

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

It's time to file your 2012 Conflict of Interest Disclosure CRM:0007697 Inbox x  

 **Conflict of Interest Portal** ConflictofInterest@governor.virginia.gov 9:39 AM (5 hours ago) ☆  

to me ▾

Pursuant to §2.2-3 114 of the Code of Virginia and Executive Order 16 (2010), 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://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 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  Inbox x  

 **Conflict of Interest Portal** ConflictofInterest@governor.virginia.gov Oct 25   

to me 

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://bi.eadtest.vita.virginia.gov/ConflictOfInterest/Account/NewUser/093558D7AB934EF4830DC4FA5038D9968F>
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

The screenshot shows the 'Create a New Account' page for the Virginia Conflict of Interest Disclosure System. The page header includes the Virginia.gov logo, navigation links for 'Online Services', 'Commonwealth Sites', 'Help', and 'Governor', and a search bar. Below the header is a banner for Secretary Janet Vestal Kelly. The main content area features a sidebar with links to the Secretary's home and conflict of interest disclosures, a portrait of Governor Bob McDonnell, and a link to view secretariat expenditures. The main heading is 'Conflict of Interest Disclosure System' followed by 'Create a New Account'. A message prompts the user to enter a pin number. A 'Registration Information' tab is active, showing a 'Pin:' label and a text input field containing '339112'. A 'Next' button is positioned below the input field. At the bottom, a link for 'Log On' is provided for existing users.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Virginia Conflict of Interest Disclosures [Log On]

Secretary of the Commonwealth Home
Conflict of Interest Disclosures

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Conflict of Interest Disclosure System

Create a New Account

Please enter the pin that was supplied in the email.

Registration Information

Pin:

Next

If you already have an account click here to [Log On](#)

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
vaqov2011+mrc64@gmail.com

Password

Confirm password

Accessing the Conflict of Interest Disclosure System

Log-in screen for registered users

The screenshot shows the log-in interface for the Virginia Conflict of Interest Disclosure System. At the top, the Virginia.gov logo is on the left, and navigation links for 'Online Services', 'Commonwealth Sites', 'Help', and 'Governor' are in the center. A search bar with 'GO' is on the right. Below this is a banner for Janet Vestal Kelly, Secretary of the Commonwealth, with a search box and a '[Log On]' link. The main heading is 'Conflict of Interest Disclosure System', with a sub-heading '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.' The log-in form includes a 'Log On' button, 'Email Address' and 'Password' input fields, and a link for 'I forgot my password'. A yellow information box on the right contains a welcome message and instructions on email notifications and account setup. On the left side of the page, there are links for 'Secretary of the Commonwealth Home', 'Conflict of Interest Disclosures', and a 'View Secretariat Expenditures' button with a magnifying glass icon. A portrait of Governor Bob McDonnell is also visible.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Virginia Conflict of Interest Disclosures [Log On]

Secretary of the Commonwealth Home
Conflict of Interest Disclosures

Conflict of Interest Disclosure System

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](#)

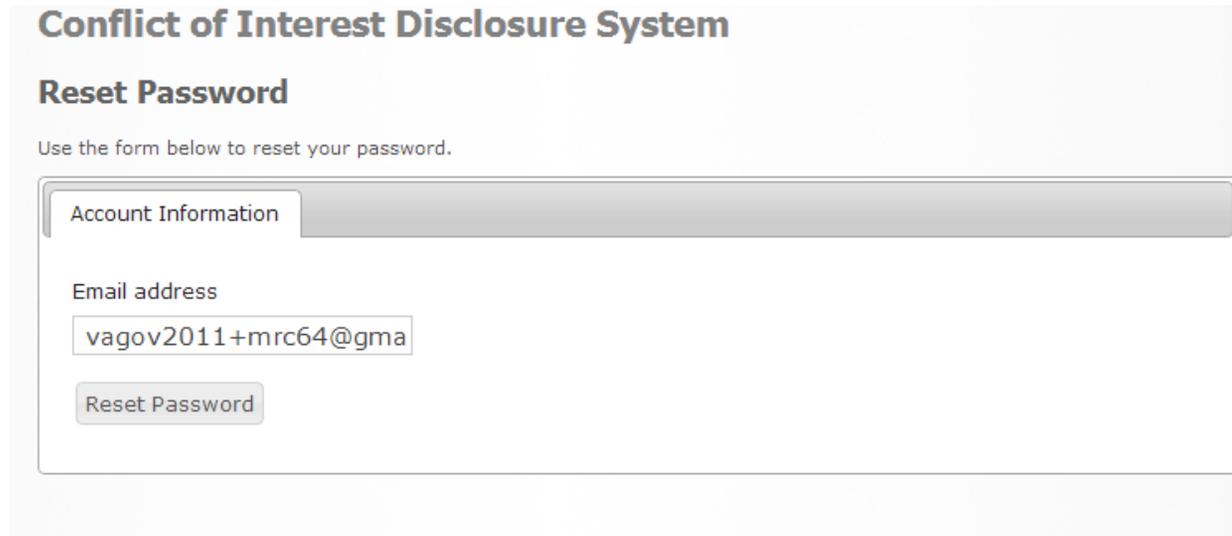
GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

