

Conflict of Interest Online Disclosure System

Individual User Guide

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If you have any questions regarding this tutorial or the disclosure process, please contact:

Margaret D. Sacks

Conflict of Interest Director
Office of the Secretary of the Commonwealth
margaret.sacks@governor.virginia.gov
phone: 804-692-0102
fax: 804-786-9549

Office of Governor Terry McAuliffe
Patrick Henry Building
1111 East Broad Street, 4th Floor
Richmond, Virginia 23219

Conflict of Interest Disclosure System

Designation of State Employees who must file a Statement of Economic Interests

- The Governor, Lieutenant Governor, Attorney General, Supreme Court justices, judges and substitute judges and members of the State Corporation Commission, Virginia Workers' Compensation Commission, Commonwealth Transportation Board, the Board of Trustees of the Virginia Retirement System, members of the State Lottery Board and designated state employees complete the Statement of Economic Interests.
- Each executive branch, state agency is tasked with determining which job positions are designated to file a Statement of Economic Interests based on guidance from the Governor's office. The Joint Rules Committee of the General Assembly designates which employees and officers of the legislative branch shall file a Statement of Economic Interests.

Designation of Citizen Appointees who must file a Financial Disclosure

- Citizen members of boards and commissions in the executive branch of state government complete the Financial Disclosure form as an appointment requirement and on an annual basis for the time that an individual serves on the board or commission.

Conflict of Interest Notification Schedule and Filing Deadline

- A new employee working in a disclosure designated position should submit a Statement of Economic Interests upon starting the job.
- The Statement of Economic Interests is also filed twice a year by June 15th and December 15th. The semiannual filing periods for submitting the Statement of Economic Interests form are May 15th – June 15th and November 15th – December 15th. The semiannual filing must be submitted by June 15th and December 15th.
- Newly appointed, citizen members to executive branch boards and commissions submit a Financial Disclosure. This initial filing is managed by the Appointments Division in the Secretary of the Commonwealth's Office.
- The submission of an annual Financial Disclosure form occurs between November 15th - December 15th.
- By May 15th and November 15th of each year, the Office of the Secretary of the Commonwealth will electronically send the official memorandum advising agency directors and coordinators to proceed with notifying their designated filers of the obligation to disclose their financial interests.
- For the filing due by December 15, 2014, individuals should report relevant activity as of October 31, 2014. For questions that ask about financial activity in the previous six months, report any activity from January - October 31, 2014. This is pursuant to Enactment Clause Nine of the Virginia Acts of Assembly Chapter 804:

That, except as provided in the seventh enactment of this act, the filing period for all filers required to file a disclosure form on December 15, 2014, shall consist of January 2014 complete through the last day of October 2014.

Conflict of Interest Disclosure System

Accessing the Conflict of Interest Disclosure System

- Individual access to the online Conflict of Interest Disclosure System is granted to users via their agency coordinator.
- Coordinator access to the online Conflict of Interest Disclosure System is granted by the Conflict of Interest Director.
- For security purposes, access to the online system is restricted to designated state employees and board and commission appointees and it is not accessible to the general public.

Log-In Screen

The screenshot shows the log-in interface for the Conflict of Interest Disclosure System on the Virginia.gov website. The page header includes the Virginia.gov logo, navigation links for Agencies and Governor, and a search bar. The main content area features a banner for the Secretary of the Commonwealth, Levar Stoney, with a search bar and navigation links for NEWS, ABOUT, PHOTOS, INFORMATION, and APPLICATIONS. Below the banner, there are breadcrumb links for Commonwealth, Applications, and Conflict of Interest, along with a [Log On] link. The main content area contains a log-in form with fields for Email Address and Password, a Log On button, and a link for I forgot my password. A yellow callout box provides a welcome message and instructions on setting up an account, including a link to the Conflict of Interest Guidance.

Virginia.gov Agencies | Governor Search Virginia.Gov

Secretary of the Commonwealth
Levar Stoney

NEWS ABOUT PHOTOS INFORMATION APPLICATIONS

Commonwealth Applications Conflict of Interest [Log On]

The online Conflict of Interest Disclosure System is for governmental officers or employees that must disclose their conflict of interest to the Secretary of the Commonwealth's office.

