Data Cleanup Guide

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AUTHORED BY
SouthTech Systems, Inc.

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2 Introduction

2.1 Welcome to eDisclosure™

Welcome to SouthTech Systems' eDisclosure™, your electronic solution for streamlining the management of FPPC Form 700 filers.

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

- Facilitates the adding, transferring and deactivation of filers.
- Provides complete management reports so that the status of agency filers can be easily viewed.
- Enables increased productivity by consolidating information.

Additionally, eDisclosure™ assists Filing Officials 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 "Data Cleanup"

During the initial setup and configuration of the eDisclosure™ and DisclosureDocs ™ systems, information is formatted and imported into the software following procedures developed by SouthTech Systems. While these procedures are easy to use and straightforward, it is necessary to verify the accuracy and completeness of various types of information in the eDisclosure™ system prior to full implementation of the software. It is primarily information about the Agencies and Filers that needs to be verified after being imported, to ensure both completeness and accuracy.

2.3 Contact / Support Information

Should you have any technical questions about our system, please contact your Filing Officer, who will be more than happy to assist you. You can contact them directly, or use the Report an Issue function in the eDisclosure™ software.

2.4 About the Documentation

The *Data Cleanup Guide* is designed to provide Form 700 Filing Officials with guidelines and step by step procedures to assist them after importing data to their eDisclosure™ system.

2.5 Useful Links

- http://www.fppc.ca.gov
- http://www.fppc.ca.gov/learn/guidance-for-filing-officers-/form-700-filing-officer-duties.html
- http://www.fppc.ca.gov/Form700.html

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3 Data Cleanup

The Data Cleanup Guide is designed to give Filing Officials an easy to use, step by step guide to verifying the accuracy of imported data. Filing Officials will be primarily responsible for validating information about their Agency and assigned Filers, and are key to the successful implementation of the software. Filing Officials are key points of contact between Filing Officers and the Filers themselves, and are uniquely positioned to assist in this process.

3.1 Report an Issue

It may be necessary to notify the Filing Officers or system administrators who manage the DisclosureDocs™ system (that works in conjunction with eDisclosure™) to make changes that the Filing Official cannot make. These may include things such as:

- Adding, editing, or removing the Agencies assigned to a Filing Official
- Deleting Positions that were added to a Filer by mistake.
- Deleting Filers that should not be in the eDisclosure™ system.

To make these corrections, notify the system administrators or Filing Officer using the **[Report an Issue]** button, which is located on the left side of the eDisclosure™ navigation pane.

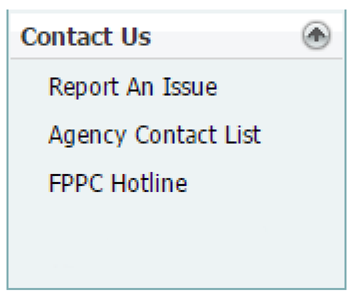


Figure 1: Report an Issue Menu Option

After you have clicked on the **[Report an Issue]** button, you will be presented with a window that allows you to submit feedback to the administrators.

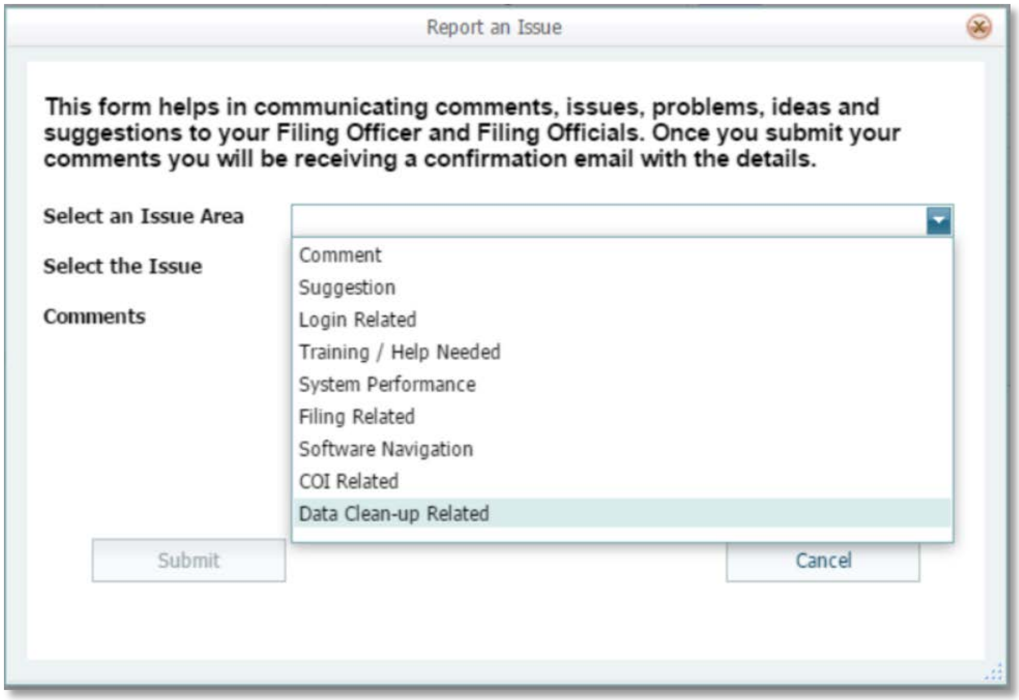
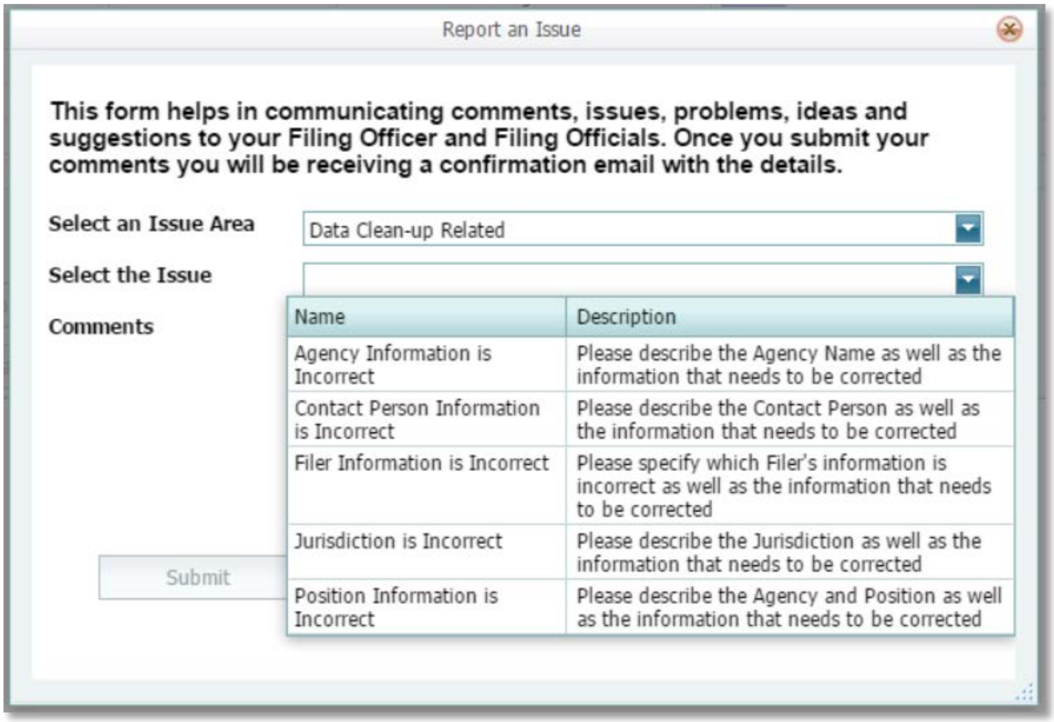


Figure 2: The Report an Issue Window

This window allows you several options for sending feedback using the drop down menus.

1. Click the Select an Issue Area box to select which part of the eDisclosure™ system needs to be addressed. In this instance we are concerned with imported data, so choose **Data Clean-up Related** to make sure that the Filing Officer is notified correctly.
2. Use the Select the Issue drop down to choose which Issue you want to report. These Issues correspond to the Issue Area chosen in the previous step, Data Clean-up Related. Choose the Issue that is most accurate.


Report an Issue

This form helps in communicating comments, issues, problems, ideas and suggestions to your Filing Officer and Filing Officials. Once you submit your comments you will be receiving a confirmation email with the details.

Select an Issue Area: Data Clean-up Related

Select the Issue

Comments

Name	Description
Agency Information is Incorrect	Please describe the Agency Name as well as the information that needs to be corrected
Contact Person Information is Incorrect	Please describe the Contact Person as well as the information that needs to be corrected
Filer Information is Incorrect	Please specify which Filer's information is incorrect as well as the information that needs to be corrected
Jurisdiction is Incorrect	Please describe the Jurisdiction as well as the information that needs to be corrected
Position Information is Incorrect	Please describe the Agency and Position as well as the information that needs to be corrected

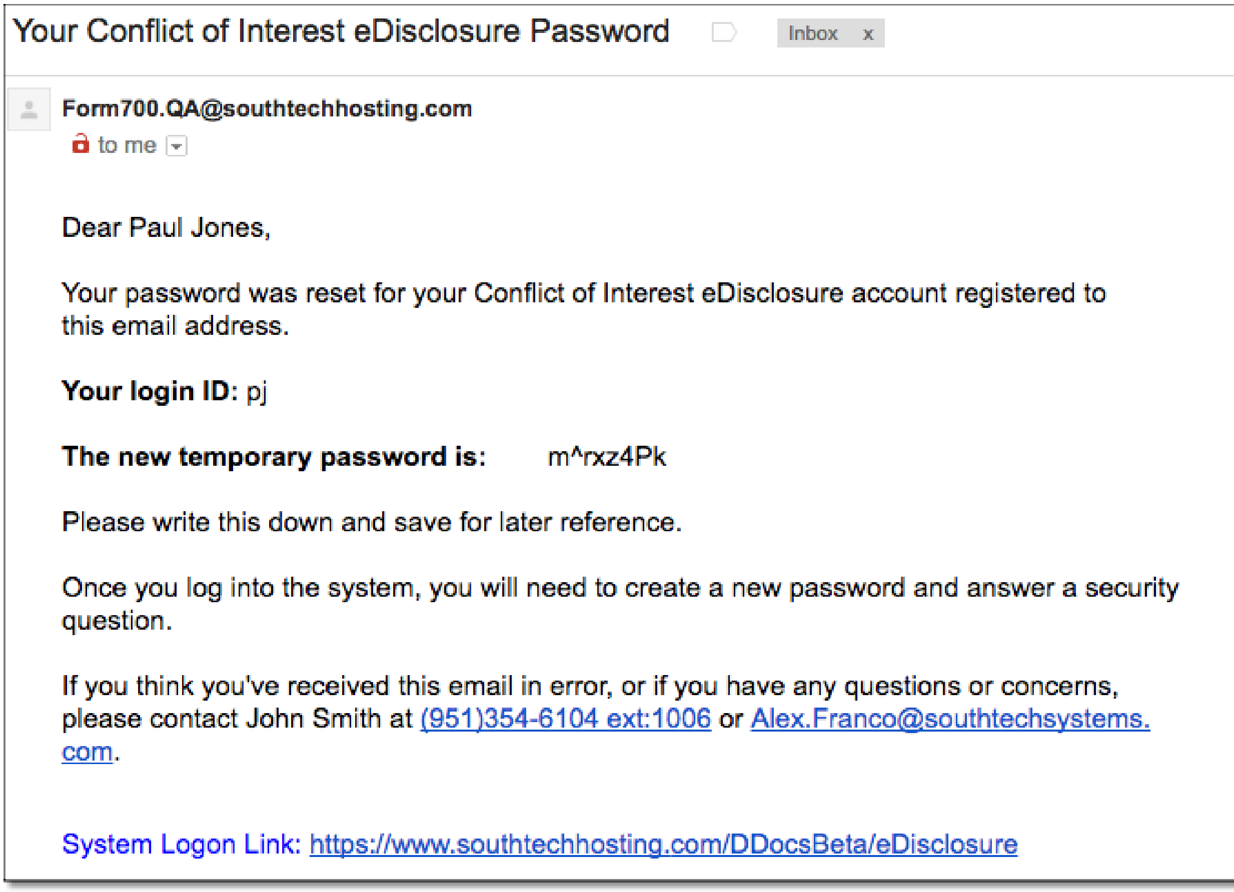
Submit

Figure 3: Data Clean-up Issue Choices

3. Type your comments into the Comments box. It is important to be clear and concise, and to provide as much contextual information as possible about the issue that is being reported.
4. After adding comments, select the **[Submit]** button to electronically submit the Issue report.

3.2 Filing Official Access to eDisclosure™

Prior to performing Data Cleanup we must ensure that you as a Filing Official has access to the eDisclosure™ system. 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.



Your Conflict of Interest eDisclosure Password Inbox x

Form700.QA@southtechhosting.com
to me

Dear Paul Jones,

Your password was reset for your Conflict of Interest eDisclosure account registered to this email address.

Your login ID: pj

The new temporary password is: m^rxz4Pk

Please write this down and save for later reference.

Once you log into the system, you will need to create a new password and answer a security question.

If you think you've received this email in error, or if you have any questions or concerns, please contact John Smith at (951)354-6104 ext:1006 or Alex.Franco@southtechsystems.com.

System Logon Link: https://www.southtechhosting.com/DDocsBeta/eDisclosure

Figure 4: Sample New Account Notification Email

3.2.1 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 (in most cases this will simply be your Email address), 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.

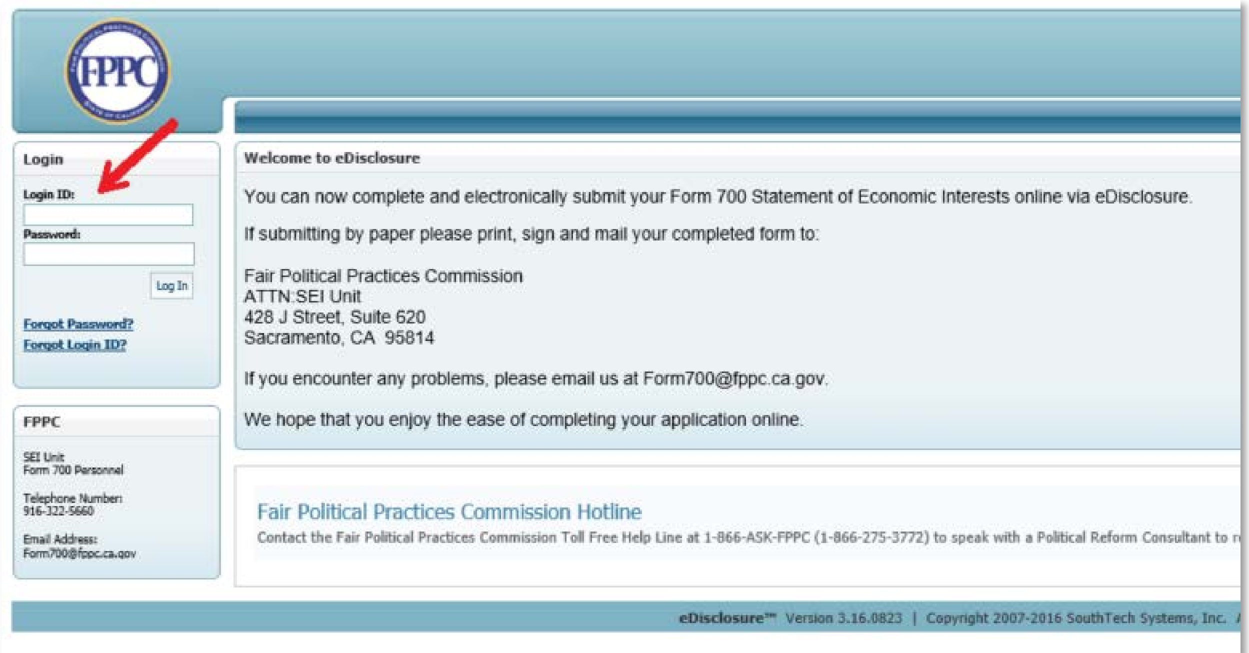


Figure 5: Logging in from your Browser

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.

