Conflict of Interest Disclosure System

Agency Coordinator User Guide

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

Margaret D. Sacks

Conflict of Interests 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

Annual Conflict of Interest Notification Schedule and Deadline

- **By November 30th** 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 employees and board and commission appointees of the obligation to disclose their financial interests for the previous 12 months.

- Designated state employees, judges and members of the State Corporation Commission, Virginia Workers' Compensation Commission, Commonwealth Transportation Board, the Board of Trustees of the Virginia Retirement System and members of the State Lottery Board complete the Statement of Economic Interests. Citizen members of boards and commissions that report to the executive branch complete the Financial Disclosure form.

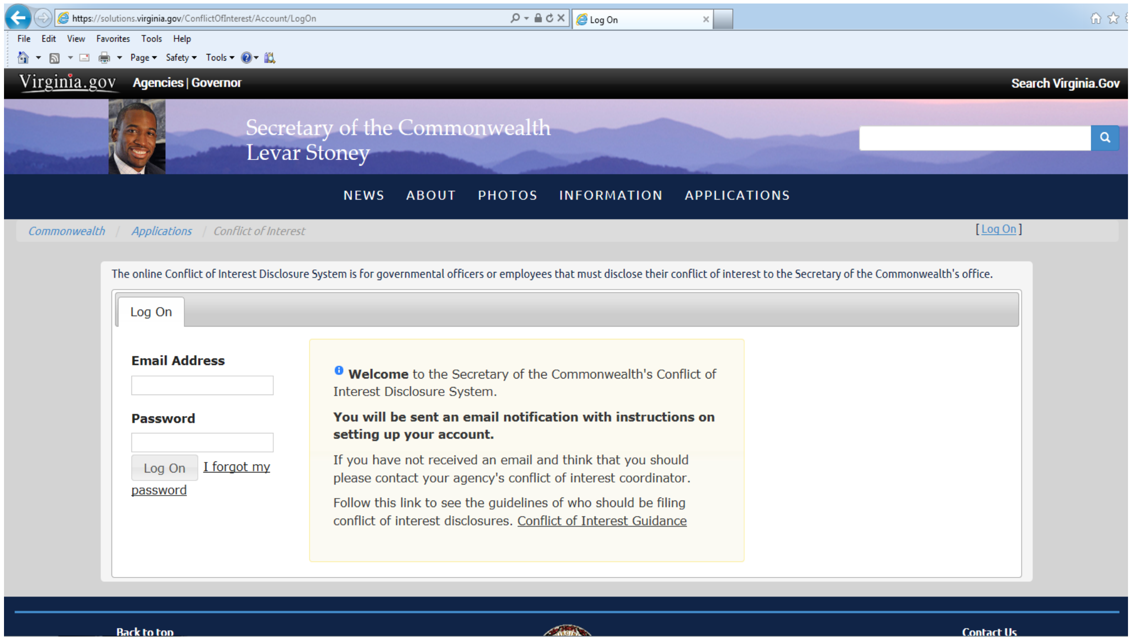
- The filing period for submitting the annual Statement of Economic Interests form or Financial Disclosure form is **December 1st - January 15th** of the next year. The annual filing must be submitted on or before January 15th.

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 using the COI account creation and notification system.
- Coordinator access to the agency's filer list in the Conflict of Interest Disclosure System is granted by the Conflict of Interests 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.

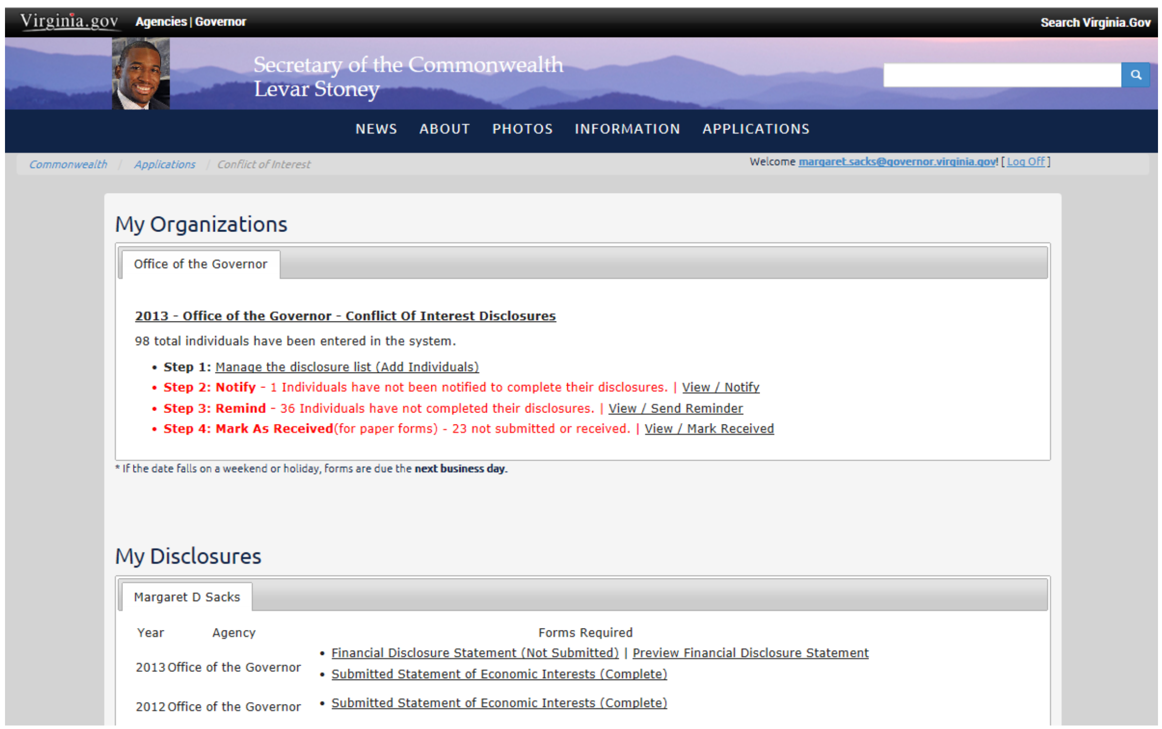
Conflict of Interest Disclosure System Log-In Screen



Coordinator Access- Create Agency Filing List and Notify Filers

- Agency coordinators will use the system to create Conflict of Interest accounts for new users and generate the annual filing records for new and returning users. Coordinators will direct the Conflict of Interest System to send all users the notification email containing the hyperlink for the online filing system, and for new users, the registration email.
- 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).”

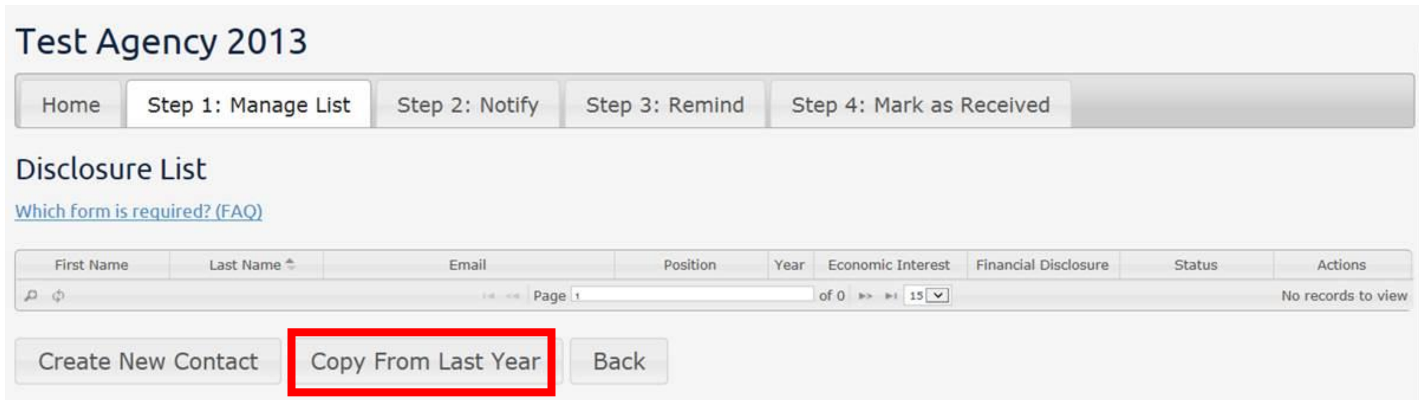
Home Page View



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.
- Click on the “Copy From Last Year” button.

