

A MESSAGE FROM THE STATE ETHICS COMMISSION FEBRUARY 2019

ATTENTION FINANCIAL DISCLOSURE FILERS

The State Ethics Commission launched a new online financial reporting system on January 3, replacing the system that has been in place for many years. The information you are required to submit has not changed, but the look of the system and how you access it has.

By now, all current filers should have received a confirmation email from the Commission's system asking you to confirm your email address and providing directions for how to do so. If you do not remember getting this email, double-check your inbox and/or your spam folder.

It is critical to confirm your email address because, from this point on, your email address will serve as your user name. Once you confirm your email address, you will be prompted to create a new password. When you've accomplished these two tasks, you will be able to log in to your account and proceed with filing your 2018 financial disclosure statement. Here are some important things to know:

- When you create your account, the login page will provide two options: Public Access or Government Filer. You must create your filing account as a Government Filer.

The Public Access part of the system allows members of the public to view specified forms online (Governor's, Lt. Governor's, Comptroller's, Treasurer's, Attorney General's, Secretaries of Principal Cabinet Departments, State's Attorneys, Sheriffs, Registers of Wills, Clerks of the Court). If you wish to view those forms, you can do so, as a member of the public, by creating a separate account, but you will be required to use a separate email address from the one you use to file.

- When you create your account and then log into it, the system will initially take you to a profile page that includes telephone and address information. Please make sure you review this information closely as it may not have transferred into the new system completely, or accurately. This information must be corrected as necessary and should be regularly reviewed for accuracy.
- Unlike in the past, the first form you file in the new system will not be pre-populated with last year's information. The new system could not extract the data from the old system to accomplish this for you. Consequently, you will have to manually enter all the required information. To assist in this process, once you activate your account, you will find pdf versions of your prior filings that you can access and use for reference. Next year and in years beyond, the data will transfer to your new statement from the prior statement, requiring you to simply review and make edits as necessary, as has been the case in the past.

- As usual, April 30th is the deadline to file your statement covering the prior calendar year. Remember, if you leave state service, you have an obligation to file an end of service (previously referred to as a “termination”) statement within 60 days of your last day of service.

One final note: Please read the instructions closely, both in setting up your account and completing your financial disclosure filing. In most cases the answers to your questions are contained in the instructions.

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