



Introduction for Filing Officials

Version 3.16.0804
8/21/16

AUTHORED BY
SouthTech Systems, Inc.

1 Table of Contents

1	Table of Contents	2
2	Introduction	3
2.1	<i>Welcome to eDisclosure™</i>	3
2.2	<i>Defining "Disclosure"</i>	3
2.2.1	Individuals Subject to Filing	4
2.2.2	Filing Deadlines	4
2.3	<i>About SouthTech Systems</i>	5
2.3.1	DisclosureDocs™ and eDisclosure™ Development History.....	5
2.4	<i>Contact / Support Information</i>	6
2.5	<i>About the Documentation</i>	6
2.6	<i>Useful Links</i>	6
2.7	<i>Definitions</i>	6
3	Getting Started	9
3.1	<i>Filing Official Access to eDisclosure™</i>	9
3.2	<i>Logging into eDisclosure™</i>	9
3.3	<i>Navigating eDisclosure™</i>	12
4	The Login Menu	13
4.1	<i>Login Menu Options</i>	13
4.2	<i>Home</i>	13
4.3	<i>Change Password</i>	13
4.4	<i>Change Login ID</i>	14
4.5	<i>Change Email</i>	14
5	Next Steps	15
6	Bibliography	16

2 Introduction

2.1 Welcome to eDisclosure™

Welcome to SouthTech Systems' eDisclosure™, your electronic solution for streamlining the management of FPPC Form 700 filers and management and review of Conflict of Interest Code amendments.

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees who make or participate in the decision-making process to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions which may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the California state agency responsible for requesting this process, interpreting statutes and issuing the Statement of Economic Interests Form 700. (Source: Form 700 Statement of Economic Interests)

With eDisclosure™, filers can submit Form 700 electronically, 24/7, in the privacy of their own secured filing area. For Filing Officials, eDisclosure™:

- Automates the Conflict of Interest Code submission process.
- Enables increased productivity by consolidating information.
- Facilitates the adding, transferring and deactivation of filers.
- And provides complete management reports so that the status of agency filers can be easily viewed.

Additionally, eDisclosure™ assists Filing Officers by

- Empowering Filing Officials to be more effective.
- Providing instant access to information.
- Reducing filing errors.
- Proactively managing late filers.
- And interfacing directly with DisclosureDocs™ (a system used by Filing Officers).

2.2 Defining “Disclosure”

(Source: Conflicts of Interest / Form 700 / COI Codes, Copyright 2009)

The purpose of financial disclosure is to alert public officials to personal interests that might be affected while they are performing their official duties (i.e., making governmental decisions). Disclosure also helps inform the public about potential conflicts of interest.

Public officials at every level of state and local government must disclose their personal financial interests. Elected officials, judges and high-ranking appointed officials generally have the most comprehensive disclosure requirements.

These include disclosure of the following:

- Investments in business entities (e.g., stock holdings, owning a business, a partnership)
- Interests in real estate (real property)
- Sources of personal income, including gifts, loans and travel payments

- Positions of management or employment with business entities

For most other officials, including employees of state and local government agencies, it is up to the agencies that employ them to decide what their disclosure requirements are. Each state and local agency must adopt a conflict of interest code tailoring the disclosure requirements for each position within the agency to the types of governmental decisions a person holding that position would make.

For example, an employee who approves contracts for goods or services purchased by her agency should not be required to disclose real estate interests, but should be required to disclose investments in and income from individuals and entities that supply equipment, materials, or services to the agency (Gov. Code Sections 87301 and 87302).

Unpaid members of boards and commissions and consultants to state and local government agencies also may be required to disclose their personal financial interests (even if they have nothing to disclose) if they make or participate in making governmental decisions that could affect their private financial interests.

Disclosure is made on a form called a "Statement of Economic Interests" (Form 700). The form must be filed each year. Filed forms are public documents that must be made available to anyone who requests them.

2.2.1 Individuals Subject to Filing

(Source: Form 700 Statement of Economic Interests)

- Elected and appointed officials and candidates listed in Government Code Section 87200.
- Employees and appointed officials filing pursuant to a conflict-of-interest code. Obtain your disclosure categories, which describe the interests you must report, from your agency. They are not part of the Form 700.
- Candidates running for local elective offices that are designated in a conflict-of-interest code (for example, county sheriffs, city clerks, school board trustees, and water board members).
- Members of newly created boards and commissions not yet covered under a conflict-of-interest code.