Step 1: Manage List Screen



Step 1: Manage List- Copy from Last Year

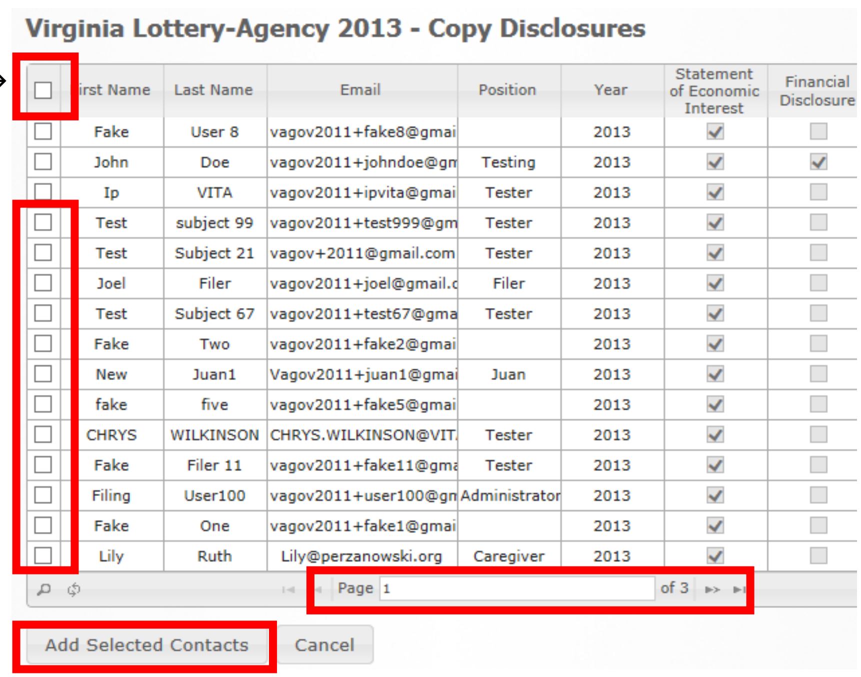
- "Copy From Last Year" – Allows you to copy contacts previously entered into the Conflict of Interest System to populate your list for the current calendar year. By checking each box to the left of the desired contacts and clicking "Add Selected Contacts," that individual or group of individuals will be imported to your current list.
- Sort the list by Last Name alphabetically 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.

Click this top box if you want to "select all" of your filers →

Otherwise, click each box to the left of the name(s) of the filers that you would like to copy. Then click "Add Selected Contacts." Give the system sufficient time to generate the list.



Virginia Lottery-Agency 2013 - Copy Disclosures

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

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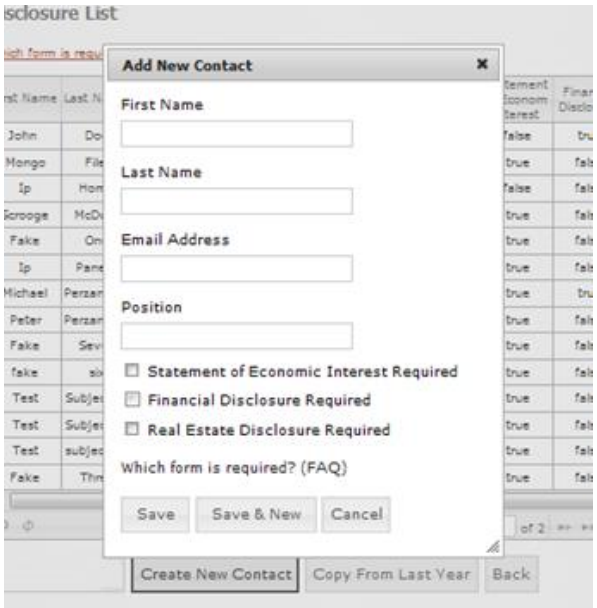
Add Selected Contacts Cancel

Step 1: Manage List

- After identifying and adding those filers from the 2012 list to 2013, you may have new employees or appointees who must file an annual disclosure form.
- "Create New Contact"- If an individual is not in your Conflict of Interests 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.
- Once a contact is created, it is not possible to edit the email address registered to the filer. The coordinator must create a new account. If a filing record is tied to a contact account where the email address is wrong, delete the record entirely and create a new contact.

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

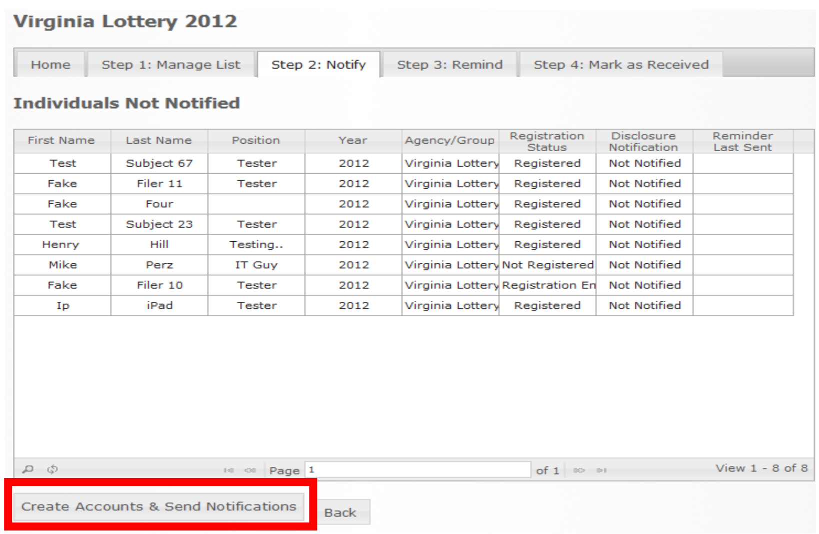
Create New Contact Screen



Step 2: Notify

- Once the list is complete, agency coordinators will notify all filers 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. The notification email will include a hyperlink to access the account log-in screen. New users to the system will receive a second, registration email that will allow them to set up their account. A registered filer will not receive the account creation email. Once a coordinator clicks on “Create Account & Send Notifications,” please allow time for the action to complete itself in your browser window.
- **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

Click on this box when you have finalized your filing list and are ready to notify the designated filers.

Email Notification to Filers from the Conflict of Interests System

- After the coordinator clicks on the "Create Accounts & Send Notifications" button in Step 2: Notify, the COI system will send the notification email to all filers and the account registration email to new users.

Filing Notification Email

From: yy EadPortalGovCoi [ConflictofInterest@governor.virginia.gov]   Sent: Fri 8/16/2013 11:03 AM
To: Sacks, Margaret (GOV)
Cc:
Subject: It's time to file your 2012 Conflict of Interest Disclosure CRM:0037637

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.** Please confirm with your agency coordinator to determine if your agency has a preliminary, internal deadline that falls before January 15.

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

https://solutions.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.

