

# Conflict of Interest Disclosure System

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## 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

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

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- 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

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- 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 Filing Deadlines and Notification Schedule

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- 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 15<sup>th</sup> and December 15<sup>th</sup>. The semiannual filing periods for submitting the Statement of Economic Interests form are May 15<sup>th</sup> – June 15<sup>th</sup> and November 15<sup>th</sup> – December 15<sup>th</sup>. The semiannual filing must be submitted by June 15<sup>th</sup> and December 15<sup>th</sup>.
- 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 15<sup>th</sup> – December 15<sup>th</sup>. The annual filing must be submitted by December 15<sup>th</sup>.
- By May 15<sup>th</sup> and November 15<sup>th</sup> 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

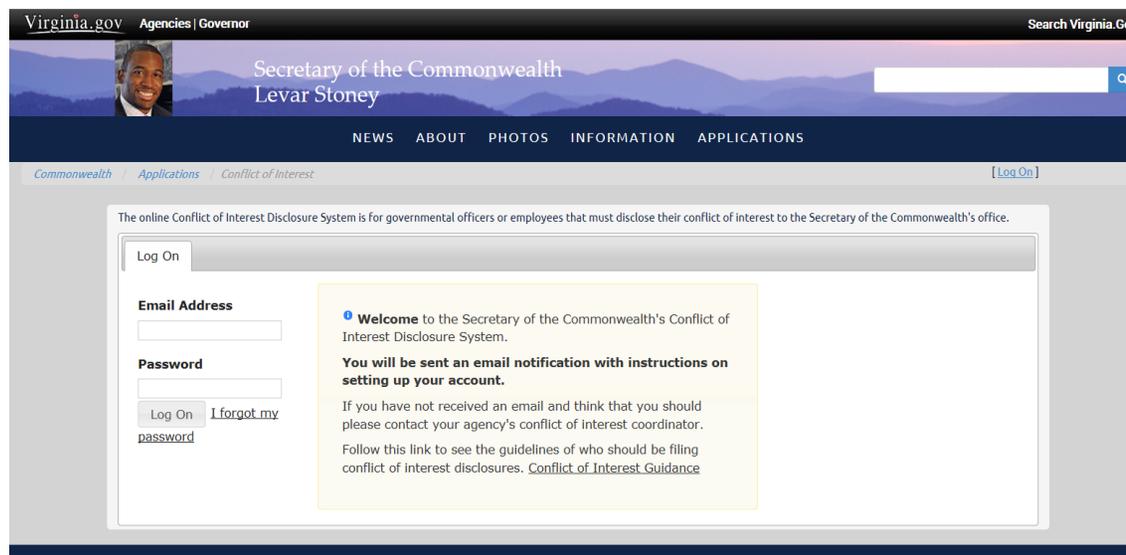
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## Accessing the Conflict of Interest Disclosure System

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- 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. To request access to a disclosure list, send an email to the COI director with your name, email address and the database(s) that you need access to and copy your current agency coordinator.
- 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.
- 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 general public.

## Conflict of Interest Disclosure System Log-In Screen



The screenshot shows the login interface for the Conflict of Interest Disclosure System. At the top, there is a navigation bar with "Virginia.gov" and "Agencies | Governor" on the left, and "Search Virginia.Gov" on the right. Below this is a banner for the "Secretary of the Commonwealth Levar Stoney" with a search bar. A menu bar contains "NEWS", "ABOUT", "PHOTOS", "INFORMATION", and "APPLICATIONS". The breadcrumb trail reads "Commonwealth / Applications / Conflict of Interest" with a "[Log On]" link. The main content area features a "Log On" button at the top left. Below it are input fields for "Email Address" and "Password". To the right of these fields is a yellow callout box with the following text: "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](#)". At the bottom left of the login area, there are links for "Log On" and "I forgot my password".

