

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.

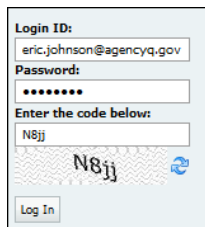
Logging into eDisclosure™

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.

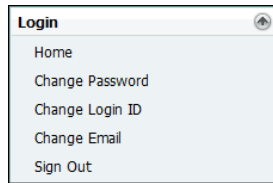
1. Make sure that you are connected to the Internet.
2. Click the system link that was included in your new account notification email.
3. In your browser window, enter the Login ID and Password from your new account notification email.



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

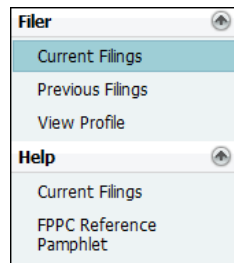
The Login Menu appears after you have logged into eDisclosure™ and contains the following options:



- **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:



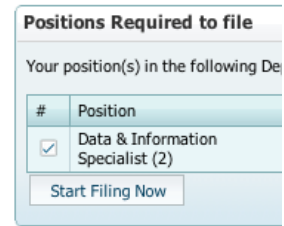
- **Current Filing** – A list of positions that requires submission of FPPC Form 700 (Statement of Economic Interests).
- **Previous Filings** – A list of FPPC Form 700 (Statement of Economic Interests) filings that you have already submitted, along with actions you can take for submitted files.
- **View 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 provides you with all of the positions that you are required to file Conflict of Interest Form 700 for, along with the following:
 - Agency Name
 - Filing Type (Annual, Assuming, Leaving, etc.)
 - Disclosure Category (link)
 - Due Date, Year and Period Covered

2. Place a checkmark next to the position(s) that you want to file your statement for at this time and click the "Start Filing Now." Button.



3. Under your "Filing Detail View," you will find the name(s) of the position(s) that you are currently filing for and a list of all schedules that are recommended, based upon that position's disclosure category.

- If there is a disclosure category that you believe should be completed, but is not checked as required, you can select "Yes" and that schedule will be included in your filing.
- If you have "no reportable interests" in any or all of the required schedules, please select "No" reportable interests for all that apply.

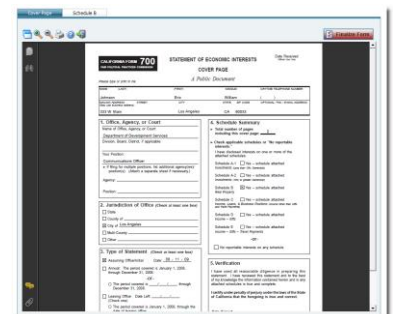
Note: You may hover your mouse over a question mark icon to view the respective Schedule's FPPC instructions.

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.



Quick Reference Card

Take notice of the icons that appear under the "Cover Page" tab.

Icon	Description
	Toggle between maximized view and restore down.
	Zoom in / Zoom out
	Print
	Online Help
	Report an Issue
	View FPPC Contact Information
	Exit

Preparing your Form 700 Schedule(s)

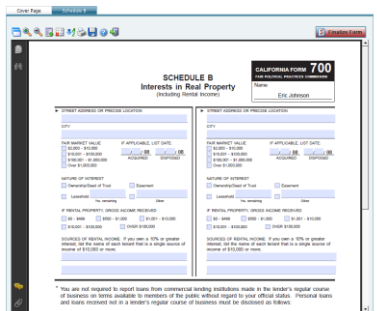
- To fill out your schedule (please note that you may have more than one) click the corresponding schedule tab. If you're filling out more than one schedule, you will have multiple tabs.



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

Icon	Description
	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
	Nothing to report on this schedule (removes the selected schedule from your filing)
	What interests must I disclose? (provides a description of the disclosure category)
	Report an Issue
	View FPPC Contact Information
	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.

- Click the "Finalize Form" button and follow the on-screen prompts.

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.

Submit your Filing

- On the "Submit Filing" page, you must accept the verification statement to proceed. If you are filing late, you can optionally provide an explanation for the late filing of your form.
- 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.
 - 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 or Print Prior Filings

- From the "Prior Filings" list, select a filing and click the "View" button. You can also select "Print."
- On the next page, the form will appear, along with a time and date stamp confirming your filing submission.

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.
 - 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.
- Click the finalize form button.
- Refer to the steps listed under "Submit Your Filing."

Filings Report

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

Filing Type	Filing Year	Date Filed	Filed Date	Finalized Date
Administrative Officer, Department of Development Services, Your County/OCity Departments/Agencies	2009	09/09/2009	08/12/2009 08:18:14 PST	08/12/2009 08:18:14 PST
Communications Officer, Department of Development Services, Your County/OCity Departments/Agencies	2009	09/10/2009	08/12/2009 08:34:09 PST	08/12/2009 08:34:09 PST
Announcements	2009	04/01/2009	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	09/10/2009	08/18/2009 01:18:39 PST	08/18/2009 01:18:39 PST
Historic Preservation Officer, Department of Development Services, Your County/OCity Departments/Agencies	2009	09/10/2009	08/18/2009 01:48:47 PST	08/18/2009 01:48:47 PST
Total: 5				