

Welcome

Welcome to SouthTech Systems' eDisclosure™, your electronic solution for streamlining the filing and submission of FPPC Form 700 (Statement of Economic Interests). eDisclosure™ offers you the convenience and flexibility of filing Form 700 electronically, 24/7, in the privacy of your own secured filing area.

What is Form 700?

As a government official or employee, the Political Reform Act requires you to publicly disclose your personal assets and income on Form 700. The form—filed every year, as well as when you are assuming or leaving office—is a public document that is made available to anyone who requests it.

eDisclosure™ Features

With eDisclosure™, you can

- Easily fill out or amend Form 700;
- Quickly copy information from a prior year's form;
- Conveniently fill out one form for multiple positions;
- Automatically check your form for errors and omissions;
- And securely submit the form to your filing officer.

Logging into eDisclosure™

As a filer, you will be granted account access to eDisclosure™ by your Filing Officer. Once your account has been successfully created, you'll receive two automated emails.

- A "Welcome" email from your Filing Officer.
- A new account notification that provides you with your eDisclosure™ username and password.

To login to eDisclosure™, follow the steps below.

1. Make sure that you are connected to the Internet.
2. Click the system link that was included in your new account notification email.
3. In your browser window, enter the Login ID and Password from your new account notification email. Depending on your organization, you may also need to input a unique security code that appears on the login page.

Login ID:
 eric.johnson@agencyq.gov
 Password:

 Enter the code below:
 N8jj
 N8jj
 Log In

4. Click "Login."
5. If this is your first time logging in, you will need to create a new password and security question.

eDisclosure™ Login Menu

The Login Menu appears after you have logged into eDisclosure™ and contains the following options:

Login
 Home
 Change Password
 Change Login ID
 Change Email
 Sign Out

- **Change Password** – Update your account with a new password
- **Change Login ID** – Update your account with a new login ID / username
- **Change Email** – Update the email address where you receive system announcements and messages.

eDisclosure™ Filer Menu

The Filer Menu appears after you have logged into eDisclosure™ and contains the following options:

Filer
 Current Filings
 Previous Filings
 View Profile
 Help
 Current Filings
 FPPC Reference Pamphlet

- **Current Filing** – A list of positions that requires submission of FPPC Form 700 (Statement of Economic Interests).
- **Previous Filings** – A list of FPPC Form 700 (Statement of Economic Interests) filings that you have already submitted, along with actions you can take for submitted files.
- **View Profile** – View your filer profile—including your positions—and update your contact address.

Note: As you navigate the system, you'll find helpful tips and references listed under the *Help Menu*. If you find yourself stuck at any point, take a look at the help options for guidance.

Initiating your Form 700 Filing

1. Navigate to your "Current Filings" page, which initially provides you with all of the positions that you are required to file Conflict of Interest Form 700.

#	Position
<input type="checkbox"/>	Historic Preservation Officer
<input type="checkbox"/>	Communications Officer
<input type="checkbox"/>	Commissioner
<input type="checkbox"/>	Coordinator I
<input type="checkbox"/>	Engineering and Developmental Services Officer

2. Place a checkmark next to the position(s) that you want to file your statement for at this time.

You may hover your mouse over the disclosure category to quickly see what you are required to disclose.

3. Under your "Filing Detail View," verify the name(s) of the position(s) that you are filing for and the recommended schedules.

- If there is a disclosure category that you believe should be completed, but is not checked as required, you can check the required box and that schedule will be included in your filing.

Type	Due Date	Year	Disclosure Category
Assuming	9/10/2009	2009	Cat-01
Assuming	9/10/2009	2009	Cat-03
Annual	4/1/2009	2008	Cat-03
Annual	4/1/2009	2008	Cat-01
Assuming	9/10/2009	2009	Cat-05

Persons in this category shall disclose interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property, or any part of it, is located within or not more than two (2) miles of any land owned or used by the YourCountyOrCityName.

- If you have "no reportable interest" in any or all of the required schedules, please check the no reportable interest boxes for all that apply.

Note: You may hover your mouse over a question mark icon to view the respective Schedule's FPPC instructions.

4. Click "Continue."

Note: Once you successfully file, you will have the option to copy information from a prior filing to a new filing when you return to the "Current Filings" page.

Preparing your Form 700 Cover Page

1. On your "Filing Forms" page, your cover page, as well as individual schedules and instructions, are accessible via tabs. By default, the "Cover Page" is selected.
2. Your cover page is conveniently filled out, so all you need to do is review and verify the information displayed. If you find a mistake, please contact your administrator.