## Coordinator Access- Create Agency Filing Lists and Notify Filers

- Agency coordinators will use the system to create Conflict of Interest accounts for new users and generate the 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 of the system, 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 as an employee/ member and are required to file a disclosure form).
- 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. At the top, there is a navigation bar with 'Virginia.gov' and 'Agencies | Governor'. Below this is a banner for the Secretary of the Commonwealth, Levar Stoney, with a search bar. A secondary navigation bar includes links for NEWS, ABOUT, PHOTOS, INFORMATION, and APPLICATIONS. The main content area is titled 'My Organizations' and features a dropdown menu for 'Office of the Governor'. Below the dropdown, it displays '2013 - Office of the Governor - Conflict Of Interest Disclosures' and states '98 total individuals have been entered in the system.' It lists four steps: Step 1 (Manage the disclosure list), Step 2 (Notify - 1 individual), Step 3 (Remind - 36 individuals), and Step 4 (Mark As Received - 23 individuals). A note indicates 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, one for 2013 and one for 2012, both with links to view or mark received.

Year	Agency	Forms Required
2013	Office of the Governor	<ul style="list-style-type: none"><li>• <a href="#">Financial Disclosure Statement (Not Submitted)</a>   <a href="#">Preview Financial Disclosure Statement</a></li><li>• <a href="#">Submitted Statement of Economic Interests (Complete)</a></li></ul>
2012	Office of the Governor	<ul style="list-style-type: none"><li>• <a href="#">Submitted Statement of Economic Interests (Complete)</a></li></ul>

## Step 1: Manage the Disclosure List

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- 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 2014, your disclosure list will be blank. You must first select the filers from the previous filing list to designate as 2014 filers.
- Click on the “Copy Previous List” button.

### Step 1: Manage List Screen

The screenshot shows a web interface for managing a disclosure list. At the top, the title is "Blue Ridge Community College-Agency 2014-December". Below the title is a navigation bar with buttons for "Home", "Step 1: Manage List", "Step 2: Notify", "Step 3: Remind", and "Step 4: Mark as Received". The "Step 1: Manage List" button is currently selected. Below the navigation bar, the section is titled "Disclosure List" and includes a link for "Which form is required? (FAQ)". A table with the following columns is displayed: "First Name", "Last Name", "Email", "Position", "Year", "Economic Interest", "Financial Disclosu", "Status", and "Actions". Below the table, there is a pagination control showing "Page 1 of 1" and a dropdown menu set to "15". To the right of the pagination, it says "No records to view". At the bottom of the screen, there are three buttons: "Create New Contact", "Copy Previous List" (which is highlighted with a red box), and "Back".

## Step 1: Manage List- Copy from Previous List

- “Copy Previous List” – Allows a coordinator to copy contacts previously entered into the Conflict of Interest System to populate the agency or board list for the current filing period.
- Note the checkboxes on the left, the paging near the bottom, and the “Add Selected Contacts” button.
- To sort the list by any of the headers, click on the header of the sort that you would like to perform. For example, click on “Last Name” to sort alphabetically by last name.
- For convenience, you may select all of the filers per page by clicking on the “select all” box at the top of each page. After doing so, you may unclick those filers who are not required to submit a form for the current filing period. Or, check each box to the left of the desired contacts. After you have selected the designated filers, click “Add Selected Contacts,” to import an individual or group of individuals to the current list.
- 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.” Give the system sufficient time to generate the list.

Click this top box if you want to “select all” of your filers per page →

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.”

<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@gm	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 checked="" type="checkbox"/>	Test	subject 99	vagov2011+test999@gm	Tester	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	Fake	Filer 11	vagov2011+fake11@gme	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			2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Add Selected Contacts Cancel

## Step 1: Manage List- Create New Contact

- After identifying and adding those filers from 2013 to 2014, you may need to create new accounts for other individuals who must file a disclosure form such as new board members.
- “Create New Contact” – If an individual is not in your Conflict of Interests disclosure list, this function allows you to create a contact for an individual. If you are creating multiple contacts to add to your list, use the “Save and New” function to create contacts consecutively. The system may indicate that a contact record already exists in the system and asks if you would like to use the existing contact record. Click yes as the system is retrieving information from the contact database of the Secretary of the Commonwealth’s Office.
- A filer must have an email address unique to him or her. Filers cannot share an email address.