For assistance in how to file your disclosure online, consult the user guide available on the Secretary of the Commonwealth's website, Conflict of Interest page.

Thank you for your cooperation. If you have any questions please contact your agency conflict of interest coordinator.

Registration Email to New Filers from the Conflict of Interests System

- A filer will click on the link in this email and enter the pin to register his or her account. Each filer has a unique registration link and pin.

Registration Email

Your COV Conflict of Interest Reporting account. CRM:0007525 Inbox x

Conflict of Interest Portal Conflictoflnterest@governor.virginia.gov
to me

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://bi.eadtest.vita.virginia.gov/ConflictOfInterest/Account/NewUser/093558D7AB934EF4830DC4FA503BD9968F

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.

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 filers 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 activated their account.

Conflict of Interest Disclosure System

Account Registration / Diclosure 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

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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

Step 3: Remind

Reminder Email Notification

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

Conflict of Interest Portal ConflictofInterest@governor.virginia.gov
to me

Nov 7 (1 day ago)

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.

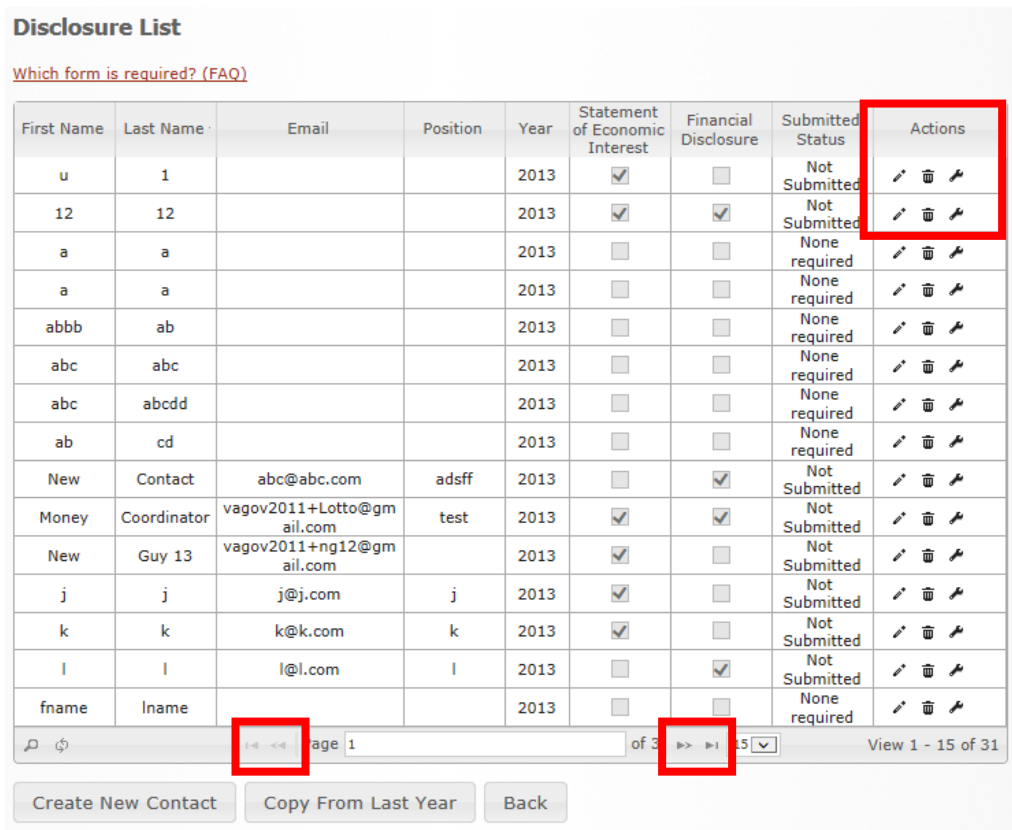
https://bi.eadtest.vita.virginia.gov/ConflictOfInterest/

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.

Accessing an Individual Filer’s Contact Record

- This feature allows a coordinator to select individual filers to resend a registration email or send a reminder email.
- 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 contact a filer who has not yet submitted the 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	✓		Not Submitted	
12	12			2013	✓	✓	Not Submitted	
a	a			2013			None required	
a	a			2013			None required	
abbb	ab			2013			None required	
abc	abc			2013			None required	
abc	abcdd			2013			None required	
ab	cd			2013			None required	
New	Contact	abc@abc.com	adsff	2013		✓	Not Submitted	
Money	Coordinator	vagov2011+Lotto@gmail.com	test	2013	✓	✓	Not Submitted	
New	Guy 13	vagov2011+ng12@gmail.com		2013	✓		Not Submitted	
j	j	j@j.com	j	2013	✓		Not Submitted	
k	k	k@k.com	k	2013	✓		Not Submitted	
l	l	l@l.com	l	2013		✓	Not Submitted	
fname	lname			2013			None required	

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Create New Contact Copy From Last Year Back

Action Tools

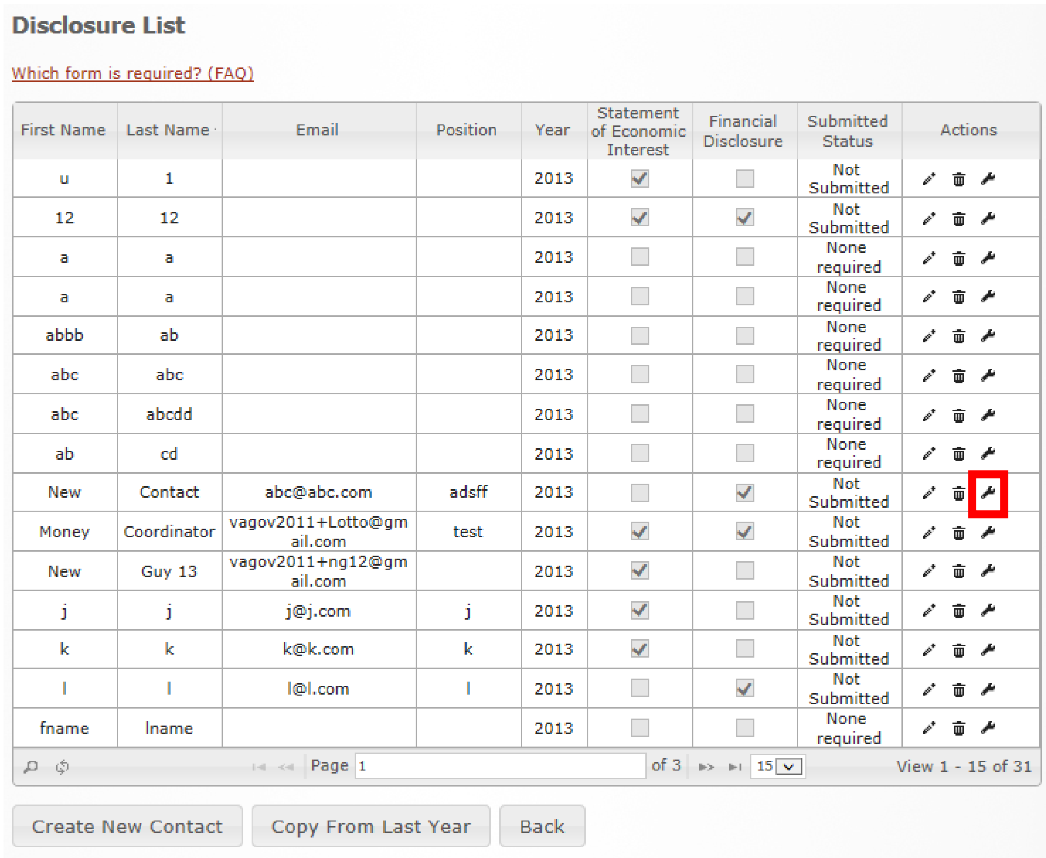
Pencil- Edit the filer’s job position

Trash Can- Delete duplicate or unnecessary records

Wrench- Go to an individual record

Select a Filer's Individual Contact Record

- 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	✓		Not Submitted	
12	12			2013	✓	✓	Not Submitted	
a	a			2013			None required	
a	a			2013			None required	
abbb	ab			2013			None required	
abc	abc			2013			None required	
abc	abcdd			2013			None required	
ab	cd			2013			None required	
New	Contact	abc@abc.com	adsff	2013		✓	Not Submitted	
Money	Coordinator	vagov2011+Lotto@gmail.com	test	2013	✓	✓	Not Submitted	
New	Guy 13	vagov2011+ng12@gmail.com		2013	✓		Not Submitted	
j	j	j@j.com	j	2013	✓		Not Submitted	
k	k	k@k.com	k	2013	✓		Not Submitted	
l	l	l@l.com	l	2013		✓	Not Submitted	
fname	lname			2013			None required	