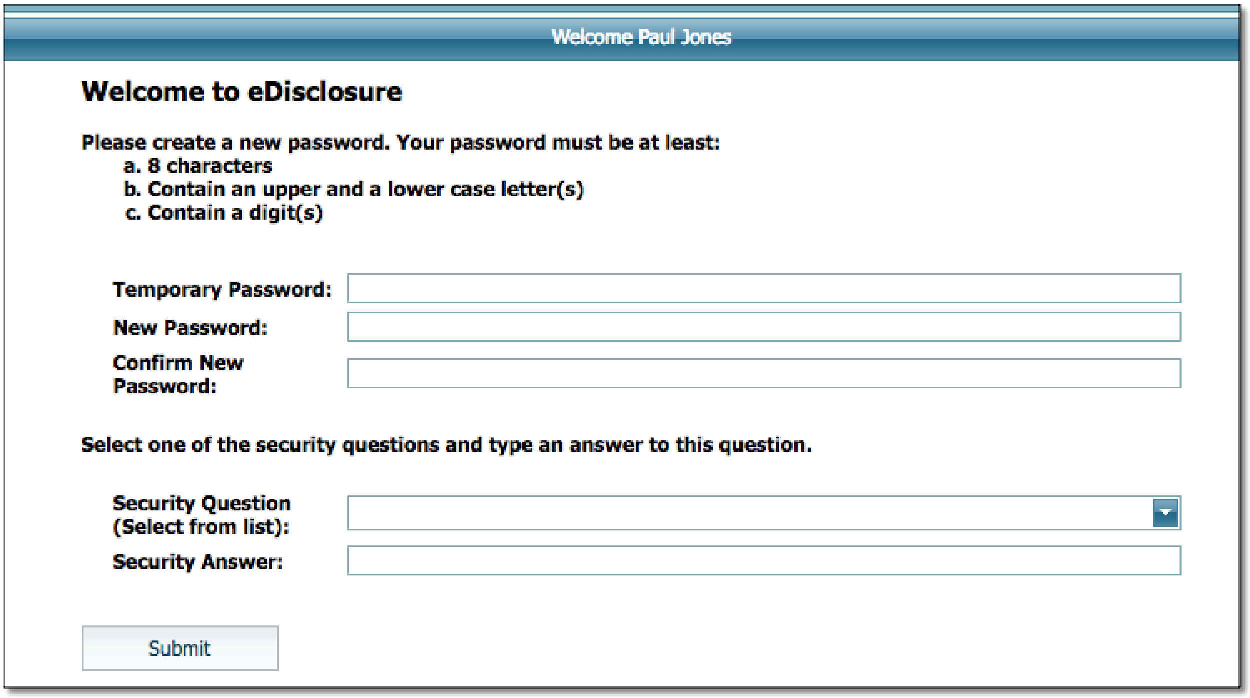


Figure 6: Set Your New Password

3.2.2 The Login Menu

3.2.2.1 Login Menu Options

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

- **Home** – Information / Announcements from your Filing Officer
- **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.

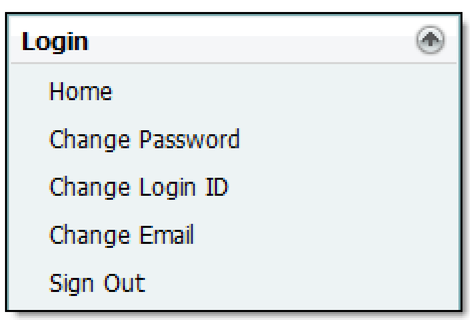


Figure 7: The Login Menu

3.2.2.2 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.

3.2.2.3 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.

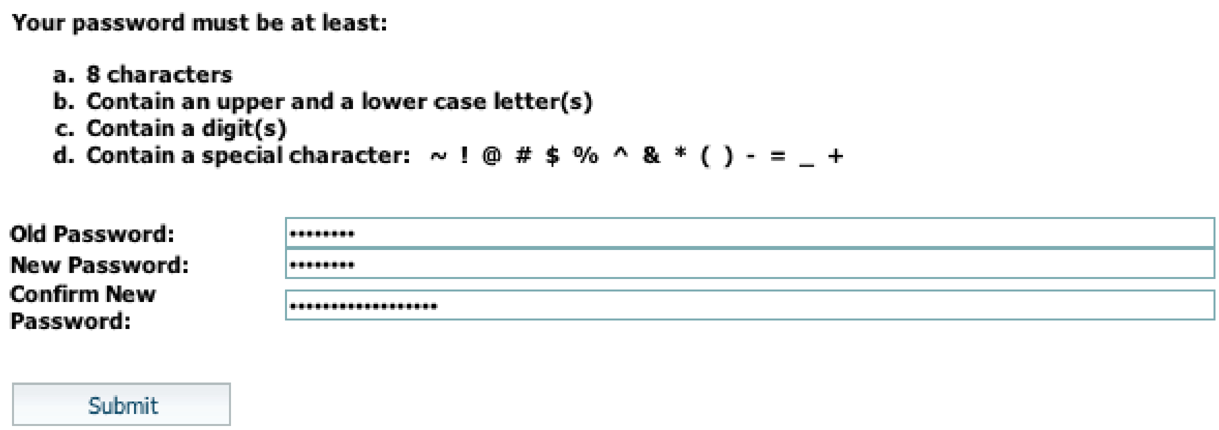


Figure 8: Change Your Password

3.2.2.4 Change Login ID

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

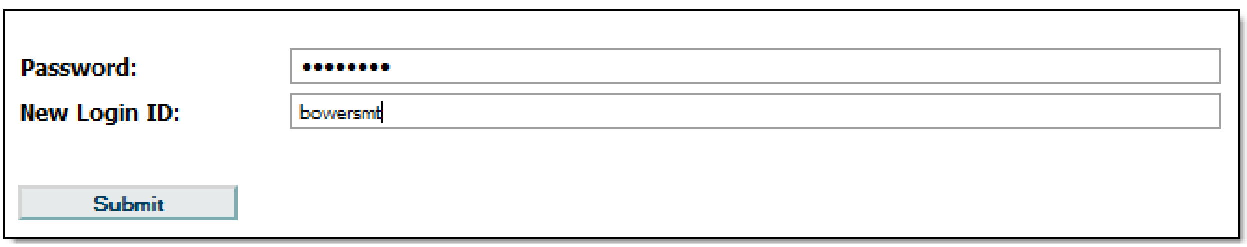


Figure 9: Change Your Login ID

3.2.2.5 Change Email

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

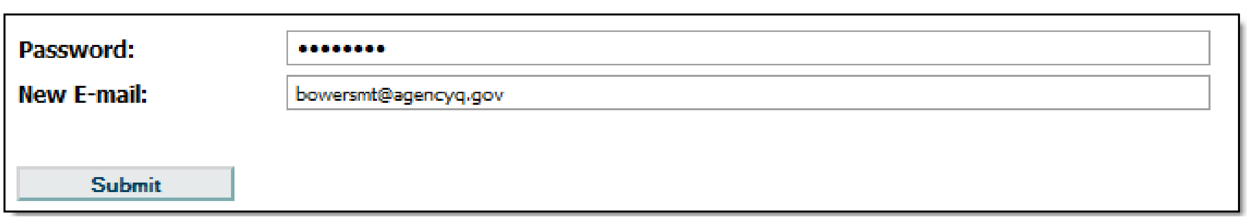


Figure 10: Change Your Login ID

3.3 Verifying Contact Person Profile

After successfully logging in to the eDisclosure™ system, it is important to check verify that the Contact Person menu has your complete and correct information as the Contact Person.

Figure 11: Contact Person Profile

Using the Navigation pane on the left side of the eDisclosure™, click on the **[Contact Person Profile]** option. In this window you will see that there are three tabs, each of which contains information you should check for accuracy.

3.3.1.1 Contact Person

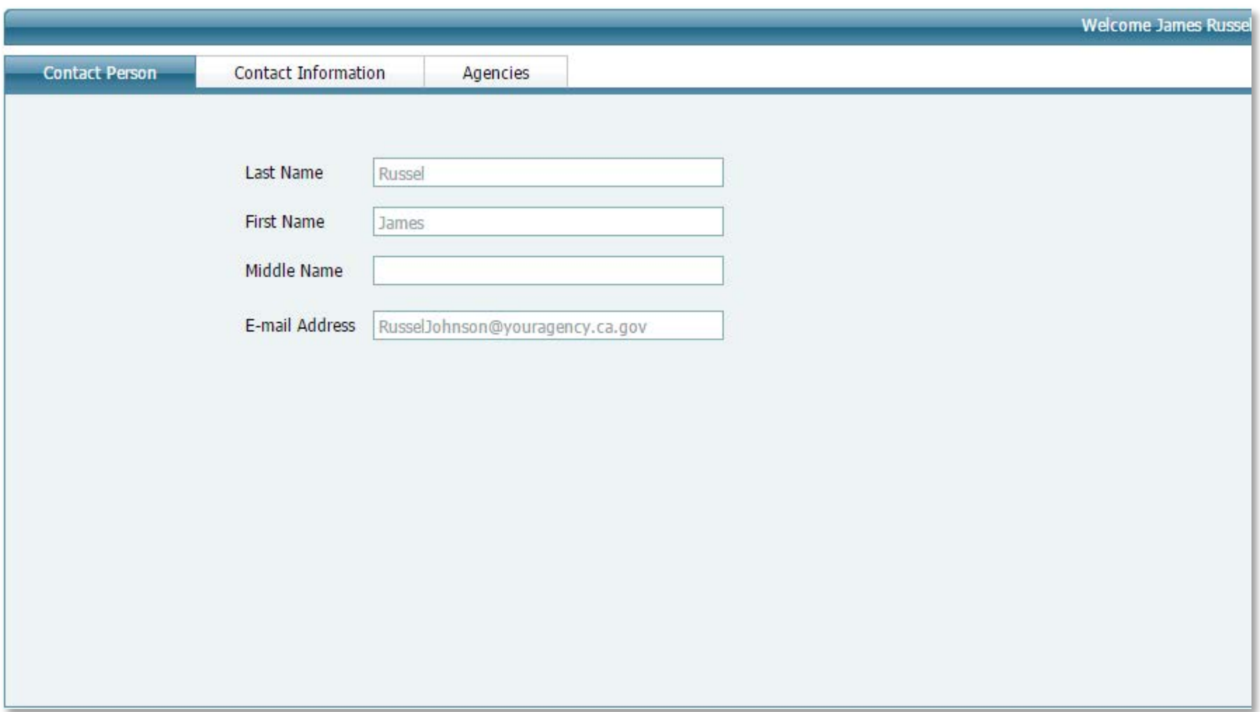


Figure 12: Contact Person Tab

1. Verify that the First, Last, and Middle Name boxes contain your names, and that they are spelled correctly. If you do not have a middle name, or you do not wish to enter it now, you can leave it blank.
2. Check that the Email Address Box contains your correct Email address, and that it is spelled correctly.

- ➢ In some instances, the ability to edit a field has been disabled by the Filing Officer. If you cannot make necessary changes, use the Report an Issue function to notify the Filing Officer.

3.3.1.2 Contact Information

After verifying the information on the Contact Person Tab, choose the **[Contact Information]** button on the top of your screen to review your Contact Information. As the Filing Official, this would typically be the address information for your office that you work.

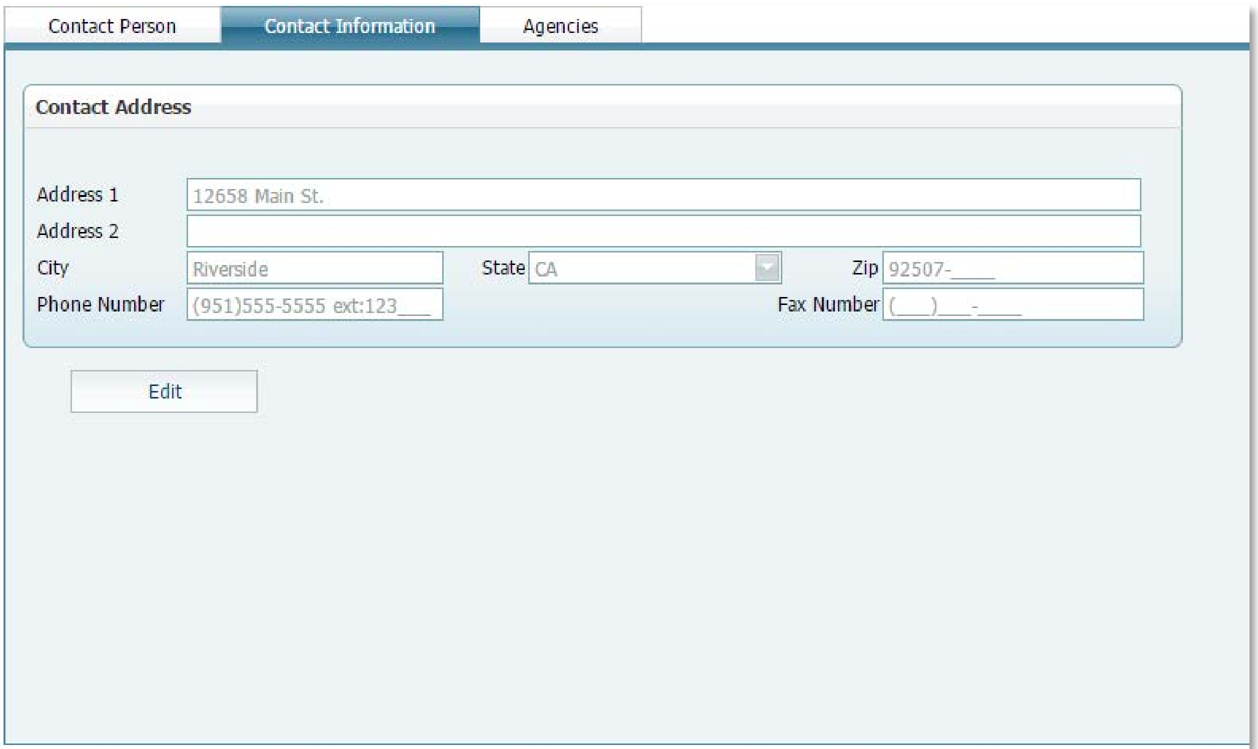


Figure 13: Contact Information Tab

1. Check that the Street Address is accurate and complete. As the Contact Person, this should be the information for your office.
2. Verify that the correct City, State, and Zip code have been entered, and that the Telephone and Fax numbers are correct.
   - ➢ In some instances, the ability to edit a field has been disabled by the Filing Officer. If you cannot make necessary changes, use the Report an Issue function to notify the Filing Officer.