**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 individual is required to file- the Statement of Economic Interests or the Financial Disclosure.**

### Create New Contact Screen

The screenshot shows a web application interface with a table titled "Disclosure List" in the background. The table has columns for "First Name", "Last Name", "Statement of Economic Interest", and "Financial Disclosure". A dialog box titled "Add New Contact" is overlaid on the table. The dialog box contains the following fields and options:

- First Name:
- Last Name:
- Email Address:
- Position:
- Statement of Economic Interest Required
- Financial Disclosure Required
- Real Estate Disclosure Required
- Which form is required? (FAQ):
- Buttons: Save, Save & New, Cancel

### Prompt for Existing Contacts

The screenshot shows a web application interface with a dialog box titled "Create New Contact" overlaid. The dialog box contains the following fields and options:

- Message: **A contact with the email address you entered already exists in the system. Would you like to use the existing contact?**
- First Name:
- Last Name:
- Email Address:
- Position:
- Statement of Economic Interest Required
- Financial Disclosure Required
- Which form is required? (FAQ):
- Buttons: Add for Existing, Cancel

## Step 1: Manage List- Delete an Unnecessary Filing Record

- Click on the trash can icon to delete duplicate or unnecessary filing records. The system will prompt you to select the reason that the filing is not needed in a drop down menu– Deleting Duplicate, Mistyped Information, Disclosure Not Required. Select the reason, click delete and the system will refresh.

**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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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

Secretary of the Commonwealth  
*Levar Stoney*

Secretary of the Commonwealth

Commonwealth > Conflict of Interest > Manage List

Welcome vasoc2014@gmail.com! [ Log Off ]

Ridge Community College-Agency 2014-December

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	Economic Interest	Financial Disclosure	Status	Actions
Margaret	Sacks	Margaret.Sacks@governor.virginia.gov	COI Director	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Submitted	

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Create New Contact Copy Previous List Back

**Delete Disclosure**

Delete selected record?

Reason for deletion:

Deleting Duplicate  
 Deleting Duplicate  
 Mistyped Information  
 Disclosure Not Required

Cancel

## Step 2: Notify

- Use the “Step 2: Notify” function to notify all filers of their obligation to submit their disclosure from.
- Click on the “Create Accounts & Send Notifications” button to direct the Conflict of Interest system to send a series of automatically generated emails to each user to notify them of their obligation to file.
- New users to the system will receive a second, registration email that will allow them to set up their account. If an account was previously created, but never activated by the intended filer, those accounts will also receive the registration email. A registered filer will not receive the account registration email.
- Once a coordinator clicks on “Create Accounts & Send Notifications,” 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 15<sup>h</sup> 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

