**How to Create an Account & Submit a Disclosure Using the Online Portal**

1. Go to [https://texastech.ttoportal.com](https://texastech.ttoportal.com)

2. If you don’t already have an account, press the ‘Request Account’ Button. Fill in your email address, and security code. If you have an account, log in and
3. A verification email will be sent to that email account. Check your email and click on the link that is provided within.
4. After clicking the link, please fill out your contact information, and click the ‘Create Account’ button.

5. You will be taken to the ‘Dashboard’. Please click the ‘Add New Disclosure’ button on the top left.
6. Start filling in requesting information into appropriate dialogue boxes. Please upload any documents that are relevant to this disclosure. They will greatly aid in the assessment process. In addition, if you know of anyone that is interested in purchasing or licensing this technology, let us know as well. Please fill in these questions in their entirety.
7. When complete, press the ‘Submit’ button on the top right hand corner of the screen. You may also choose to click ‘Download as PDF’ if you would like a
8. After submitting, be sure to hit ‘yes’ again to confirm your submission

Copy for your records.
9. You should get a screen saying that you have ‘submitted’. Thank you so much for your submission!