Log On

Email Address

Password

Log On I forgot my password

Welcome to the Secretary of the Commonwealth's Conflict of Interest Disclosure System.
You will be sent an email notification with instructions on setting up your account.

If you have not received an email and think that you should please contact your agency's conflict of interest coordinator.
Follow this link to see the guidelines of who should be filing conflict of interest disclosures. [Conflict of Interest Guidance](#)

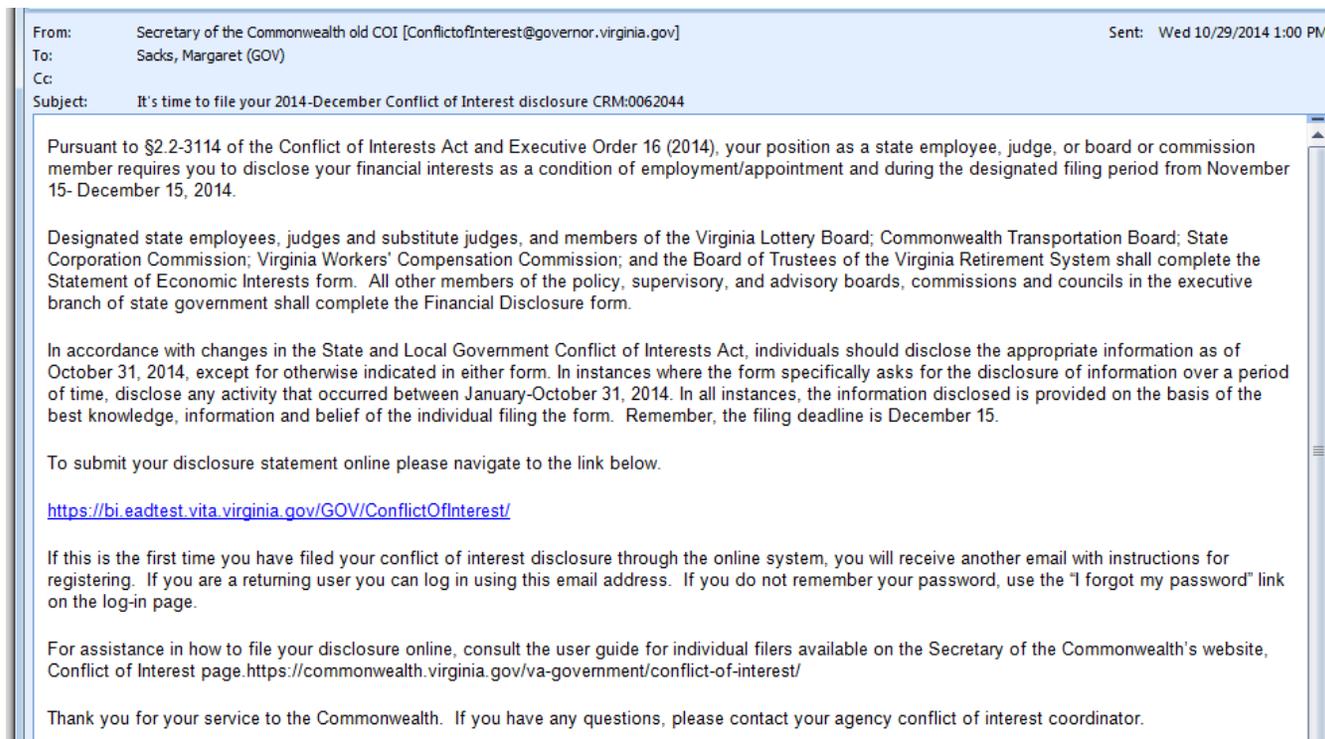
Back to top Contact Us

Accessing the Conflict of Interest Disclosure System

- New and registered users of the Conflict of Interest online disclosure system will receive the notification email from the Conflict of Interest system informing them of their responsibility to file a disclosure form.
- Registered users may click on the hyperlink in the notification email to access the log-in screen.
- New users will receive a second email with a link and pin number to register their account with their email address.

Email Notification

Filers will receive this email from the COI system.