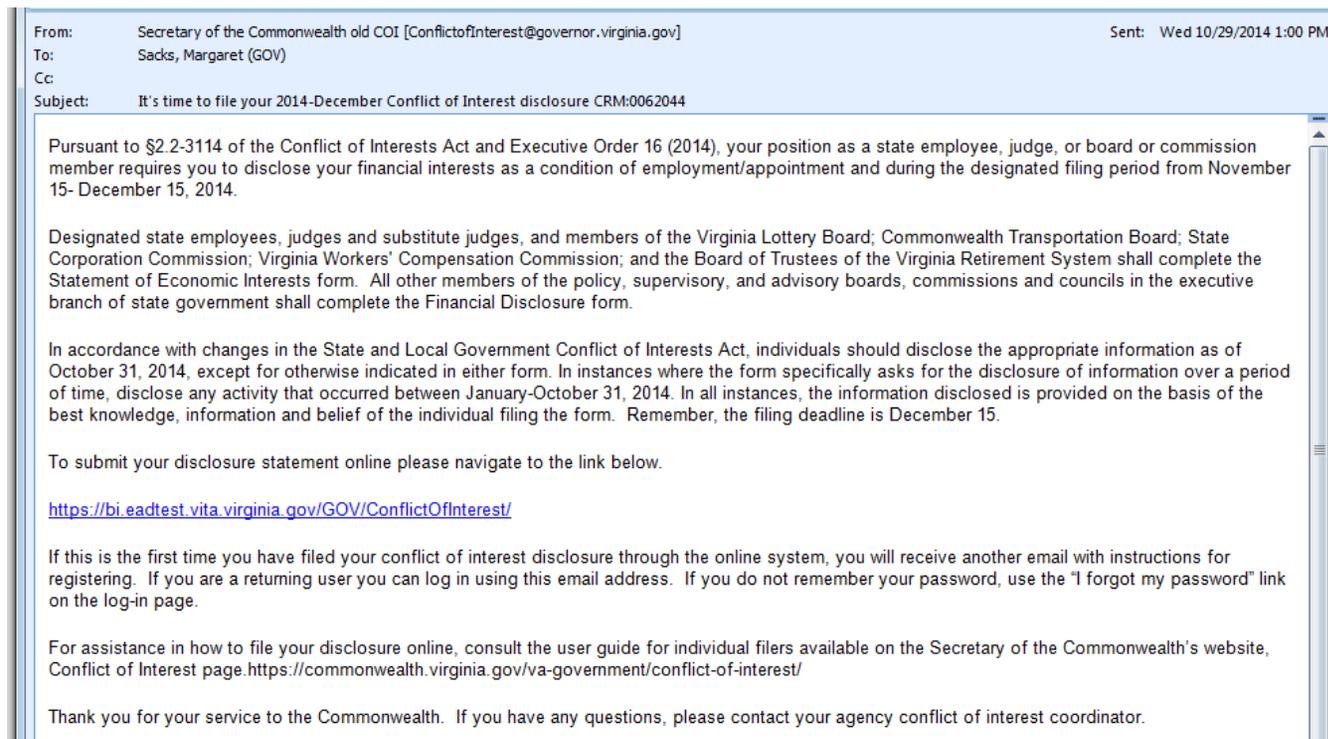
Click on this button when you have finalized your filing list and are ready to notify the designated filers.

## Email Notification to Filers from the Conflict of Interests System

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- 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 unregistered accounts. The notification email includes a hyperlink to access the account log-in screen.

### Filing Notification Email



## Registration Email to New Filers from the Conflict of Interests System

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- 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** 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/093558D7AB934EF4830DC4FA503BD9968F>
2. Enter your pin:  
339112
3. Follow the instructions to complete the registration process.

## Filer Access to the Conflict of Interest Disclosure System

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

The screenshot shows a web browser window with the URL <https://solutions.virginia.gov/ConflictOfInterest/Account/NewUser/51DD9CC4A468460BA0F2C055737863D202>. The browser tabs include 'Enter Pin' and 'Conflict of Interest Disclosures...'. The page header features the Virginia.gov logo, 'Agencies | Governor', and a search bar. The main navigation bar includes 'NEWS', 'ABOUT', 'PHOTOS', 'INFORMATION', and 'APPLICATIONS'. The breadcrumb trail shows 'Commonwealth > Applications > Conflict of Interest'. The central content area is titled 'Create a New Account' and contains the instruction: 'Please enter the pin that was supplied in the email.' Below this is a 'Registration Information' section with a 'Pin:' label, an input field, and a 'Next' button. A link for existing users is provided: 'If you already have an account click here to [Log On](#)'. The footer includes 'Back to top', the Virginia state seal, and 'Contact Us'.

# Filer Access to the Conflict of Interest Disclosure System

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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  
[vagov2011+mrc64@gmail.com](mailto:vagov2011+mrc64@gmail.com)

Password

Confirm password

## Step 3: Remind

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- 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," he or she has not yet activated the account.
- In the "Step 3: Remind" tab, coordinators will see a list of individuals 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.
- It is recommended that an agency coordinator direct the system to send the reminder email at least once during the filing period.

