<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Description</th>
<th>See Also</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Current Actions</td>
<td>List of actions you can take related to creating or updating your disclosure</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Update/Edit Certifications</td>
<td>Access to update/edit your certification</td>
<td><a href="#">eCOI+ Create/Update/Edit Certifications Quick Guide</a></td>
</tr>
<tr>
<td>3.</td>
<td>Create Annual Certification</td>
<td>Create/update your annual disclosure</td>
<td><a href="#">eCOI+ Create/Update/Edit Certifications Quick Guide</a></td>
</tr>
<tr>
<td>4.</td>
<td>Startup Company Certification</td>
<td>Create a disclosure related to a startup company</td>
<td><a href="#">eCOI+ Startup Company Certification Quick Guide</a></td>
</tr>
<tr>
<td>5.</td>
<td>Create Staff Attendance at Events (non-Faculty)</td>
<td>Create a disclosure related to a startup company</td>
<td><a href="#">eCOI+ Attendance at Events Disclosure Quick Guide</a></td>
</tr>
</tbody>
</table>
# eCOI+ My Inbox Quick Guide

## 6. Additional Information
- **My Inbox**: Your personal inbox with any pending action items.
- **Certifications in Progress**: Certifications that have not been verified/Submitted.
- **Completed Certifications**: Certifications that have been fully verified/Submitted.

## 7. System Messages
- **Informational messages**: Pertaining to your disclosure.

## 8. Submission Details for Discloser
- **A depiction of where your disclosure is in the review process**

## 9. Pending Items – Items Requiring Action
- **My Pending Disclosure Certifications**: Certifications that require attention/action item to move forward in processing.
- **My Pending Attendance at Events Submissions**: Certifications that require attention/action item to move forward in processing.
- **My Pending Startup Company Disclosures**: Certifications that require attention/action item to move forward in processing.
- **My Pending Departmental Reviews - Disclosures**: Certifications that are awaiting a departmental review to be submitted.
- **My Pending Departmental Reviews - Attendance At Events Submissions**: Certifications that are awaiting a departmental review to be submitted.
- **My Overdue Monitor Report(s)**: Only applicable for COI Monitors – overdue annual check-in report.

## 10. My Profile
- **View or edit your eCOI+ profile**
- **See also**: [eCOI+ My Profile Workspace Quick Guide](#)

## 11. Recently Viewed Items
- **List of recently viewed items for quick access. Clear the list by clicking on the icon.**

eCOI+ My Inbox
Quick Guide

Related Quick Guides

- eCOI+ Terminology Quick Guide
- eCOI+ Disclosure Workspace Quick Guide
- eCOI+ My Inbox Quick Guide
- eCOI+ Submissions Workspace Quick Guide
- eCOI+ My Profile Workspace Quick Guide
- eCOI+ Workflow and States Quick Guide
- eCOI+ Update/Edit/Create Certification Record Quick Guide
- eCOI+ Startup Company Certification Quick Guide
- eCOI+ Research Certification Quick Guide
- eCOI+ Attendance at Events Quick Guide

Department Reviewer

- eCOI+ Department Reviewer Quick Guide
- eCOI+ My Inbox (Department Reviewer) Quick Guide
- eCOI+ Disclosure Workspace (Department Reviewer) Quick Guide