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

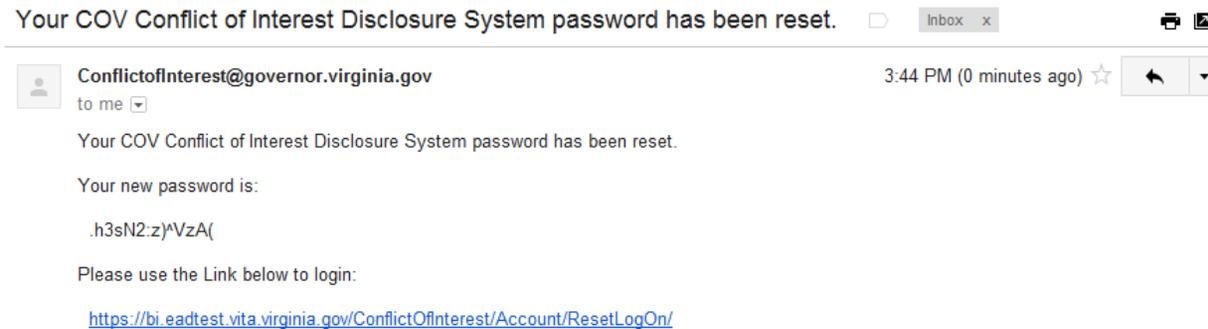


The screenshot shows a web interface for the Conflict of Interest Disclosure System. At the top, the title "Conflict of Interest Disclosure System" is displayed in a bold, dark font. Below the title, the heading "Reset Password" is shown in a bold, dark font. Underneath the heading, a small instruction 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 set a new password.

Password reset email notification



Accessing the Conflict of Interest Disclosure System

Password Reset Screen 2

Conflict of Interest Disclosure System

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

Current password

New password

Confirm new password

Change Password

i **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

The screenshot shows the user interface of the Conflict of Interest Disclosure System. On the left is a navigation menu with links for 'Secretary of the Commonwealth Home', 'Conflict of Interest Disclosures', and 'Change Password'. Below the menu is a profile for the Governor of Virginia, Bob McDonnell, with a 'View Secretariat Expenditures' button. The main content area is titled 'Conflict of Interest Disclosure System' and 'My Organizations'. A dropdown menu shows 'Office of the Governor' selected. Below it, a section for '2013 - Office of the Governor - Conflict Of Interest Disclosures' indicates '1 total individuals have been entered in the system.' and lists three steps: 'Step 1: Manage the disclosure list (Add Individuals)', 'Step 2: Notify - 1 Individuals have not been notified to complete their disclosures.', and 'Step 3: Remind - 1 Individuals have not completed their disclosures.' A fourth step, 'Step 4: Mark As Received', is also listed. A note states that forms are due the next business day if the date falls on a weekend or holiday. The 'My Disclosures' section shows a dropdown for 'Margaret D Sacks' and a table with columns for 'Year', 'Agency', and 'Forms Required'. The table lists two entries for the 'Office of the Governor' for the years 2013 and 2012, with their respective required forms.

Secretary of the Commonwealth Home
Conflict of Interest Disclosures
Change Password

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Conflict of Interest Disclosure System

My Organizations

Office of the Governor

2013 - Office of the Governor - Conflict Of Interest Disclosures

1 total individuals have been entered in the system.

