# Conflict of Interest Disclosure System

**Agency Coordinator User Guide**

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

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Conflict of Interest Disclosure System

Annual Conflict of Interest Notification Schedule and Deadline

- By November 30, the Office of the Secretary of the Commonwealth will electronically send the official memorandum directing agency coordinators to proceed with notifying their employees of their obligation to disclose their financial interests for the previous 12 months. On this date, the online Conflict of Interest (COI) Disclosure System will be activated and accessible to agency coordinators and filers.

- The deadline to submit your annual Statement of Economic Interests form or Financial Disclosure form for the 2013 calendar year is Wednesday, January 15, 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 the agency coordinator.
- Coordinator access to the agency’s filer list in the Conflict of Interest Disclosure System is granted by the Conflict of Interest Director in the Secretary of the Commonwealth’s office.
- For security purposes, access to the online system is restricted to designated state employees and board and commissions appointees and is therefore not accessible to the public at large.
Accessing the Conflict of Interest Disclosure System

- Agency coordinators will grant new and existing users access to the online system. Coordinators will direct the Conflict of Interest System to send users an email containing the hyperlink for the online filing system.
- The hyperlink will allow users to navigate to the account log-in screen or create an account if they are a new user.

Email notification from the Conflict of Interest system to users

Pursuant to §2-3.114 of the Code of Virginia and Executive Order 16 (2016), your position as a state employee, judge, or board/commission member requires you to annually disclose your financial interests as a condition of assuming office or employment and annually thereafter on or before January 15.

State employees, judges, and board members of the Virginia Retirement System; Virginia Lottery Board; and Commonwealth Transportation Board shall complete the Statement of Economic Interests form. All other board/commission members for the policy, supervisory, and advisory boards, commissions and councils shall complete the Financial Disclosure form. The deadline to file is January 15.

To submit your disclosure statement online please navigate to the link below.

https://be.eieldtest.vita.virginia.gov/ConflictOfInterest/

If this is the first time you have filed your conflict of interest disclosure through the online system you will receive another email with instructions for registering. If you are a returning user you can log on using this email address. If you do not remember your password use the I forgot my password link on the log on page.

Thank you for your cooperation. If you have any questions please contact your agency conflict of interest coordinator.
Accessing the Conflict of Interest Disclosure System

Email notification to first-time users of the online system

Your COV Conflict of Interest Reporting account. CRM:0007525

Conflict of Interest Portal ConflictOfInterest@governor.virginia.gov

Oct 25

A new account has been created for you in the Conflict of Interest Reporting System via the Office of the Secretary of the Commonwealth. To set up your account:

1. Navigate to the following link:
   https://bl.eastest.vita.virginia.gov/ConflictOfInterest/Account/NewUser/09333E7D7AB939EF4830D4A593BD9961F
2. Enter your pin:
   339112
3. Follow the instructions to complete the registration process.

Thanks for your service to the Commonwealth. As a reminder, the deadline to file your conflict of interest disclosure is January 15.
Accessing the Conflict of Interest Disclosure System

Create a new account screen: enter your pin number provided in the email
Accessing the Conflict of Interest Disclosure System

Create a 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
va.gov2011+1med@gmail.com

Password

Confirm password

Register
Accessing the Conflict of Interest Disclosure System

Log-in screen for registered users
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. An email will be sent to your inbox that will allow you to access your account and reset your password.

Reset password screen 1
Accessing the Conflict of Interest Disclosure System

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

**Password reset email notification**

Your COV Conflict of Interest Disclosure System password has been reset.

[Image of email notification]

Your COV Conflict of Interest Disclosure System password has been reset.

Your new password is:

.93oN2:z)UYzA(

Please use the Link below to login:

https://bl.leadtest.itks.virginia.gov/ConflictOfInterest/Account/ResetLogOn/
Accessing the Conflict of Interest Disclosure System

Password Reset Screen 2

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

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.
Coordinator Access

- After an agency coordinator logs into the Conflict of Interest Disclosure System, you will arrive at the home page which displays “My Organizations” (those agencies or boards for which you are the designated coordinator) as well as “My Disclosures” (those agencies or boards of which you are an employee/member and are required to file a disclosure).
- To begin, navigate to Step 1 and click on “Manage the disclosure list (Add Individuals).”

Home Page View

![Image of Conflict of Interest Disclosure System home page displaying My Organizations and My Disclosures sections.](image)
Step 1: Manage the Disclosure List

- Within this view, you will have a number of tools available to build and edit your list.
- When you initially log-in to create and manage the filing list for 2013, do not be alarmed that your disclosure list may be blank. You must first select the filers from your 2012 list to designate as 2013 filers.

Step 1: Manage List Screen
Step 1: Manage List

Copy From Last Year

- “Copy From Last Year” – Allows you to copy contacts previously entered into the Conflict of Interest System to populate your list for the current calendar year. By checking the box to the left of the desired contacts and clicking “Add Selected Contacts,” that individual or group of individuals will be imported to your current list.
- Sort the list by Last Name or any of the headers by clicking on the header of the sort that you would like to perform.
- If there are more than 15 contacts that are eligible to be copied, the Copy Disclosures list will have multiple pages. You may check contacts on multiple pages, and add them all at once by clicking “Add Selected Contacts.”

This is a sample Copy Disclosures screen.
Note the checkboxes on the left, the paging near the bottom, and the “Add Selected Contacts” button.
Step 1: Manage List

- After identifying and adding those filers from the 2012 list to 2013, you may have new individuals who must file a 2013 disclosure form.
- “Create New Contact”- If an individual contact cannot be found in the Conflict of Interest database, this function allows you to create a new contact for an individual.
- If you are creating multiple new contacts to add to your list, use the “Save and Add New” function to create contacts consecutively.

