/A must complete an electronic Disclosure of Outside Interests form on the AAD/A Website. It can be accessed at: [AAD/A Disclosure of Outside Interests Form](#)
2. Sign in with your **Email** or **Member ID** and **Password**. *The email you use to sign in must be the email you have on file in the Academy's database.*
3. Once signed in, click the **Disclosure of Outside Interests** link on the left-hand side. This will take you to a page with 9 tabs at the top.

DISCLOSURE OF OUTSIDE INTERESTS

Administrative Regulation	Attestation	Corporate Relationships	Income and Position	Nonfinancial Interests	Guide	My Disclosure	Other Members	Pending
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4. Select the **Administrative Regulation** tab, review the information and select **Continue** at the bottom of the page.
5. You will be directed to the **Attestation** tab.
 - Click on the +Click here to read and agree to abide by the **AAD/A Committee Member Copyright Assignment, Confidentiality, and COI Agreement**, review the information, scroll to the bottom of the box and click the check box.
 - Click on the +Click here to read and agree to abide by the **American Academy of Dermatology Association Board - CCTF Code of Conduct**, review the information, scroll to the bottom of the box and click the check box.
 - Review information on the page, then click the **Save and Continue** button.
6. You will be directed to the **Corporate Relationships** page.
 - Check the box stating you agree to disclose all financial relationships with ineligible companies.
 - Review the information under Disclosure Steps.
 - Check the appropriate box on whether you have any financial relationships to disclose.

If you have NO financial relationship(s) to disclose:

☐ To the best of my knowledge, neither I, the undersigned, nor my spouse/life partner, has at present or has had within the past 24 months, financial interests/arrangements, affiliations, or other relationships with an ineligible company (FKA commercial interest).

If you DO have financial relationship(s) to disclose:

☐ To the best of my knowledge, I, the undersigned, and/or my spouse/life partner currently has a financial interest/arrangement, affiliations, or other relationships with an ineligible company (FKA commercial interest).

Disclosure of Outside Interests Instructions

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- If you have financial relationships to disclose you must complete the information specific to each relationship.

* Please Click Add in the grid below to report a relationship.

Company Name	For What Role?	What type of financial support or compensation was received?	Money Paid to You?	Money Paid to Your Institution?	Purchased with your personal funds?	Actions
Please Select ▼	Please Select ▼	Please Select ▼	Please Select ▼	<input type="checkbox"/>	<input type="checkbox"/>	Add

Not finding your Company Name?

[Click Here](#)

- If you do *not* find the name of your Company under the drop-down list, choose **Click Here** to add a company.
- Complete the entire row of questions, and then click the **Add** button to report the relationship.
- Once all your outside interests are updated, check the box agreeing to update this form within 30 days after you establish any new financial relationships that could represent conflicts of interest.
- Click on the **Save and Continue** at the bottom of the page.

7. The next two tabs are self-explanatory; the **Income and Position** and **Nonfinancial Interests**.

- Respond to each question within these tabs
- Click **Save and Continue** at the bottom of each of the pages. This will complete the process and a pdf of your disclosure will be generated.

8. The next tab is the **Guide** tab. This is an informational tab. It helps you and your chair understand how different conflicts of interest need to be managed.

9. The last tab is the **Help** tab which provides you contact information for Academy staff who may assist you with any questions you may have in completing your Disclosure of Outside Interest forms