2.2.2 Filing Deadlines

(Source: Form 700 Statement of Economic Interests)

Annual Statements

<u>March 1</u>	<u>April 1</u>
<ul style="list-style-type: none"> • Elected State Officers • Judges and Court Commissioners • State Board/Commission Members listed in Government Code Section 87200 	Most other filers. Individuals filing under conflict-of-interest codes in city and county jurisdictions should verify the annual filing date with their local filing officer.

Assuming, Leaving, and Initial Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict-of-interest code.

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents.

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules from your Filing Officer or interactively at www.fppc.ca.gov.

2.3 About SouthTech Systems

SouthTech Systems is a software development and system integration firm with offices in Riverside, California. We specialize in custom turnkey business government solutions, as well as software development for public agencies and the private sector.

Our company's focus is to equip public agencies with cost-effective and scalable applications that utilize database, digitized documents, workflow and electronic document management technologies. We provide the analysis, design, implementation, training, support and maintenance of enterprise-wide systems. Our solutions automate manual processes and improve staff productivity. As a premier software solution provider, we create, deploy, support, and maintain high-quality client-server and browser-based software solutions.

SouthTech Systems, Inc. offers not only the necessary technical knowledge, but also the in-depth government operational experience to make our software solutions a success. We understand how your business works, and we can blend cost-effective new technology with day-to-day operations to make your jobs easier and to provide you with an efficient workflow.

Our software products are specifically designed to meet the needs of government offices including County Recorders, County Clerks, Clerk of the Board of Supervisors, Election Officials and City Clerks. Each of our systems is designed to be highly configurable and completely turnkey, so that they meet the immediate, individual needs of our clients and their respective agencies.

2.3.1 DisclosureDocs™ and eDisclosure™ Development History

In partnership with the county of Ventura, SouthTech Systems developed the first generation of DisclosureDocs™ in 2000, the company's flagship product for managing the business process of the FPPC-mandated Conflict of Interest Code / Form 700. Since 2000, multiple California counties have acquired DisclosureDocs™. SouthTech Systems has since become an expert in the field of developing software solutions that facilitate the submission of Conflict of Interest filings.

In 2006, the County of Orange had a vision that all county Conflict of Interest filers would have the ability to electronically submit Conflict of Interest Form 700. SouthTech Systems, in turn, redeveloped DisclosureDocs™ and created eDisclosure™ to support the electronic submission process. The County of Orange subsequently applied for legislation change that would allow filers to electronically file Form 700.

In 2008, the legislation change was successfully passed in the form of a three-year pilot program for four California counties. Individuals in these counties who are designated filers by their authority's Conflict of Interest Code may file assuming, annual and leaving statements by completing the FPPC-mandated Form 700 online and submitting it to their Filing Officer

electronically. Note that for organizations that cannot file and submit electronically, eDisclosure™ still streamlines the paper filing process.

After three years, the pilot counties will report on the results of the program, which—if successful—will allow the legislation to be opened up to all organizations that file Form 700.

2.4 Contact / Support Information

Should you have any questions about our system, please contact your Filing Officer, who will be more than happy to assist you.

2.5 About the Documentation

The eDisclosure™ *Filing Official's Guide* includes the following documentation:

- Detailed descriptions of eDisclosure™ features for Filing Officials
- eDisclosure™ basic operation for Filing Officials with step-by-step tutorials

2.6 Useful Links

1. http://www.fppc.ca.gov/Act/2012_Index.pdf
2. <http://fppc.ca.gov/forms/700-12-13/Form700-12-13.pdf>
3. <http://www.fppc.ca.gov/forms/700-12-13/RefPamphlet12-13.pdf>
4. <http://www.fppc.ca.gov>

2.7 Definitions

(Source: Reference Pamphlet)

The purpose of this section is to explain key terms in the filing process. For additional terms and examples, please visit the FPPC Website.

