Disclosure Login

1. From the Executive Order 38 page (www.executiveorder38.ny.gov) page click the Disclosure link. Note: you can also get there by clicking the Disclosure link after completing the Determination form.

2. This will bring you to a login screen. Log into the Disclosure by entering your Grants Gateway Username and Password.

   ![Login Form]

   Type your Username and Password and then Click the Log in button.

   A screen will display with four tabs:

   The 1. Information tab is the default.

   1. All of the information in the 1. Information tab comes directly from Grants Gateway.

   2. You must complete the 2. Update Details tab information prior to Submitting a Disclosure and/or Applying for a Waiver.

   3. For more information on the 3. Submit Disclosure and 4. Apply for Waiver tabs, please refer to the documentation found on the Executive Order #38 Training webpage (http://executiveorder38.ny.gov/training).

Provider Information

Select the Contact Info link to view contact information:

State Agency With Most Contracts  Department of Health  Contact Info

Update Details – Covered Reporting Period/Lead Agency

1. Click the 2. Update Details tab at the top of the page.

2. For Covered Reporting Period/Lead Agency, click the Add CRP/Lead Agency link.

3. On the Select your EO 38 Lead Agency and Other State Agencies pop-up screen, choose your Lead Agency.

4. Click the check boxes of the Other State Agencies you wish to select.

5. Choose the CRP Start Date and CRP End Date.

6. Once you have made your changes, click the Submit button.

7. The following message will appear:
Update Details – Preparer List

1. For Preparer List, click the Deactivate/Activate Preparer link to Deactivate or Activate a Preparer.

2. For Preparer List, click the Add Preparer link to Add a Preparer.

3. On the Preparer Information pop-up screen, fill out the rest of the form, and then select Submit.

4. The following message will appear: Preparer has been successfully added/updated. The preparer list has been refreshed.

Update Details – Covered Executive List

1. For Covered Executive List, click the Deactivate/Activate Covered Executive link to Deactivate or Activate a Covered Executive.

2. For Covered Executive List, click the Add Covered Executive link to Add a Covered Executive.

3. On the Covered Executive Name pop-up screen, fill out the rest of the form, and then select Submit.

4. The following message will appear: Executive Name has been successfully added/updated. The Executive list has been refreshed.