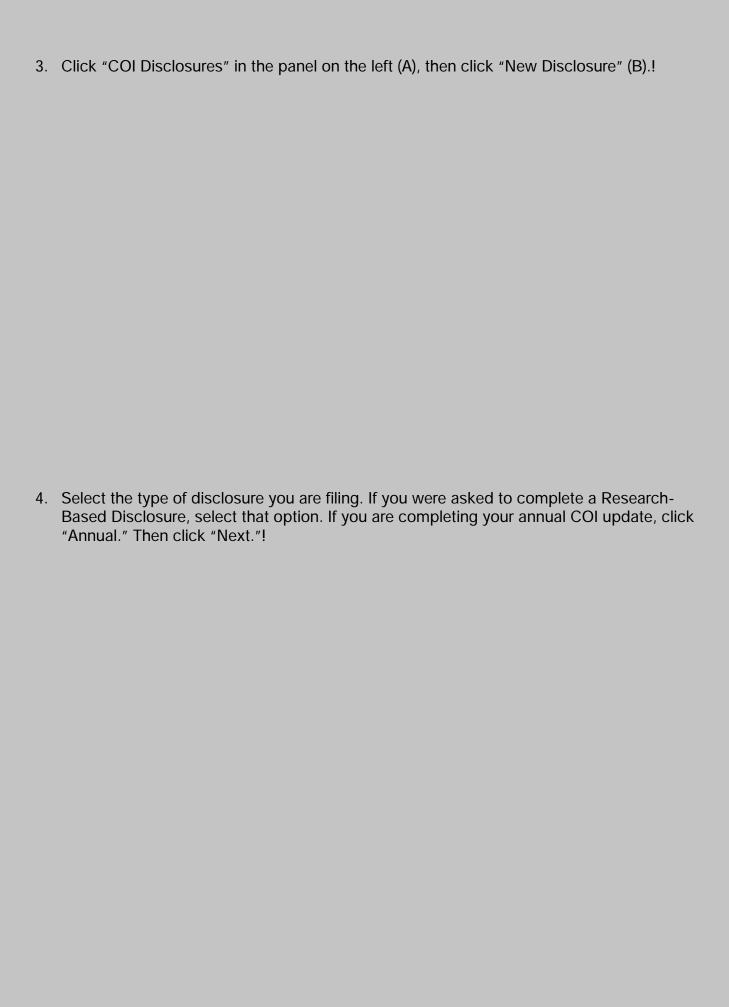
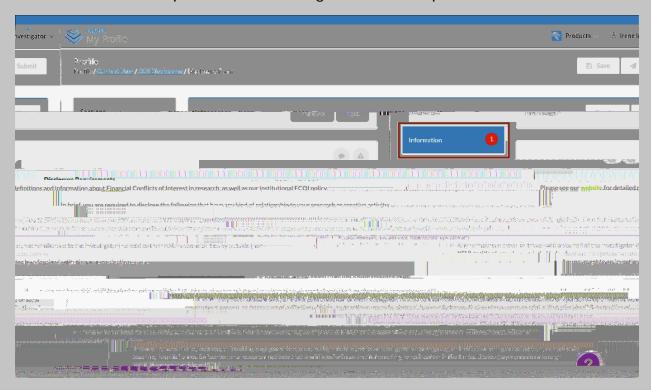
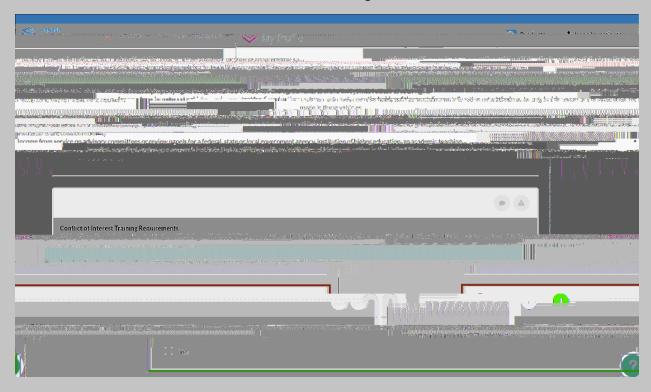
1.	Go to https://kennesav	v.app.cayuse.com	n/ and use your	NetID and passw	ord to log in to



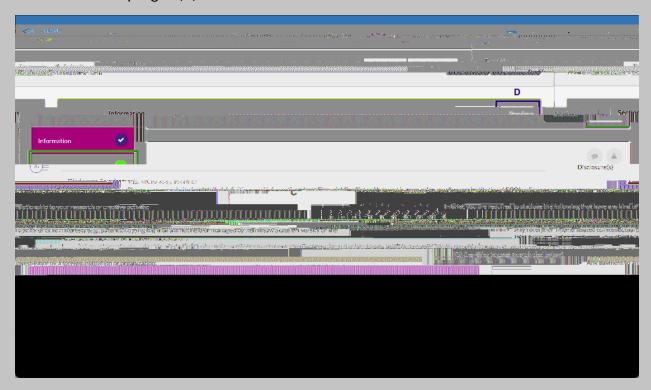
5. The first screen that will open will be the Information Screen. The red numbers indicate items need to be completed before moving to the next step.!



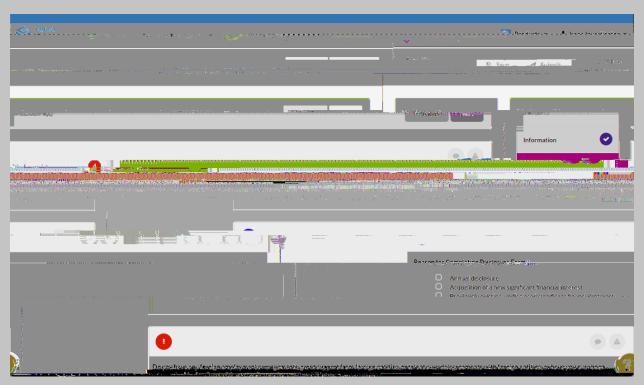
6. Read the information, then check the acknowledgement box at the bottom. !



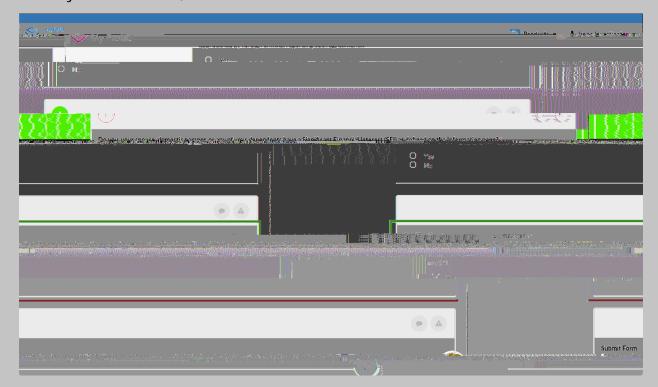
7. Now you will see a new section in the left menu, "Disclosure(s)" (C). Click the "Next" button at the top right (D).!



8. Fill out the fields as they apply to you. Your entries will auto-save and you can return at another time to complete your submission.!



9. When you are finished, read and check the box for the attestation at the bottom. !



10. When all required elements are completed, you will see all green check marks in the navigation window on the left (E). At that point, you can submit your disclosure by clicking on "Submit" (F).!

