



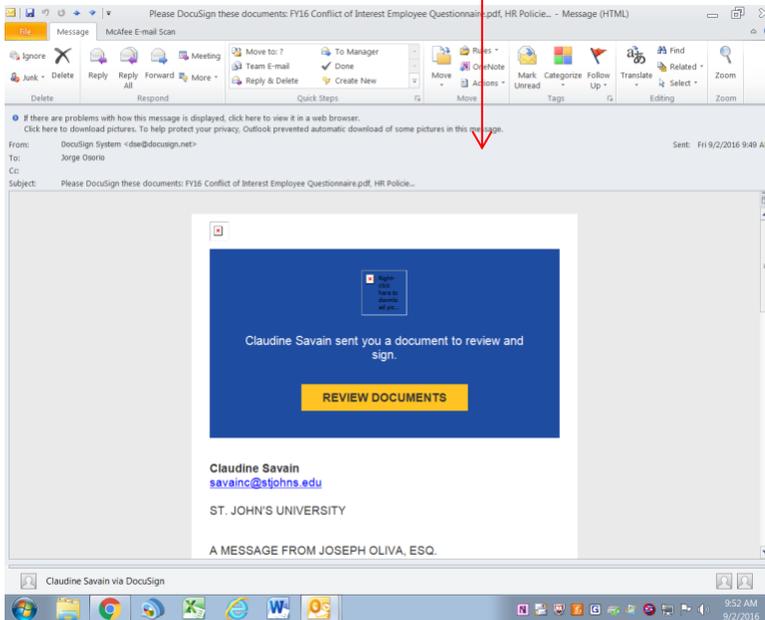
# ST. JOHN'S UNIVERSITY

## Instructions to Complete the Conflict of Interest Form Electronically

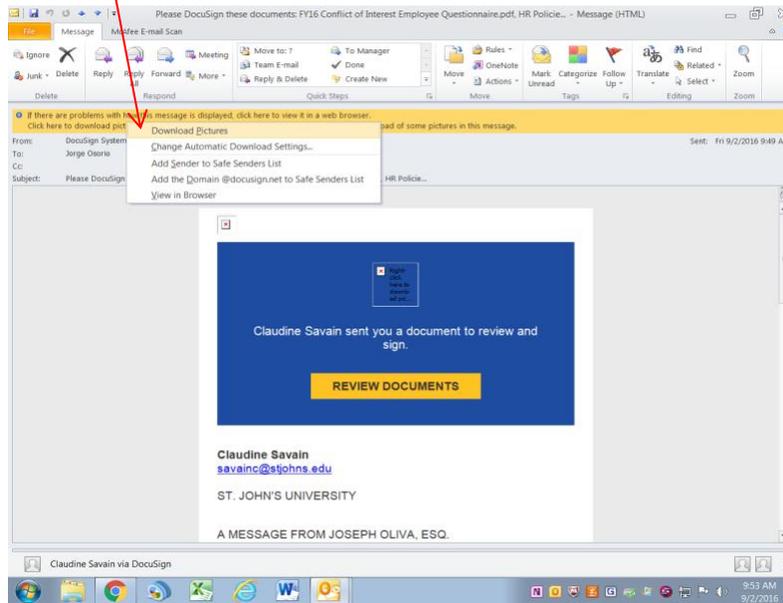
1. When you receive DocuSign, Inc.'s Conflict of Interest Form via email, the St. John's logo is visible and the screen looks like the one below. If it does, go to step three. If not, go to step two.



