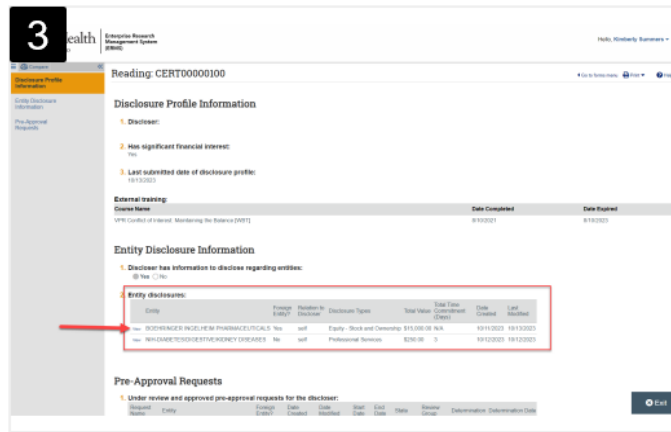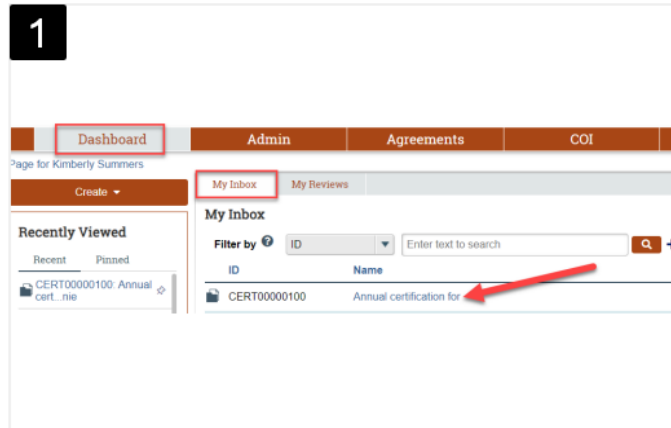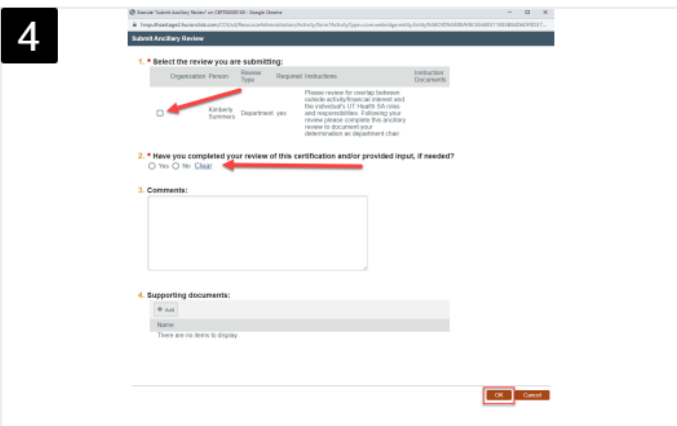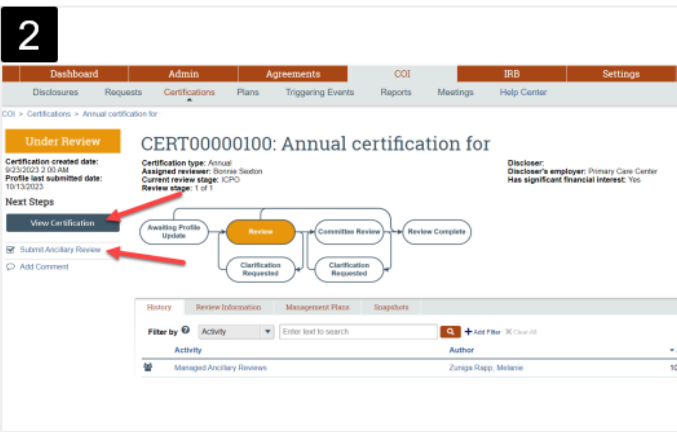# ERMS-COI:
How to Submit an Ancillary Review- Certifications
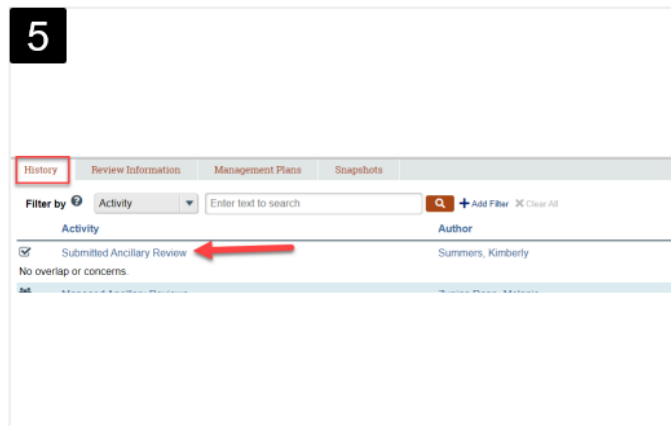
1 To access the Ancillary Review assigned for your review you may use the hyperlink in the email notification you received or navigate to your ERMS Dashboard. Certifications that require your review can be found in your ERMS Dashboard Inbox. Select the certification hyperlink.

2 You are now in the Ancillary Review Workspace for the Certification. Click the "View Certification" link to review the user's Disclosure Profile so that you may render a determination.

3 A pop-up will appear that provides the user's Disclosure Profile Information. It includes their outside activity and financial interest disclosures. To view more detail for each disclosure click the "view" link by each line item. When you have completed review of the Disclosure Profile select "Exit."

4 You are now back in the Ancillary Review Workspace. To document your Ancillary Review of the Disclosure Profile click the "Submit Ancillary Review" hyperlink in the Ancillary Review Workspace (see pic. 2). A pop-up will appear. Select the checkbox by your name and complete the additional questions. Click "OK" when complete.

5 You can confirm submission of the Ancillary Review in the History Tab on the Ancillary Review Workspace.