Annual Statement: Generally, the period covered is January 1 through December 31 of the year that you are filing for. If the period covered by the statement is different than January 1 through December 31, you must specify the period covered. Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict-of-interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Assuming Office Statement: If you are a newly appointed official or are newly employed in a position designated in a state or local agency's conflict-of-interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in. Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable. For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

Code Filer: An individual who has been designated in a state or local agency's conflict-of-interest code to file statements of economic interests.

Conflict of Interest: A public official or employee has a conflict of interest under the Act when all of the following occur:

- The official makes, participates in making, or uses his or her official position to influence a governmental decision;
- It is reasonably foreseeable that the decision will affect the official's economic interest;
- The effect of the decision on the official's economic interest will be material; and
- The effect of the decision on the official's economic interest will be different than its effect on the public generally. Check the FPPC website (www.fppc.ca.gov) for a fact sheet entitled, "Can I Vote? Conflict of Interest Overview."

Conflict-of-Interest Code: The Act requires every state and local government agency to adopt a conflict-of-interest code. The code may be contained in a Regulation, policy statement, or a city or county ordinance, resolution, or other document. An agency's conflict-of-interest code must designate all officials and employees of, and consultants to, the agency who make or participate in making governmental decisions that could cause conflicts of interest. These individuals are required by the code to file statements of economic interests and to disqualify themselves when conflicts of interest occur. The disclosure required under a conflict-of-interest code for a particular designated official or employee should include only the kinds of personal economic interests he or she could significantly affect through the exercise of his or her official duties. For example, an employee whose duties are limited to reviewing contracts for supplies, equipment, materials, or services provided to the agency should be required to report only those interests he or she holds that are likely to be affected by the agency's contracts for supplies, equipment, materials, or services.

Contact Person: The person who is responsible for managing filers at the agency level. A Contact Person can also be a Filing Official. In most cases, the Filing Official is the Contact Person, but not always.

Disclosure Categories: The section of an agency's conflict-of-interest code that specifies the types of personal economic interests officials and employees of the agency must disclose on their statements of economic interests. Disclosure categories are usually contained in an appendix or attachment to the conflict-of-interest code. Contact your agency to obtain a copy of your disclosure categories.

Expanded Statement: Some officials or employees may have multiple filing obligations (for example, a city council member who also holds a designated position with a county agency, board, or commission). Such officials or employees may complete one expanded statement covering the disclosure requirements for all positions and file a complete, originally signed copy with each agency.

Filing Officer: The Filing Officer is the person or agency which receives and retains original statements of economic interests.

Filing Official: The Filing Official is the person who receives and retains original statements of economic interests and is required to make and retain a copy of such statements and forward the original to the Filing Officer.

Initial Statement: If your office or position has been added to a newly adopted or newly amended conflict-of-interest code, use the effective date of the code or amendment, whichever is applicable. Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

Filing Amendments: If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised. It is not necessary to re-file the entire form.

Leaving Office Statement: Generally, the period covered is January 1 through the date you stopped performing the duties of this position. If the period covered differs from January 1 through the date you stopped performing the duties of this position, the period covered must be specified. Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported.

3 Getting Started

3.1 Filing Official Access to eDisclosure™

As a Filing Official / Contact Person, you will be granted account access to eDisclosure™ by your Filing Officer. Once your account has been successfully created, you'll receive a new account notification that provides you with your eDisclosure™ username and password.