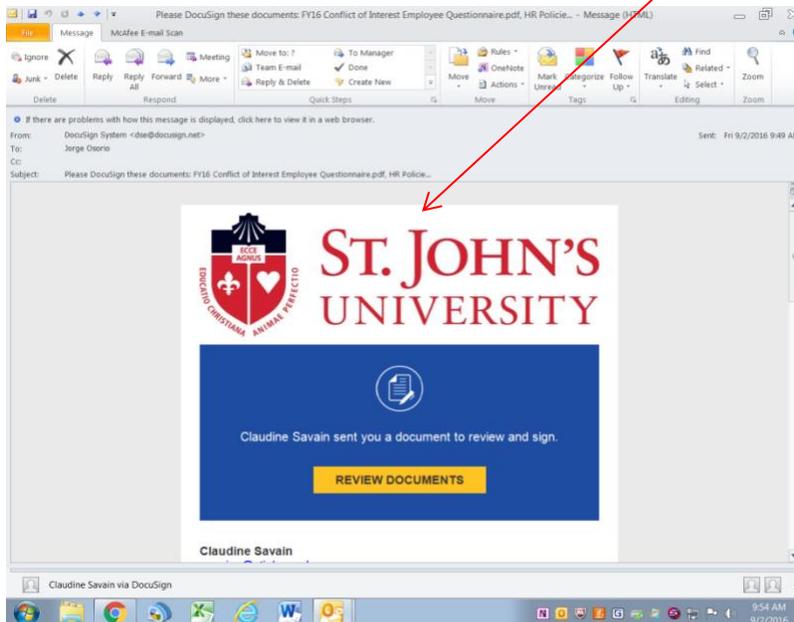
2. If the email looks like the screen below, perform the following steps:



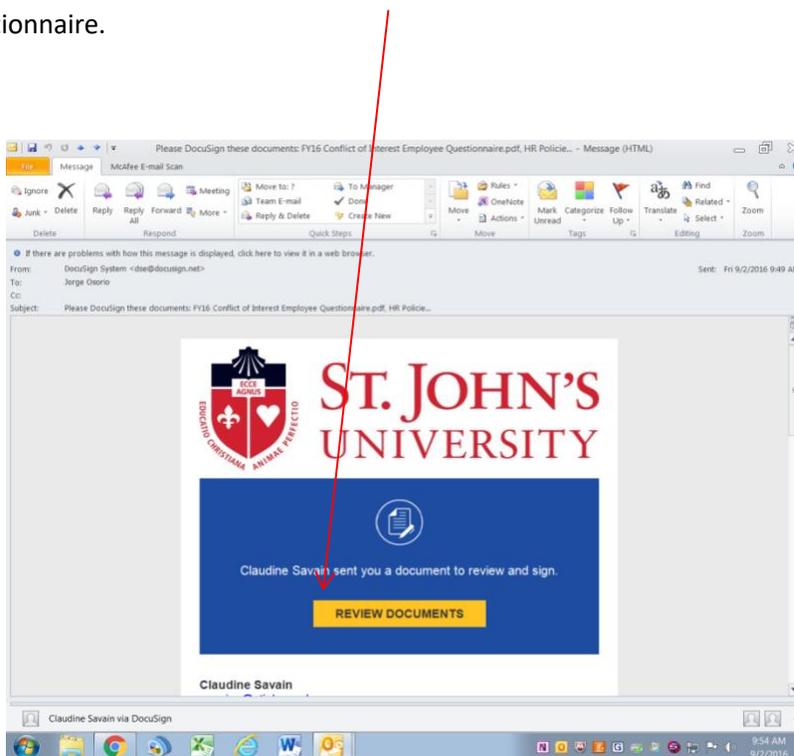
- a. If you do not see the St. John's logo on the header of the email, please right-click to download the image.