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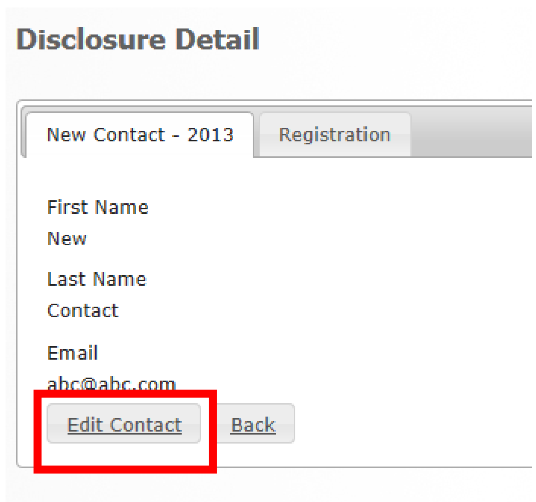
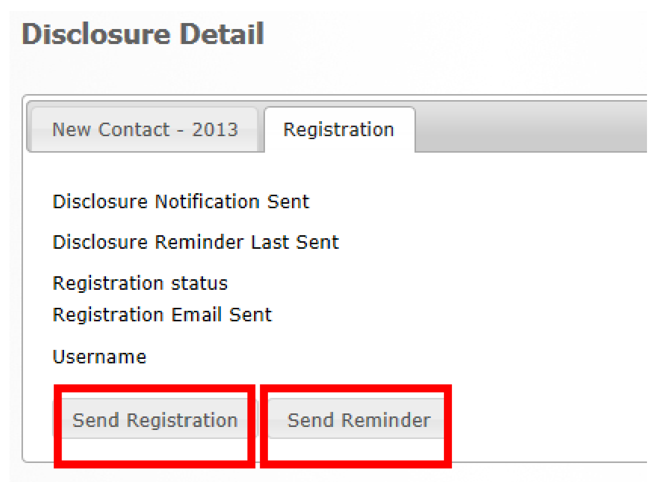
Create New Contact Copy From Last Year Back

Individual Contact Record- Edit and Email

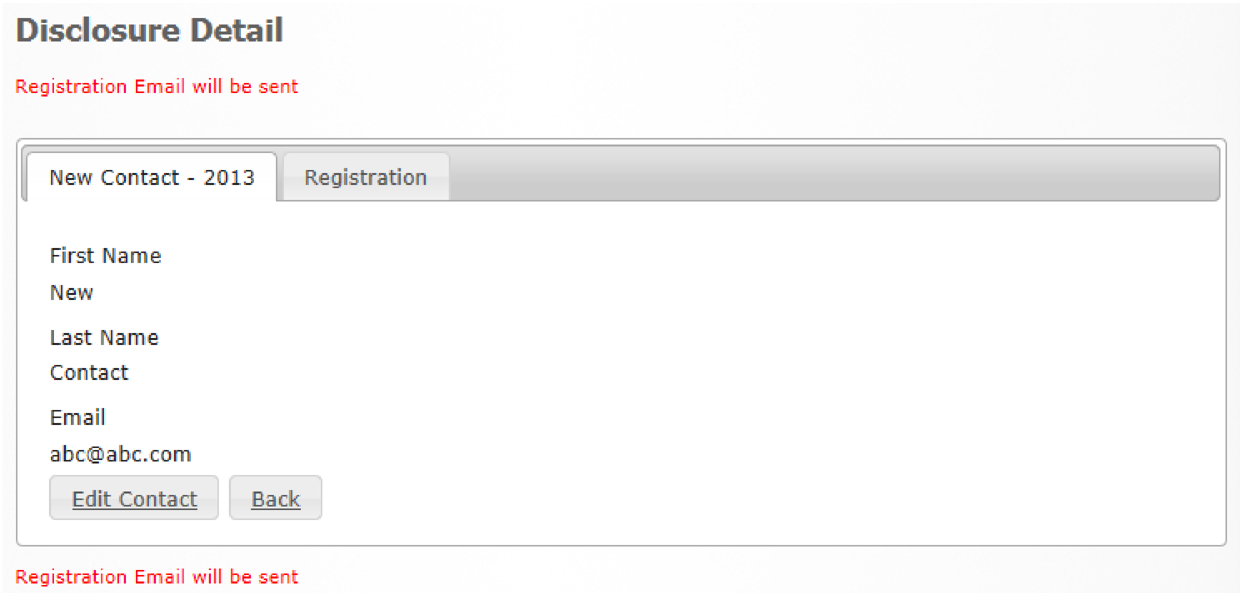
- The "Disclosure Detail" page will appear for the selected contact.
- Click "Edit Contact" to edit the filer's first and last names.
- Click the "Registration" tab to direct the COI system to individually email the filer.
    - If a user needs the registration email resent, click "Send Registration."
        - 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

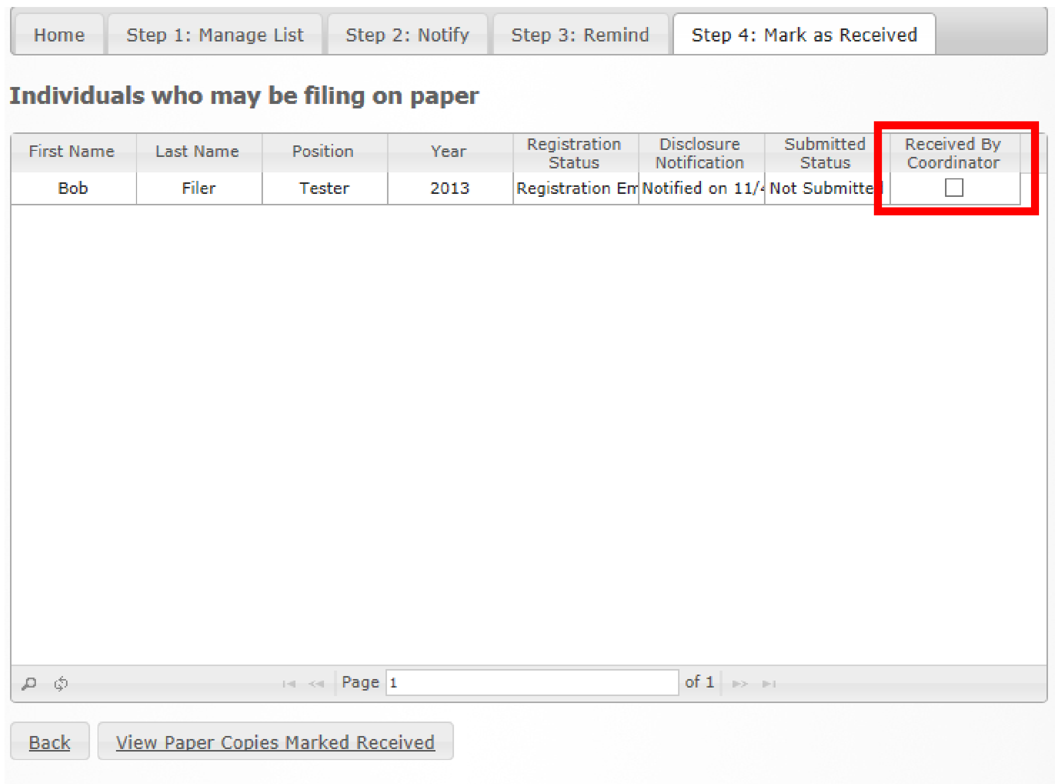
- When an email is sent, the page will refresh with a confirmation message.