Accessing the Conflict of Interest Disclosure System

Registration Email for New Users

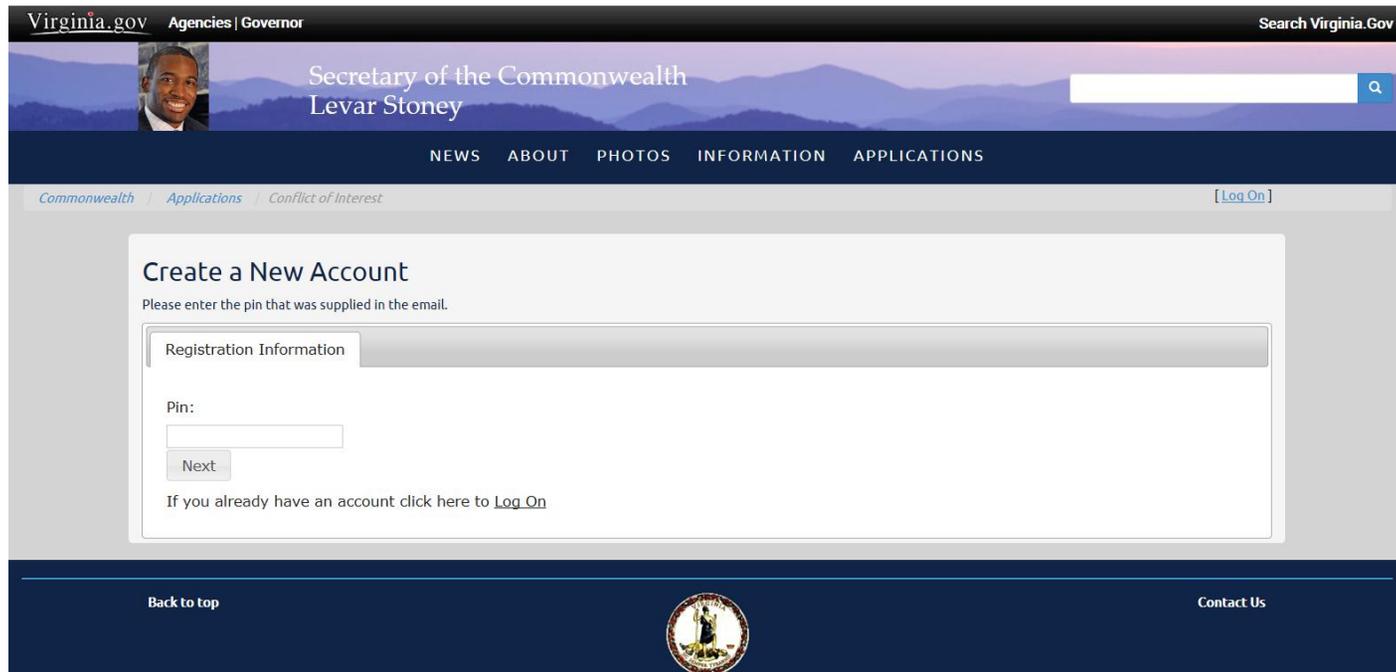
- New users will receive this second email from the Conflict of Interest system.
- Click on the link to register the online account.



Accessing the Conflict of Interest Disclosure System

Create New Account Screen

- Enter the Pin Number Provided in the Registration Email and Click Next.



The screenshot shows the Virginia.gov website interface. At the top left, it says "Virginia.gov" and "Agencies | Governor". At the top right, there is a search bar labeled "Search Virginia.Gov". Below this is a banner for the "Secretary of the Commonwealth Levar Stoney" with a search bar on the right. A navigation menu includes "NEWS", "ABOUT", "PHOTOS", "INFORMATION", and "APPLICATIONS". Below the menu, there are breadcrumb links: "Commonwealth" / "Applications" / "Conflict of Interest" and a "[Log On]" link.

The main content area is titled "Create a New Account" and includes the instruction: "Please enter the pin that was supplied in the email." Below this is a "Registration Information" tabbed interface. The "Pin:" label is followed by a text input field and a "Next" button. At the bottom of the form, there is a link: "If you already have an account click here to [Log On](#)".

The footer contains "Back to top" on the left, the Virginia state seal in the center, and "Contact Us" on the right.

Accessing the Conflict of Interest Disclosure System

Create New Account Screen: Set up Account

Conflict of Interest Disclosure System

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 8 characters in length.