3.3.1.3 Agencies

After you have verified the Contact Person and Contact Information tabs are accurate and complete, click the **[Agencies]** button at the top of the screen.

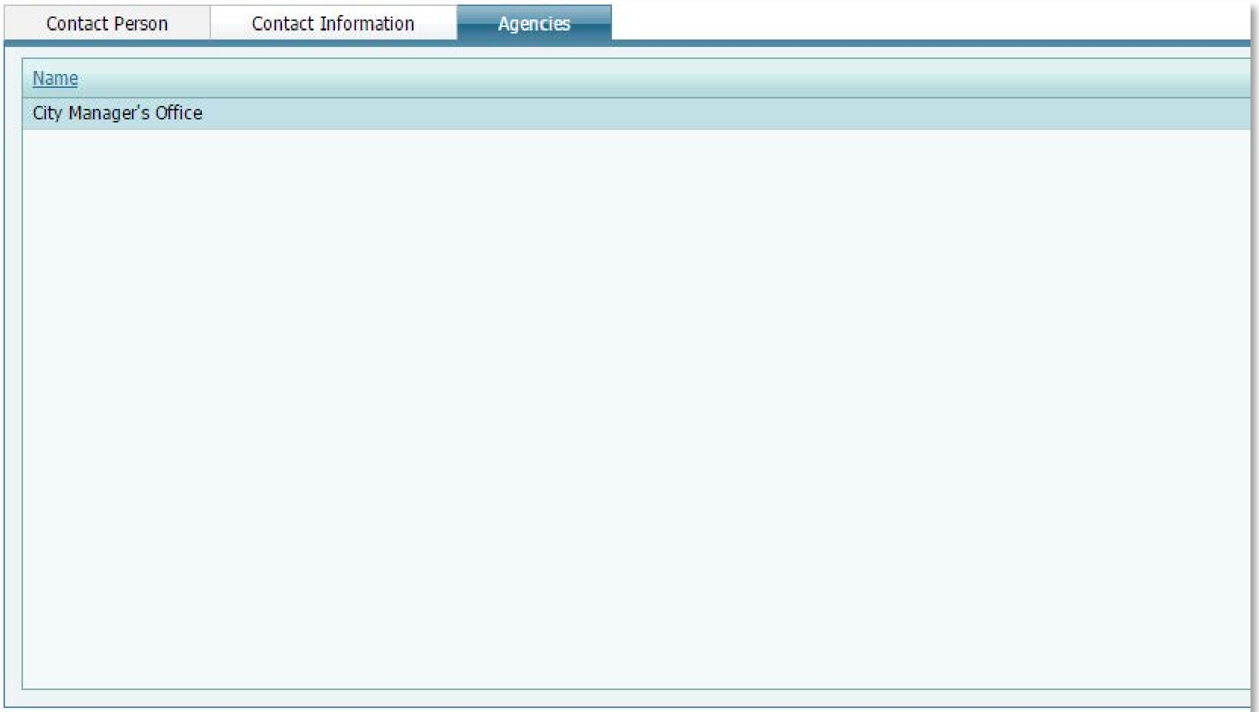


Figure 14: Agencies Tab

1. When you have opened the Agencies page, you should see a list of all of the Agencies that are assigned to you, the Filing Official/Contact Person. Verify that the appropriate Agencies have been assigned to you and that they are spelled correctly.
   - If any of this information is inaccurate or incomplete (If any of your assigned Agencies are missing, etc.), please contact your Filing Officer to ensure that it is addressed, using the Report an Issue function.

3.4 Verifying Agency Profile

After ensuring that the Contact Person Profile information is complete and accurate, move on to the Agency Profile area using the navigation pane on the right side of the eDisclosure™ screen.

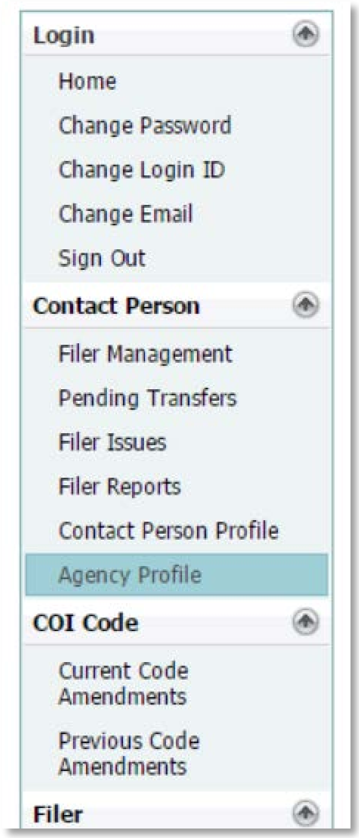


Figure 15: The Agency Profile Menu Option

Click on the **[Agency Profile]** button to access the Agency Profile screen.

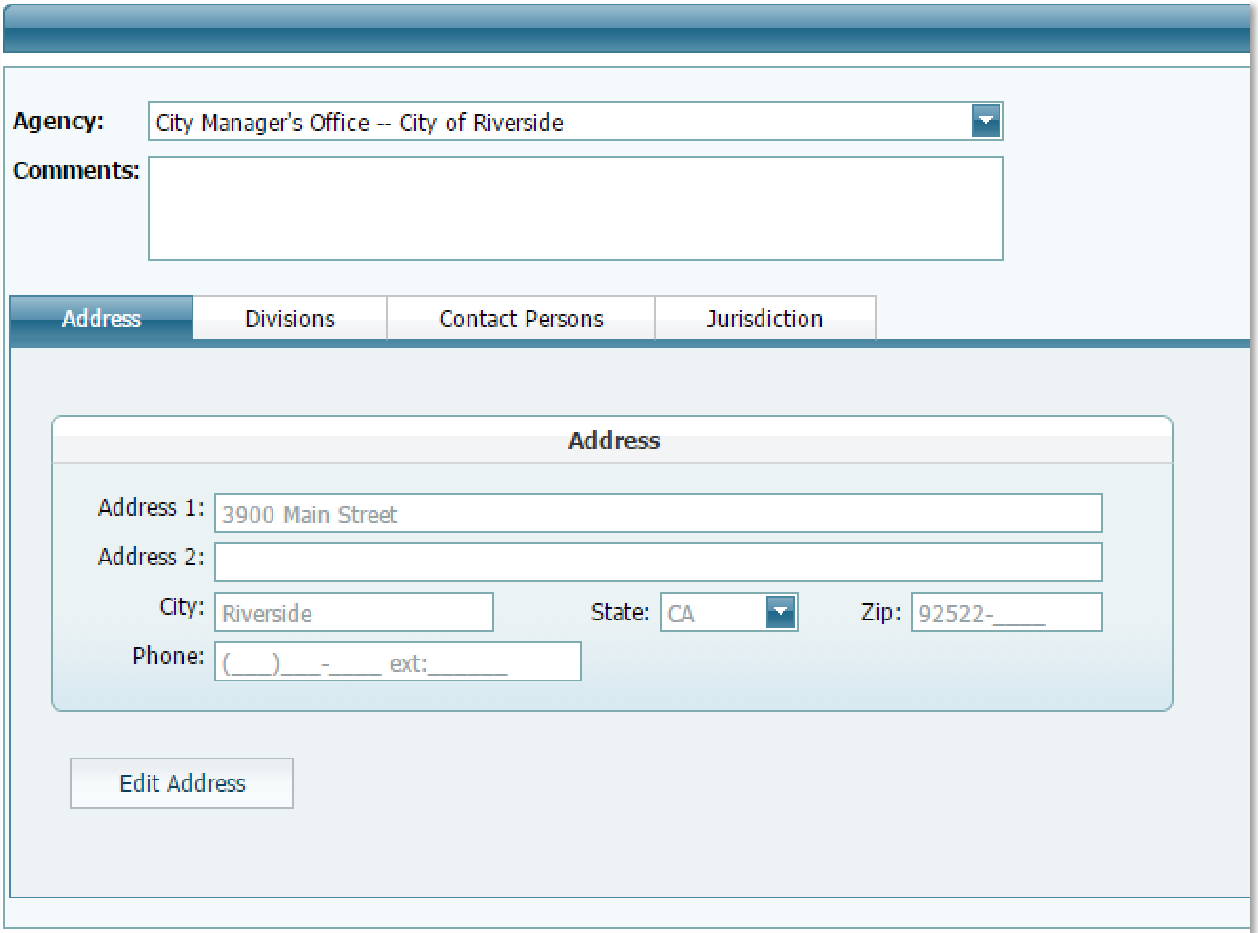


Figure 16: The Agency Profile Screen

After entering the Agency Profile screen, use the drop down box labeled Agency to select the Agency that will be edited.

> ➢ If you, as the Filing Official, are assigned to more than one Agency, this process will need to be repeated for each Agency.

3.4.1.1 Agency Address

Verify that the Agency Address information is accurate and complete. If anything is incorrect, click the **[Edit Address]** button.

1. Clicking the **[Edit Address]** button will allow you to edit the information in the Address fields.
2. Press **[Save]** to return to the Agency Profile screen.

3.4.1.2 Divisions

> ➢ Note that during the FPPC Data Cleanup process, Divisions will only be available to Filing Officials dealing with State Senate and State Assembly. In all other cases, please skip the **Divisions** Section

Select the **[Divisions]** button to add, edit, or delete Divisions for the selected Agency.

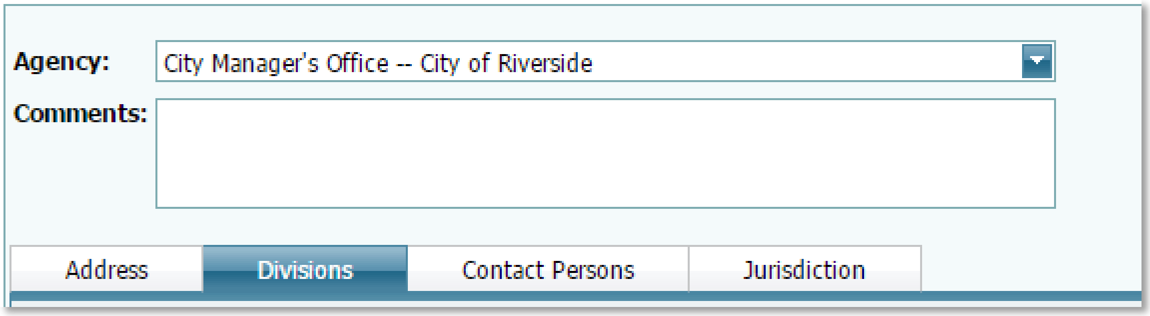


Figure 17: Select the [Divisions] Button

Selecting the **[Divisions]** button will open the Divisions menu screen.

Figure 18: The Divisions Menu

Verify that each Division listed here belongs to this Agency, and that each is spelled correctly. If you need to make any changes to a Division, click the Edit Division button, which will allow you to modify the spelling and address information for the selected Division. If any Divisions are missing, use the Add Division feature to add it to this Agency.

Click **[Add Division]** to create a Division within this Agency.

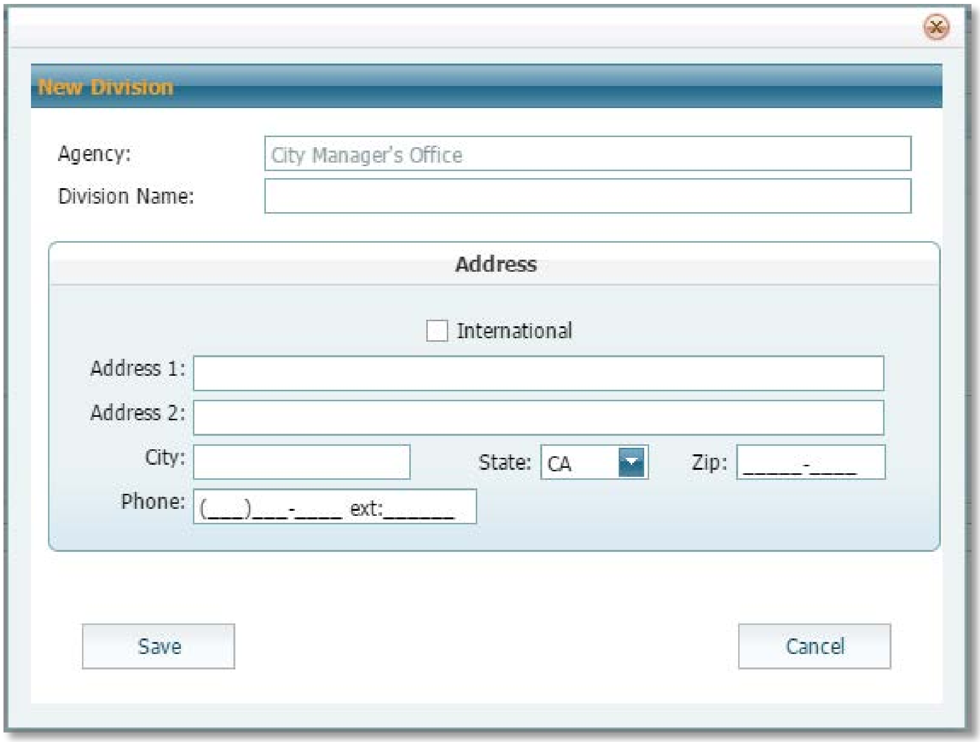


Figure 19: Create a Division

1. Enter a name for the new Division.
2. Enter the Address and Telephone information for the Division.
3. Click **[Save]** to create the Division
   - Use the drop down for Agency and verify that the Divisions for each Agency assigned to the Filing Official are correct.

If you have any questions about adding or editing Divisions, or if changes are necessary to a field you cannot modify, reach out to your Filing Officer using the Report an Issue feature on the eDisclosure™ navigation pane. If all of the Division information is correct, move on to the Contact Persons section of the Agency Profile.

3.4.1.3 Contact persons

Click on the **[Contact Persons]** button at the top of the Agency Profile screen to view and modify which Contact Persons belong to an Agency. The Contact Persons tab should show all of the Filing Officials assigned to this Agency. If someone who should be assigned to this Agency as a Contact Person is missing from the Contact Persons screen, use the Add Contact Person feature to assign them to this Agency.

