

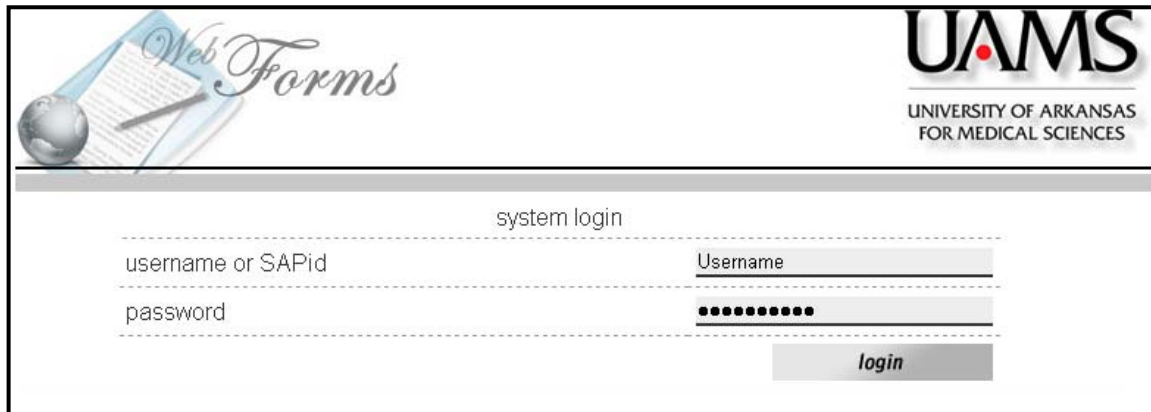
How to Sign the Clinical Salary Report Packet Electronically

Deadline: June 15, 2008 - Start signing Conflict of Interest Form

July 1, 2008 - Have Conflict of Interest, HIPAA, and Outside Employment forms signed.

1. Go to <http://intranet.uams.edu/UAMSForms/Login.aspx>

On the Screen shown below you will input your UAMS username or SAPID and password. (This is the same username / password used to log on to a UAMS Computer)



The screenshot shows the login interface for the UAMS Web Forms system. At the top left is a graphic with a globe and a pen over a document, with the text "Web Forms" in a cursive font. At the top right is the UAMS logo, which includes the text "UAMS" in a large, bold font, and "UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES" in a smaller font below it. The main content area is titled "system login" and contains two input fields: "username or SAPid" with a label "Username" and "password" with a masked password field (represented by dots). Below the input fields is a "login" button.

2. Once logged on, you will see a screen containing links to all three forms for the Salary Packet. (All three forms are electronic copies of those contained in the Salary Packet in previous years.)



The screenshot shows the main page of the UAMS Web Forms system after login. It features the same "Web Forms" graphic and UAMS logo at the top. Below the header, there are three links, each accompanied by a small icon of a document with a pen. The links are: "Health Insurance Portability and Accountability Act (HIPAA)", "Outside Employment Form", and "Conflict of Interest and Commitment Disclosure".

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3. The first form to fill out is the Health Insurance Portability and Accountability Act (HIPAA). To go to the form, move over the name until it is underlined and click its name that is in grey.



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4. At the form page, read over the information. Once you have read and agreed to the terms of the form, click the “Sign Electronic Document” button. Once clicked, the form will be completed and give the date of electronic signature.



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5. The second form to fill out is the Outside Employment Form. Go to this form the same way that you did in Steps 2 and 3.



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6. At the form page, you will first need to click the “Add Form” button.



- 6b. In this new page, you will see the words “I have no outside Employers”. If your only employer is UAMS then click the “Sign” button located on the bottom right side. If you have one or more other employers click the “Add Employer” button.

6c. When you Add an Employer, fill out the five fields of information and click the “Save” button.

6d. Once saved, you are brought back to the Outside Employment screen. Follow steps 6b and 6c until you have added all of your outside employers.

6e. With all employers entered you can choose to “Save” the employers without signing or complete the form by clicking the “Sign” button, shown on step 6b.

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7. The final form to sign is the Conflict of Interest and Commitment Disclosure. Go to the form by following Steps 2 and 3.



Conflict of Interest and Commitment Disclosure

8. To start a new form, go to the link titled. “Click to Complete A New Conflict Interest Form”. If you have started the form and it is incomplete, you can go to the link, “Edit” to continue your saved form.

The screenshot shows the UAMS Web Forms interface. At the top left is a logo with a globe and the text "Web Forms". At the top right is the UAMS logo and the text "UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES". Below the header, there is a yellow button labeled "Click To Complete A New Conflict Interest Form" and a blue link labeled "<--Back To Main Page". A table displays the following records:

Record Date	Status	
6/11/2008 8:44:24 AM	Incomplete	Edit
6/11/2008 8:44:40 AM	Incomplete	Edit

Records Found 2

- 8b. On the form page, verify that your contact information is correct and answer the questions provided.

- 8c. At the bottom of the form, there is a Declaration. If you agree with the statement and have answered all questions, click the “Sign” button. If you are not finished with the form or you are not ready to sign the form you can click the “Save” button.

6. **Employment Of UAMS Staff:** Do you have non-university professional or income producing activities involving UAMS students or staff, or do you employ for any outside active

Declaration:

I, **Victoria L Miller**, declare that this statement of significant financial interest and time commitments (including accompanying pages and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of all my significant interest and other matters required by law. I have read and agree to abide by Federal and UA Board Conflict of Interest policies and University of Arkansas for Medical Sciences procedures. Also, I understand that Board's policy state that failure to file this statement as required by law or intentionally filing a false statement may result in disciplinary action. Any changes to this statement will be reported when the information becomes known to me.

By selecting "Sign" you are electronically signing this form.