Step 4: Mark as Received for Paper Filers

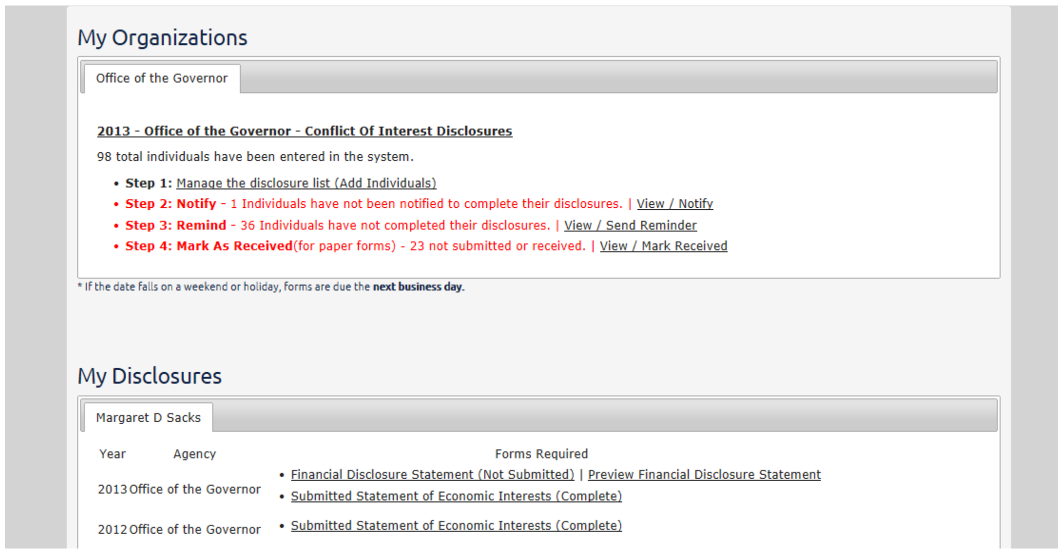
- As users submit their disclosure forms online, agency coordinators will be able to monitor the submission status of an employee's form as it is received by the system as indicated in the "Status" column in Step 1.
- Check the box in the "Received by Coordinator" column in Step 4 to acknowledge filers who submit a hard copy filing. That form should then be sent via mail or email to the Conflict of Interest Director in Secretary of the Commonwealth's Office.
- At this time, marking a filer's hard copy submission as received in Step 4 will not change the submission status in Step 1 from "Not Submitted" to "Submitted." Step 1 "Submitted Status" only reflects the submitted status of those filers who file online.

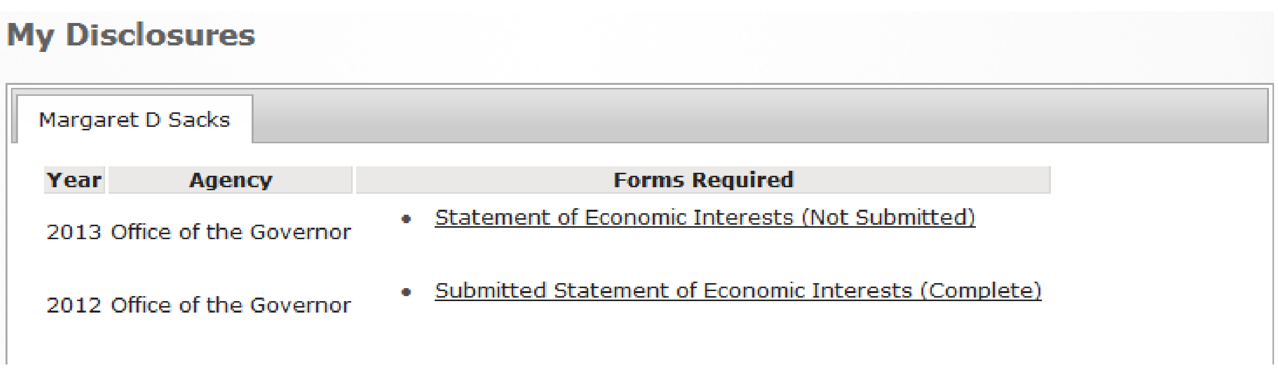
Step 4: Mark as Received Screen



Individual Filing for Agency Coordinators

- If an agency coordinator is required to submit his or her own filing, the relevant form and link to start the filing process is in the “My Disclosures” section of the COI home page. An agency coordinator would be required to file a Statement of Economic Interests if the coordinator works in a position that her agency has designated as one required to file. An agency coordinator would be required to file a Financial Disclosure form if he is an appointee to an executive-level board or commission.
- Click on the link to navigate to the form wizard to answers the questions, disclosure the relevant information and submit online.

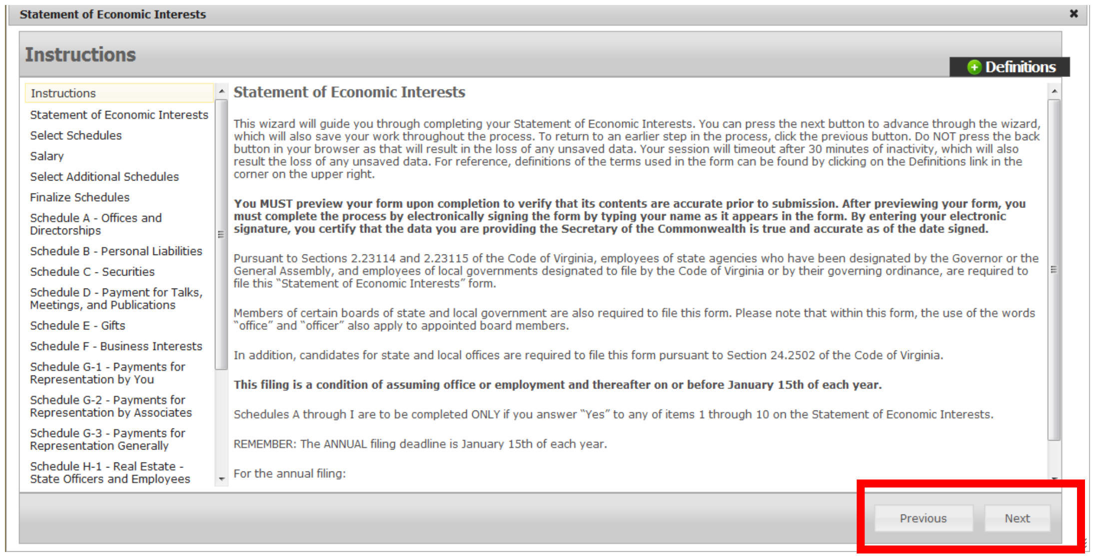




Individual Filing for Agency Coordinators- Entering Information

- Information entered in the online form including in the relevant schedules is saved when a filer clicks the “Next” button to advance to the next page. To ensure that the disclosed information is saved by the system, click the “Next” button per page.