Passwords must contain 3 of the 4 attributes:

- a) Special characters,
- b) Alphabetical characters,
- c) Numerical characters
- d) Combination of upper and lower case characters

Account Information

Email address
vaqov2011+mrc64@gmail.com

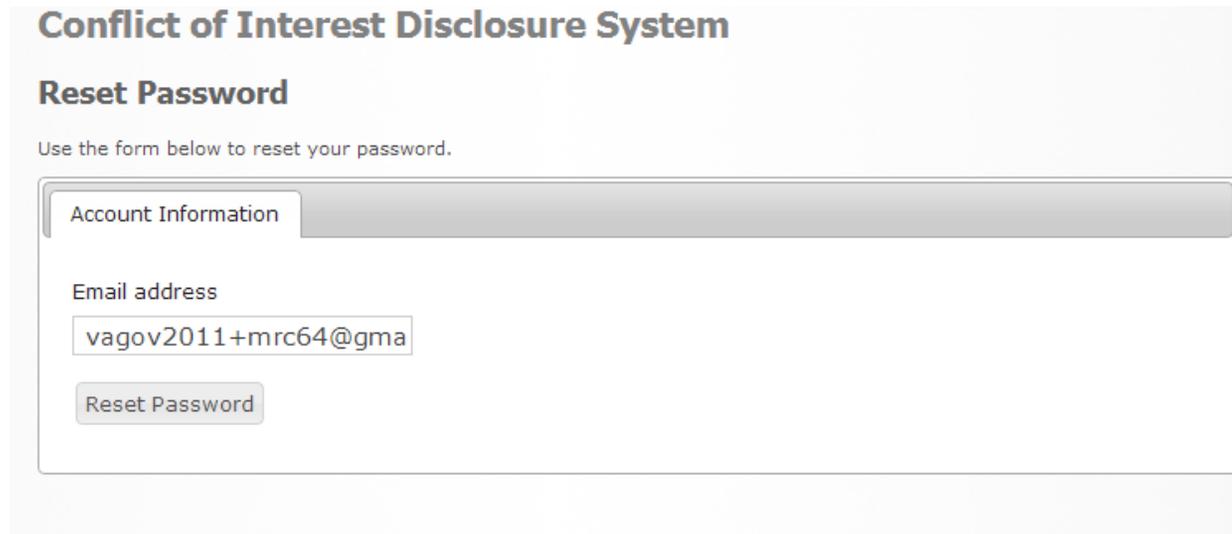
Password

Confirm password

Accessing the Conflict of Interest Disclosure System

- If you are a returning user, but do not remember your password, click on the “I forgot my password” option from the log-in screen. After entering your email address and clicking reset password, an email will be sent to your inbox that will allow you to reset your password.

Password Reset Screen 1

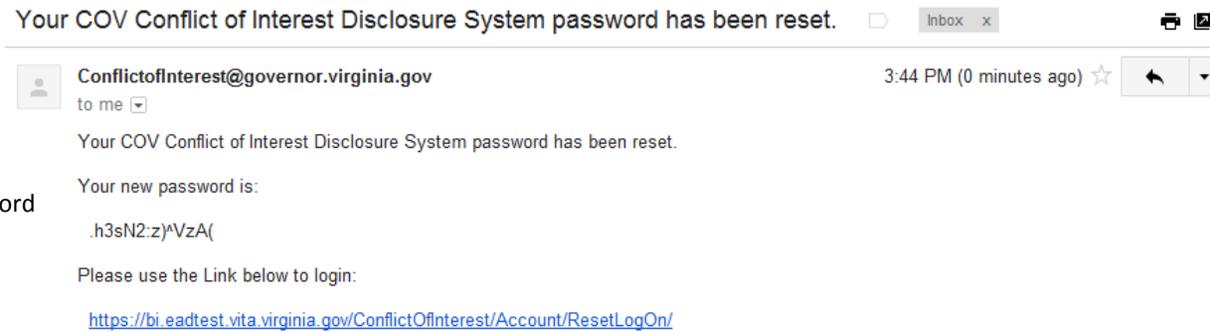


The screenshot shows a web interface for the Conflict of Interest Disclosure System. At the top, the title "Conflict of Interest Disclosure System" is displayed in a bold, dark font. Below the title, the heading "Reset Password" is shown in a bold, dark font. Underneath the heading, a small instruction reads "Use the form below to reset your password." The form itself is a light gray box with a rounded top-left corner. It features a tab labeled "Account Information" on the left side. Inside the form, there is a label "Email address" followed by a text input field containing the email address "vagov2011+mrc64@gma". Below the input field is a button labeled "Reset Password".