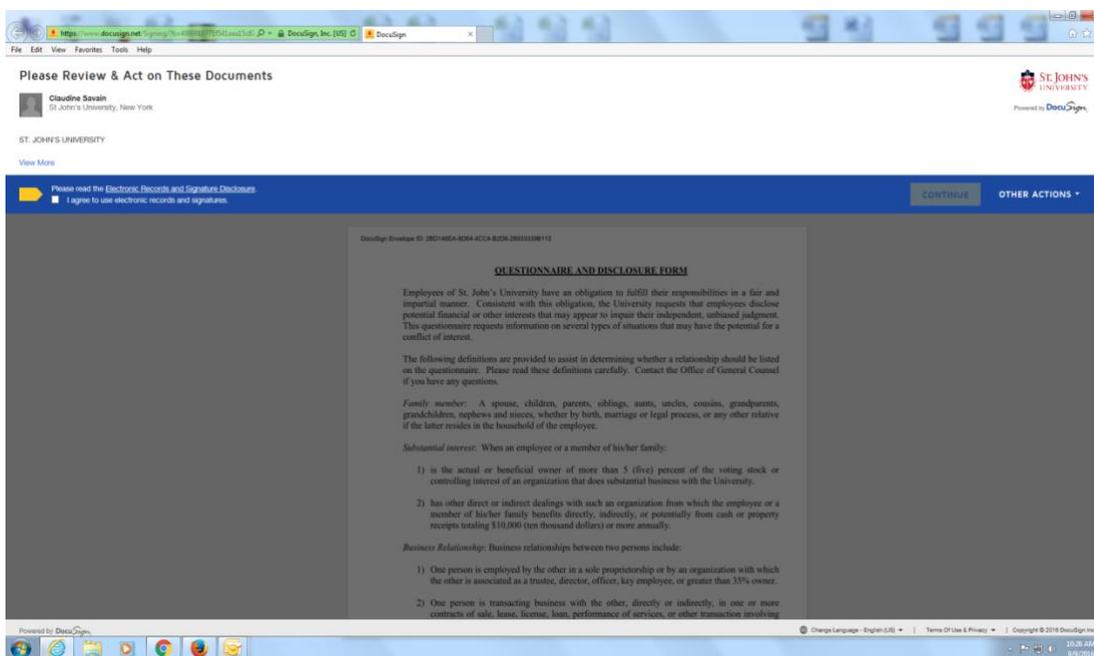
- b. Once you right-click, the St. John's logo downloads as shown below. Go to step three.



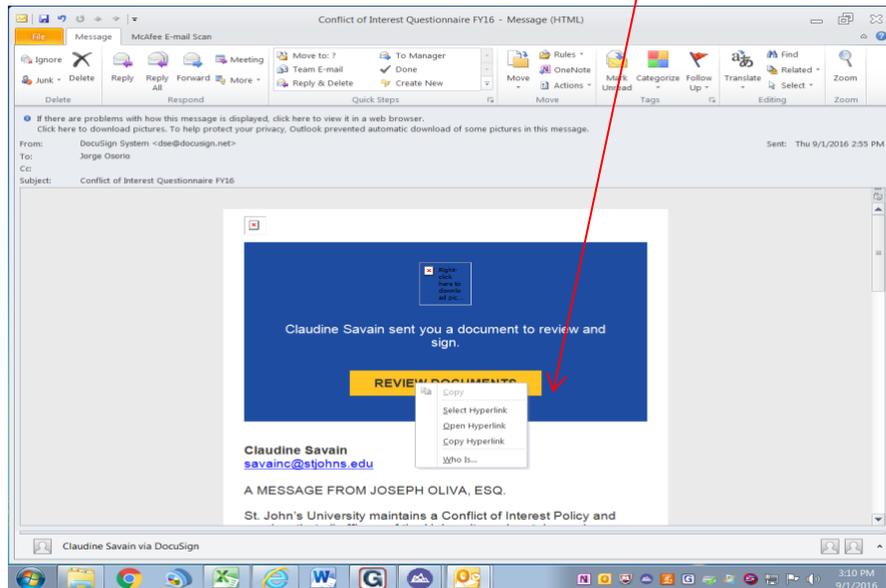
3. Click on the yellow "Review Documents" box. Once you click on the yellow box, you are directed to the questionnaire.



4. If you are able to open the questionnaire as shown below, skip step five and go to step six.



5. If you cannot open the questionnaire, perform the following steps:
  - a. If you use Internet Explorer, make sure the browser is updated.
  - b. Otherwise, copy the link by right-clicking on the yellow box.

