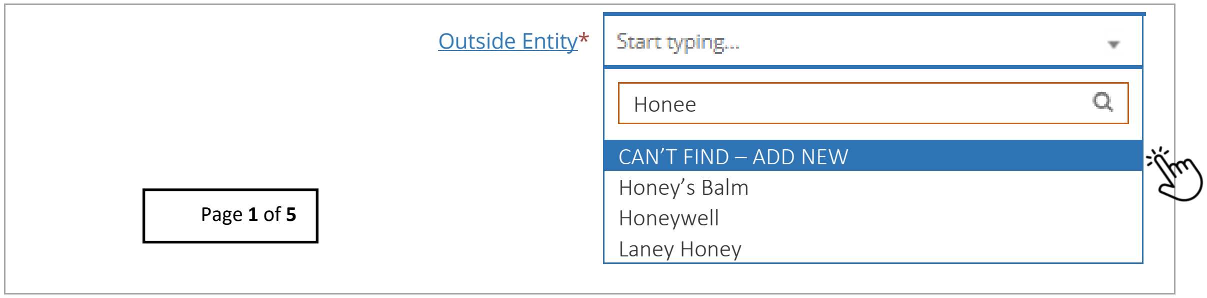
JOB AID – ADD NEW OUTSIDE ENTITY

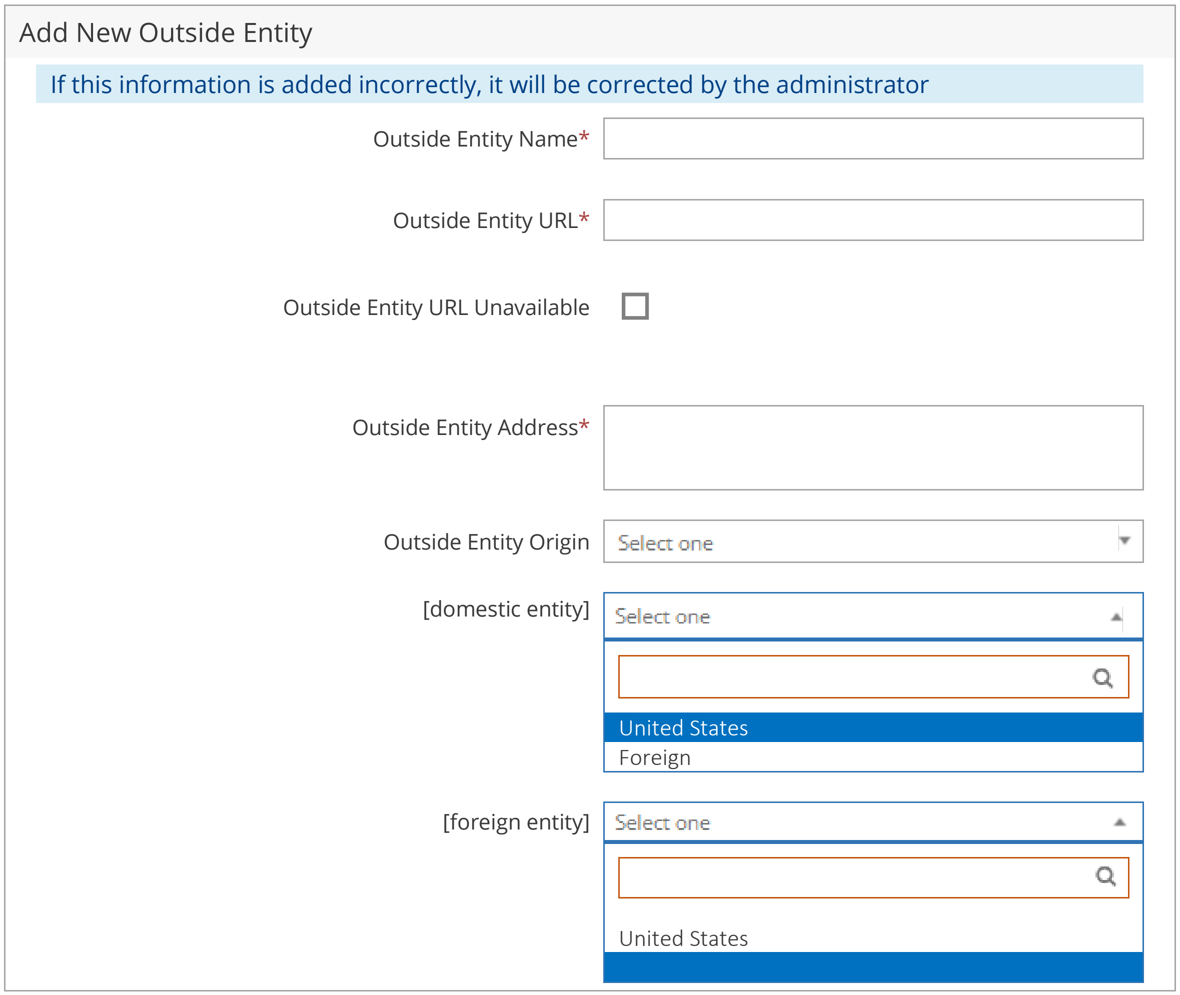
1) Select *CAN'T FIND – ADD NEW* from dropdown. This is an option in all panels (e.g., Outside Activity, Equity Interest, etc.)

a)



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

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



→ ***a)*** Type in the new Outside Entity's name.

→ ***b)*** Type in the new Outside Entity's name URL.
(leave blank of URL is unknown)

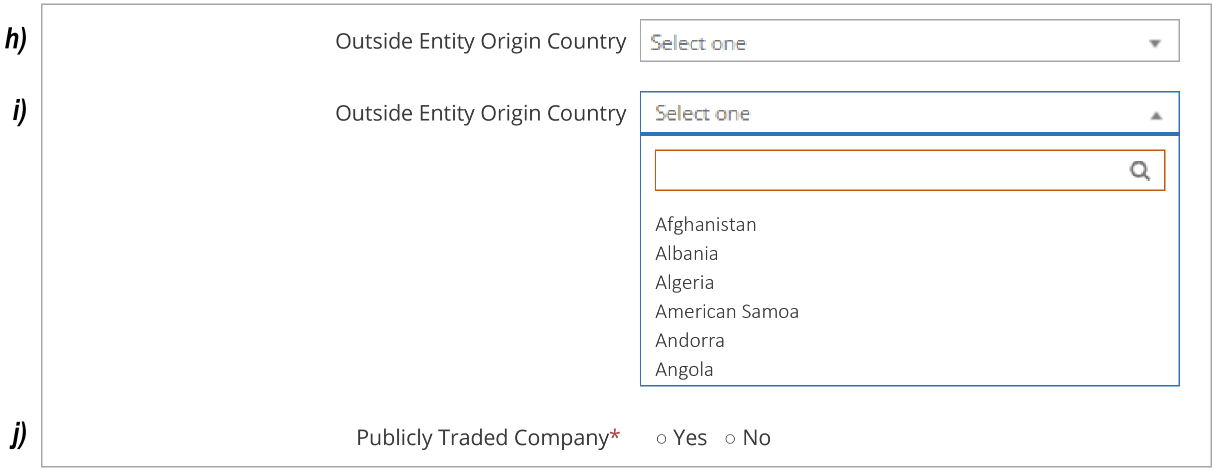
→ ***c)*** Check the box if the URL is unknown.
NOTE: If you check the box, a new line will appear titled *Outside Entity Address* (see ***d)*** below).

→ ***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)*** 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.