Accessing the Conflict of Interest Disclosure System

- Existing users who have forgotten their account password will receive this e-mail to allow them to reset a new password

Reset Password Email Notification



It is helpful to copy the reset password and then click on the link.

Accessing the Conflict of Interest Disclosure System

Password Reset Screen 2

The Temporary **password** is the password provided by the COI system in the password reset email.

The **New password** is the password created by the filer that meets the security criteria listed at the right.

Log On

Email Address

Temporary password

New password

Confirm new password

Welcome to the Secretary of the Commonwealth's Conflict of Interest Disclosure System.

Use the temporary password that was emailed to you and choose a new password that meets the following criteria:

Passwords are required to be a minimum of 8 characters in length. Passwords must contain 3 of the 4 attributes:

1. Special characters,
2. Alphabetical characters,
3. Numerical characters,
4. Combination of upper and lower case characters

If you think you have reached this page in error, then please contact your agency's conflict of interest coordinator.

Individual Access- Completing and Filing a Disclosure Form

- After logging into the system, the “My Disclosures” section will provide the link to the required disclosure form to be completed by the filer and submitted online. Click on the link and the form wizard will guide the filer through the form.
- If the list shows more than one disclosure form for a single year, the filer is only required to file one form. If it lists a Statement of Economic Interests and a Financial Disclosure form, only file the Statement of Economic Interests.
- **It is the responsibility of the filer to ensure that the disclosure filing is accurate and complete to the best of your knowledge.**

My Disclosures Screen

My Disclosures

Margaret D Sacks

Year	Agency	Forms Required
2013	Office of the Governor	<ul style="list-style-type: none">• Statement of Economic Interests (Not Submitted) ← Click on the link to start the filing
2012	Office of the Governor	<ul style="list-style-type: none">• Submitted Statement of Economic Interests (Complete)

** If this list shows more than one disclosure for a single year, you are only required to file one. If this list shows a Financial Disclosure and a Statement of Economic Interest for a single year, file only the Statement of Economic Interest.

Individual Access- Completing the Disclosure Form

Wizard: Follow on-screen instructions to advance through each page.

Statement of Economic Interests

Instructions

Instructions

Statement of Economic Interests

Select Schedules

Salary

Select Additional Schedules

Finalize Schedules

Schedule A - Offices and Directorships

Schedule B - Personal Liabilities

Schedule C - Securities

Schedule D - Payment for Talks, Meetings, and Publications

Schedule E - Gifts

Schedule F - Business Interests

Schedule G-1 - Payments for Representation by You

Schedule G-2 - Payments for Representation by Associates

Schedule G-3 - Payments for Representation Generally

Schedule H-1 - Real Estate - State Officers and Employees

Statement of Economic Interests

This wizard will guide you through completing your Statement of Economic Interests. You can press the next button to advance through the wizard, which will also save your work throughout the process. To return to an earlier step in the process, click the previous button. Do NOT press the back button in your browser as that will result in the loss of any unsaved data. Your session will timeout after 30 minutes of inactivity, which will also result in the loss of any unsaved data. For reference, definitions of the terms used in the form can be found by clicking on the Definitions link in the corner on the upper right.

You MUST preview your form upon completion to verify that its contents are accurate prior to submission. After previewing your form, you must complete the process by electronically signing the form by typing your name as it appears in the form. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed.

Pursuant to Sections 2.23114 and 2.23115 of the Code of Virginia, employees of state agencies who have been designated by the Governor or the General Assembly, and employees of local governments designated to file by the Code of Virginia or by their governing ordinance, are required to file this "Statement of Economic Interests" form.

Members of certain boards of state and local government are also required to file this form. Please note that within this form, the use of the words "office" and "officer" also apply to appointed board members.

In addition, candidates for state and local offices are required to file this form pursuant to Section 24.2502 of the Code of Virginia.

This filing is a condition of assuming office or employment and thereafter on or before January 15th of each year.

Schedules A through I are to be completed ONLY if you answer "Yes" to any of items 1 through 10 on the Statement of Economic Interests.