When you create a new contact you will be prompted to enter a name, e-mail address, and position. Additionally, you must select which form the filer is required to file, either the Statement of Economic Interests or the Financial Disclosure.

Create New Contact Screen
Step 2: Notify

- Once the list is complete, agency coordinators will notify all users of their obligation to submit their disclosure with the “Step 2: Notify” function.
- From this view, you will see a list of all users who have not been notified or who have not yet been granted access to the system. Using the “Create Accounts & Send Notifications” function, agency coordinators will direct the Conflict of Interest system to send a series of automatically generated emails to all users to notify them individually of their obligation to file. One of the emails will include a hyperlink to access the account log-in screen. If a user is new to the system, they will receive a second email that will allow them to set up their account. Once this function is selected, please allow time for the action to complete itself in your browser window. Refer to pages 4 and 5 to view the emails that are sent to new and returning users.

Agency coordinators should not send out notifications to filers from the system until they have received the official memorandum from the Office of the Secretary of the Commonwealth, by November 30th of each year.

Step 2: Notify Screen
Step 2: Notify

- As new and returning users access the system to submit their disclosures, coordinators should remain aware of the user’s Registration Status, Disclosure Notification Status, and Submission Status, to make sure that the users are able to access the system properly.
- For a new user, while they may have received an e-mail notification from the system, until their Registration Status reads “Registered,” they have not yet set up their account properly.
Step 3: Remind

- Once the primary notification has been emailed to all users, coordinators may use the “Step 3: Remind” function to monitor and follow up with those individuals who have not yet submitted their disclosure as the deadline approaches.
- In the “Step 3: Remind” tab, coordinators will see a list of users who have not yet filed and may select the “Send Email Reminder” function to simultaneously send out emails to all filers who have not yet filed their form. From here, you will also be able to monitor when the last reminder was sent.

Step 3: Remind Screen
Email Notification (reminder)

Your Conflict of Interest Disclosure is due CRM:0007670

[Image of the email notification]

This email will serve as a reminder that the deadline for filing your annual conflict of interest disclosure is January 15th. Please navigate to the link below to complete it.

https://bi.eadtest.vita.virginia.gov/ConflictOfInterest/

If this is the first time you have filed your conflict of interest disclosure through the online system you should have received another email with instructions for registering. If you are a returning user you can log on using this email address. If you do not remember your password use the I forgot my password link on the log on page.

Thank you for your service to the Commonwealth. If you have any questions please contact your agency conflict of interest coordinator.
Email Confirmation of Online Filing Submission

- After electronically submitting their form, users will receive a confirmation email in their inbox to inform them that the process is complete.

Email Notification (confirmation)

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

To: TestLoad Load01

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://h5.governor.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.
Email Individual Users

- This feature allows a coordinator to send either a notification or reminder email to an individual user.
- Go to Step 1: Manage the disclosure list (Add Individuals). Within this tab you will be able to use the Action Tools- Edit, Delete and Go To- to manage individual contact records.
- The “Go To” function (the wrench icon) allows you to individually notify or remind a person who has not yet submitted their disclosure, as well as view a copy of their disclosure once it has been submitted.
- Navigate to the user that you would like to email. Use the paging buttons if the user is not on the current page.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Position</th>
<th>Year</th>
<th>Statement of Economic Interest</th>
<th>Financial Disclosure</th>
<th>Submitted Status</th>
<th>Actions</th>
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<td>[✓]</td>
<td>[✓]</td>
<td>None required</td>
<td></td>
</tr>
</tbody>
</table>

- Create New Contact  Copy From Last Year  Back
Email Individual Users

- Click the wrench icon for the user that you would like to contact.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Position</th>
<th>Year</th>
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<th>Financial Disclosure</th>
<th>Submitted Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Email Individual Users

- The “Disclosure Detail” page will appear for that contact. Click the “Registration” tab.
- In the “Registration” tab, you will be able to send emails to the user.
  - If the user has not registered yet, you can send a registration email by clicking “Send Registration.”
    - If the user has registered already, the “Send Registration” button will not appear.
  - If the user has not yet submitted a disclosure, you can send a reminder email by clicking “Send Reminder.”
- This tool will be helpful when the majority of your agency or board/commission filers have submitted their filings and you want to individually send additional reminders to those who have yet to file.
Email Individual Users

- When an email is sent, the page will refresh with a confirmation message:
Step 4: Mark as Received for Paper Filers

- As users submit their disclosure forms online, agency coordinators will be able to monitor the submission status of an employee’s form as it is received by the system.
- For those users that elect to submit a paper form, Step 4 allows coordinators to check off the names of individual users who have submitted a hard copy directly to the agency coordinator. That form should then be mailed via the postal service or inter-office or scanned and emailed to the Conflict of Interest Director in Secretary of the Commonwealth’s Office.

Step 4: Mark as Received Screen
Individual User Access for Agency Coordinators

- After logging-in to the system, agency coordinators will be able to view under “My Disclosures” which form they are required to file, if applicable. By clicking on the link, users will then navigate to the form wizard which will walk you through your form page by page.
Individual User Access

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

- Please note that Statement of Economic Interests forms are no longer required to be notarized. At the end of the online form you will be instructed to type your name twice, which constitutes a valid electronic signature.
- Users will have an opportunity to save their work and download/print a draft of their form to review before officially submitting the form online.
- **Once a user’s form is submitted, it cannot be edited 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 form, please contact your agency coordinator to request that the record be unlocked.
- Any questions regarding how to fill out either the Statement of Economic Interest or Financial Disclosure forms should be directed to the Office of the Secretary of the Commonwealth, Conflict of Interest Division.