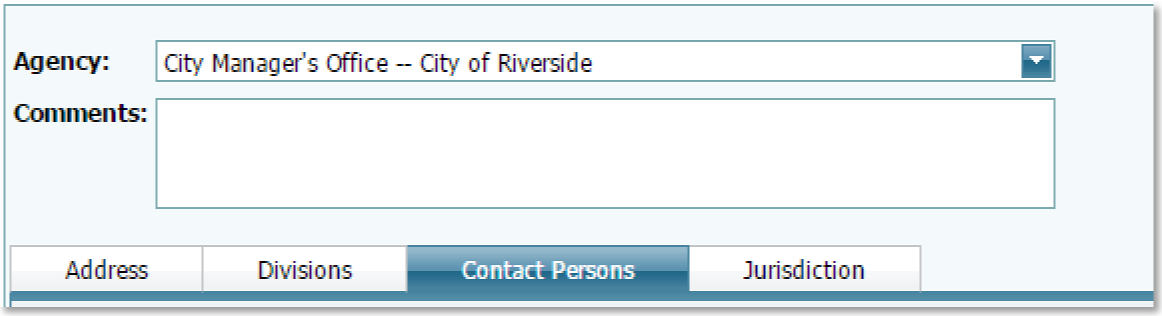


Figure 20: The **[Contact Persons]** Button

Once you have clicked **[Contact Persons]**, you will see the Contact Persons screen.

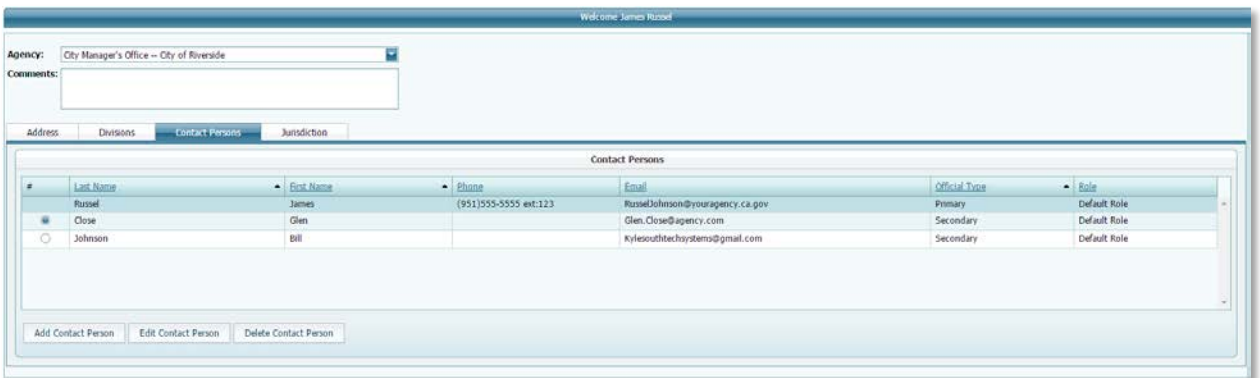


Figure 21: The Contact Persons Screen

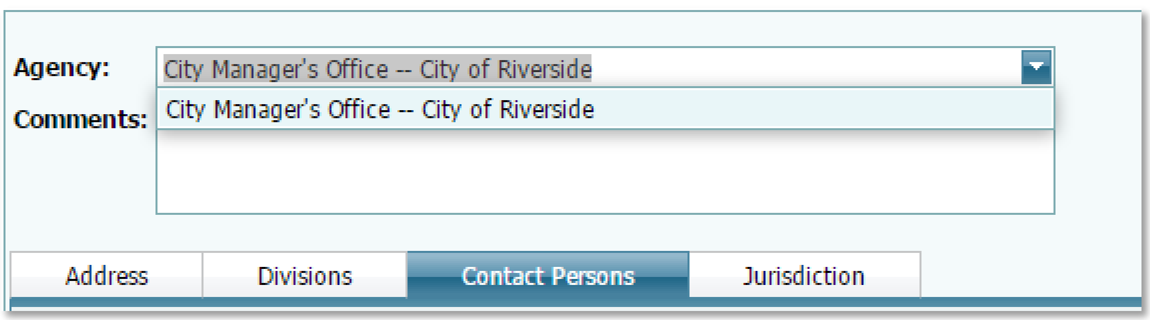


Figure 22: Select Agency Drop Down

When you have opened the Contact Persons screen, you will see each Contact Person that is assigned to the Agency you have selected at the top of the page.

- Note that if you are a Primary Contact Person for this Agency, you will be able to modify and delete Secondary Contact Persons only. If you need to make changes to a Primary Contact Person, contact your Filing Officer using the Report an Issue function.

To search for and add an existing Contact Person to this Agency, click **[Add Contact Person]**.

1. Enter the First and Last Name of the Contact Person you wish to add to this Agency. If this Contact Person is already in the eDisclosure™ system, the Add Contact Person window will allow you to select this Contact Person by pressing the **[Show Results]** button. Choose the Contact Person you wish to add by clicking the radial button on the left, and pressing **[Select]**.

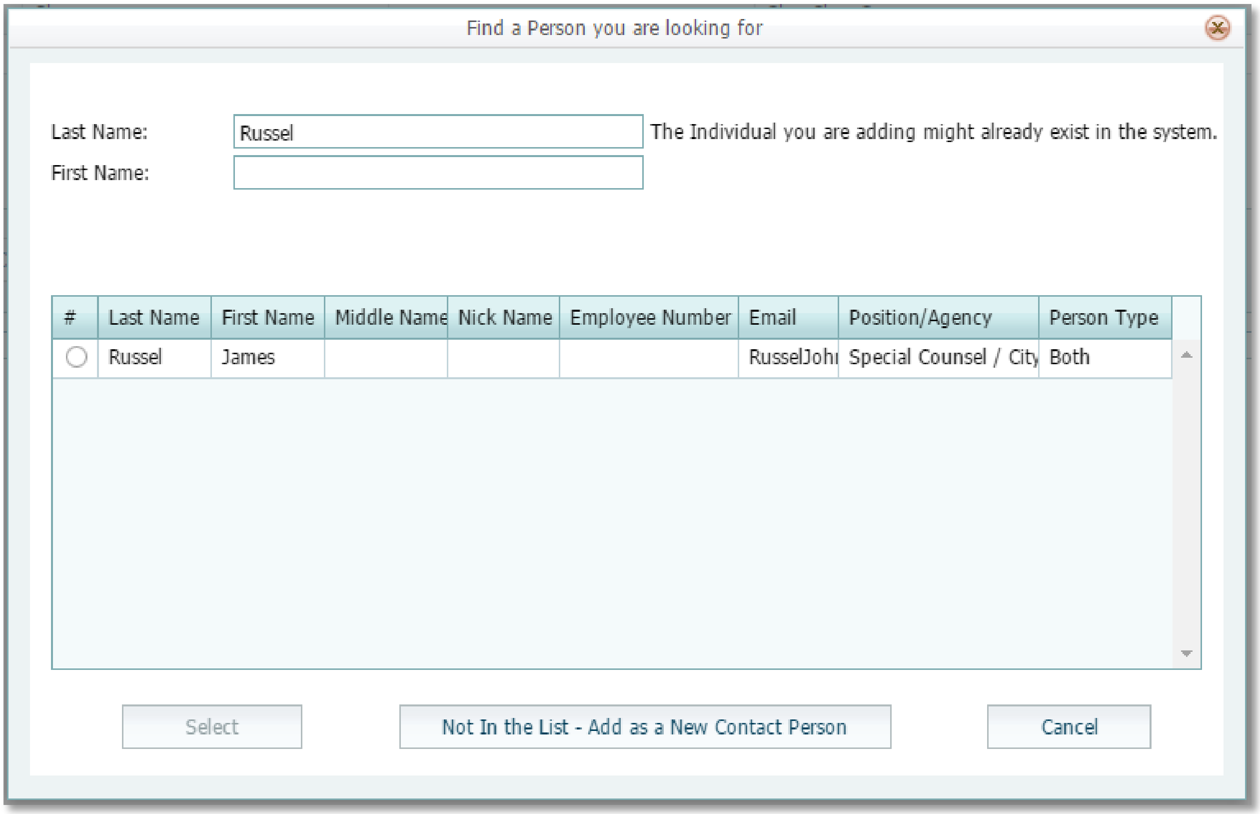


Figure 23: The Show Results Screen

If the Contact Person is not found after entering their name correctly into the search fields, you can add them to the system using the **[Not in the List- Add as a new Contact Person]** button on the search results screen.

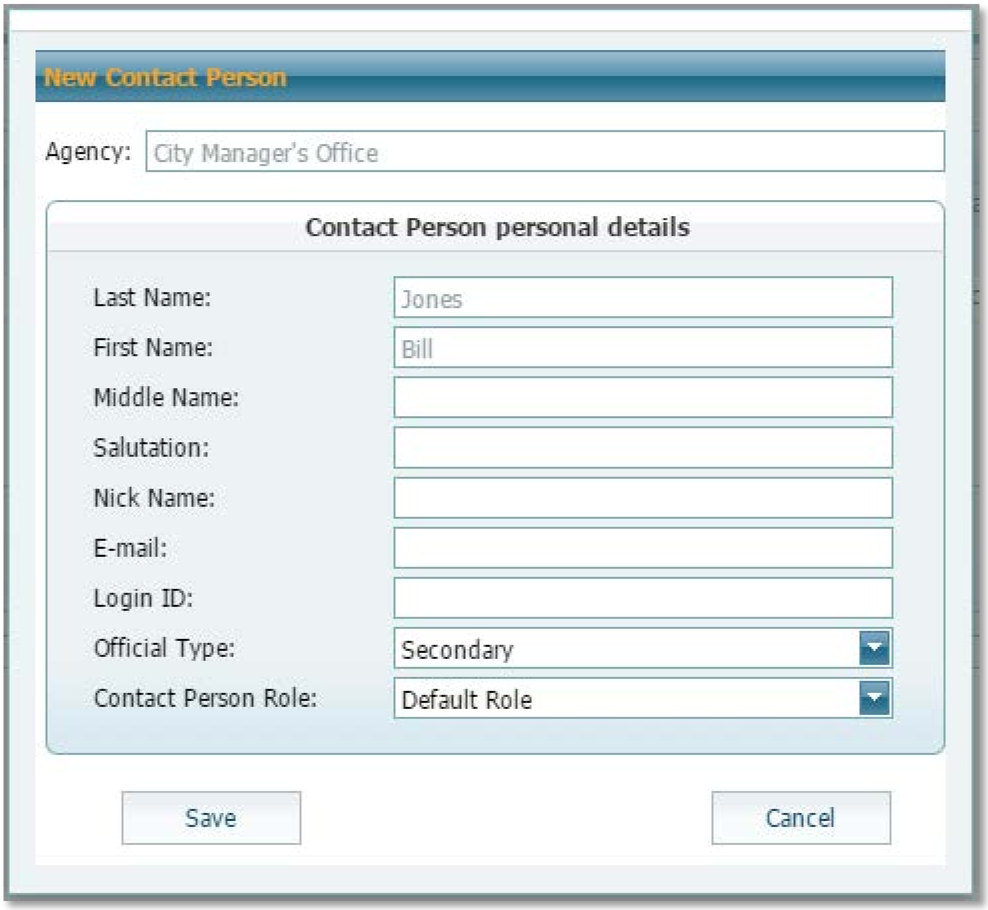


Figure 24: Add a New Contact Person

To add a new Contact Person

1. Enter their last name into the Last Name field
2. Enter their first name into the First Name field.
3. If they have a middle name, enter it into the Middle Name field.
4. If necessary, enter the appropriate Salutation for this Contact Person.
5. If you wish to add a nickname, enter it into the Nickname field.
    - Note that Middle Name, Nickname, and Salutation are not required and can be added or modified later.
6. Enter an Email Address for this Contact person. As this will be used to create their eDisclosure™ account, make sure it is correct.
7. Enter a Login ID. By Default, this will be populated with their Email Address, but may be modified.
8. Use the Official Type drop down menu to select if this will be a Primary or Secondary Contact Person.
9. Use the Contact Person Role drop down to choose the Contact Person Role.

- If you have any questions about which Role to assign, or a Role is missing, contact your Filing Officer with the Report an Issue function.

In some instances, a Contact Person might have been added to an Agency by mistake.

To delete a Contact Person, select the radial button next to their name, and then click **[Delete Contact]** Person.

Figure 25: Click the Radial Button, and then press **[Delete Contact Person]**

You will be asked if you are sure you want to delete this Contact Person

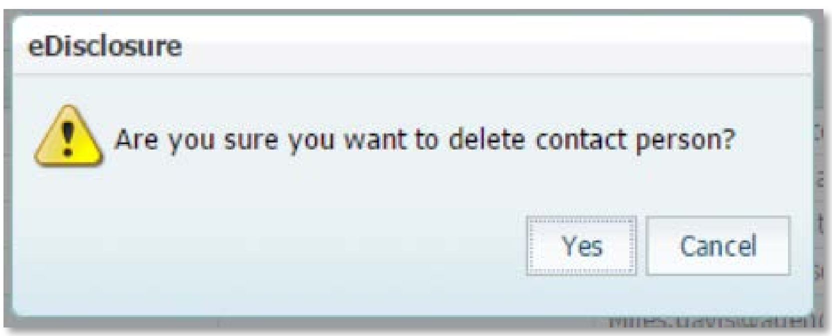


Figure 26: Are you sure you want to delete?

1. Click **[Yes]** to delete this Contact person from this Agency, or **[Cancel]** to return to the Contact Persons screen.
   - In some instances, the Filing Officer has disallowed making changes to certain fields. If you are unable to make necessary changes, contact your Filing Officer with the Report an Issue function.

3.4.1.4 Jurisdiction

The eDisclosure™ system allows each Agency to have a specific Jurisdiction. This wording is used to populate the Filer's Form 700 when describing the Agency. While in the Agency Profile, click on the **[Jurisdiction]** button to view and edit how each Agency will be referred to.

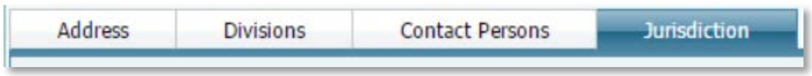


Figure 27: The Jurisdiction Button

This will take you to the Jurisdiction screen. Select the Agency you wish to modify with the drop down menu at the top of the Jurisdiction screen.

Figure 28: The Jurisdiction Screen

To change which Jurisdiction Type is selected for this Agency, click the **[Edit]** button on the Jurisdiction screen.

1. Use the Jurisdiction Type drop down to select the appropriate Jurisdiction Type for this Agency.
2. Click **[Save]**.
   - ➢ If the correct Jurisdiction Type is not available for an Agency, contact your Filing Officer to have this corrected.

Once you have reviewed and corrected all of the information stored in the Agency Profile area, move on to Filer Management Section.

- ➢ Please make sure you repeat the steps listed above for all Agencies you are assigned to.

3.5 Verifying Filer Information

3.5.1 Filer Management

The Filer Management menu option is where you, as a Filing Official, can manage the Filers that belong to your Agencies. During the Data Cleanup process this is one of the most important areas to focus on.

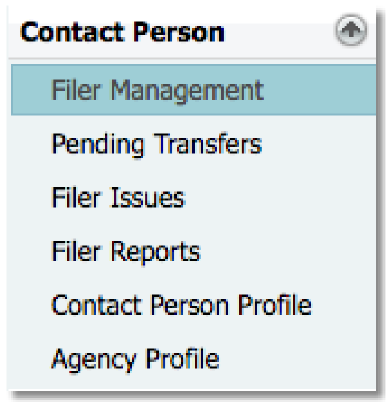


Figure 29: Filer Management Menu Option

When you have entered the Filer Management menu, you should be provided with a list of Filers, sorted by Agency, that have been assigned to you as the Filing Official.