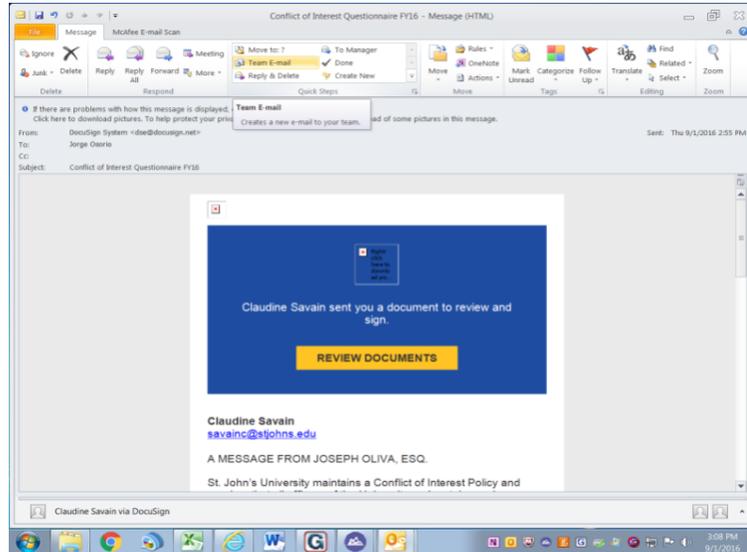


- c. Open another web browser (e.g., Chrome, Firefox, or Safari) and paste the link in the URL field. Press "Enter" to open the document.

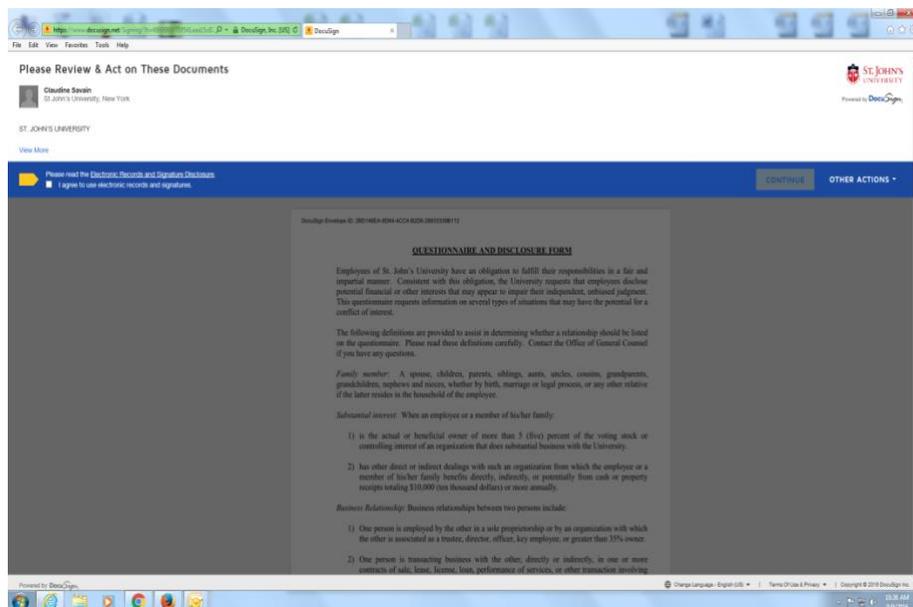


- d. Continue with the below steps (5e).

e. Once you click on the yellow box, you access the questionnaire.

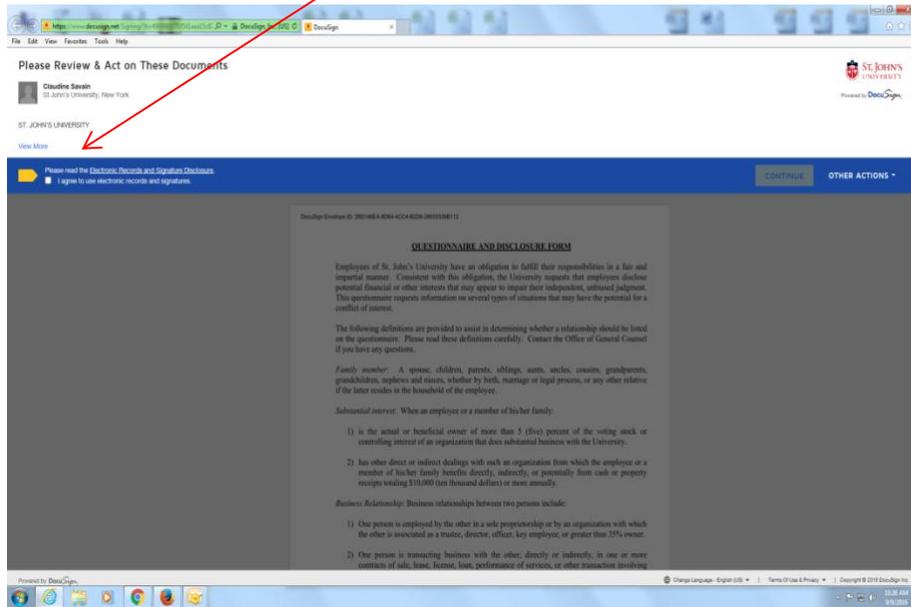


f. Once you open the questionnaire, it looks like the one below.

