User guidance how to access the Annual Disclosure

Follow the web address https://sinaicentral.mssm.edu/ to get to Sinai Central. Log in by inputting your Kerberos ID/Username and password.

To access your Annual Report of Outside Relationships, from the home page you will click on the COI tab.

Once you click on the COI tab, the drop down menu will be displayed. Click on Annual Report of Outside Relationships to view your submissions as well as complete your annual report.

The display dock will showcase all annual report from the time of your employment (don’t know if this is an accurate statement for everyone) that have been completed or not. You will also be able to see if your form is in Draft status and can pick up where you left off.
Click on the paper icon to the left hand side on the row of the year you wish to amend or complete. For example, to complete the 2020 form, click on the paper icon in the row of the 2020 annual form that shows it has not been completed.

The 2020 report of outside business relationships should pop up.

Begin by certifying your:

Instructions on completing each section are as follows:

Please complete ALL of the following sections. As you complete this form, you may be prompted to supply additional information about any declared relationships.

- All sections and relationships requiring review will appear in RED. Click on the RED item to open the page; the item will turn BLACK once fully completed.
- All required fields are highlighted in PINK.
- Information is automatically saved after you enter it and can be edited before you click the "Submit" button in the "Review and Submit" section. After submitting, if you need to update your form, you must use the "Amend" button (will appear at the top of the page after your form is submitted). After amending, you must click the "Submit" button in the "Review and Submit" section.
- Click "Done" at the bottom of each page after you complete the item or section.
- To SUBMIT your completed form:
o Either click "Done" at bottom of main page OR click on "Review and Submit" button on top of page;

o Errors will appear in RED at top of the page, you may click on them to be taken directly to the errors;

o Review form for completeness and accuracy;

o Check the certification box at the bottom of page;

o Click the "Submit" button at the bottom of page.