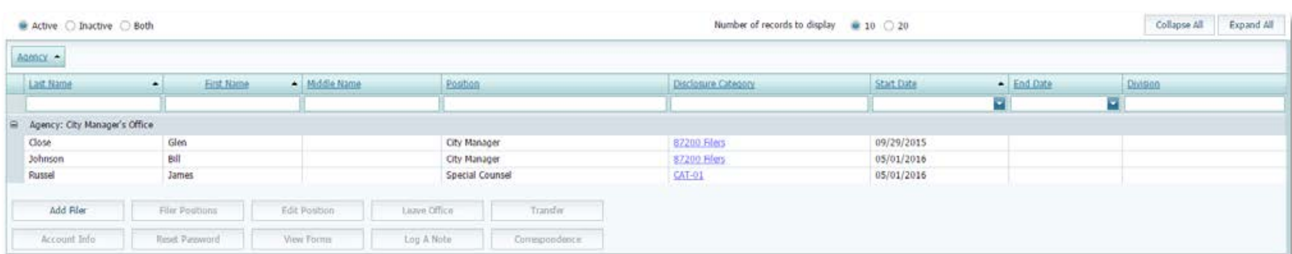


Figure 30: The Filer Management Screen

The Filer Management Screen is an excellent place to get an overview of Filer information.

Using the Filer Management screen, verify the Filer's Names, Start and End Dates, and Positions.

- ➢ The radial button at the top of the page allow you to filter for Active Filers, Inactive Filers, or Both.
- ➢ Filers with no Position assigned will appear under the Inactive button.

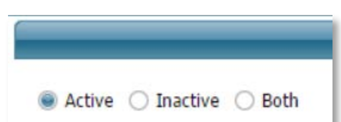


Figure 31: Active and Inactive Radial Buttons

- Each column heading can be clicked on to reorder that column.

Figure 32: Column Headers

- If there is more than one page, you can change the number of records per page at the top, or navigate to the second page on the bottom.

Figure 33: Change the number of records displayed per page

Using the Filer Manager page, as well as the information gathered from the Filer Reports, allows the Filing Official to identify which information is accurate and complete. The Filer Manager area has several features that allow you, as the Filing Official, to make corrections to this information if necessary.

If there is an issue that you cannot resolve as the Filing Official, use the Report an Issue function to notify the Filing Officer to make necessary changes.

3.5.1.1 Account Info

The **[Account Info]** button, on the Filer Management screen, can be used to edit the Filer's account information.

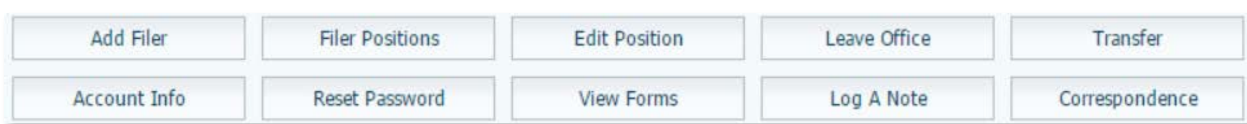


Figure 34: The Account Info button is at the bottom of the Filer Management screen

Click on the **[Account Info]** button to access the Account Info screen.

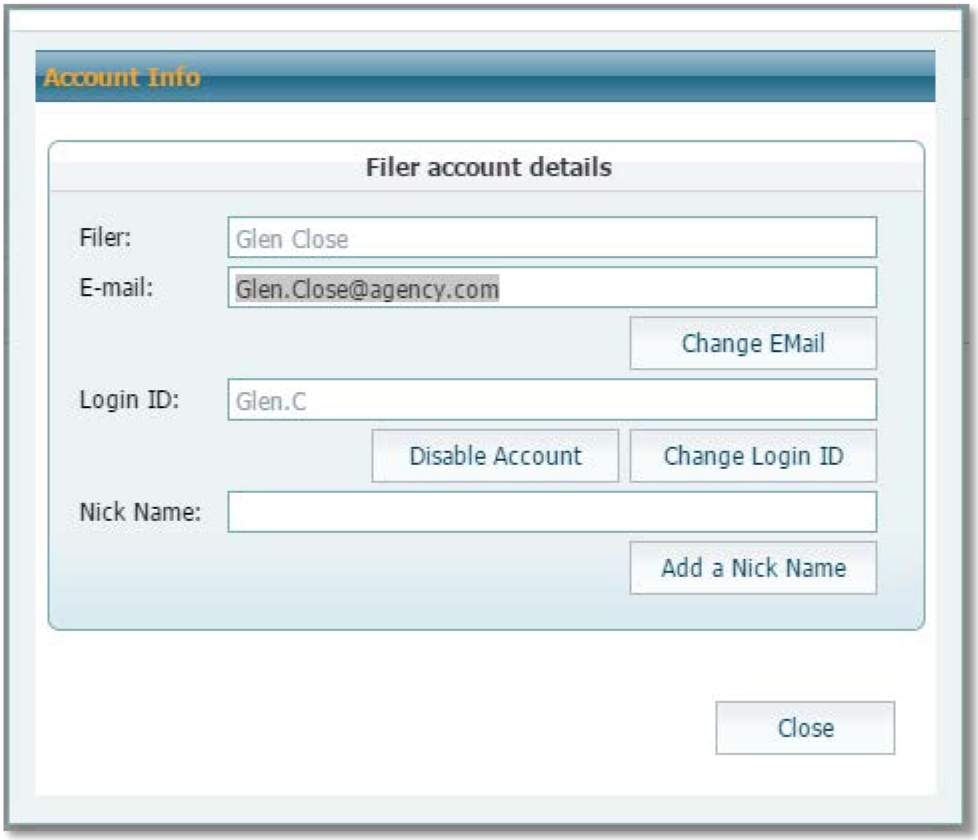


Figure 35: The Account Info screen

1. Click the **[Change Email]** button to edit the Email account used for this Filer.
2. If the Login ID of the Filer needs to be edited, click the **[Change Login ID]** button. This will allow you to type a new Login ID into the field. Click **[Save]** to change the Login ID after it has been entered.
3. Although not required, clicking the **[Add a Nickname]** button will activate the Nickname field. Add the Nickname, and click **[Save]**.

When all of the Filer's Account Info is correct, click **[Close]** button to return to the Filer Management screen. Repeat for any Filer that needs their account information edited.

3.5.1.2 Filer Positions

It is sometimes necessary to edit the Position information for Filers that have been added to the eDisclosure™ system. In the Filer Management screen, the **[Filer Positions]** button is used to edit the Positions of existing Filers.

- Note that a Filer with multiple Positions will show up for each position, sorted by Agency.

Figure 36: The Filer Management Screen

Click on any Filer in this list to highlight them, and then choose **[Filer Position]** button to view the Filer's Positions.

- Note that the buttons, except **[Add Filer]**, are grayed out until you have selected a Filer from the list to modify.

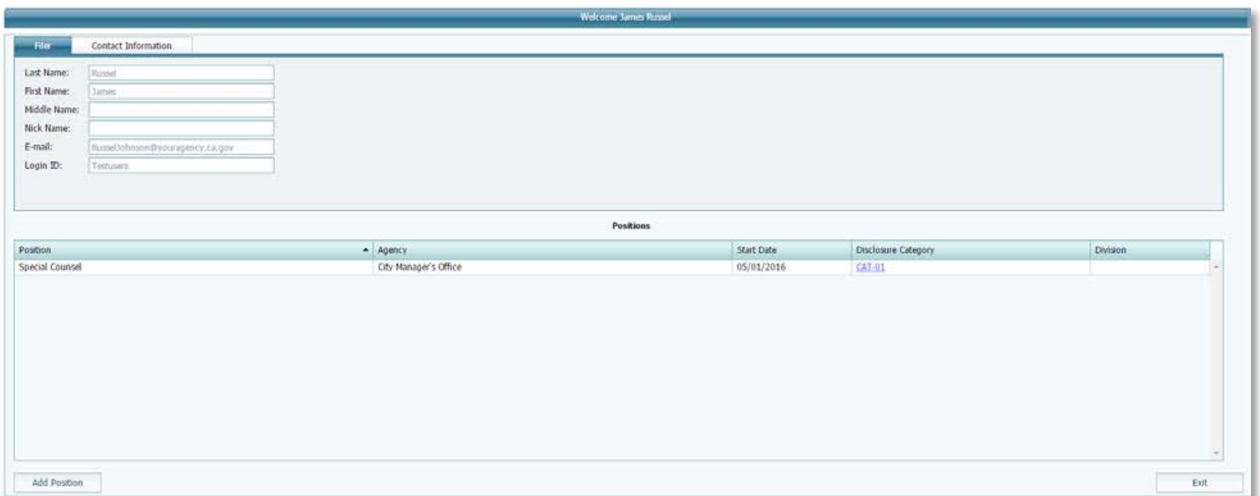


Figure 37: The Filer Positions Screen

Verify that the Filer is assigned to all appropriate positions. If the Filer is missing any Positions that they should be assigned to, click the **[Add Position]** button. The Filer Positions screen is useful for verifying that each Position belongs to the correct Agency, and that the Start Date and Disclosure Categories are correct.

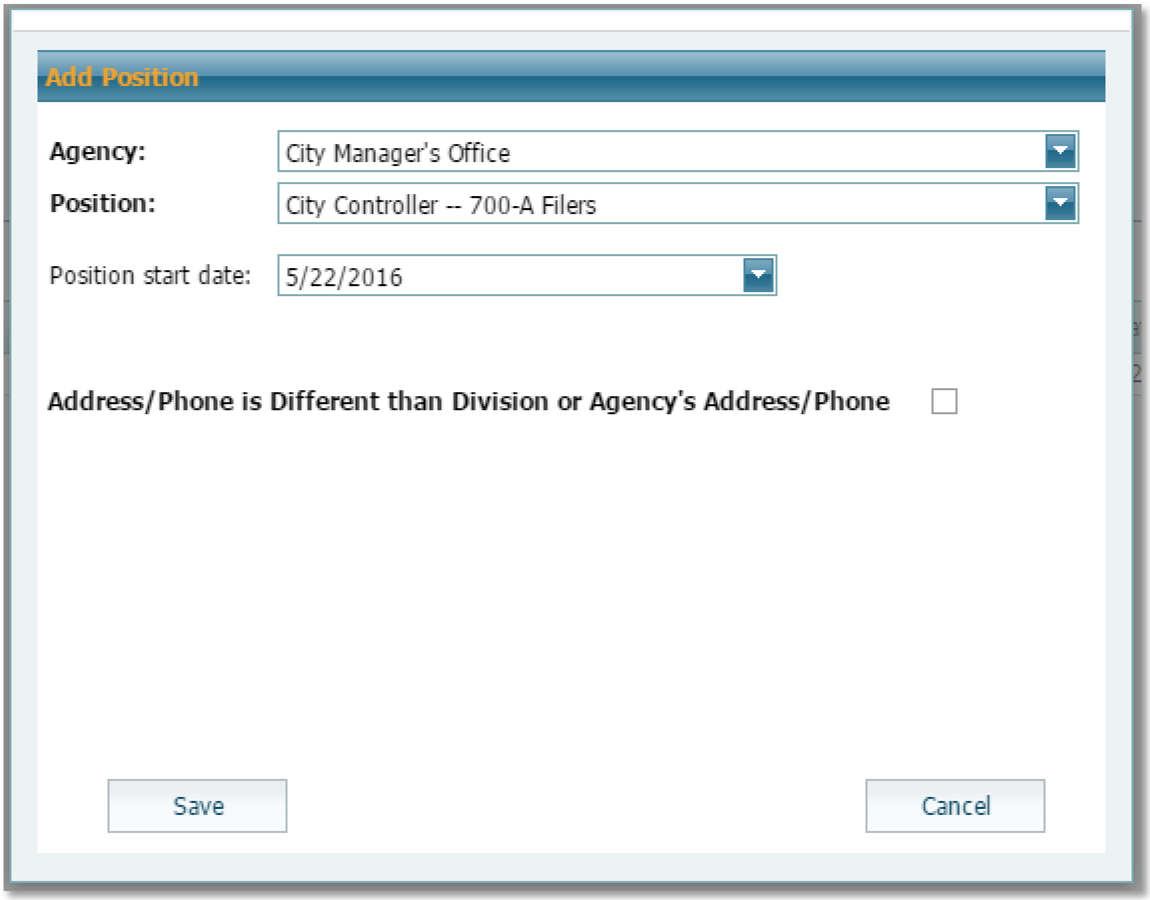


Figure 38: The Add Position Menu

After you have clicked the **[Add Position]** button, you will be given a series of drop down boxes.

1. Click on the Agency drop down box to choose with Agency that contains the Position that will be added to the Filer.
2. Click on the Position box to choose which Position to add to the Filer.
3. Choose the Division that this Position belongs to. If this Position has no Division, select none.
4. Enter the date that the Filer began this Position.
5. If the Position address is different than the Agency address, click the check box and add the address info for the Position.
    - Note that by default the Agency address is what will display on the cover page of Filings created by this Filer. If you wish to have a different address than the Agency, select the check box. Add the correct address information for this position.
    - In some instances, making changes to a field has been disabled by the Filing Officer. If you cannot make necessary changes, use the Report an Issue feature to notify the Filing Officer.

After you have entered all the information for this Position, click **[Save]** to add this Position to the Filer

3.5.1.3 Edit Position

It may be necessary to edit a Position that has already been assigned to a Filer. The **[Edit Position]** button, on the Filer Management screen, can be used to edit positions that have already been assigned to the Filer.

Figure 39: The Filer Management Screen

Each Filer will appear in this list once for each Position that has been assigned to the Filer. Select the Filer and Position that requires changes, and then click the **[Edit Position]** button.

