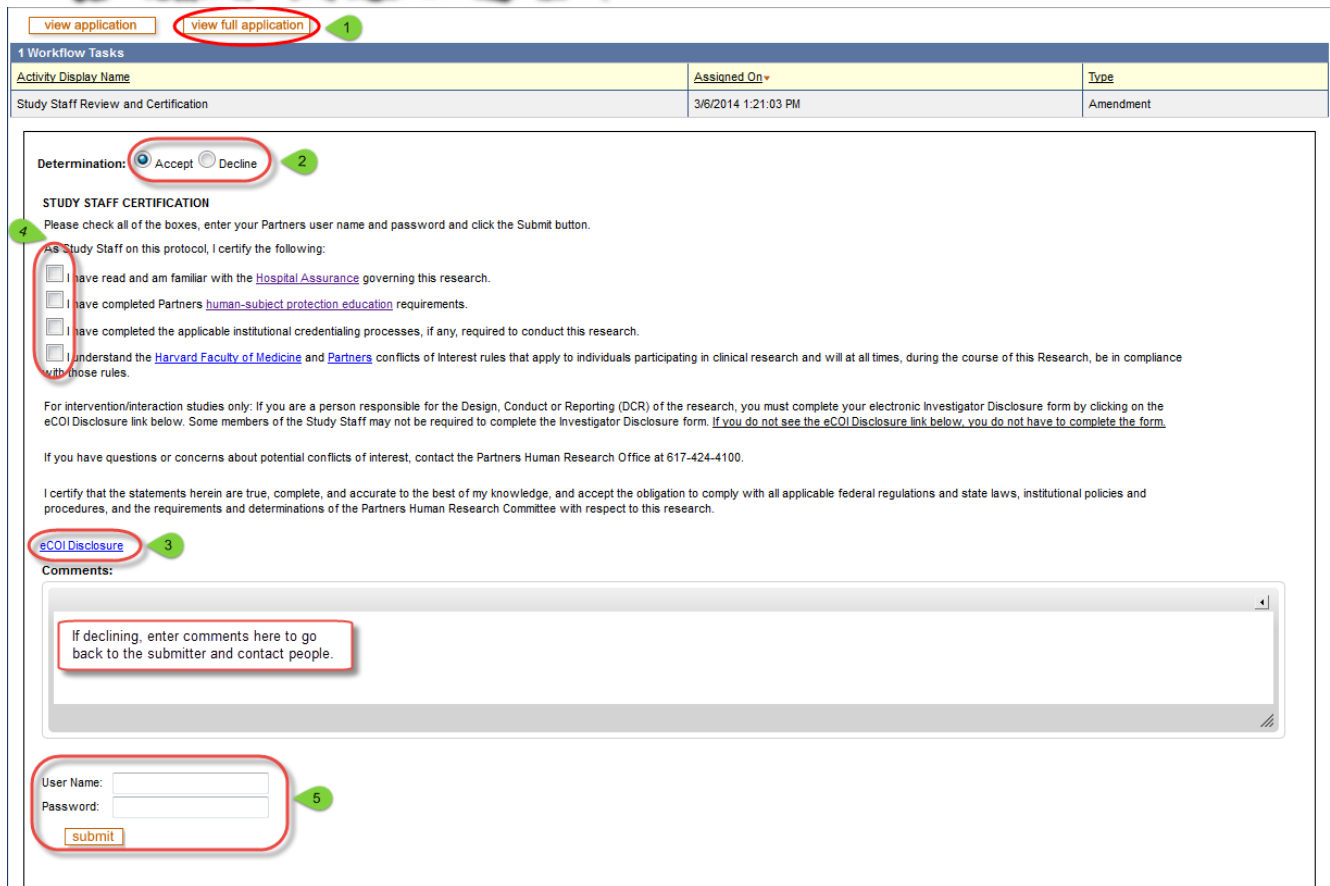


## HOW TO SIGN ELECTRONICALLY

1. Go to the Insight Research Portal:  
<https://insight.partners.org>
2. Enter your Partners user name and password and click the **Login** button
3. Click on the **go to Humans** button
4. Click the 'Activity List' tab



5. Click on the protocol title
6. Review the submission launching the **View Application** for forms output or **View Full Application** for forms and attachments output. When you have completed your review, close the pdf.
7. Click on the 'Action Required'

A screenshot of the 'Study Staff Review and Certification' form. The form contains several sections and fields:

- At the top, there are two buttons: 'view application' and 'view full application'. The 'view full application' button is circled in red and has a green callout '1'.
- Below the buttons is a table with columns 'Activity Display Name', 'Assigned On', and 'Type'. The first row contains 'Study Staff Review and Certification', '3/6/2014 1:21:03 PM', and 'Amendment'.
- Under the table, there is a 'Determination:' section with 'Accept' and 'Decline' radio buttons. The 'Accept' button is circled in red and has a green callout '2'.
- Below that is the 'STUDY STAFF CERTIFICATION' section. It starts with 'Please check all of the boxes, enter your Partners user name and password and click the Submit button.' and 'As Study Staff on this protocol, I certify the following:'. There are four checkboxes, each with a corresponding text statement. The first checkbox is circled in red and has a green callout '4'.
- Below the checkboxes is a section for 'eCOI Disclosure' with a link and a green callout '3'.
- Below that is a 'Comments:' section with a text area. Inside the text area, there is a box that says 'If declining, enter comments here to go back to the submitter and contact people.'.
- At the bottom, there is a 'User Name:' and 'Password:' section with input fields and a 'submit' button. The 'submit' button is circled in red and has a green callout '5'.

8. Click the Accept or Decline radio buttons.

9. If Accepted and required because of your role on study, an eCOI Disclosure link will display on the sign off page before the comments box. If you see the eCOI Disclosure link, you MUST complete and certify your eCOI BEFORE you can sign off on your activity.
10. Click on the “eCOI Disclosure” link

- a. Answer the questions about the relationship between the companies reported in the Partners Disclosure System (COI module) and the study.
- b. Review the financial interests listed on the form to ensure that is an up-to-date list of any financial interests you received from any company
- c. If the list of financial interests is incomplete, click on the ‘Access Partners Disclosure System’ button to update your disclosures. When finished, click on ‘return to eCOI’.
- d. Complete the Review of Interests Section.
- e. Click ‘Certify’ when the form is complete.

OR

- f. Click ‘Save & Close...’ to return at a later date to complete the form.

The screenshot shows a web form titled "INVESTIGATOR DISCLOSURE SUBMISSION". At the top left, there is a blue button labeled "Access Partners Disclosure System" with a green callout bubble containing the number "1". Below the button is the heading "INVESTIGATOR DISCLOSURE SUBMISSION" followed by a paragraph of instructions. A numbered list (1-3) provides further details. Below this is the heading "REVIEW OF INTERESTS SECTION" followed by a question and two radio button options: "Yes" and "No", with a green callout bubble containing the number "2" next to the "No" option. At the bottom of the form, there are three buttons: "Certify", "Save & Close eCOI", and "Cancel", all enclosed in a red oval with a green callout bubble containing the number "3" pointing to the "Certify" button.

11. Check any checkboxes (if applicable)
12. If Declining, enter comments in the Comments text box
13. Enter your Partners user name and password
14. Click the  button. Repeat for any other activities in your Activity List.