### Step 3: Remind Screen



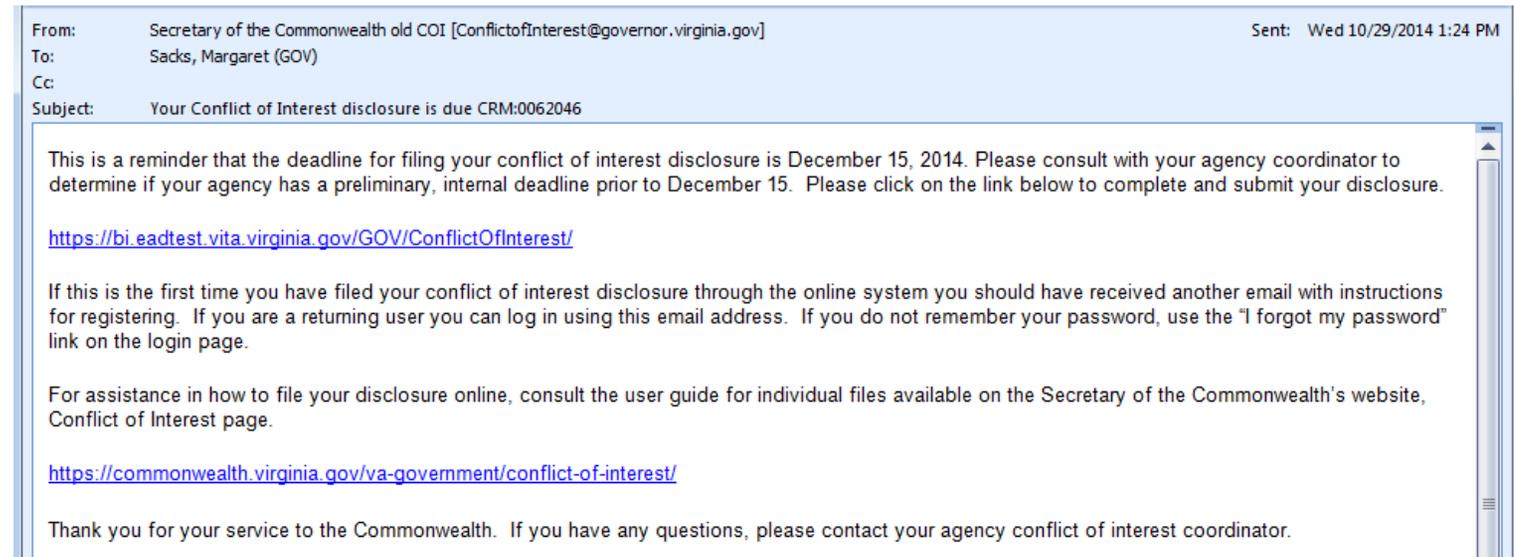
The screenshot shows a web interface with a navigation bar at the top containing five tabs: Home, Step 1: Manage List, Step 2: Notify, Step 3: Remind (which is the active tab), and Step 4: Mark as Received. Below the navigation bar is a heading "Individuals who have not submitted their disclosures" followed by a table with the following data:

First Name	Last Name	Position	Year	Agency/Group	Registration Status	Disclosure Notification	Submitted Status	Reminder Last Sent
Fake	User 8		2012	Virginia Lottery	Registration Email	Notified on 11/8/2	Not Submitted	
Fake	One		2012	Virginia Lottery	Registered	Notified on 11/8/2	Not Submitted	
Test	Subject 67	Tester	2012	Virginia Lottery	Registered	Notified on 11/8/2	Not Submitted	
Ip	Panera		2012	Virginia Lottery	Registered	Notified on 11/8/2	Not Submitted	
John	One	Programmer	2012	Virginia Lottery	Registered	Notified on 11/8/2	Not Submitted	

## Step 3: Remind

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### Reminder Email Notification



## Accessing an Individual Filer's Contact Record

- Use the Action Tools to edit a contact record, select an individual filer to resend a registration email or send a reminder email.
- Go to Step 1: Manage the disclosure list (Add Individuals). Click on the Action Tools – Edit, Delete and Go To – to manage individual contact records.
- The wrench icon is the “Go To” function that allows you to individually contact a filer who has not yet submitted the disclosure, edit the email address and first and last names of the filer and view a copy of the disclosure once it has been submitted.