REMEMBER: The ANNUAL filing deadline is January 15th of each year.

For the annual filing:

Definitions

Previous Next

Refer to the Definitions feature for help with information such as the definition of immediate family.

Click the "Previous" and "Next" buttons to navigate within the wizard. Do not click the "Forward" and "Back" buttons of your Internet browser.

Statement of Economic Interests

Finalize

19 of 20 Complete

Definitions

Your Statement of Economic Interests is ready for submission.

Please carefully review all the information on your Statement of Economic Interests and verify that it is accurate.

To review your form, press the preview form button below. **You MUST preview your form upon completion to verify that its contents are accurate prior to submission. After submission, you will no longer have the ability to modify this form.**

When you are ready to submit, please electronically sign the form by typing your name as it appears in the form. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed.

After you submit your Statement of Economic Interests, you will receive an automatically-generated confirmation email at the email address you used to login. That confirmation email will contain a link to the Conflict of Interest website, where you will be able to view the official version of your submitted Statement of Economic Interests. **IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE.** If the form is inaccurate or unavailable, contact the Conflict Of Interest Director at ConflictOfInterest@governor.virginia.gov. You may be directed to complete an amendment, which will be filed with your original submission on the Commonwealth's servers.

I, the undersigned, do state that the information furnished on this disclosure and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.

Verify Name

Michael Perzowski

YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE THAT ANY AMENDMENTS YOU MAY SUBMIT REGARDING YOUR CONFLICT OF INTEREST DISCLOSURE SHALL BE ELECTRONIC.

Verify Name

Preview Form Previous Submit

Individual Access- Completing the Disclosure Form

- You are required to answer each of the questions on the Statement of Economic Interests. If you answer yes to a question, the wizard will advance you to the corresponding schedule, and only those schedules, to enter the relevant disclosure information.
- Filers who submitted an electronic filing the previous year will have the ability to copy data from the previous year's filing. The "Copy From Previous Filing" button will append last year's data to your current filing in the relevant schedules or disclosure sections. This feature is available for every disclosure page except for the Business Service Category in the Financial Disclosure Statement. After the "Copy From Previous Filing" feature adds the information into the form, you can delete a row of information that is no longer relevant, edit the information and add rows to enter new disclosure information.
- Information entered in the online form including in the relevant schedules is saved as a filer enters the information as well as when the filer clicks the "Next" button to advance to the next page.

Schedule B - Personal Liabilities 7 of 20 Complete
Definitions

Instructions
Statement of Economic Interests
Select Schedules
Salary
Select Additional Schedules
Finalize Schedules
Schedule A - Offices and Directorships
Schedule B - Personal Liabilities
Schedule C - Securities
Schedule D - Payment for Talks, Meetings, and Publications
Schedule E -

Report personal liability by checking each category. Report only debts in excess of \$5,000. Do not report debts to any government. Do not report loans secured by recorded liens on property at least equal in value to the loan. Report contingent liabilities below and indicate which debts are contingent.

1. My personal debts are as follows:

Category	Select Amount
Banks	Not Applicable
Savings Institutions	Not Applicable
Other loan or finance companies	Not Applicable
Insurance Companies	Not Applicable
Stock, commodity or other brokerage companies	Not Applicable
Other businesses: (State principal business activity for each creditor and its name.)	
	Not Applicable
	Not Applicable
	Not Applicable
Individual creditors: (State principal business or occupation for each creditor and its name.)	
	Not Applicable
	Not Applicable

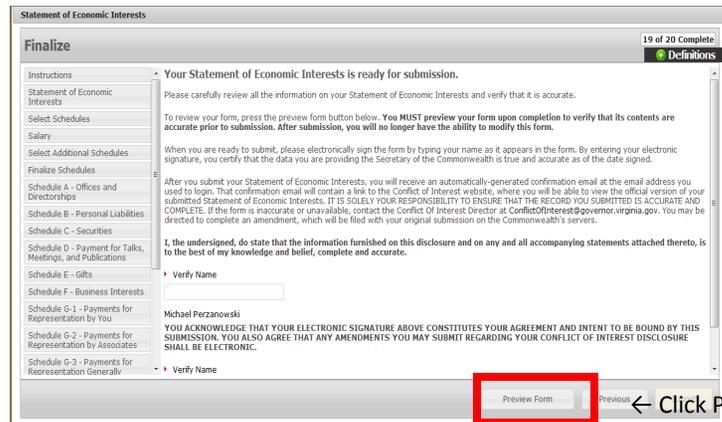
2. The personal debts of the members of my immediate family are as follows:

