



How do I file a report?

EthicsPoint is designed to maintain your confidentiality and anonymity. The following step-by-step instructions will guide you through the processes available to submit a report:

Step 1: Access EthicsPoint to report:

Use any one of these three convenient channels of communication:

Company Network	Public Internet	Toll-Free Phone
Click on link provided on your company's intranet site. You will automatically be connected to your EthicsPoint's secure landing page.	From any computer having Internet access (home, public library, neighbor, etc.), go to www.ethicspoint.com and click on "File a new report"	Call your EthicsPoint toll-free hotline at 1-888-331-0619 . An intake specialist will assist you with entering your report into the EthicsPoint system.

Step 2: Complete a Report:

Follow the on-screen or intake specialist's instructions to complete a report.

1. Choose a report category.
2. You can remain anonymous.
3. Complete the report, providing information about the incident, including:
 - a. *Who*: Persons engaged in the incident, including titles
 - b. *What*: Incidents specifically occurred
 - c. *Where*: Location of the incident
 - d. *When*: Time and duration of the incident
4. Next, you will be asked to create a password. The EthicsPoint system will generate a unique code called a "Report Key." Write them both down and keep them in a safe place. You will need them to follow-up later, or if you ever want to review or amend your report.

Step 3: Follow-Up:

2-3 business days after you complete your report, you can return to the EthicsPoint system to see if the company has posted any follow-up questions or requests.

1. Reconnect with the EthicsPoint system using any of the three channels: **Company Intranet, Public Internet, or Toll-Free Phone.**
2. Click on (or ask to perform)"Follow-up an existing report."
3. Provide your Report Key and Password.
4. You can now elect to review report details, respond to questions, and add information.
 - a. To review your report, click "Review Report Details" or ask the intake specialist.
 - b. You will be told if your company has entered questions about your report. Answer the questions verbally or by typing in the question boxes and click "Submit."
 - c. You can add information to the report verbally or by using the "Submit New Information" box.
5. If you have agreed to participate in an EthicsChat*, click "Join a Chat" at the specified time. Type your comments into the field at the bottom of the window and click "Submit."

You may return regularly to review your report, answer questions, and add information.

**EthicsChat is a real-time communication between you and a company representative to clarify details and answer questions. Like the rest of the EthicsPoint system, it is confidential and anonymous.*