How to Certify your FY 2019 COI Questionnaire:

1) Log into COI Smart: https://medstar.coi-smart.com/main.php

2) Click “My Questionnaire” and then “My Questionnaires” in the top right of your screen:

3) Click “Submitted” next to the FY 2019 questionnaire.
   **NOTE:** Please ensure you are clicking into the FY 2019 questionnaire, not FY 2020.
4) **IF YOU DO NOT NEED TO MAKE CHANGES TO THE QUESTIONNAIRE:**

- Click the “Re-Certify” button
- Type “Certify” in the text box provided and click “Finish”
IF YOU NEED TO REVISE PREVIOUS ANSWERS:

- Click the BLUE REVISE button for each question needing revisions and follow the prompts to update.
- Once complete, navigate to the last survey question titled “CERTIFICATION” and click on the BLUE REVISE button.

5) This will bring you to the COI certification page. Click on the green “Continue to the Question Revision Submission Page.”
6) Type **REVISE** in the red box and click green “Submit Revision to this Question” button.

7) Once you click the green button, you have successfully certified your FY 2019 COI questionnaire.

For questions or trouble accessing your account, please contact Lauren Brummell (Lauren.E.Brummell@medstar.net) or Carol Mason (Carolyn.M.Mason@medstar.net) for assistance.