- **Step 1: Manage the disclosure list (Add Individuals)**
- **Step 2: Notify** - 1 Individuals have not been notified to complete their disclosures. | [View / Notify](#)
- **Step 3: Remind** - 1 Individuals have not completed their disclosures. | [View / Send Reminder](#)
- **Step 4: Mark As Received**(for paper forms) - 1 not submitted or received. | [View / Mark Received](#)

* If the date falls on a weekend or holiday, forms are due the **next business day**.

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)
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.

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

Secretary of the Commonwealth Home
Conflict of Interest Disclosures
Change Password

Conflict of Interest Disclosure System
Office of the Governor 2013

Home Step 1: Manage List Step 2: Notify Step 3: Remind Step 4: Mark as Received

Disclosure List
[Which form is required? \(FAQ\)](#)

First Name	Last Name	Email	Position	Year	Statement of Economic Interest	Financial Disclosure	Submitted Status	Actions
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Page 1 of 1 View 1 - 7 of 7

Select Contacts Create New Contact Copy From Last Year Back

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.

Virginia Lottery-Agency 2013 - Copy Disclosures

<input type="checkbox"/>	First Name	Last Name	Email	Position	Year	Statement of Economic Interest	Financial Disclosure
<input type="checkbox"/>	Fake	User 8	vagov2011+fake8@gmai		2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	John	Doe	vagov2011+johndoe@gn	Testing	2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Ip	VITA	vagov2011+ipvita@gmai	Tester	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Test	subject 99	vagov2011+test999@gm	Tester	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Test	Subject 21	vagov+2011@gmail.com	Tester	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Joel	Filer	vagov2011+joel@gmail.c	Filer	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Test	Subject 67	vagov2011+test67@gma	Tester	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Fake	Two	vagov2011+fake2@gmai		2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	New	Juan1	Vagov2011+juan1@gmai	Juan	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	fake	five	vagov2011+fake5@gmai		2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CHRYS	WILKINSON	CHRYS.WILKINSON@VIT	Tester	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Fake	Filer 11	vagov2011+fake11@gma	Tester	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Filing	User100	vagov2011+user100@gn	Administrator	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Fake	One	vagov2011+fake1@gmai		2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lily	Ruth	Lily@perzanowski.org	Caregiver	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Add Selected Contacts Cancel

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

The screenshot shows a web application interface. In the background, there is a table titled "Disclosure List" with columns for "First Name", "Last Name", "Statement of Economic Interest", and "Financial Disclosure". The table contains several rows of data, including names like John, Mongo, Ip, Scrooge, Fake, Michael, Peter, and others. Overlaid on top of this table is a modal dialog box titled "Add New Contact". The dialog box contains the following fields and options:

- First Name: [Text input field]
- Last Name: [Text input field]
- Email Address: [Text input field]
- Position: [Text input field]
- Statement of Economic Interest Required
- Financial Disclosure Required
- Real Estate Disclosure Required
- Which form is required? (FAQ)

At the bottom of the dialog box are three buttons: "Save", "Save & New", and "Cancel". Below the dialog box, at the bottom of the screen, are three buttons: "Create New Contact", "Copy From Last Year", and "Back".

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

Virginia Lottery 2012

Home Step 1: Manage List **Step 2: Notify** Step 3: Remind Step 4: Mark as Received

Individuals Not Notified

First Name	Last Name	Position	Year	Agency/Group	Registration Status	Disclosure Notification	Reminder Last Sent
Test	Subject 67	Tester	2012	Virginia Lottery	Registered	Not Notified	
Fake	Filer 11	Tester	2012	Virginia Lottery	Registered	Not Notified	
Fake	Four		2012	Virginia Lottery	Registered	Not Notified	
Test	Subject 23	Tester	2012	Virginia Lottery	Registered	Not Notified	
Henry	Hill	Testing..	2012	Virginia Lottery	Registered	Not Notified	
Mike	Perz	IT Guy	2012	Virginia Lottery	Not Registered	Not Notified	
Fake	Filer 10	Tester	2012	Virginia Lottery	Registration En	Not Notified	
Ip	iPad	Tester	2012	Virginia Lottery	Registered	Not Notified	

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Create Accounts & Send Notifications Back

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.