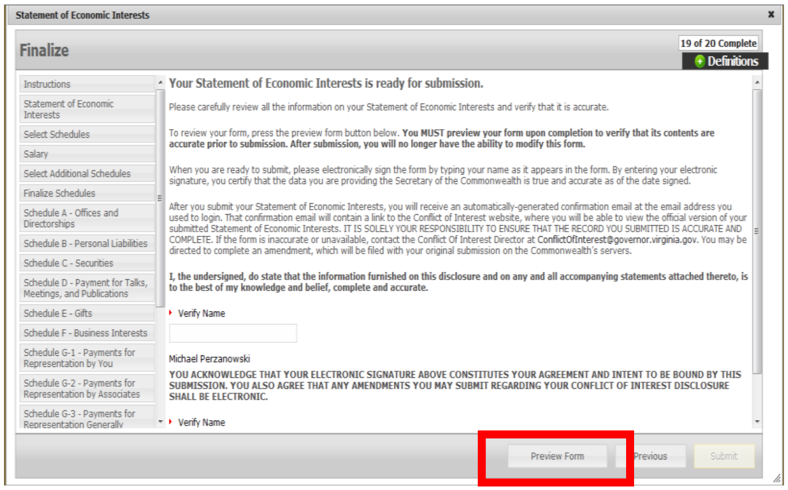
Wizard: Follow on-screen instructions to advance through the form.



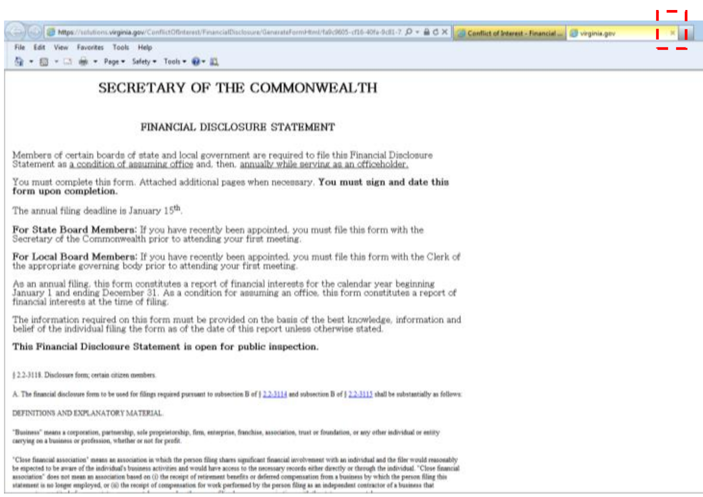
Use the “Previous” and “Next” buttons to navigate within the wizard. Do not use the “Back” and “Forward” buttons of the Internet browser.

Individual Filing for Agency Coordinators- Submitting the Form

- At the end of the wizard, users will be required to preview a draft of their 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.



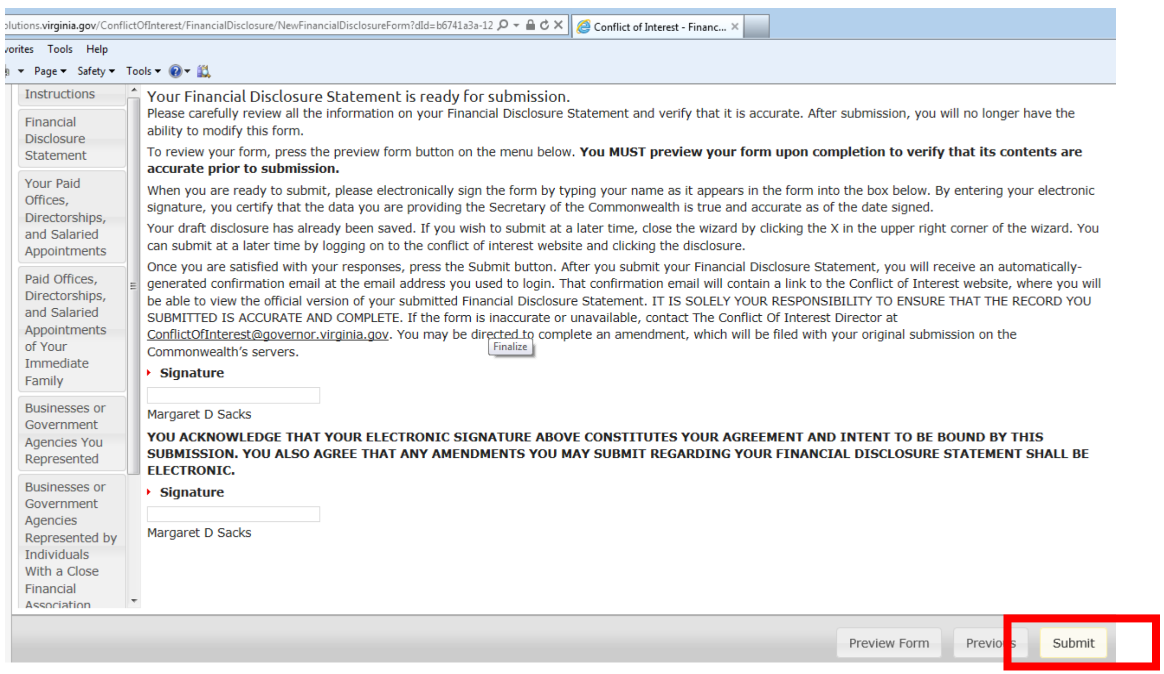
Example of a formatted filing that opens in a new browser tab after clicking the “Preview Form” button.



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

Individual Access- Submitting the form

- Type your name twice where indicated in the signature blocks, which constitutes a valid electronic signature and click "Submit." A Statement of Economic Interests form is no longer required to be notarized.
- A confirmation email from the Conflict of Interests system will be sent upon successfully submitting the filing.
- **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.
- 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 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 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

