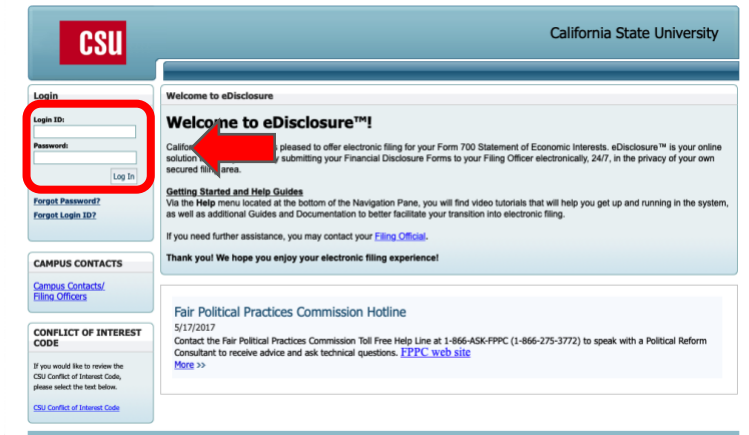


How-To: File Electronically the Form 700

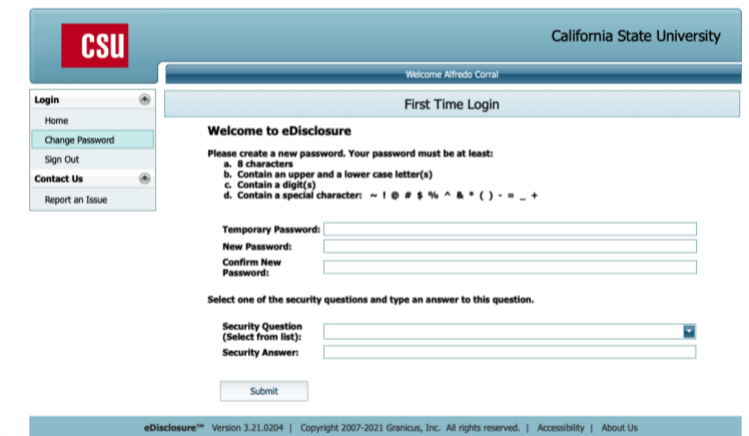
1. Log in

You will receive an email from Form700.CSU@southtechhosting.com welcoming you to eDisclosure. eDisclosure™ is a web-based solution that offers you the convenience and flexibility of filing the Form 700 electronically, 24/7, in the privacy of your own secured filing area.

- A. Make note of the *Login ID* and *Temporary Password* included in the email. Once you log into the system, you will need to create a new password and answer a security question.
- B. Click the link at the bottom of the email directing you to the California State University eDisclosure website.
- C. Enter your *Login*, *Temporary Password* and then click the **Log In** button.



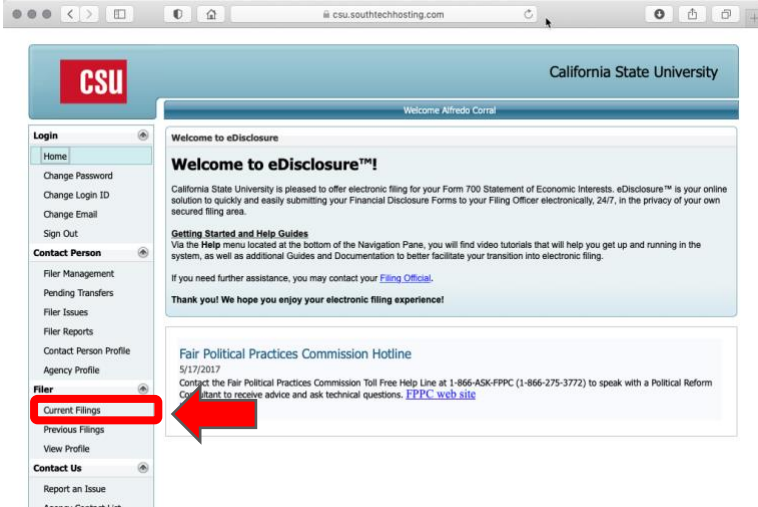
- D. Type your *temporary password*, *new password*, *security question* and *answer*, and click the **Submit** button.



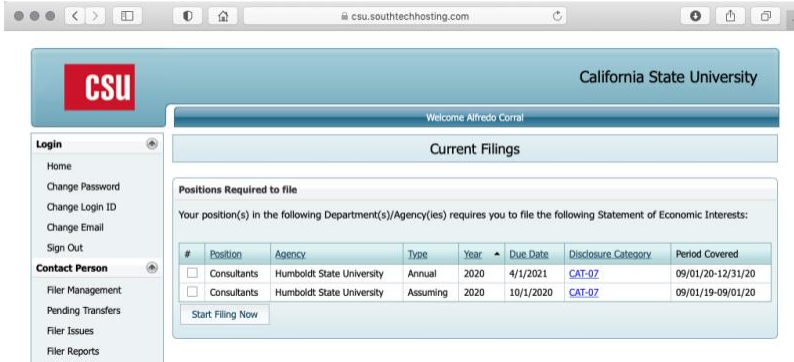
2. Completing Your Form 700

You may be immediately directed to the **Current Filings** window.

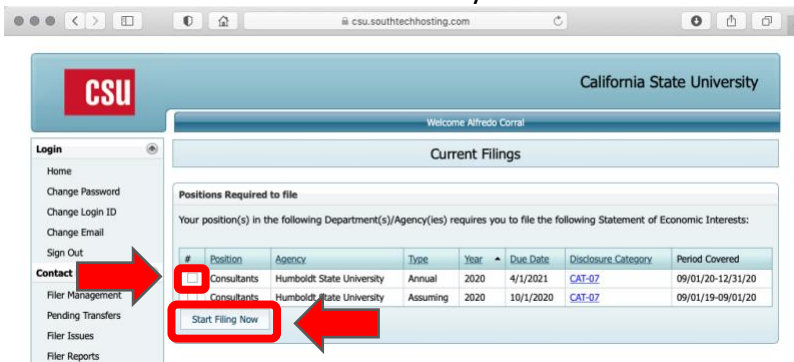
If you are not, then click the **Current Filings** option on the left hand side under the **Filer** heading.



A. A list of your required Statement of Economic Interests will appear in the Current Filings window. You may have more than one depending on your hiring date.



B. Click the **checkbox** of the form that you want to file and click the **Start Filing Now** button.



- C. The Filing Details window will open. Check the **Yes** or **No** options based on your situation, click the **Continue** button and follow the instructions.

- D. If you replied No to all Reportable Interests, then a small window will appear confirming that you don't have any reportable interests. Click the **Yes** button to finalize the form.

- E. The Submit Filing window will open. Review the document, click the **Accept** option and click the **Electronically Submit** button.

- F. You'll get a Thank You message in a new window and an email confirmation that your Conflict of Interest Form 700 has been successfully filed.