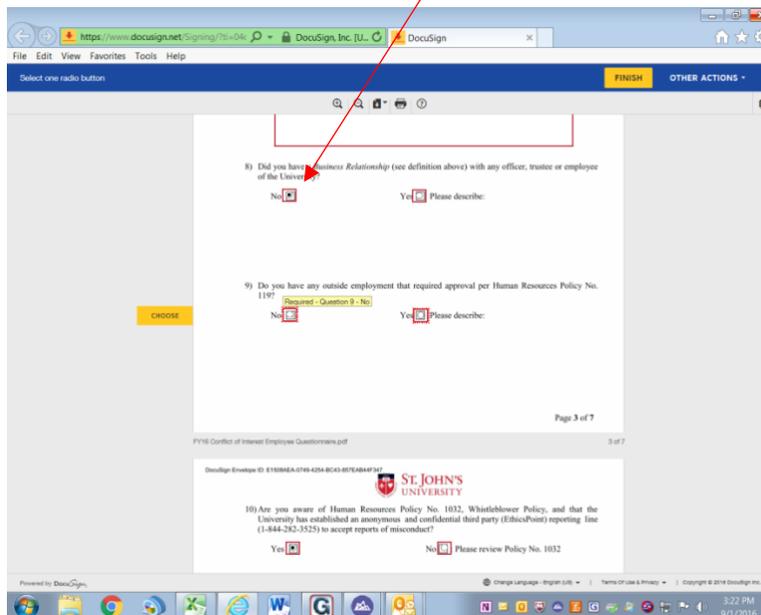


g. Go to step six.

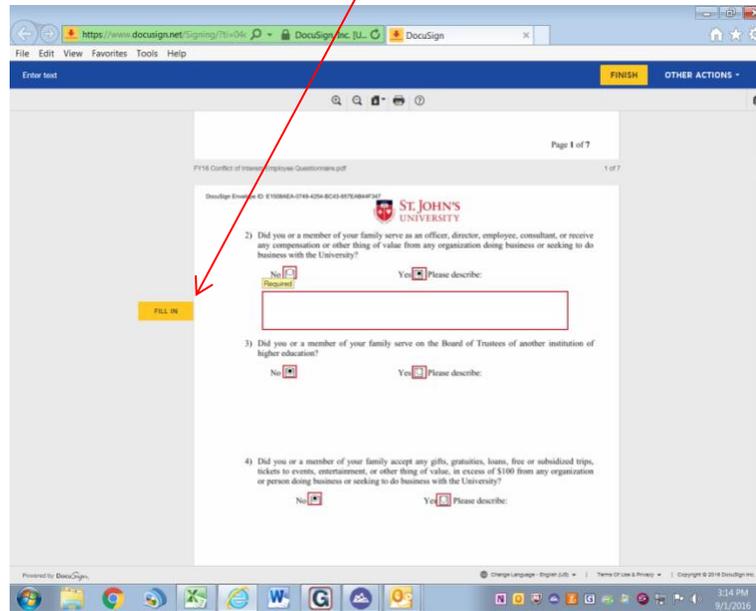
6. Before you begin the questionnaire, read the Electronic Records and Signature Disclosure and click on the box before the statement, "I agree to use electronic records and signatures." The gray shadow over the questionnaire disappears, and you will be able to start the questionnaire.