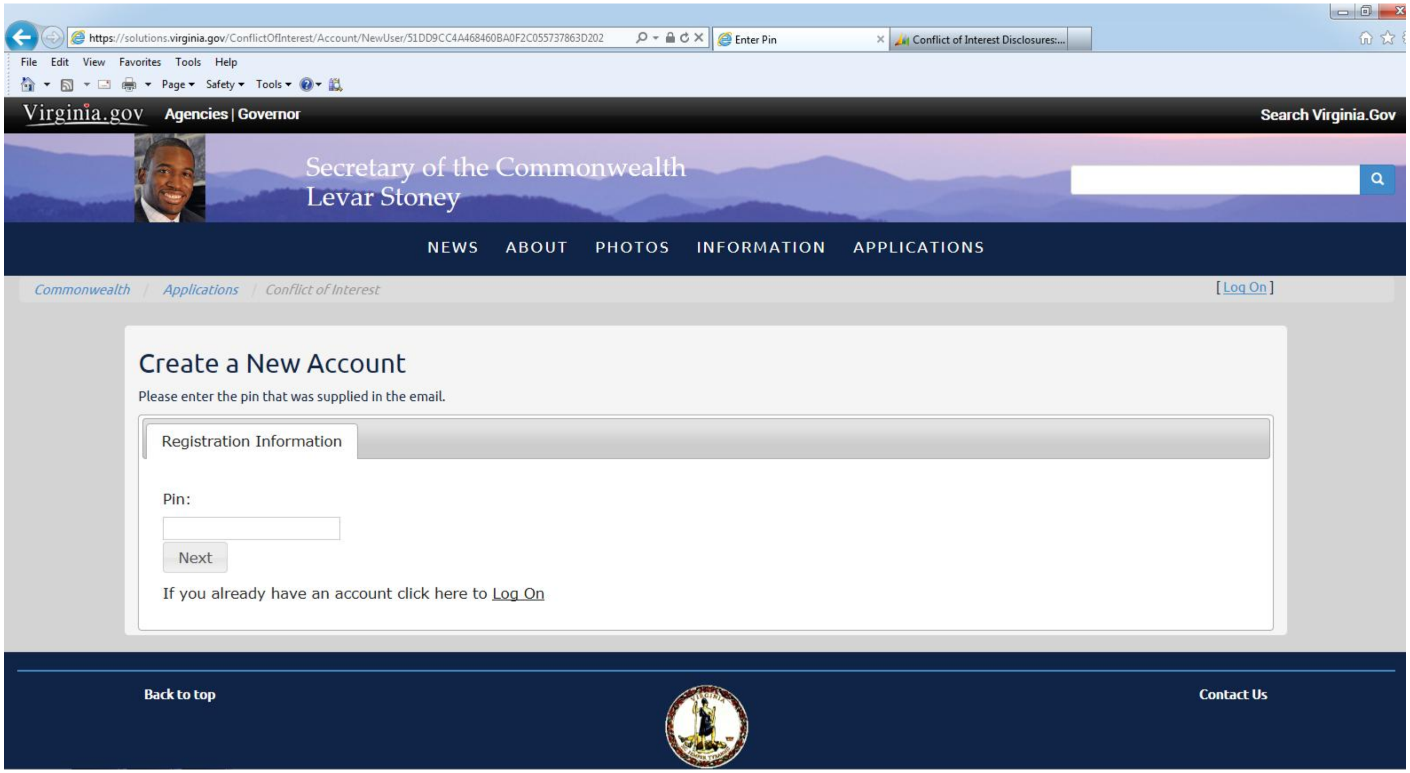
Dear TestLoad Load01:

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.

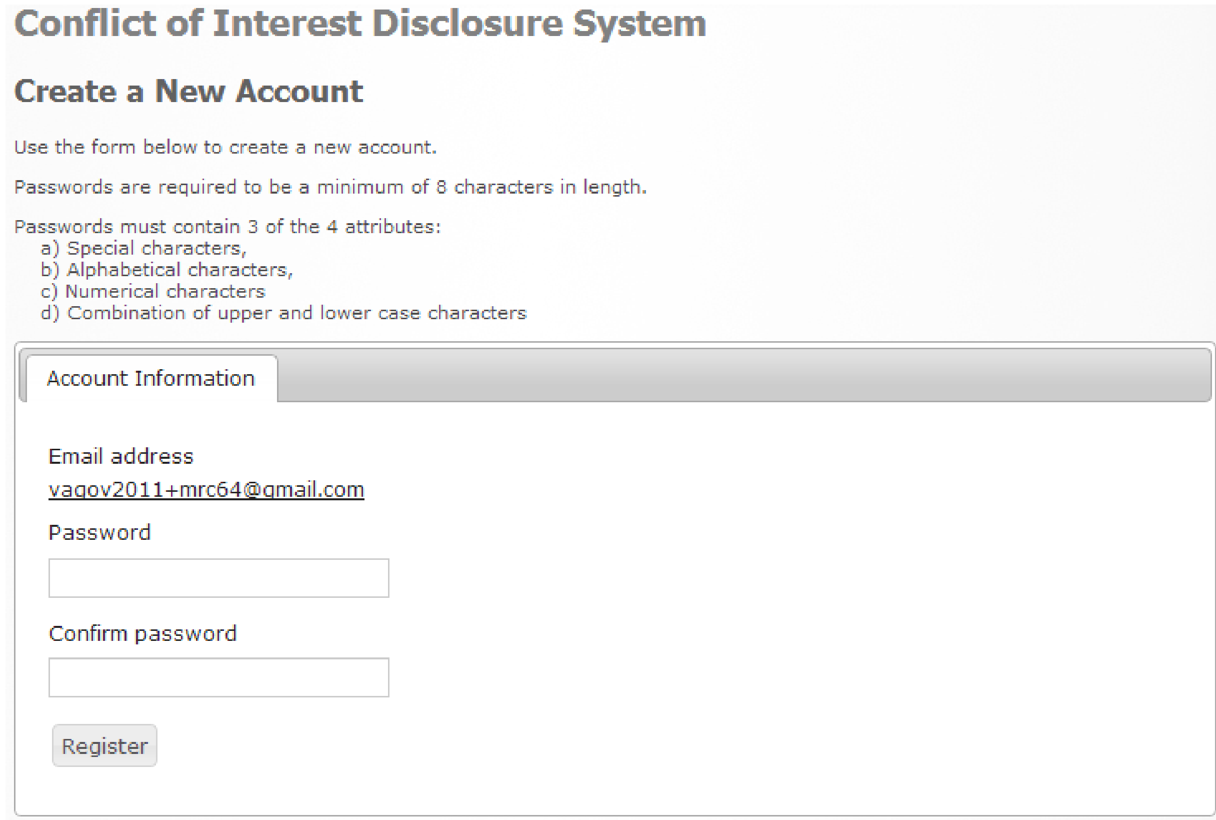
If you believe you have received this message in error, please contact Patrick Mayfield at ConflictofInterest@governor.virginia.gov.

Filer Access to the Conflict of Interest Disclosure System

Create a new account screen: enter the pin number provided in the registration email