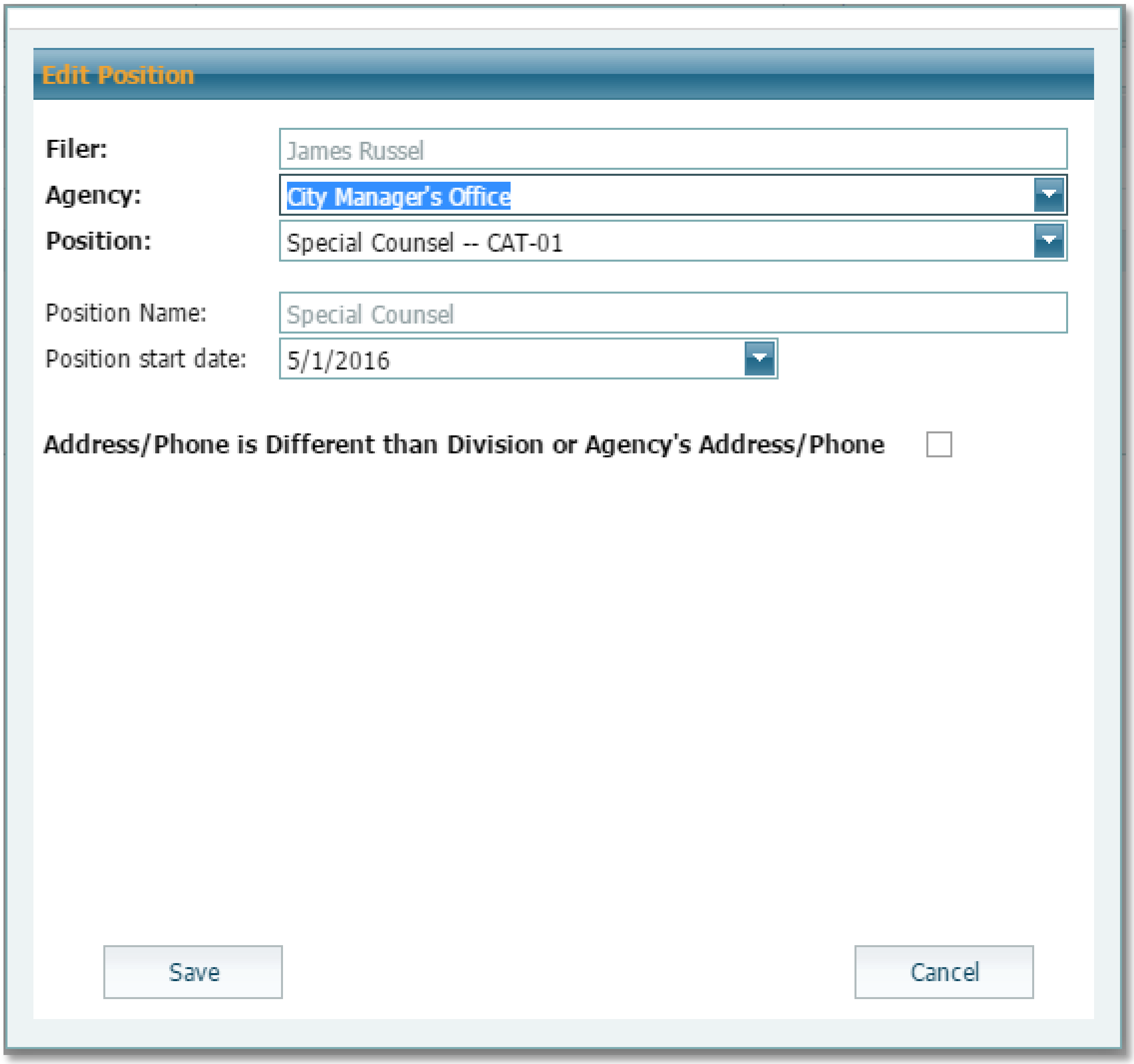


Figure 40: The Edit Position Menu

After you have opened the Edit Position screen, you have several drop-down menus that you can use to modify this Position.

1. Click the Agency drop down to select the correct Agency this Position should be assigned to.
2. Click the Position drop down to select the correct Position
3. If Division Drop down is available, lick the Division drop down to assign a Division to this position. If the Position has no Division, select none.
4. If the Position start date is incorrect, you can use the start date drop down to select the correct start date.
5. If the address or phone information for this Position is different than the address of the Agency, select the check box, and enter the correct address or phone information for this Position.

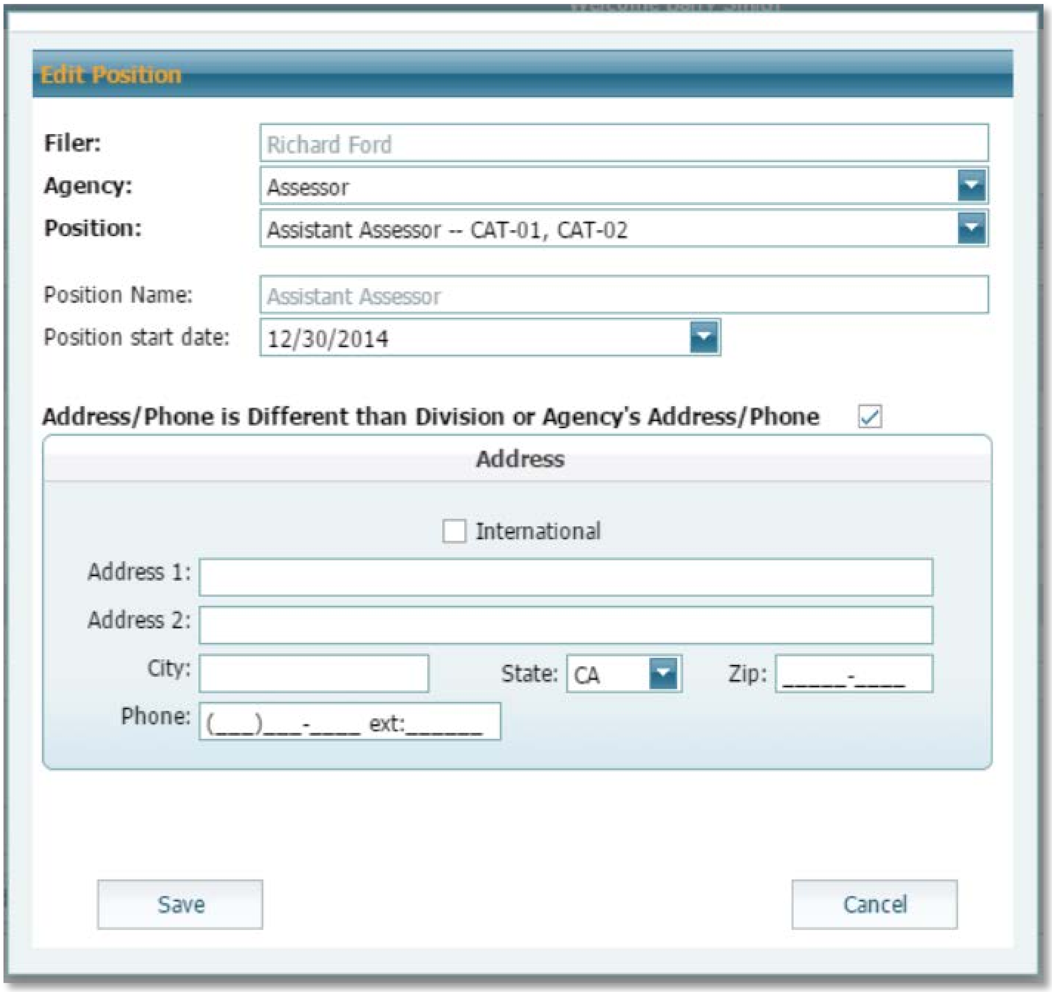


Figure 41: Edit the Position Address

After you have corrected this Position, click **[Save]** to return to the Filer Management screen. Repeat these steps for any Position that needs to be edited.

If a Position has been added to a Filer incorrectly, or if a Filer has a Position that should be inactive (if they left the Position previously, etc.), use the Report an Issue feature to notify the Filing Officer to correct this.

3.5.1.4 Add Filers

If the total number of Filers was not correct on the List of Filers Report, or if for any reason a Filer is missing from the Filer Management screen you, as the Filing Official, can add them to the eDisclosure™ system.

- Note that you should ONLY see or add the Filers that will be filing with the FPPC, and who are active in the system. Your Agency may have more Filers, but if those individuals are not filing with the FPPC, don't add them to the system.

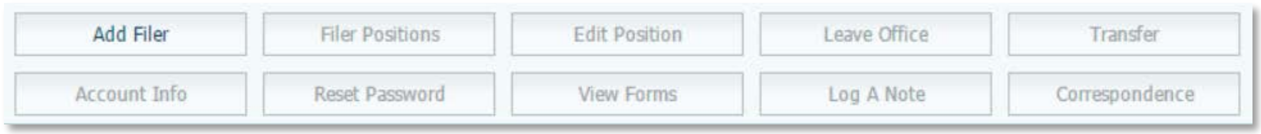


Figure 42: The Add Filer Button

Click on the **[Add Filer]** button, and you will be presented with a search box that allows you to see if the Filer is already in the eDisclosure™ system.

> ➢ Note that you must enter both a First and Last Name to add a Filer if no results are found. If you do not enter both, the **[Add New Filer]** button will prompt you to go back and do so.

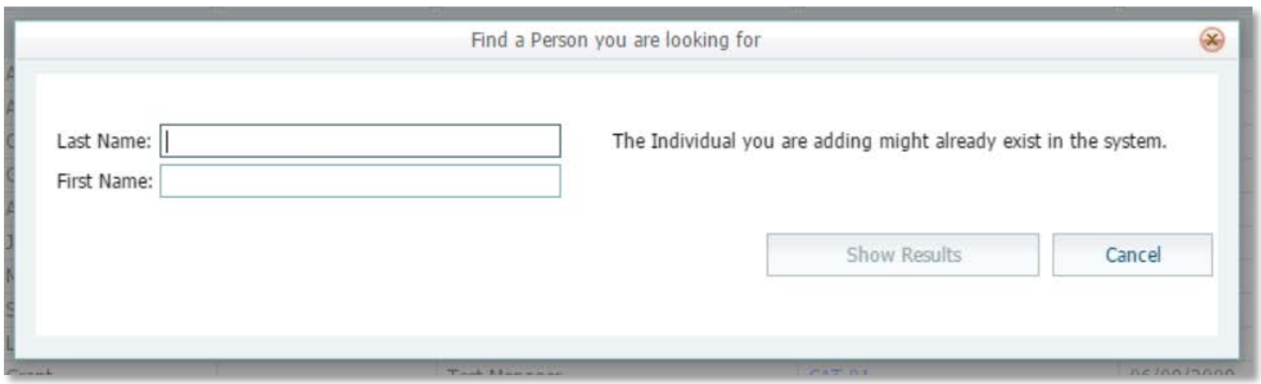


Figure 43: The Filer Search Window

This window will show you if a Filer is already in the system. If the search finds any matches, click the Show Results button to view a list of Filers with matching information.

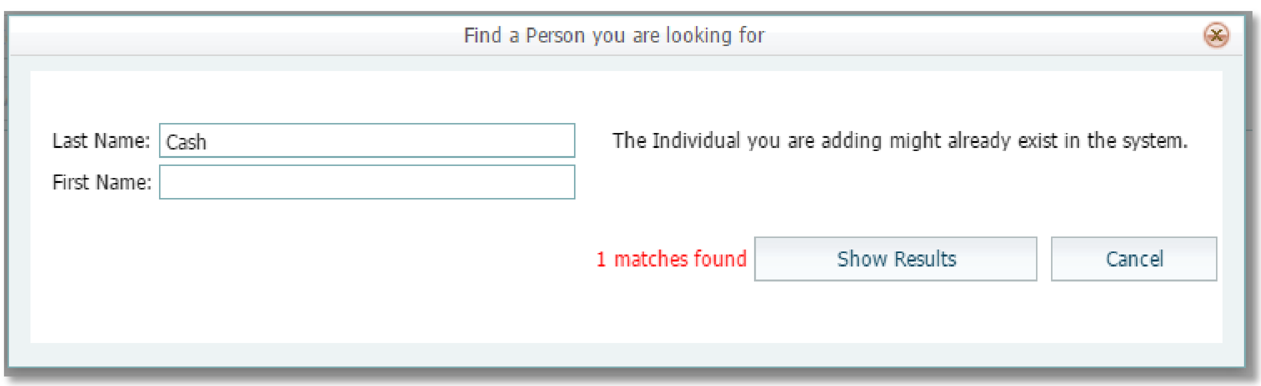


Figure 44: Matches were found

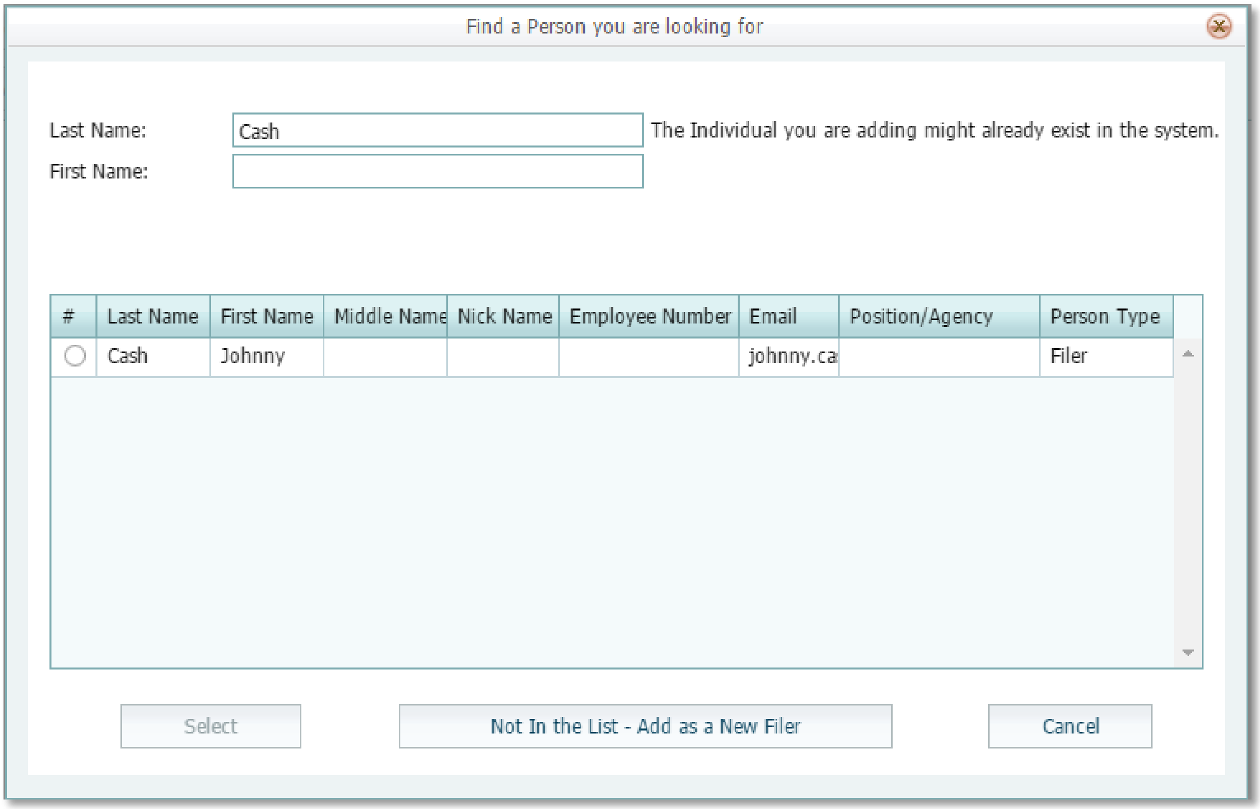


Figure 45: Verifying Existing Filers

After clicking the Show Results button, you will get a list of all the Filers who have information matching your search terms.

- If the Filer you are looking for is already in the system, you can click the radial button next to their name and click **[Select]** to choose that Filer.
- If the Filer that you wish to add is not already in the list, click the **[Not In the List – Add as New Filer]** button to create the Filer.

If the search terms entered in the Find a Person window did not have any matches, you can click the **[Add New Filer]** button to create the Filer.