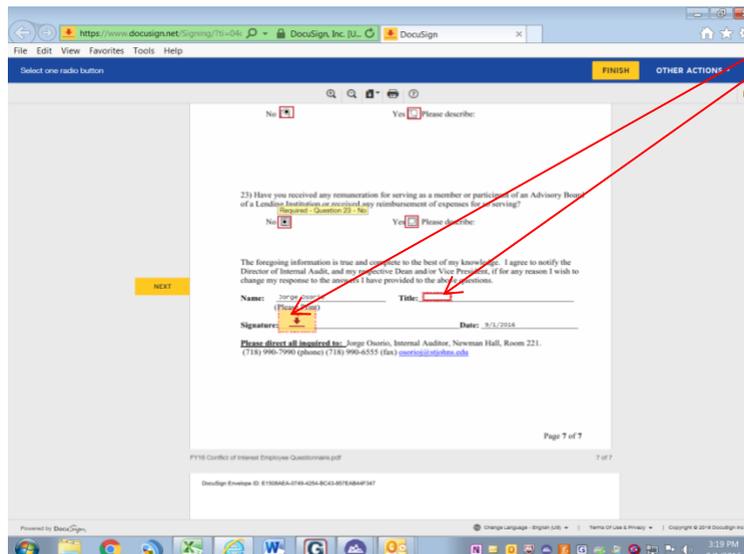
7. Read each question and select either "Yes" or "No."



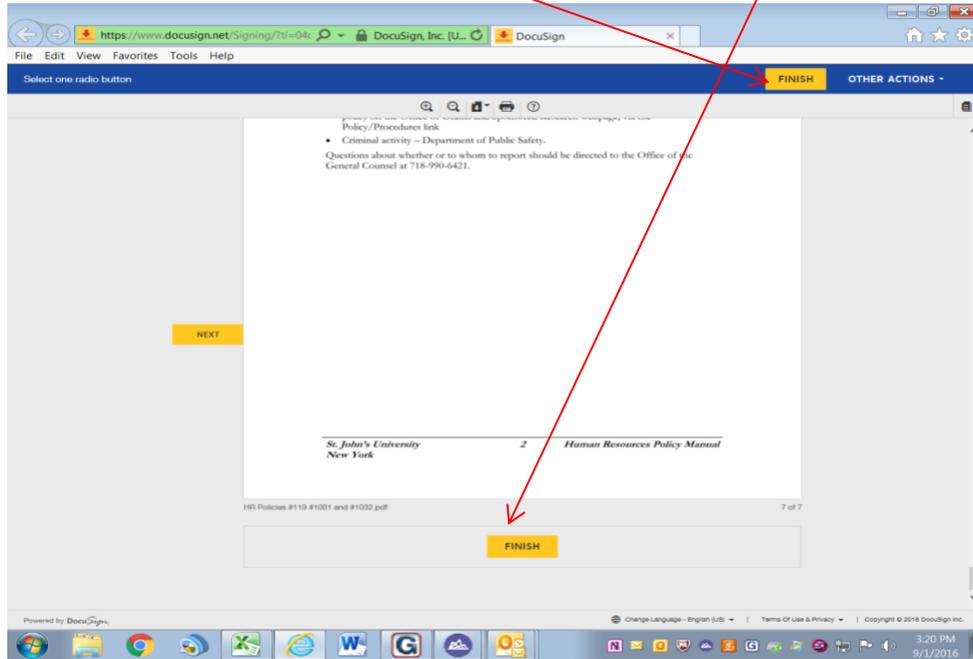
8. If you select “No,” go to the next question. If you select “Yes,” a text box opens for you to provide more information.  
**Note:** Except for question 10, when answering “No,” a text box opens for you to provide more information.