FPPC Form 700
 STATEMENT OF ECONOMIC INTERESTS
 COVER PAGE
 Public Disclosure

Preparing your Form 700 Schedule(s)

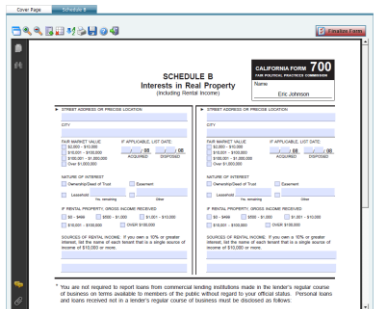
- To fill out your schedule (please note that you may have more than one) click the corresponding schedule tab. If you're filling out more than one schedule, you will have multiple tabs.



Take notice of the icons that appear under the "Schedule" tab(s).

Icon	Action
	Toggle between maximized view and restore down.
	Zoom in
	Zoom out
	Add an additional sheet to the schedule
	Delete a section from the selected schedule page (sections are numbered from left to right).
	Sort sections alphabetically (from A to Z)
	Print
	Save
	Help and instructions for the respective schedule
	Exit

- On the Schedule, blank fields require your input. Note that if you exit the form or navigate to another page, eDisclosure™ will auto-save your modifications.



Note: Adobe Acrobat Reader may have highlighted / shaded the blank fields for you.

- If you have a prior year filing for the same position, your information will be copied into this year's form. Note that gifts or disposed assets will not be carried over. If you copied information from a prior filing, be sure to:
 - Edit your schedules carefully and delete, remove or enter the sold date for all assets that should not appear, or should be shown as sold / disposed of during this year.
 - Add any new information that was not included in a prior filing.

- When finished, click the "Finalize Form" button.

Note: If you attempt to finalize the form without entering all required information, eDisclosure™ will prompt you with a system error and list all the validation issues that it has found within the form.
- To proceed, click the "Yes" button.

Submit your Filing

- On the "Submit Filing" page, you must accept the verification statement to proceed.
- Once you select the "Accept" radio button, all submission / filing buttons will become active.
- There will be an acceptance required for each form submitted. For agencies and departments that allow electronic submission, the following options exist:
 - Electronically submit** – Your form is instantly routed to your Filing Officer and archived under your "Previous Filings." You will receive a confirmation message on-screen and via email upon submission. When you submit electronically, you will receive the following confirmation message for each form that you accept and submit.
 - File by paper** – you may print your form and mail it to your Filing Officer. Note that you must accept an additional verification that states you will need to sign and mail it. After accepting, you will receive a confirmation message (on-screen and via email) and will be prompted to print the document.

Note: The filing will also be archived under your "Previous Filings," however, the "Filed Date" will not appear until your Filing Officer receives and processes it
 - Don't Submit** – your form will be saved under "Pending Filings" and you will be able to resume at a later time. Make sure you file and finalize by the due date, otherwise you will be subject to late charges by your Filing Officer.



Note: For agencies that do not allow electronic submission, you will not see the option to **Electronically Submit** and you **MUST File by Paper**.

View Prior Filings

- From the "Prior Filings" list, select the filing that you would like to view and click the "View" button.
- On the next page, your submitted FPPC Form 700 will appear, along with a time and date stamp confirming your filing submission.

Print Prior Filings

From the "Prior Filings" list, select the filing that you would like to view and click the "Print" button.

Amend Prior Filings

- From the "Prior Filings" list, select the filing that you would like to amend and click the "Amend" button.
- Identify any schedules that you'd like to add or remove and click continue.
- Select the existing schedule that you'd like to amend or the newly added schedule that you want to fill out. Complete the required fields.
 - Note that your amendment will appear as a separate, new filing and will not replace the original. Both filings (original and amended) are archived and will become public documents.
- Click the finalize form button.
- Refer to the steps listed under **Submit your Filing**.

Filings Report

Note: The filings report is a comprehensive snapshot of your previous filings, including information on type of filing, filing year, due date, filed date and finalized date.

- Select the "Previous Filings" menu option.
- Click "Filings Report."
- Input your report parameters and click OK.

Filing Type	Filing Year	Due Date	Filed Date	Finalized Date
Administrative Officer, Department of Development Services, Your County/OCity Departments/Agencies	2009	08/12/2009 06:15:54 PST	08/12/2009 06:15:54 PST	08/12/2009 06:15:54 PST
Communications Officer, Department of Development Services, Your County/OCity Departments/Agencies	2009	08/12/2009 18:30:00 PST	08/12/2009 18:30:00 PST	08/12/2009 18:30:00 PST
Accountant	2009	04/02/2009	08/18/2009 01:29:21 PST	08/18/2009 01:29:21 PST
Engineering and Developmental Services Officer, Department of Development Services, Your County/OCity Departments/Agencies	2009	08/12/2009 01:18:59 PST	08/12/2009 01:18:59 PST	08/12/2009 01:18:59 PST
Historic Preservation Officer, Department of Development Services, Your County/OCity Departments/Agencies	2009	08/12/2009 01:48:47 PST	08/12/2009 01:48:47 PST	08/12/2009 01:48:47 PST
Total: 5				