Category	Select Amount
Banks	Not Applicable
Savings Institutions	Not Applicable
Other loan or finance companies	Not Applicable
Insurance Companies	Not Applicable

Previous Next

Individual Access - Previewing the Form

- At the end of the disclosure process, users are required to preview a draft of the filing before officially submitting the form online. At this point, a filer may print the filing for her records.
- Click “Preview Form” which will open a formatted version of the filing in another tab in the web browser. Review the form for accuracy and close the tab.



Statement of Economic Interests

Finalize

19 of 20 Complete

Instructions

Your Statement of Economic Interests is ready for submission.

Please carefully review all the information on your Statement of Economic Interests and verify that it is accurate.

To review your form, press the preview form button below. **You MUST preview your form upon completion to verify that its contents are accurate prior to submission. After submission, you will no longer have the ability to modify this form.**

When you are ready to submit, please electronically sign the form by typing your name as it appears in the form. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed.

After you submit your Statement of Economic Interests, you will receive an automatically-generated confirmation email at the email address you used to login. That confirmation email will contain a link to the Conflict of Interest website, where you will be able to view the official version of your submitted Statement of Economic Interests. **IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE.** If the form is inaccurate or unavailable, contact the Conflict of Interest Director at ConflictOfInterest@governor.virginia.gov. You may be directed to complete an amendment, which will be filed with your original submission on the Commonwealth's servers.

I, the undersigned, do state that the information furnished on this disclosure and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.

Verify Name

Michael Perzanowski

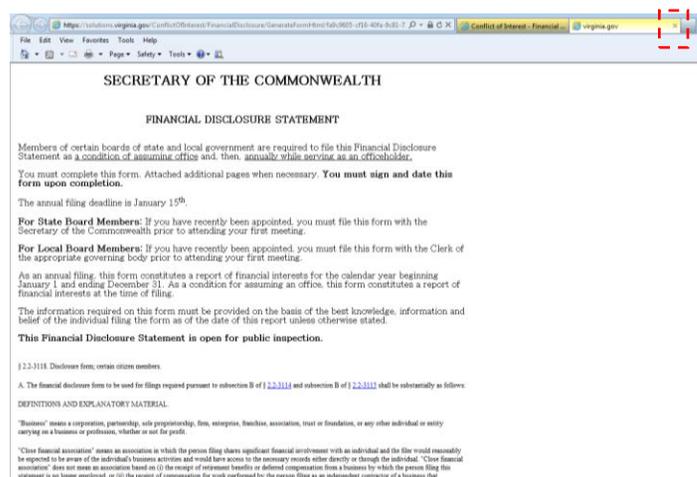
YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE THAT ANY AMENDMENTS YOU MAY SUBMIT REGARDING YOUR CONFLICT OF INTEREST DISCLOSURE SHALL BE ELECTRONIC.

Verify Name

Preview Form

Previous

← Click Preview form.



<https://solutions.virginia.gov/ConflictOfInterest/FinancialDisclosure/GenerateForm.html?PubID=005-175-404-5.02>

Conflict of Interest - Financial

SECRETARY OF THE COMMONWEALTH

FINANCIAL DISCLOSURE STATEMENT

Members of certain boards of state and local government are required to file this Financial Disclosure Statement as a condition of assuming office and, then, annually, while serving as an officeholder.

You must complete this form. Attached additional pages when necessary. **You must sign and date this form upon completion.**

The annual filing deadline is January 15th.

For State Board Members: If you have recently been appointed, you must file this form with the Secretary of the Commonwealth prior to attending your first meeting.

For Local Board Members: If you have recently been appointed, you must file this form with the Clerk of the appropriate governing body prior to attending your first meeting.

As an annual filing, this form constitutes a report of financial interests for the calendar year beginning January 1 and ending December 31. As a condition for assuming an office, this form constitutes a report of financial interests at the time of filing.

The information required on this form must be provided on the basis of the best knowledge, information and belief of the individual filing the form as of the date of this report unless otherwise stated.

