

## Instructions to Access and Upload the Completed SFI Form Into eBridge

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### A. Access, Complete and Save the SFI Form:

1. Complete the [Significant Financial Interest \(SFI\) Form](#). This form can also be accessed via your eBridge Researcher Profile.  
**Note: Do not complete/upload an SFI Description form if you do not have an SFI to disclose/describe.**
2. Follow the instructions on the SFI Form to complete it. Once completed, save the form to your computer. (From the **Toolbar**, click the **File Tab**, and then select **Save As**). You may wish to rename the Form (e.g. Name, today's date, SFI Form) prior to saving it.
3. Once the completed SFI Form has been saved to your computer, upload it into the Researcher Profile in eBridge. Instructions for uploading the SFI Form to the Researcher Profile are included below.

### B. Upload the SFI Form into the Researcher Profile in eBridge:

1. Log into eBridge.
2. From your personal workspace (Dashboard), select **View My Researcher Profile** from the Activities column on the left side of the screen.
3. From the Activities column on the left side of the screen, select **Upload Significant Financial Interest**.  
**Note:** A popup dialog window opens to upload your Significant Financial Interests document that you have previously completed.
4. From the Upload Significant Financial Interest popup window, click on the **Upload** button.
5. From the Submit a Document popup dialog window, select the **Choose File** button to navigate to your SFI form you previously saved on your computer.
6. When you have navigated to your SFI file, select the file and click on the **Open** button.
7. The file name now appears in the popup dialog box in the File field. Click the **OK** button.
8. The file now displays in the Upload Significant Financial Interest popup window. Click the **OK** button.
9. Note: The uploaded SFI Form now appears under your **Significant Financial Interests Document** section on the **Compliance Training** tab of your **Researcher Profile**.