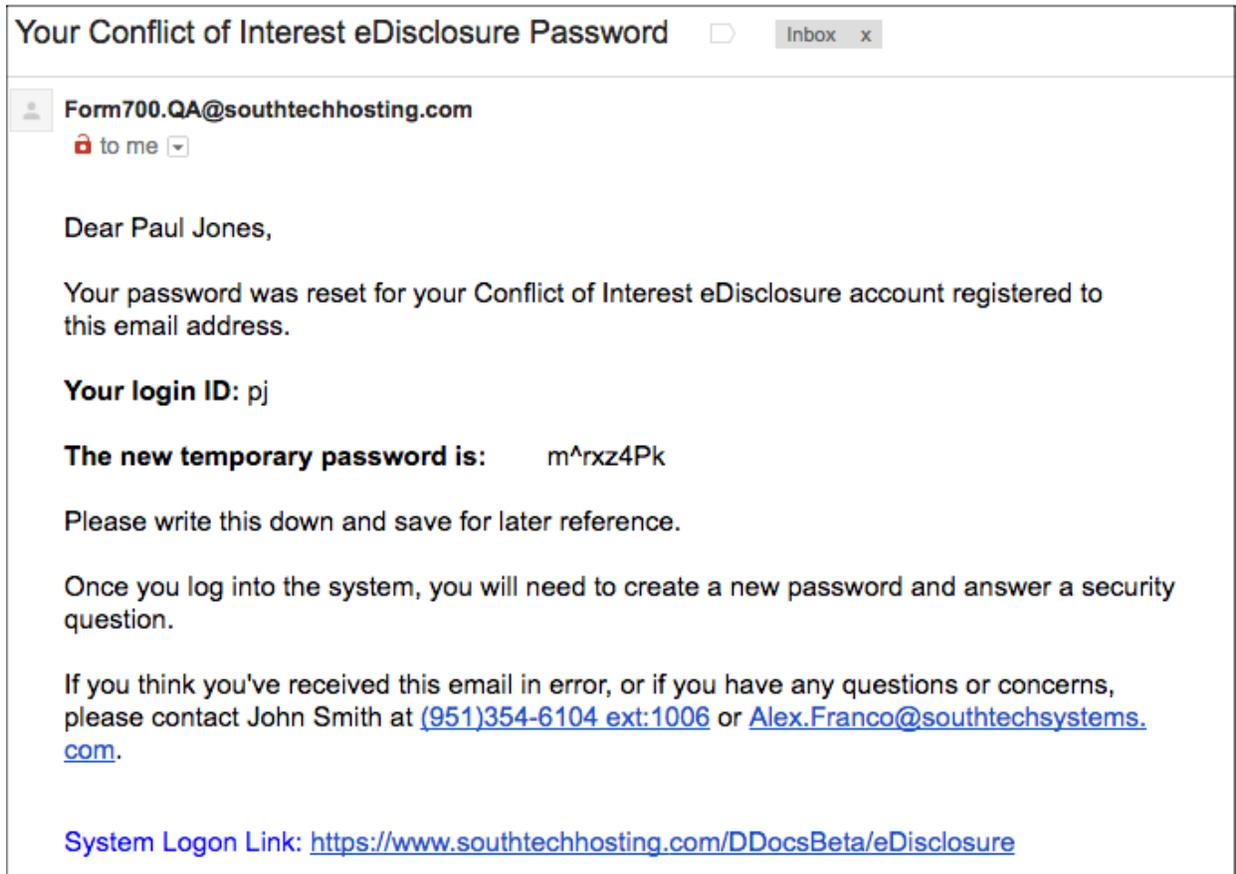


Figure 1: Sample New Account Notification Email

3.2 Logging into eDisclosure™

Once your account has been activated, simply follow the instructions below to login:

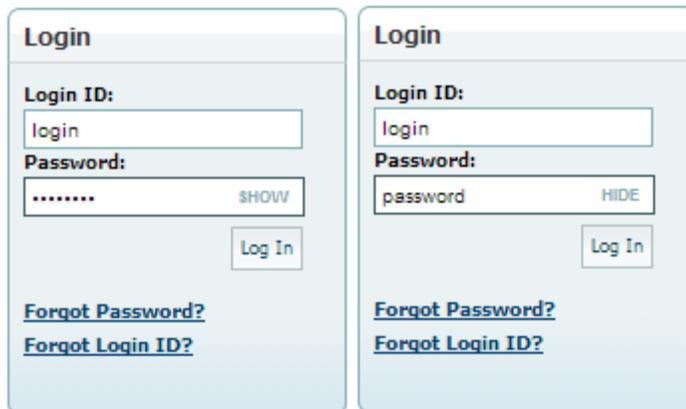
1. First, ensure that you are on an Internet-connected computer. Then, click the system link that was included in your new account notification email.
2. A new Web browser window will open and you will be automatically directed to the eDisclosure™ Website. Here, enter the Login ID and Password that appears in 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. After you have entered this information, click the "Log In" button.
 - If you have forgotten or lost your password, click [Forgot Password?](#) You will be asked to provide your Login ID, last name, security question and security answer

(if you do not know or have not set up your security question and answer, please contact your Filing Officer for assistance). Once you submit your password request, the system will automatically generate, encrypt and send you a new password. Neither SouthTech Systems nor your Filing Officer will see your password.