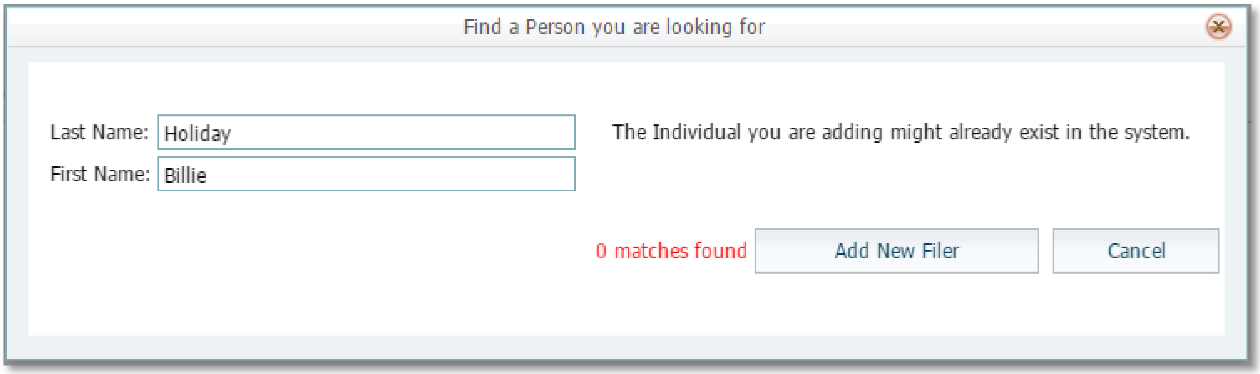


Figure 46: No Matches Found

You will be asked to make sure that this Filer should be added

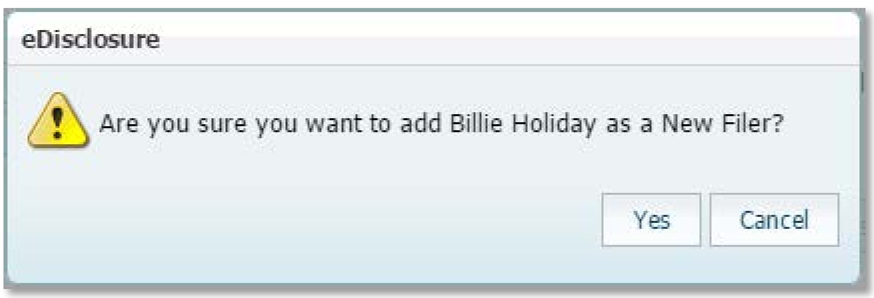


Figure 47: Select **[Yes]** to create a new Filer

Select **[Yes]** to create the Filer. You will be taken to a new window where you can add the rest of the Filer information, as well as assign an Agency, Position, Division, and Start Date.

- Note that while configuring the system and performing Data Clean-up, a Login ID should **NOT** be entered for the Filers.

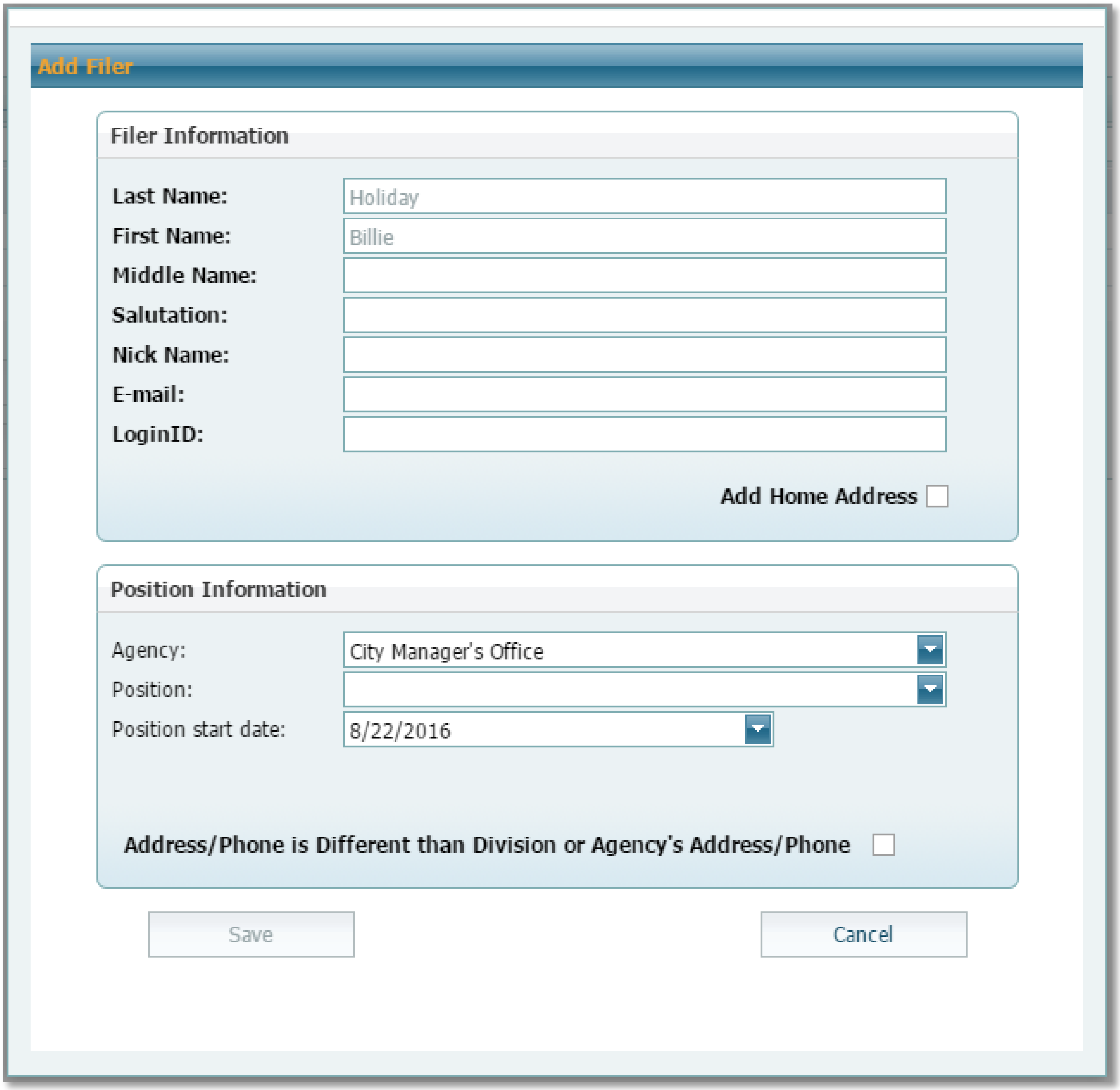


Figure 48: The Add Filer Screen

1. Verify that the correct spelling was used for the First, Last, and Middle name fields.
2. Enter the appropriate salutation for the Filer, i.e. Mr., Mrs., Dr., etc.
3. Enter a nickname for the Filer.
4. Enter the Filers email address.
   - Be careful to spell the email address correctly. The Filer will be sent an email to create their eDisclosure™ account.
   - The Nickname, Middle Name, and Salutation fields are not required. This information can be added later if necessary.

5. The Login ID will automatically populate with the Filers' email address. For the purpose of Data Clean-up, **DO NOT enter a Filer Login ID**. Make sure this field is blank to prevent Filers from receiving notifications erroneously during the initial configuration of the system.

After the Filer Information is added, move on to the Position Information area on the Add Filer screen.

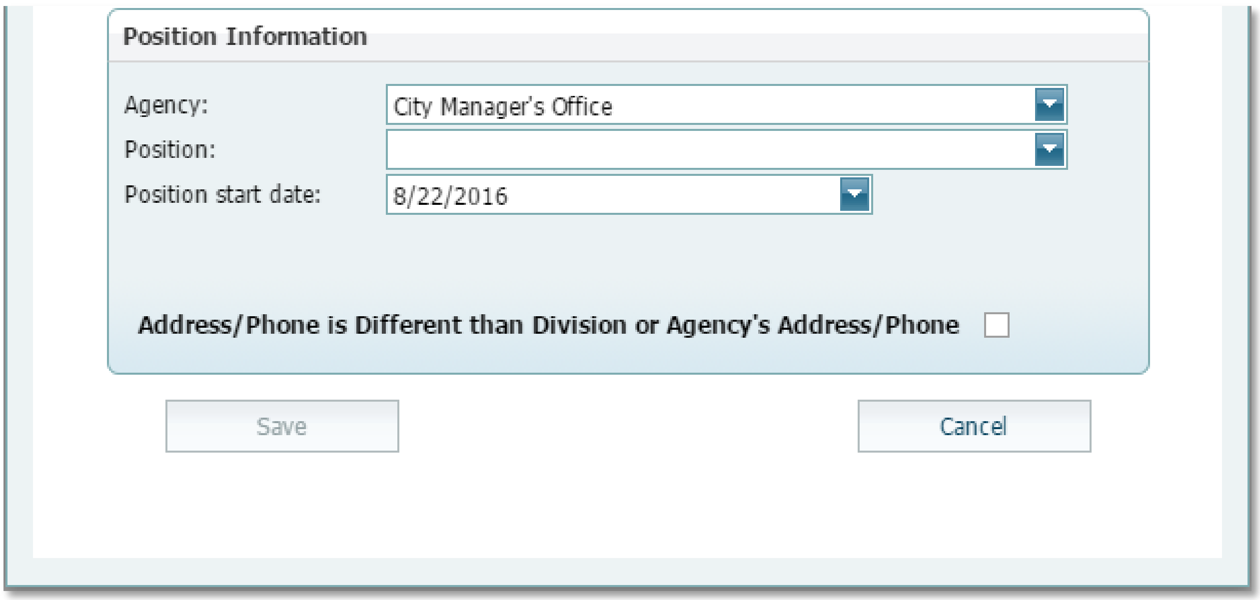


Figure 49: Position Information

Using the drop down arrows on the right, choose the appropriate information for this filer.

1. Choose the appropriate Agency that this Filer belongs to.
2. Choose the correct Position for this Filer.
3. If applicable, choose a Division for this Filer.
4. Select the date that the Filer started this position.
5. If the address or phone number for this Filer is different than that of their Agency/Division, click the check box.
    - Note that by default the Agency address is what will display on the cover page of Filings created by this Filer. If you wish to have a different address than the Agency, select the check box. Add the Filer's address information.

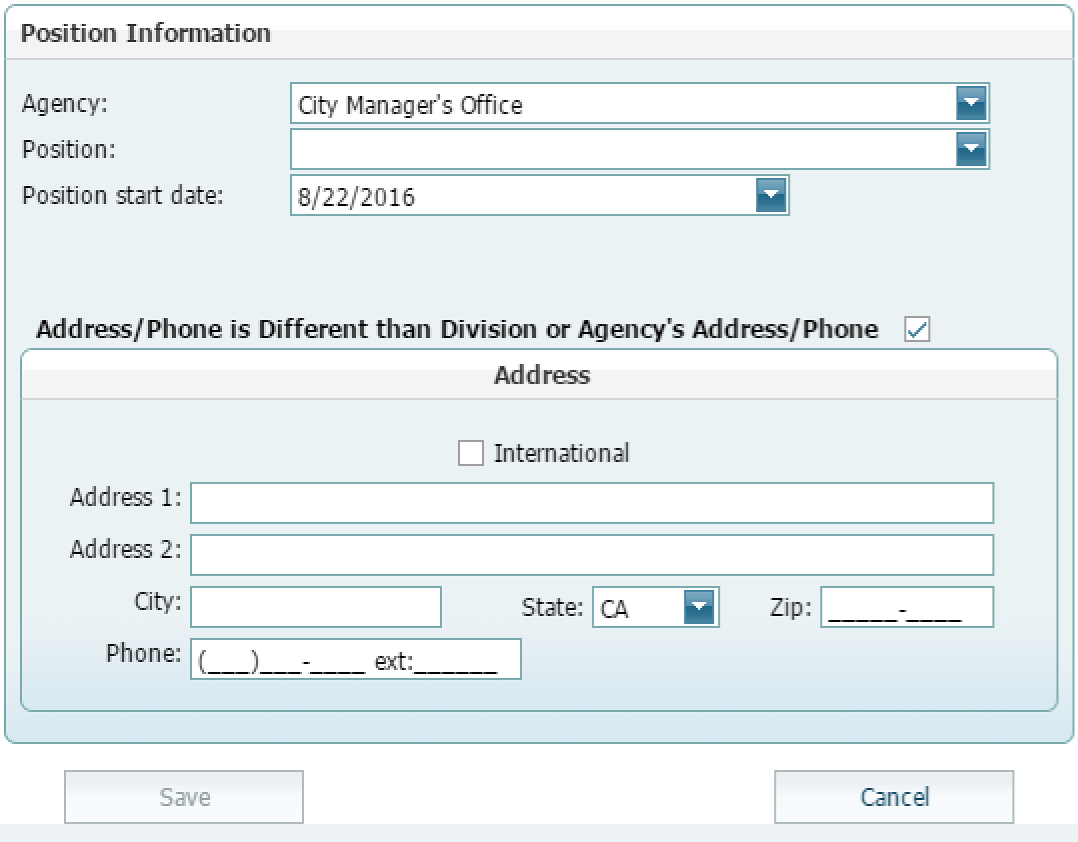


Figure 50: Add Different Filer Address

- Note that this address will be used to populate fields on the Filer's cover page when submitting forms. Do not enter the Filer's home address.

When all of the required information has been added to the Add Filer window, the save button will become active. Click **[Save]** to save this filer to the eDisclosure™ system, which will close the window and return you to the Filer Management screen. Repeat these steps until all Filers have been added.

- Note that you need to perform the review of all filers that are listed in the Filer Manager.

3.5.2 Filer Reports

The Filer Reports area is designed to give you, the Filing Official, quick access to many powerful and configurable reports about your Filers. This makes it an ideal place for verifying that Filer data is accurate and complete. You can access the Filer Reports area on the left side of eDisclosure™ navigation pane.

Figure 51: The Filer Reports Menu Option

When you click on the **[Filer Reports]** menu button, you will be taken to the Filer Reports area, which allows you to choose the type of Report that you wish to create, as well as filter your Report for specific information.

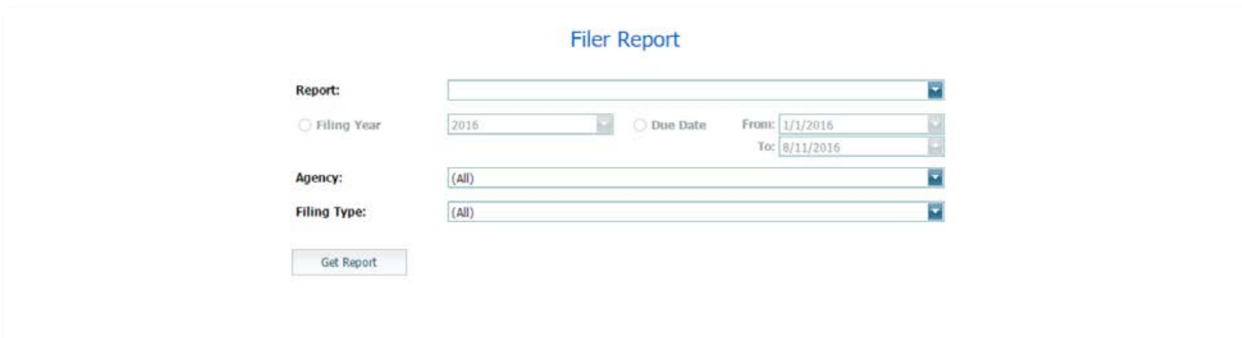


Figure 52: Filer Reports Screen

You will see a series of drop down boxes allowing you to select the type of report you wish to create, as well as filter your results by Filing Year, Due Date, Agency, and Filing type. In order to verify that the Filer Information is accurate and complete, choose the “List of Filers” report by clicking the Report drop down menu.