Conflict of Interest Disclosure System

Account Registration / Disclosure Notification Summary

First Name	Last Name	Position	Year	Registration Status	Disclosure Notification
Test	Subject 67	Tester	2012	Registered	Notification Pending
Fake	Filer 11	Tester	2012	Registered	Notification Pending
Fake	Four		2012	Registered	Notification Pending
Test	Subject 23	Tester	2012	Registered	Notification Pending
Henry	Hill	Testing..	2012	Registered	Notification Pending
Mike	Perz	IT Guy	2012	Registration Email T	Notification Pending
Fake	Filer 10	Tester	2012	Registration Email S	Notification Pending
Ip	iPad	Tester	2012	Registered	Notification Pending

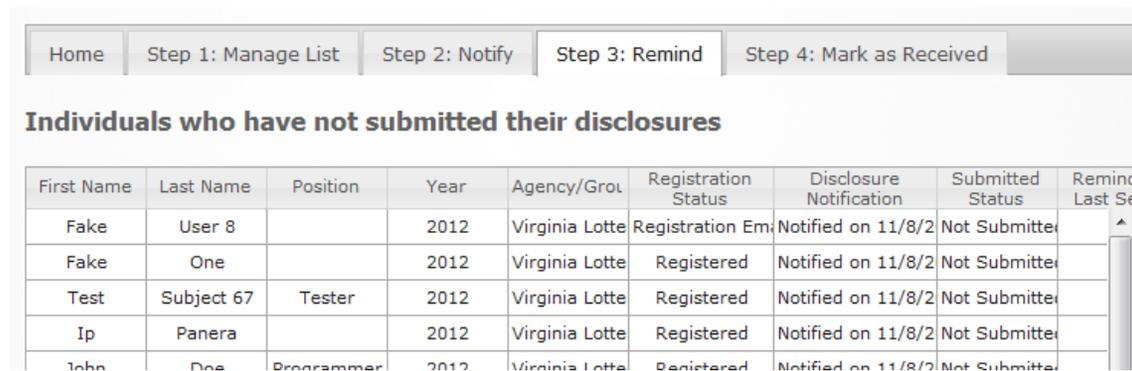
Page 1 of 1 View 1 - 8 of 8

Back

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



The screenshot displays a web interface with a navigation bar at the top containing five tabs: Home, Step 1: Manage List, Step 2: Notify, Step 3: Remind (which is the active tab), and Step 4: Mark as Received. Below the navigation bar, the heading "Individuals who have not submitted their disclosures" is centered. Underneath this heading is a table with the following columns: First Name, Last Name, Position, Year, Agency/Grou, Registration Status, Disclosure Notification, Submitted Status, and Remind Last Se. The table contains five rows of data:

First Name	Last Name	Position	Year	Agency/Grou	Registration Status	Disclosure Notification	Submitted Status	Remind Last Se
Fake	User 8		2012	Virginia Lotte	Registration Em	Notified on 11/8/2	Not Submitter	
Fake	One		2012	Virginia Lotte	Registered	Notified on 11/8/2	Not Submitter	
Test	Subject 67	Tester	2012	Virginia Lotte	Registered	Notified on 11/8/2	Not Submitter	
Ip	Panera		2012	Virginia Lotte	Registered	Notified on 11/8/2	Not Submitter	
John	Doe	Programmer	2012	Virginia Lotte	Registered	Notified on 11/8/2	Not Submitter	

Email Notification (reminder)

Your Conflict of Interest Disclosure is due CRM:0007670 Inbox x

 **Conflict of Interest Portal** ConflictofInterest@governor.virginia.gov Nov 7 (1 day ago) ☆  

to me ▾

This email will serve as a reminder that the deadline for filing your annual conflict of interest disclosure is January 15

th. Please navigate to the link below to complete it.

<https://bi.eadttest.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  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.eadttest.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.

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.