- If you have forgotten or lost your Login ID, click [Forgot Login ID?](#) You will be asked to provide your last name, email address, security question and security answer (if you do not know or have not set up your security question and answer, please contact your Filing Officer for assistance). Once you submit your request, the system will email you your Login ID.

Figure 2: Logging in from your Browser

Note that your agency may have set up eDisclosure to allow you to SHOW/HIDE the actual characters of your password. If the password field contains the word "SHOW," you can click it to view your password (instead of seeing asterisks).



If your agency provides a Filing Official contact list for login assistance, you will see a link displayed on the left side of the screen.



Figure 3: Department / Agency Contact list link

3. If this is your first time logging in after your new account has been created, you will need to create a new password. Please follow the security-requirement rules on the password creation page. You will also be asked to select and answer a security question. This security question will be asked if you ever forget your password.

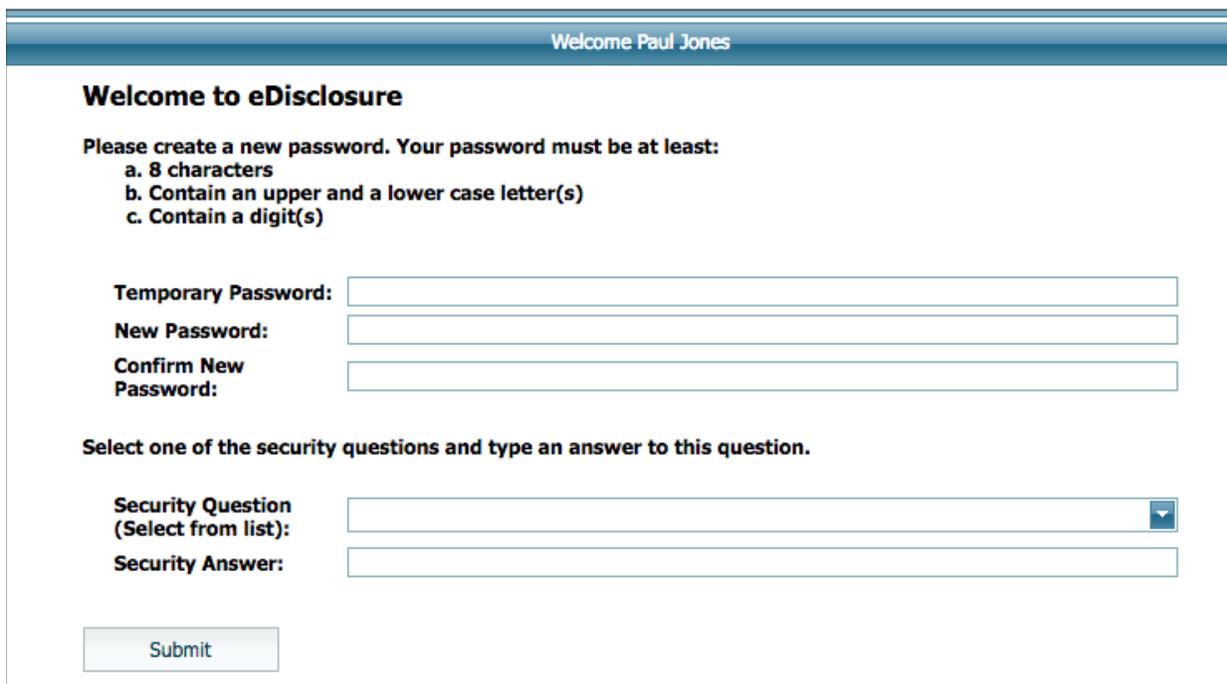


Figure 4: Set Your New Password

3.3 Navigating eDisclosure™

After logging into eDisclosure™, you can navigate through the system using the menu options on the left side of the page. Note that if you are also a filer, your menu will include the filer's portion of the menu.



Figure 5: Navigation / Menu Options

Please refer to our eDisclosure Filer Management and COI Code manuals for details on each menu item.