3.5.2.1 The List of Filers Report

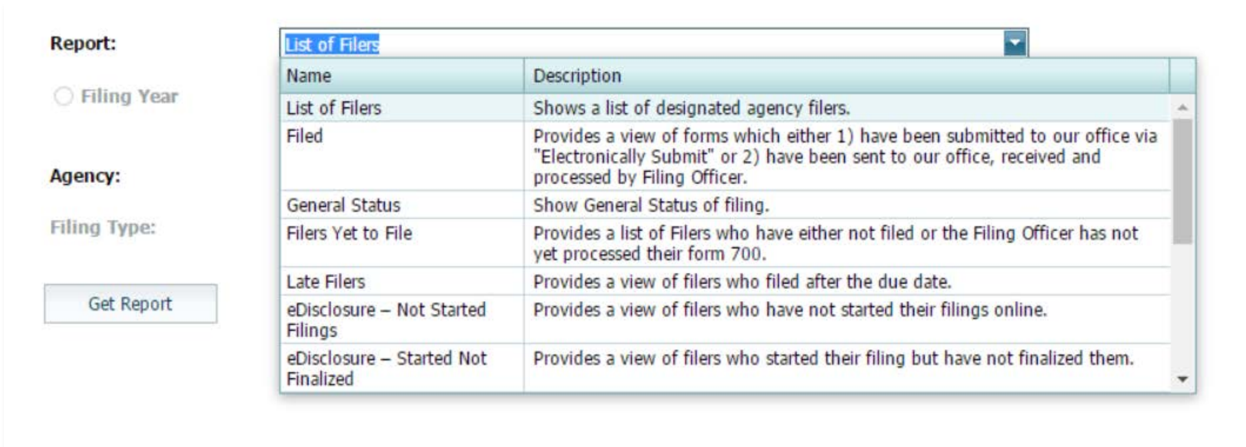
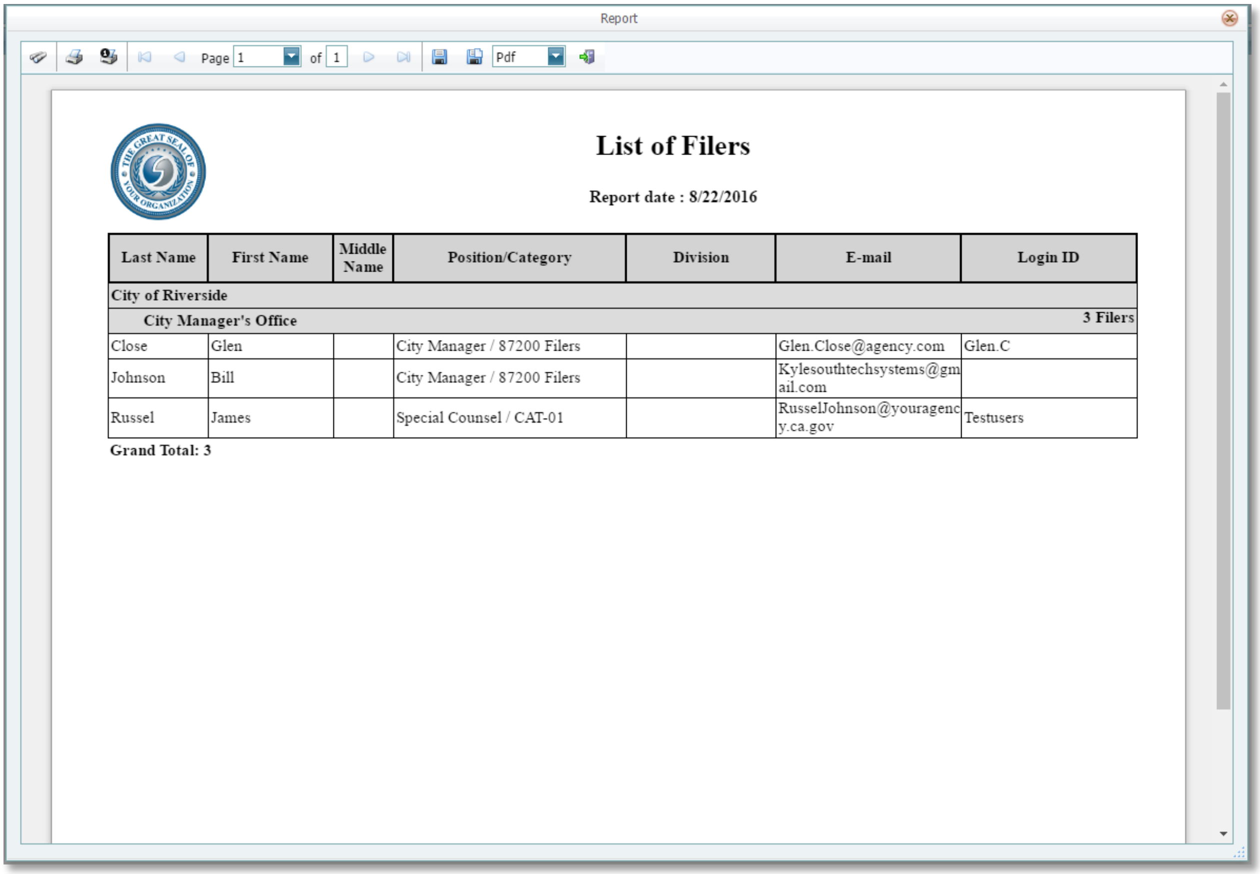


Figure 53: Selecting the List of Filers Report

After you have selected the List of Filers report, click on the **[Get Report]** button at the bottom of the page.

- Note that applying any filters at this time would restrict the information displayed in the report. As we need to verify the total number of filers, it is recommended to leave the report unfiltered.



Report

List of Filers

Report date : 8/22/2016

Last Name	First Name	Middle Name	Position/Category	Division	E-mail	Login ID
City of Riverside						
City Manager's Office						**3 Filers**
Close	Glen		City Manager / 87200 Filers		Glen.Close@agency.com	Glen.C
Johnson	Bill		City Manager / 87200 Filers		Kylesouthtechsystems@gmail.com	
Russel	James		Special Counsel / CAT-01		RusselJohnson@youragency.ca.gov	Testusers

Grand Total: 3

Figure 54: The List of Filers Report

After you have created the List of Filers Report there are several things that should be verified for accuracy and completeness. The Filers will be sorted by Agency.

- ➢ If you would like to print this report, or save it to your computer, use the buttons at the top of the report.

Figure 55: Print and Save Buttons

1. At the bottom of the List of Filers Report is a Grand Total. This should correspond with the total number of Filers from all Agencies assigned to you.
2. Verify that the First, Last and Middle Name fields all contain correct spelling, and are complete.
3. Each Filer will have a Position and Category that was assigned to them when they were imported into the system. Ensure that the Position and Category are correct for each filer.
4. Verify that the correct Division has been assigned to each Filer. This may be blank if the Filer does not have a Division.
5. Check the Filer's Email Address. Make sure that they have one, and that it is spelled correctly.

- The Email address is used to send the Login Name and Password to each Filer, which is required to log into the eDisclosure™ system. It is very important to make sure that they have access to these email addresses, and that they are spelled correctly.

3.5.2.2 The List of Positions Report

After you have verified the accuracy of all Filer Information using the List of Filers Report, it is important that we verify that the correct Positions have been added to each Agencies assigned to the Filing Official. To create this report, return to the Filer Reports area.

- Note that the List of Positions Report should ONLY show the Positions that have been forwarded to the FPPC. Your Agency may have more Filers who file Form 700, but this list will only show those that file with the FPPC.

Figure 56: The Filer Reports Menu Option

When you are in the Filer Reports menu, choose the Report drop down, and select the List of Positions report, as seen in Figure 57.

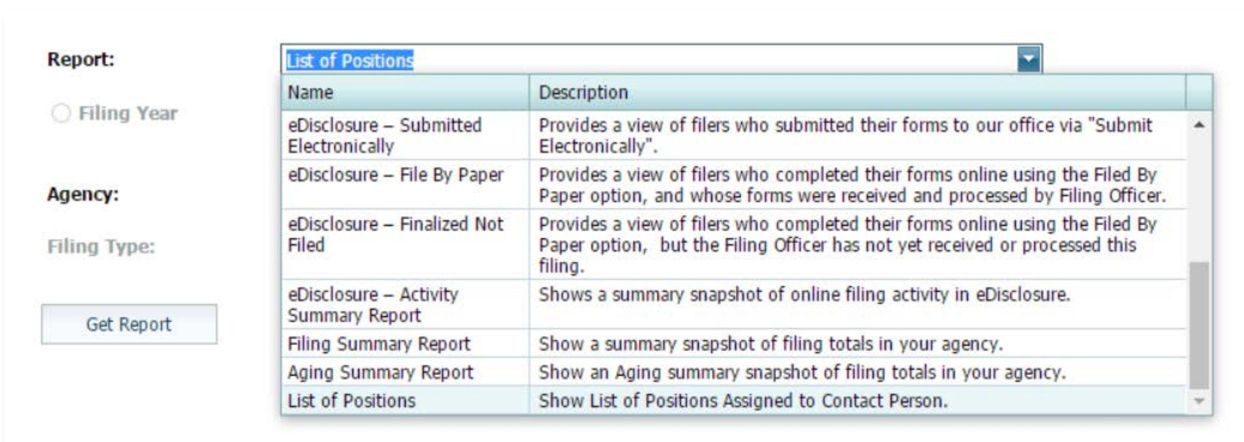


Figure 57: Selecting the List of Positions Report

After selecting the List of Positions report, click **[Get Report]** to create the report.

- Note that any filters you apply to this report will restrict the information that you will see in the Report. It is recommended to leave the Report unfiltered.

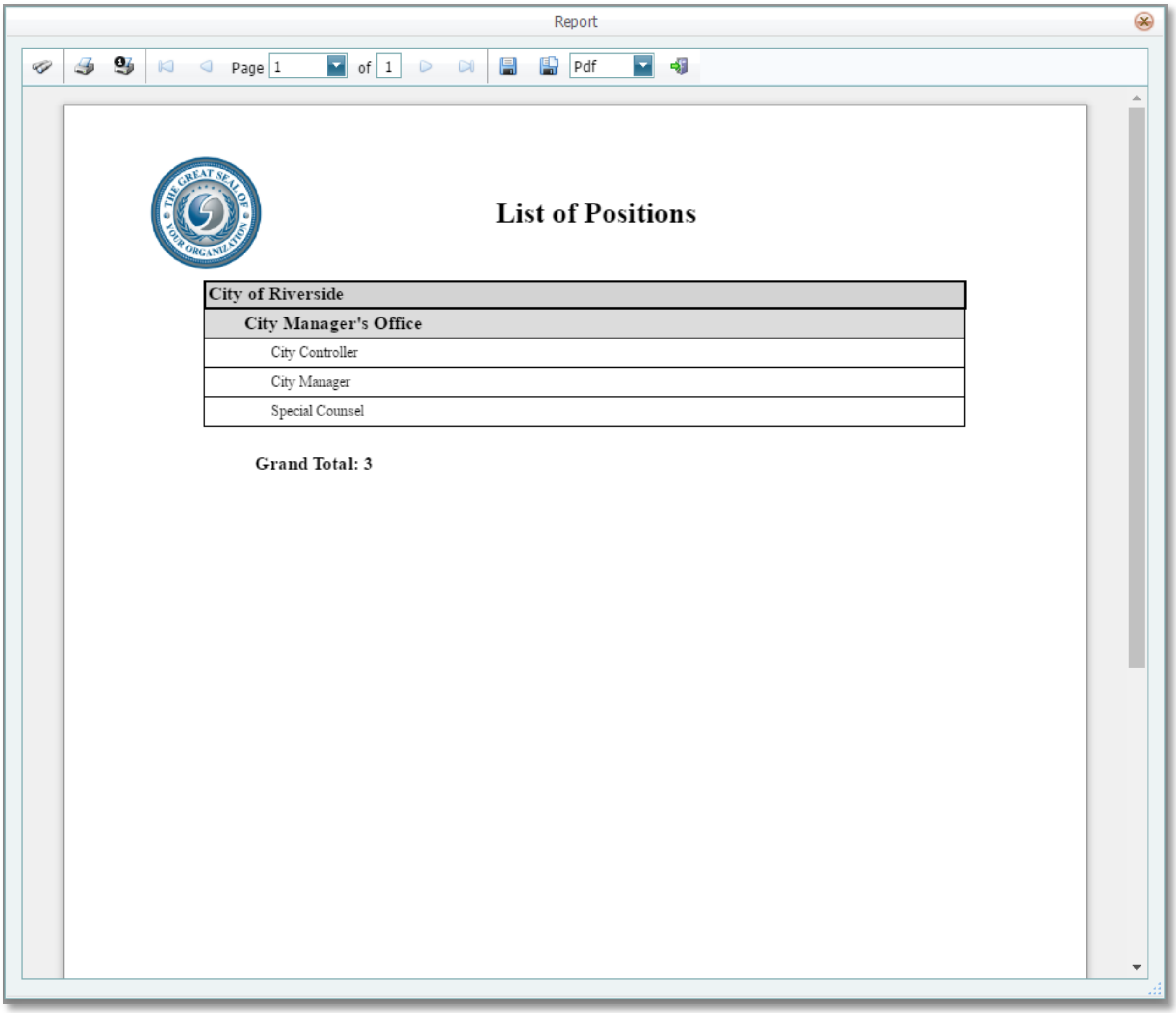


Figure 58: The List of Positons Report

After creating the List of Positions report, check that this information is accurate and complete.

- If you would like to print this report, or save it to your computer, use the buttons at the top of the report. See Figure 58.

1. The Grand Total value should match the total number of Positions, in all Agencies, assigned to the Filing Official.
2. Verify that all Agencies that should be assigned to the Filing Official are displayed, and spelled correctly.
3. Verify that each Position is assigned to the correct Agency.

4. Verify that each Position name is spelled correctly.

If any of the information on the List of Positions Report is incorrect or incomplete, notify your Filing Officer with the Report an Issue function.

3.6 Definitions

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 more information.

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.

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 the 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.

87200 Filers: These filers are required to disclose all investments, business, positions, income, and interests in real property as defined in the Government Code 87200. Typically, this includes Mayors, City Council Members, County Supervisors, Planning Commissioners, City Attorney, District Attorney, Treasurer City Manager, etc.

4 Conclusion

Thank you for using the SouthTech Systems' eDisclosure™. We are sure that you will find eDisclosure™ intuitive, time-saving and secure as you begin to electronically manage your organization's Form 700 Filers.

Should you have any questions about eDisclosure™ or its business processes, please contact SouthTech Systems. We will be more than happy to assist you.