This Financial Disclosure Statement is open for public inspection.

§ 2.2-3118. Disclosure form; certain citizens omitted.

A. The financial disclosure form to be used for filings required pursuant to subsection B of § 2.2-3114 and subsection B of § 2.2-3112 shall be substantially as follows:

DEFINITIONS AND EXPLANATORY MATERIAL

"Business" means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

"Close financial association" means an association in which the person filing shows significant financial involvement with an individual and the filer would reasonably be expected to be aware of the individual's business activities and would have access to the necessary records either directly or through the individual. "Close financial association" does not mean an association based on (i) the receipt of retirement benefits or deferred compensation from a business by which the person filing this statement is no longer employed, or (ii) the receipt of compensation for work performed by the person filing as an independent contractor of a business that

← Review the filing for accuracy and close the tab by clicking on the “X” to the right of the tab.

Example of a formatted filing that opens in a new browser tab, after clicking the “Preview Form” button.

Individual Access- Submitting the Form

- If the filling reflects what you intend to disclose, type your name twice where indicated in the signature blocks, which constitutes a valid electronic signature and click “Submit.” You must type your name exactly as it appears below the signature spaces. A Statement of Economic Interests form is no longer required to be notarized.
- **Once a user’s form is submitted, it cannot be changed or resubmitted**, though it will be available for a user to view/print at any time throughout the year through their online account. If a user needs to amend a submitted filing, contact your agency coordinator to request that the record be unlocked for editing and resubmission.

Type your name in both signature blocks exactly as it appears then click submit.

Instructions

Your Financial Disclosure Statement is ready for submission. Please carefully review all the information on your Financial Disclosure Statement and verify that it is accurate. After submission, you will no longer have the ability to modify this form.

To review your form, press the preview form button on the menu below. **You MUST preview your form upon completion to verify that its contents are accurate prior to submission.**

When you are ready to submit, please electronically sign the form by typing your name as it appears in the form into the box below. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed.

Your draft disclosure has already been saved. If you wish to submit at a later time, close the wizard by clicking the X in the upper right corner of the wizard. You can submit at a later time by logging on to the conflict of interest website and clicking the disclosure.

Once you are satisfied with your responses, press the Submit button. After you submit your Financial Disclosure Statement, you will receive an automatically-generated confirmation email at the email address you used to login. That confirmation email will contain a link to the Conflict of Interest website, where you will be able to view the official version of your submitted Financial Disclosure Statement. IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE. If the form is inaccurate or unavailable, contact The Conflict Of Interest Director at ConflictOfInterest@governor.virginia.gov. You may be directed to complete an amendment, which will be filed with your original submission on the Commonwealth's servers.

Signature

Margaret D Sacks

YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE THAT ANY AMENDMENTS YOU MAY SUBMIT REGARDING YOUR FINANCIAL DISCLOSURE STATEMENT SHALL BE ELECTRONIC.

Signature

Margaret D Sacks

Preview Form Previous **Submit**

Email Confirmation of Online Filing Submission

- A confirmation email from the Conflict of Interest system will be sent upon successfully submitting the filing.
- If you do not receive a confirmation email, you did not finalize submission of your filing. Log back into the COI system. Under the My Disclosures section, if the form says Preview Form instead of Submitted, your submission was not submitted. Click on the disclosure, advance through the steps and submit.
- Any questions regarding the online filing process or general questions about the requirements of either form may be directed to the Office of the Secretary of the Commonwealth, Conflict of Interest Division.

Email Confirmation

Your Conflict of Interest filing has been submitted. CRM:0007700  Inbox x  

 **Conflict of Interest Portal** ConflictofInterest@governor.virginia.gov 10:02 AM (6 hours ago) ☆  

to me 

Dear TestLoad Load01:

Thank you for submitting your 2012 Conflict of Interest Filing. The official PDF version of your submitted Conflict of Interest Filing can be found here <https://bi.eadtest.vita.virginia.gov/ConflictOfInterest/>. IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE. If the PDF is inaccurate or unavailable, contact Patrick Mayfield at ConflictofInterest@governor.virginia.gov. You may be directed to complete an amendment, which will be filed with your original submission on the Commonwealth's servers.

If you believe you have received this message in error, please contact Patrick Mayfield at ConflictofInterest@governor.virginia.gov.