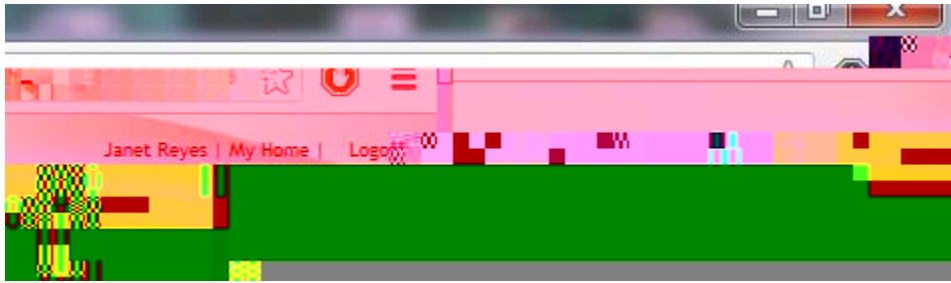


Quick Guide to Interest Inventories

1. Go to the [ARC Portal](#) and log in. If you have not registered, request an account.
2. Click "My Home" at the top left of your screen.

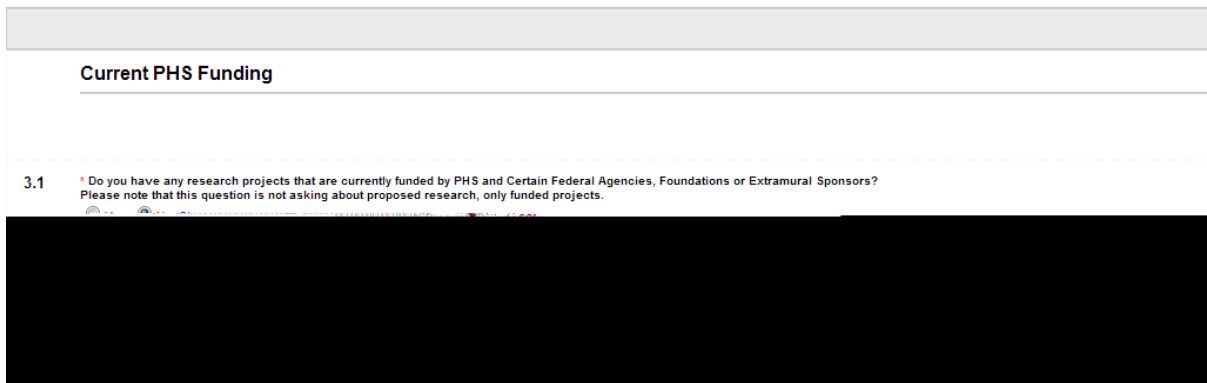


3. Select New COI Interest Inventory. It will always be on the bottom left under "Study Staff"



4. If you haven't taken the required training, you will be directed to it. It takes 10 minutes or less to complete.
5. Disclose Significant Financial Interests, if any.

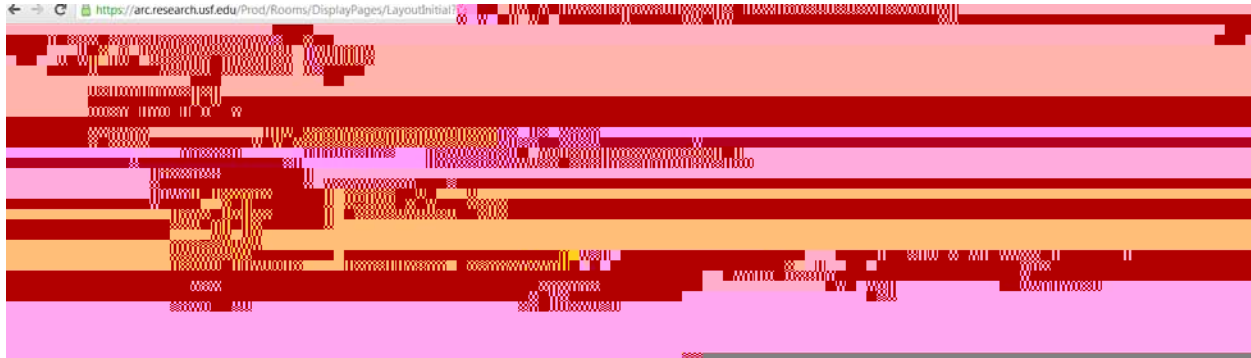
6. Identify any PHS Funding in which you participate.



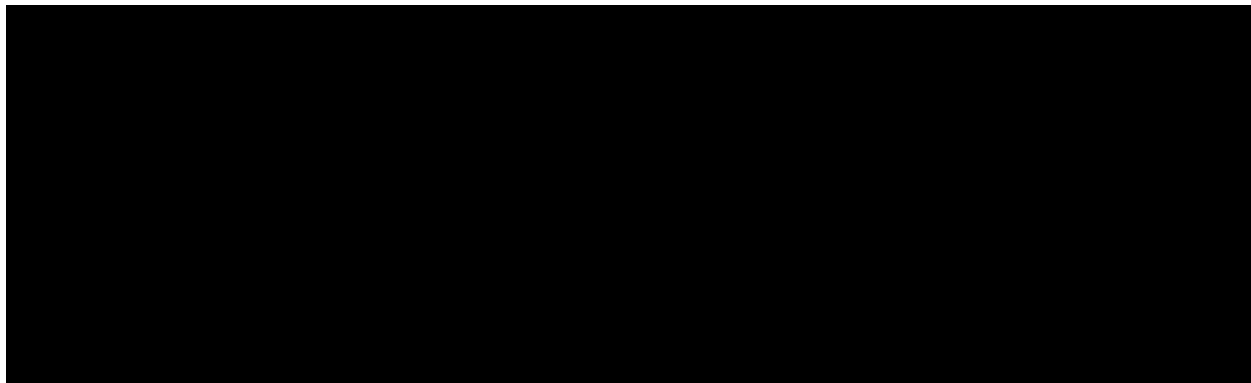
7. Complete the inventory. Click the "Finish" button. Please note that this does NOT submit the Inventory.



8. Submit your Interest Inventory.



9. Verify submission (this is a pop-up so be sure to allow pop-ups from the ARC system)



10. Check for completion