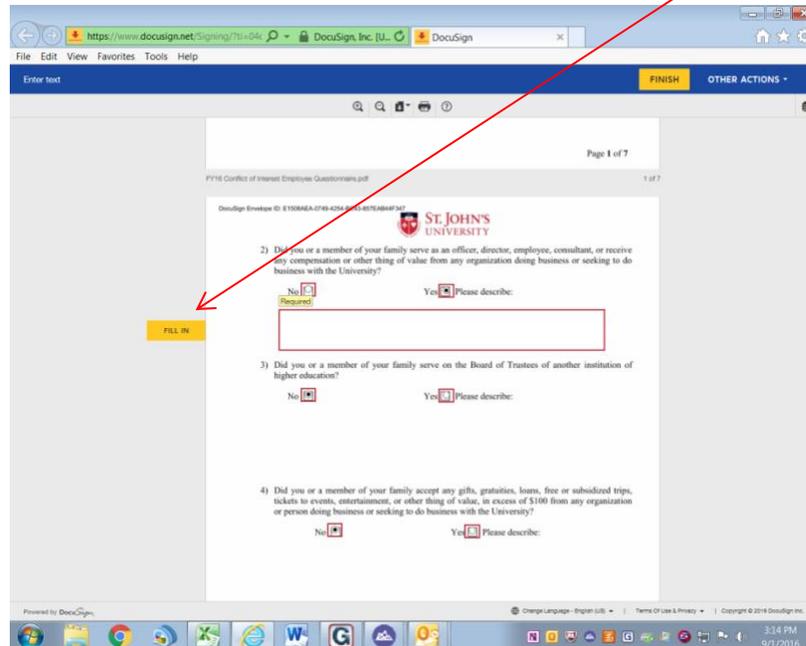
9. Once you answer all of the questions, complete the signature section.



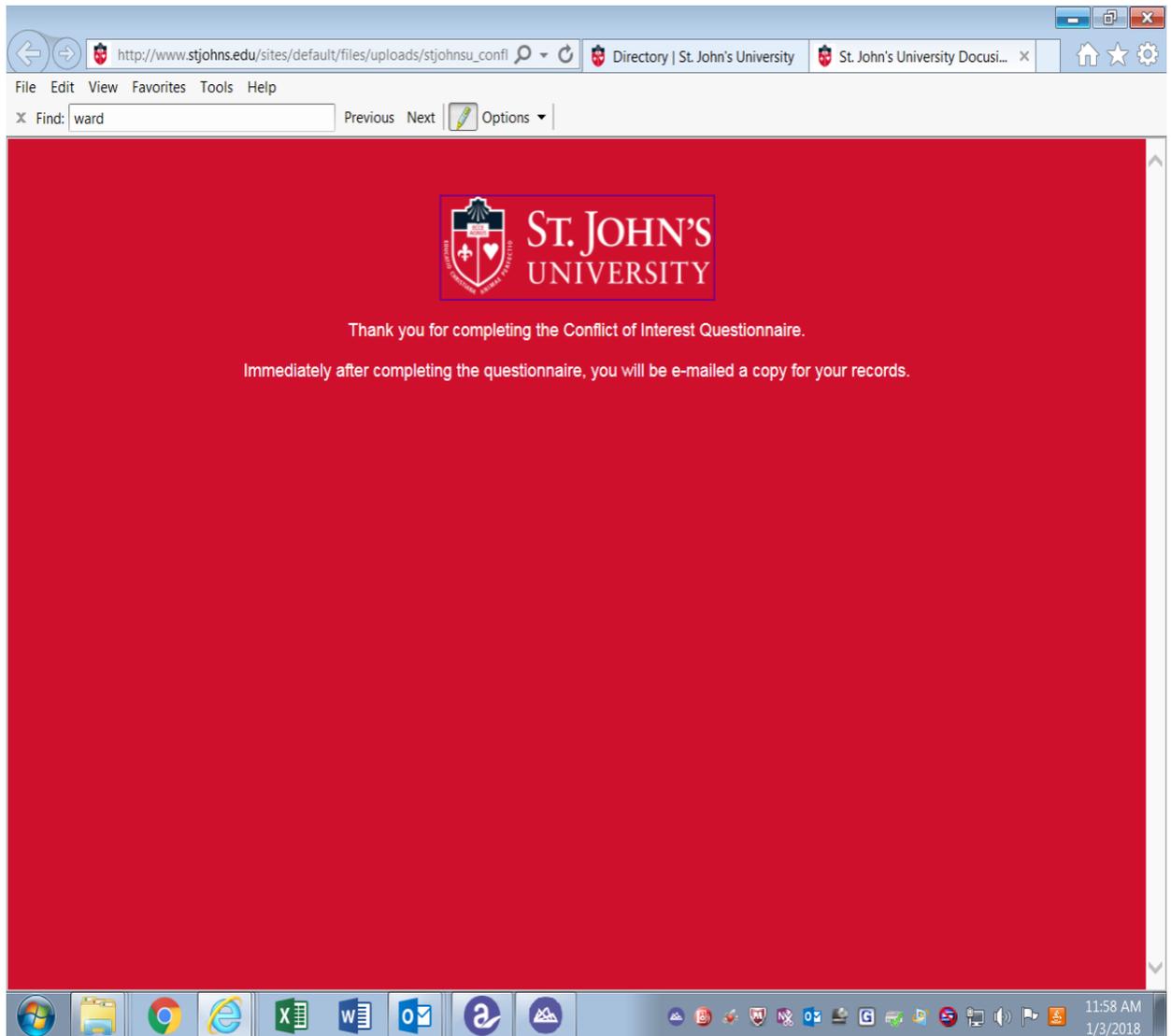
10. You can click finish on the top right side or on the bottom of page 14.