**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	

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### 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	<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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## Individual Contact Record- Edit and Email

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- The “Disclosure Detail” page will appear for the selected contact.
- Click “Edit Contact” to edit the filer’s first and last names.
- Click “Edit Email” to change the email address.
- 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 account is registered, 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.”

The screenshot shows the 'Disclosure Detail' page for 'MD Sacks - 2014-December'. The 'Registration' tab is selected. The contact information is as follows:

MD Sacks - 2014-December	Registration
First Name	MD
Last Name	Sacks
Email	vasoc2014@gmail.com

Buttons: Edit Contact, Edit Email, Back

The screenshot shows the 'Disclosure Detail' page for 'MD Sacks - 2014-December'. The 'Registration' tab is selected. The registration status and notification history are as follows:

MD Sacks - 2014-December	Registration
Disclosure Notification Sent	10/29/2014 1:13:32 PM
Disclosure Reminder Last Sent	10/29/2014 1:23:38 PM
Registration status	Registered
Username	vasoc2014@gmail.com

Buttons: Send Reminder

## Email Individual Users

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- When an email is sent, the page will refresh with a confirmation message. Click back to return to the disclosure list.

**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

- In Step 4 a coordinator may acknowledge receipt of a hard copy filing. Check the box in the “Received by Coordinator” column to acknowledge filings submitted as hard copies or those submitted to the coordinator via email. That form should then be sent to the Conflict of Interest Director in Secretary of the Commonwealth’s Office.
- After a coordinator marks a filing as received, the filer’s status on Step 1 will change to “Received.”
- The status will change again to “Submitted” when the Conflict of Interest Director acknowledges receipt of the filing by the Secretary of the Commonwealth’s office.
- By clicking “Received by Coordinator,” a filer’s name will be removed from the list of unsubmitted filers in Step 3.

### Step 4: Mark as Received Screen

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

**Individuals who may be filing on paper**

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

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	Economic Interest	Financial Disclosu	Status
Margaret	Sacks	Margaret.Sacks@governor.virginia.	COI Director	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Submitted
MD	Sacks	vasoc2014@gmail.com	Dummy Account	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Received

Page 1 of 1 15

## Individual Filing for Agency Coordinators

- If an agency coordinator is required to submit his or her own filing, the coordinator must create a filing record for herself in the process of creating and notifying the agency’s disclosure list. The relevant form and link to start the filing process is in the “My Disclosures” section of the COI home page.
- The “My Disclosures” section provides 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 Organizations**

Office of the Governor

**2013 - Office of the Governor - Conflict Of Interest Disclosures**

98 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** - 36 Individuals have not completed their disclosures. | [View / Send Reminder](#)
- **Step 4: Mark As Received**(for paper forms) - 23 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"> <li>• <a href="#">Financial Disclosure Statement (Not Submitted)</a>   <a href="#">Preview Financial Disclosure Statement</a></li> <li>• <a href="#">Submitted Statement of Economic Interests (Complete)</a></li> </ul>
2012	Office of the Governor	<ul style="list-style-type: none"> <li>• <a href="#">Submitted Statement of Economic Interests (Complete)</a></li> </ul>

### My Disclosures

Margaret D Sacks

Year	Agency	Forms Required
2013	Office of the Governor	<ul style="list-style-type: none"> <li>• <a href="#">Statement of Economic Interests (Not Submitted)</a></li> </ul>
2012	Office of the Governor	<ul style="list-style-type: none"> <li>• <a href="#">Submitted Statement of Economic Interests (Complete)</a></li> </ul>

## Individual Filing for Agency Coordinators- Entering Information

- 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.