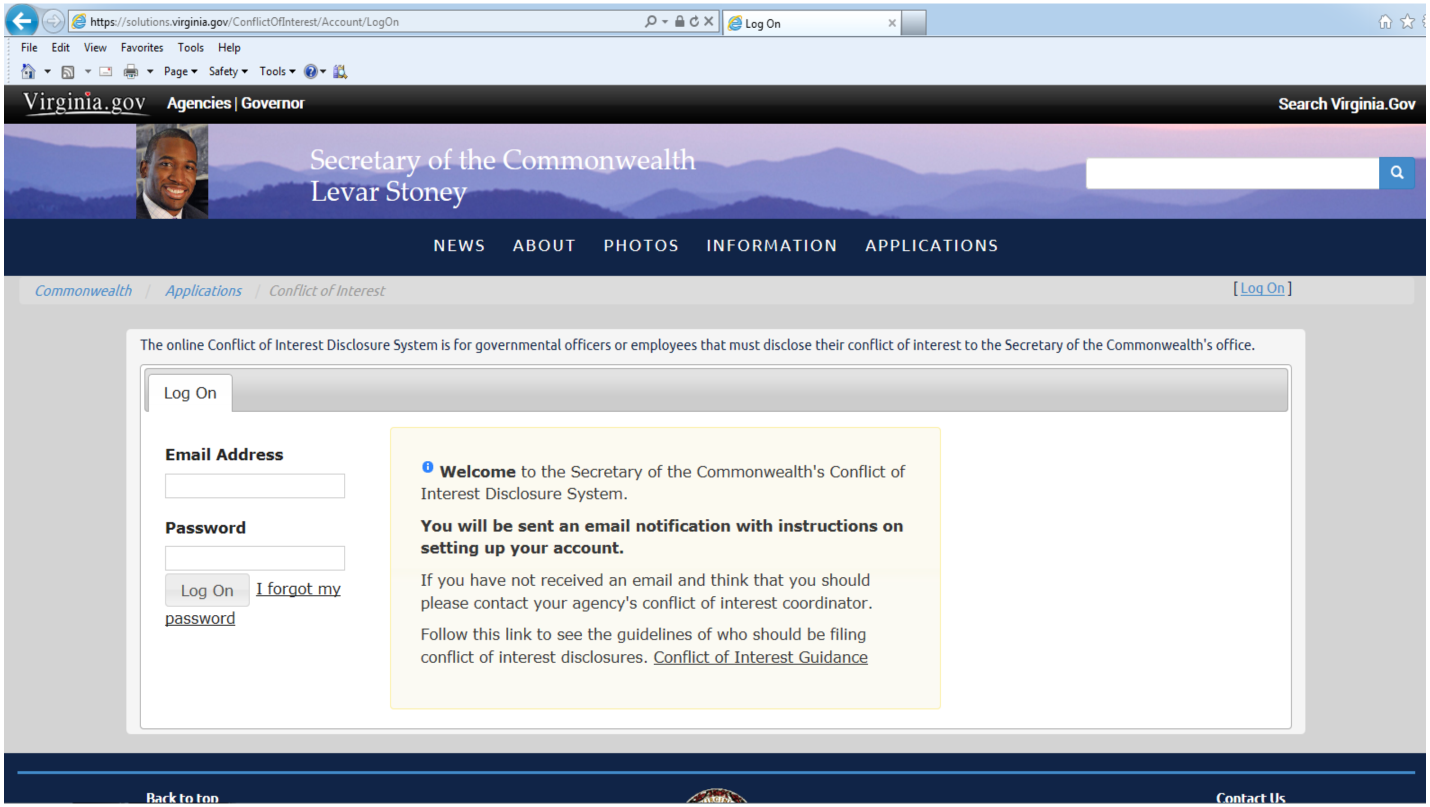


Create a new account screen: set-up account



Filer Access to the Conflict of Interest Disclosure System

Log-in screen for registered users

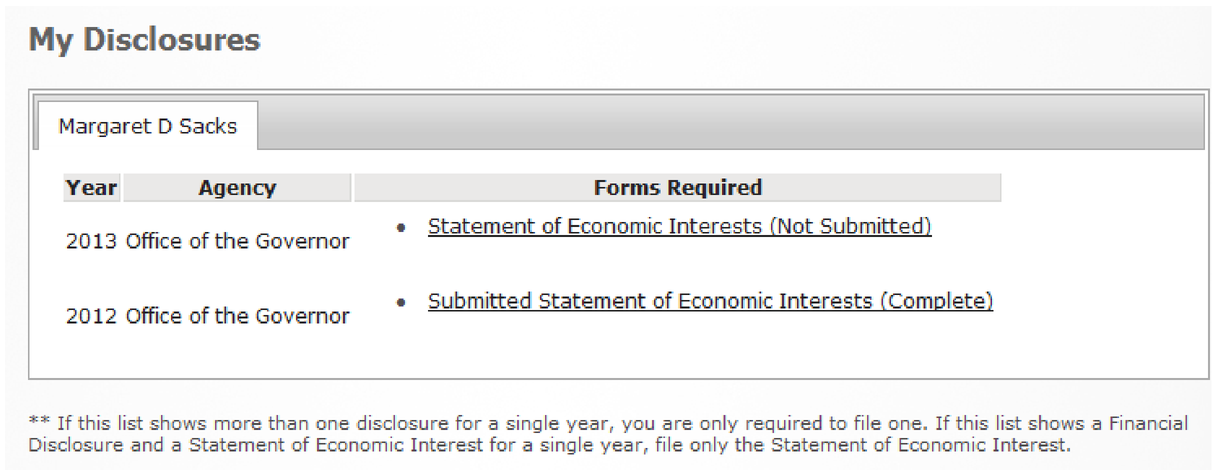


Individual Access

- After logging-in to 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.

- **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

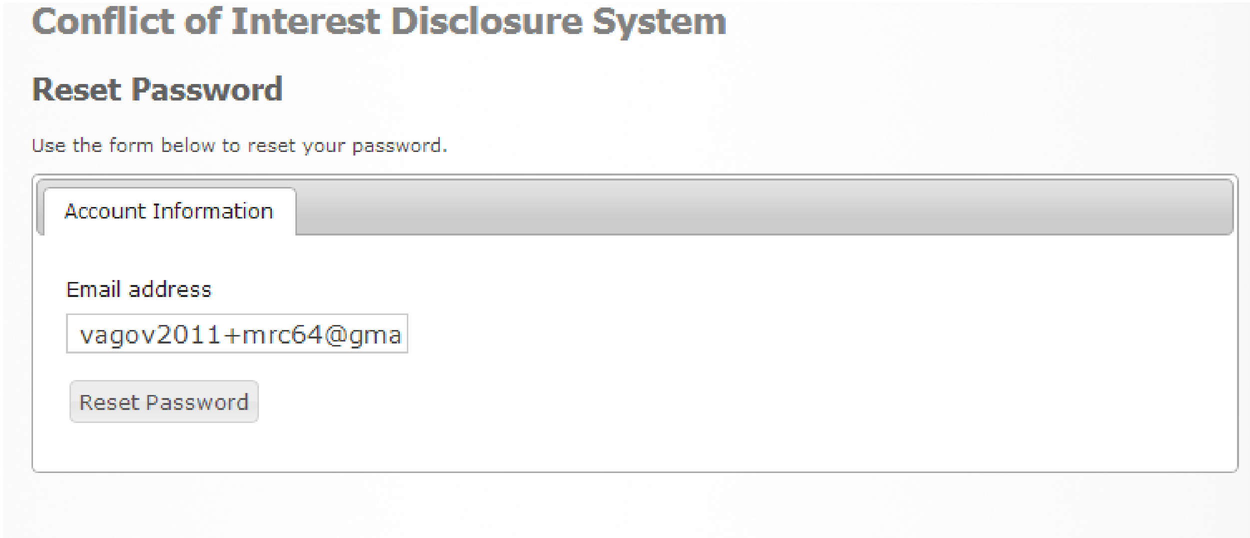
Year	Agency	Forms Required
2013	Office of the Governor	• Statement of Economic Interests (Not Submitted)
2012	Office of the Governor	• Submitted Statement of Economic Interests (Complete)

** 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.

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.

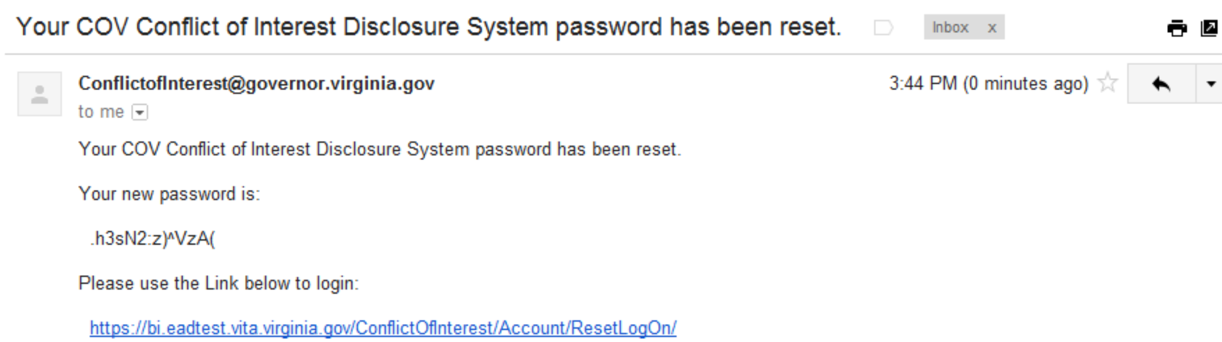
Reset password screen 1



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



Accessing the Conflict of Interest Disclosure System

- The current password is the system-generated password provided in the reset password email
- The filer creates a new password that complies with the requirements

Password Reset Screen 2