11. After you click “FINISH,” if the document did not close/complete and returns to the questionnaire, that means you did not answer all of the questions. Follow the yellow tab “Next,” complete all of the open questions, and then repeat step 10.

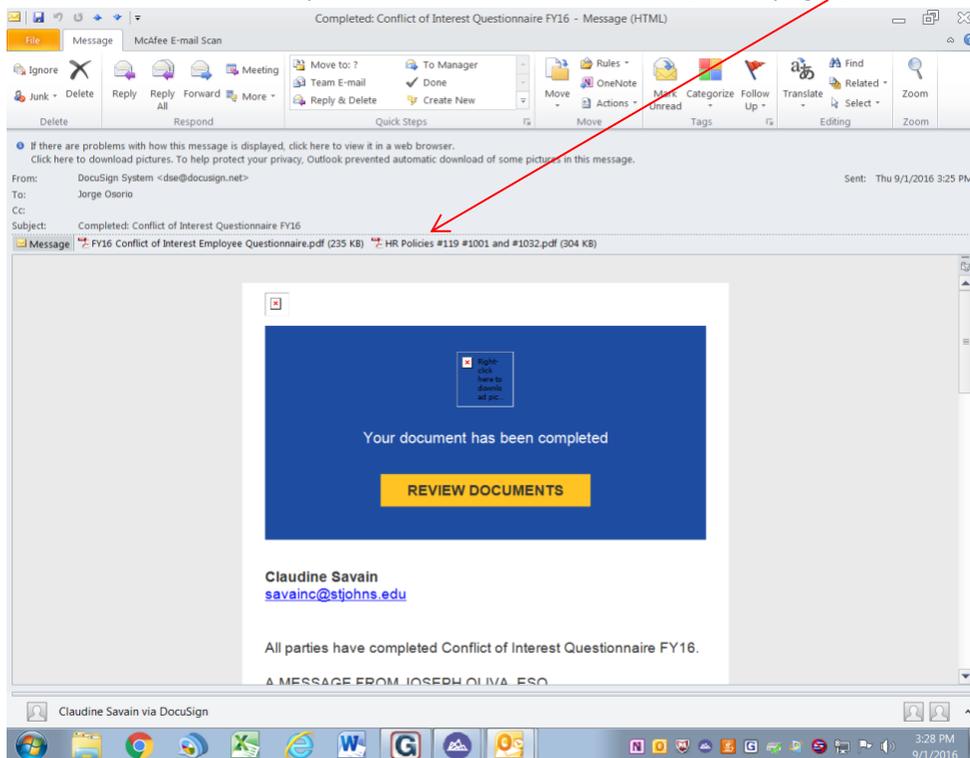


12. Once successfully completed, you see the following screen.



13. Immediately after you complete the questionnaire, you receive an email with two attachments.
- a. Completed Conflict of Interest Questionnaire (seven pages)

b. The Policy Statement and the Definitions (seven pages)



14. Any questions relating to the Conflict of Interest Policy Statement and/or the Questionnaire and Disclosure Form, or how to complete the questionnaire electronically, should be directed to

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St. John's University  
Internal Audit Department  
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[osorioj@stjohns.edu](mailto:osorioj@stjohns.edu)