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

**Schedule B - Personal Liabilities**

7 of 20 Complete  
Definitions

Instructions  
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
Individual creditors: (State principal business or occupation for each creditor and its name.)	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

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

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- Previewing the Disclosure Form

- At the end of the disclosure process, users are 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 opens a formatted version of the filing in another tab in the web browser. Review the form for accuracy and close the tab.

The screenshot shows the 'Finalize' stage of the 'Statement of Economic Interests' form. A sidebar on the left lists various sections like 'Instructions', 'Statement of Economic Interests', 'Select Schedules', 'Salary', 'Finalize Schedules', and several 'Schedule' options (A through G-3). The main content area contains instructions and a signature line. At the bottom, there are three buttons: 'Preview Form' (highlighted with a red box), 'Previous', and 'Submit'.

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

The screenshot shows a formatted 'FINANCIAL DISCLOSURE STATEMENT' for Michael Perzanowski. The document is titled 'SECRETARY OF THE COMMONWEALTH' and 'FINANCIAL DISCLOSURE STATEMENT'. It includes instructions for filing, the annual filing deadline (January 15th), and definitions of terms like 'Business' and 'Clear financial association'. The document is presented in a clean, professional layout.

← 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.” 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.

solutions.virginia.gov/ConflictOfInterest/FinancialDisclosure/NewFinancialDisclosureForm?did=b6741a3a-12

Conflict of Interest - Financ... X

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](mailto: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. [Finalize]

Financial Disclosure Statement

Your Paid Offices, Directorships, and Salaried Appointments

Paid Offices, Directorships, and Salaried Appointments of Your Immediate Family

Businesses or Government Agencies You Represented

Businesses or Government Agencies Represented by Individuals With a Close Financial Association

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

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- A confirmation email from the Conflict of Interests 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  

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 **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](mailto: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](mailto:ConflictofInterest@governor.virginia.gov).

## Password Reset

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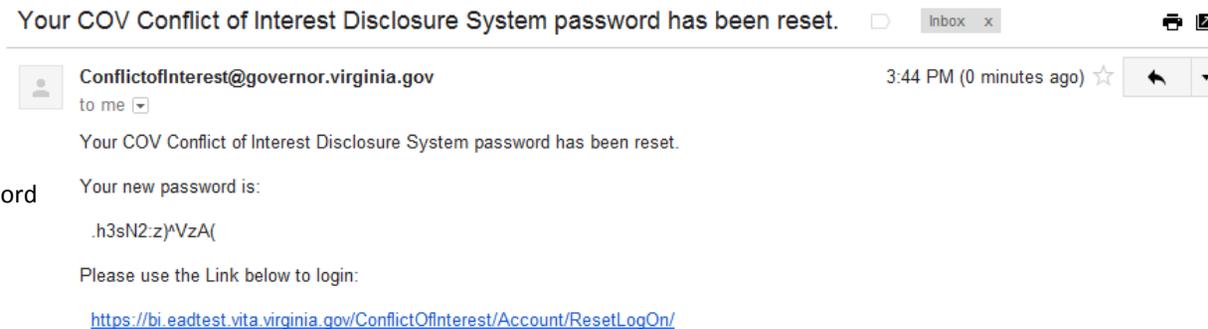
- If you are a returning user, but do not remember your password, click on the “I forgot my password” option from the log-in screen. An email will be sent to your inbox that will allow you to reset your password and access your account.

### Reset password screen 1



The screenshot shows a web form titled "Conflict of Interest Disclosure System" with a sub-heading "Reset Password". Below the heading is the instruction "Use the form below to reset your password." The form contains a tab labeled "Account Information" and a text input field for "Email address" with the value "vagov2011+mrc64@gma". A "Reset Password" button is located below the input field.

### Password reset email notification



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

## Password Reset

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- The temporary 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

Log On

**Email Address**

**Temporary password**

**New password**

**Confirm new password**

Change 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.