This guide provides directions for completing a CAMS disclosure profile update if you do not have any Outside Activities or Financial Interest to disclose. The steps below outline how to acknowledge the policy training, confirm you have no disclosures, and submit your update in the system.

1. Access your profile by clicking on the hyperlink in the CAMS:

2. Click on “Edit Disclosure Profile” to open:

3. Review the policy training document, then click the box to acknowledge acceptance:
4. If you have nothing to disclose, after accepting the training materials, follow these steps:

   a. For Question 1, select “No” and then click “Continue”

   b. Click “Complete Disclosure Profile Update” to complete your submission. (Clicking “Finish” will not submit.)

   c. Click “OK” to verify that all disclosure information is accurate and current.

   d. When complete, your profile will show “No Action Required,” and CAMS will send an email notification to confirm that your update was submitted in the system.