Disclosure List

[Which form is required? \(FAQ\)](#)

First Name	Last Name	Email	Position	Year	Statement of Economic Interest	Financial Disclosure	Submitted Status	Actions
u	1			2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Submitted	
12	12			2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Submitted	
a	a			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	
a	a			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	
abbb	ab			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	
abc	abc			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	
abc	abcd			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	
ab	cd			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	
New	Contact	abc@abc.com	adsff	2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Submitted	
Money	Coordinator	vagov2011+Lotto@gmail.com	test	2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Submitted	
New	Guy 13	vagov2011+ng12@gmail.com		2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Submitted	
j	j	j@j.com	j	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Submitted	
k	k	k@k.com	k	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Submitted	
l	l	l@l.com	l	2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Submitted	
fname	lname			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	

<< <
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>> >
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Create New Contact
Copy From Last Year
Back

Email Individual Users

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

Disclosure List

[Which form is required? \(FAQ\)](#)

First Name	Last Name	Email	Position	Year	Statement of Economic Interest	Financial Disclosure	Submitted Status	Actions
u	1			2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Submitted	
12	12			2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Submitted	
a	a			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	
a	a			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	
abbb	ab			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	
abc	abc			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	
abc	abcd			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	
ab	cd			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	
New	Contact	abc@abc.com	adsff	2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Submitted	
Money	Coordinator	vagov2011+Lotto@gmail.com	test	2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Submitted	
New	Guy 13	vagov2011+ng12@gmail.com		2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Submitted	
j	j	j@j.com	j	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Submitted	
k	k	k@k.com	k	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Submitted	
l	l	l@l.com	l	2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Submitted	
fname	Iname			2013	<input type="checkbox"/>	<input type="checkbox"/>	None required	

Page 1 of 3 15 View 1 - 15 of 31

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.

Disclosure Detail

New Contact - 2013 **Registration**

First Name
New

Last Name
Contact

Email
abc@abc.com

[Edit Contact](#) [Back](#)

Disclosure Detail

New Contact - 2013 **Registration**

Disclosure Notification Sent

Disclosure Reminder Last Sent

Registration status

Registration Email Sent

Username

[Send Registration](#) [Send Reminder](#)

Email Individual Users

- When an email is sent, the page will refresh with a confirmation message:

Disclosure Detail

Registration Email will be sent

New Contact - 2013 Registration

First Name
New

Last Name
Contact

Email
abc@abc.com

[Edit Contact](#) [Back](#)

Registration Email will be sent

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

The screenshot displays a web interface for marking paper filings as received. At the top, there are navigation tabs: Home, Step 1: Manage List, Step 2: Notify, Step 3: Remind, and Step 4: Mark as Received. Below the tabs is the heading "Individuals who may be filing on paper". A table lists the following data:

First Name	Last Name	Position	Year	Registration Status	Disclosure Notification	Submitted Status	Received By Coordinator
Bob	Filer	Tester	2013	Registration Em	Notified on 11/4	Not Submitted	<input type="checkbox"/>

At the bottom of the table, there is a pagination bar showing "Page 1 of 1". Below the table are two buttons: "Back" and "View Paper Copies Marked Received".

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.

Secretary of the Commonwealth Home
Conflict of Interest Disclosures
Change Password



GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Conflict of Interest Disclosure System

My Organizations

Office of the Governor

2013 - Office of the Governor - Conflict Of Interest Disclosures

1 total individuals have been entered in the system.

- **Step 1: Manage the disclosure list (Add Individuals)**
- **Step 2: Notify** - 1 Individuals have not been notified to complete their disclosures. | [View / Notify](#)
- **Step 3: Remind** - 1 Individuals have not completed their disclosures. | [View / Send Reminder](#)
- **Step 4: Mark As Received**(for paper forms) - 1 not submitted or received. | [View / Mark Received](#)

* If the date falls on a weekend or holiday, forms are due the **next business day**.

My Disclosures

Margaret D Sacks

Year	Agency	Forms Required
2013	Office of the Governor	• Statement of Economic Interests (Not Submitted)
2012	Office of the Governor	• Submitted Statement of Economic Interests (Complete)

My Disclosures

Margaret D Sacks

Year	Agency	Forms Required
2013	Office of the Governor	• Statement of Economic Interests (Not Submitted)
2012	Office of the Governor	• Submitted Statement of Economic Interests (Complete)

Individual User Access

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:

Previous Next

Statement of Economic Interests

Finalize

19 of 20 Complete

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 Submit

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.