

JOB AID – ADD NEW OUTSIDE ENTITY

1) Select **CAN'T FIND – ADD NEW** from dropdown. This is an option in all panels (e.g., Outside Activity, Equity Interest, etc.)

a)

Outside Entity*

Start typing...

Honee

CAN'T FIND – ADD NEW

Honey's Balm

Honeywell

Laney Honey

Page 1 of 5

→ A new window will appear titled **Add New Outside Entity**.

2) Complete the **Add Outside Entity** pop-up window.

Add New Outside Entity

If this information is added incorrectly, it will be corrected by the administrator

a) Outside Entity Name*

b) Outside Entity URL*

c) Outside Entity URL Unavailable ☐

d) Outside Entity Address*

e) Outside Entity Origin

f) [domestic entity]

United States
Foreign

g) [foreign entity]

United States

- a) Type in the new Outside Entity's name.
- b) Type in the new Outside Entity's name URL.
(leave blank if URL is unknown)
- c) Check the box if the URL is unknown.
NOTE: If you check the box, a new line will appear titled *Outside Entity Address* (see d) below).
- d) Type in the new Outside Entity's physical address.
- e) Click on the down arrow for the dropdown list to appear.
- f) If the new Outside Entity is **domestic**, select **United States** from the dropdown.
- g) If the new Outside Entity is **not domestic**, select **Foreign** from the dropdown.
NOTE: If you check the box, a new line will appear titled *Outside Entity Origin Country* (see h) below).

h) Outside Entity Origin Country

i) Outside Entity Origin Country

j) Publicly Traded Company* ☐ Yes ☐ No

→ **h)** Click on the down arrow for the dropdown list to appear.

→ **i)** Select the new Outside Entity's country of origin from the dropdown list.

→ **j)** Select the correct response for the new Outside Entity.

3) The new **Outside Entity** will save when you save the panel (i.e., Outside Activity, Equity Interest, etc.) you were in.