4 The Login Menu

4.1 Login Menu Options

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

- **Home** – Information / Announcements from your Department or Agency
- **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.

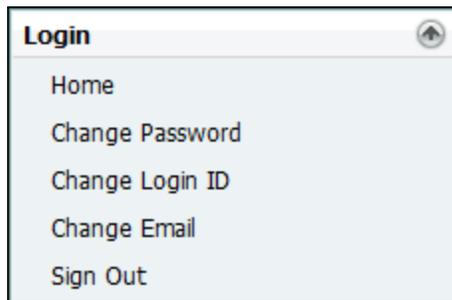


Figure 6: The Login Menu

4.2 Home

This page looks similar to your login page, in that it contains the same information and announcements from your Department or Agency. However, because you are already logged in, you will not see the Login box on the left side of the page.

4.3 Change Password

To change your password, input your old password and your new password twice. Your new password must follow the security-rules indicated on the password-reset page.

Your password must be at least:

- 8 characters
- Contain an upper and a lower case letter(s)
- Contain a digit(s)
- Contain a special character: ~ ! @ # \$ % ^ & * () - = _ +

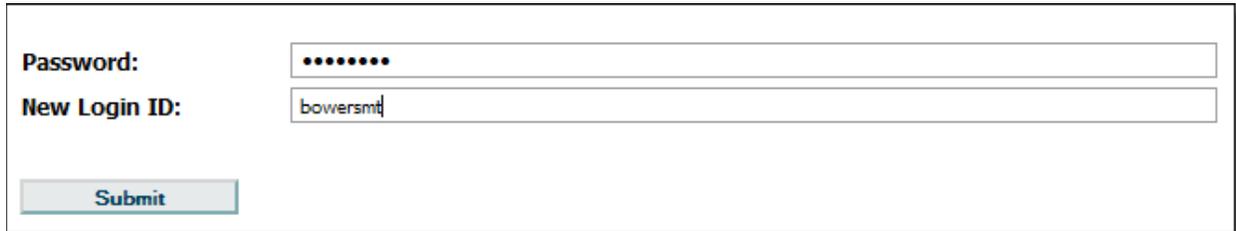
Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

Submit

Figure 7: Change Your Password

4.4 Change Login ID

To change your Login ID, input your password and your new Login ID.

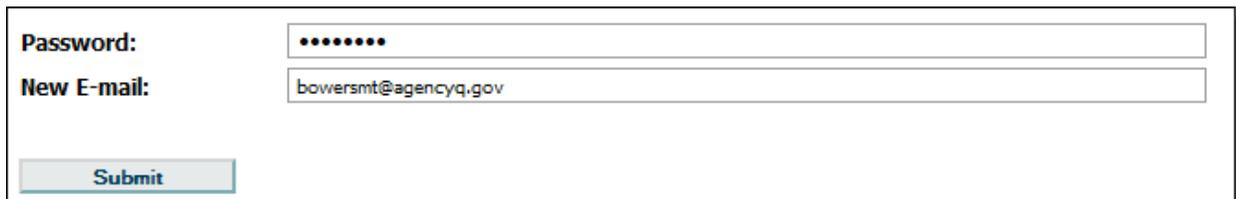


A screenshot of a web form for changing a login ID. The form is enclosed in a black border. It contains two input fields: 'Password:' with a masked password of seven dots, and 'New Login ID:' with the text 'bowersmt'. Below the fields is a 'Submit' button.

Figure 8: Change Your Login ID

4.5 Change Email

To change the email address that receives system notifications, input your password and your new email address.



A screenshot of a web form for changing an email address. The form is enclosed in a black border. It contains two input fields: 'Password:' with a masked password of seven dots, and 'New E-mail:' with the text 'bowersmt@agencyq.gov'. Below the fields is a 'Submit' button.

Figure 9: Change Your Login ID

5 *Next Steps*

Please continue on to the following guides:

- [1-eDisclosure-for-FilingOfficials_FilerManagement](#)
- [2-eDisclosure-for-FilingOfficials_COIcode](#)

6 *Bibliography*

Reference Pamphlet. (Copyright 2009). Retrieved 2013, from Fair Political Practices Commission: <http://www.fppc.ca.gov/forms/700-12-13/RefPamphlet12-13.pdf>