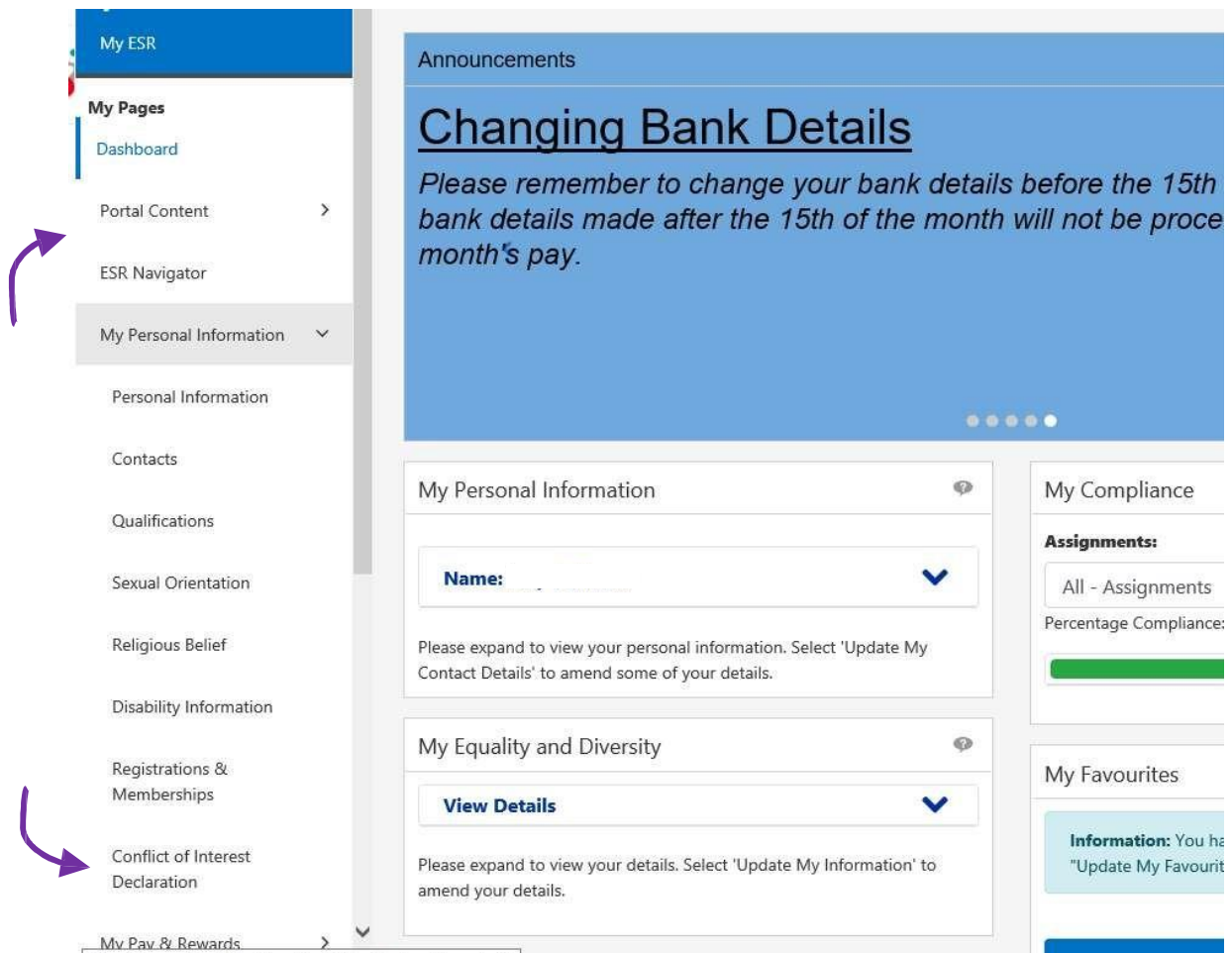# How to Record a Conflict of Interest in ESR

1. Log into the ESR Portal using your normal username and password.

2. Click the Conflict of Interest Declaration link within the My Personal Information sidebar navigation pane.

The Conflict of Interest Declarations Employee Summary page will be displayed.

3. Click the Add Declaration button in the top-right corner of the screen to enter a new declaration.

Fields that are prefixed with an * are mandatory, unless there are no conflicts to declare.

4. If there are no conflicts of interests to declare tick I have no interests to declare checkbox and move to step 8.

5. To enter a declaration click the dropdown arrow in the Category field and select as applicable from the list of values.

This is a mandatory field. The following options are available:
- Financial interests
- Indirect interests
- Non-financial personal interests
- Non-financial professional interests
- I have no interests to declare

6. Click the dropdown arrow in the Situation field and select as applicable from the list of values.

This is a mandatory field. The following options are available:
- Clinical Private Practice
- Donations
- Gifts
- Hospitality
- Loyalty interests
- Outside employment
- Patents
- Shareholdings and other ownership interests
- Sponsored events
- Sponsored posts
- Sponsored research

7. Click in the Description field and enter any further details regarding the conflict as applicable. Please remember include the organisation name here if it is relevant.

This is an optional field.

8. The Date From field will default to the current date.

The Date From and Date To fields can be amended as required to reflect when the interest arose and, if relevant, when it ceased.

If you have no interests to declare, please put the dates of the financial year just ending (e.g. for declarations completed in Spring 2021, put 1st April 2020 – 31st March 2021)

9. Click in the Comments field and enter any further details regarding the conflict as applicable.

This is an optional field.

10. The "I give my consent for this information to be published on registers that my Organisation holds" checkbox will be ticked by default. Please ensure that you that you read and agree to the disclaimer.

11. Click the Apply button in the top-right corner of the screen.

The declaration will be displayed on the Employee Summary page.

Additional declarations can be recorded as required. Should the details of the conflict change, the record can be amended by using the Update icon.

12. Click the Home button to return to the Employee Self Service homepage or click the Portal icon to return to the My ESR Dashboard.