Conflict of Interest Disclosure System

Agency Coordinator User Guide

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

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Conflict of Interest Disclosure System

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

- The Governor, Lieutenant Governor, Attorney General, Supreme Court justices, judges and substitute judges and members of the State Corporation Commission, Virginia Workers' Compensation Commission, Commonwealth Transportation Board, the Board of Trustees of the Virginia Retirement System, members of the State Lottery Board and designated state employees complete the Statement of Economic Interests.

- Each executive branch, state agency is tasked with determining which job positions are designated to file a Statement of Economic Interests based on guidance from the Governor's office. The Joint Rules Committee of the General Assembly designates which employees and officers of the legislative branch shall file a Statement of Economic Interests.

Designation of Citizen Appointees who must file a Financial Disclosure

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

Conflict of Interest Filing Deadlines and Notification Schedule

- A new employee working in a disclosure designated position should submit a Statement of Economic Interests upon starting the job.

- The Statement of Economic Interests is also filed twice a year by June 15th and December 15th. The semiannual filing periods for submitting the Statement of Economic Interests form are May 15th – June 15th and November 15th – December 15th. The semiannual filing must be submitted by June 15th and December 15th.

- Newly appointed, citizen members to executive branch boards and commissions submit a Financial Disclosure. This initial filing is managed by the Appointments Division in the Secretary of the Commonwealth's Office.

- The submission of an annual Financial Disclosure form occurs between November 15th – December 15th. The annual filing must be submitted by December 15th.

- By May 15th and November 15th of each year, the Office of the Secretary of the Commonwealth will electronically send the official memorandum advising agency directors and coordinators to proceed with notifying their designated filers of the obligation to disclose their financial interests.

- For the filing due by December 15, 2014, individuals should report relevant activity as of October 31, 2014. For questions that ask about financial activity in the previous six months, report any activity from January - October 31, 2014. This is pursuant to Enactment Clause Nine of the Virginia Acts of Assembly Chapter 804:

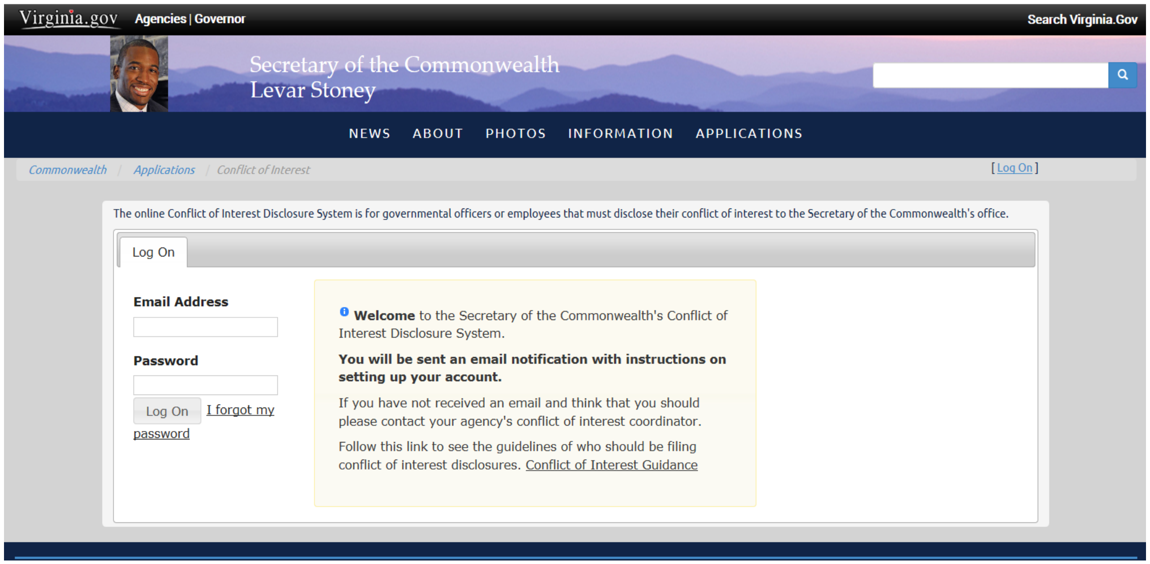
  > That, except as provided in the seventh enactment of this act, the filing period for all filers required to file a disclosure form on December 15, 2014, shall consist of January 2014 complete through the last day of October 2014.

Conflict of Interest Disclosure System

Accessing the Conflict of Interest Disclosure System

- 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.

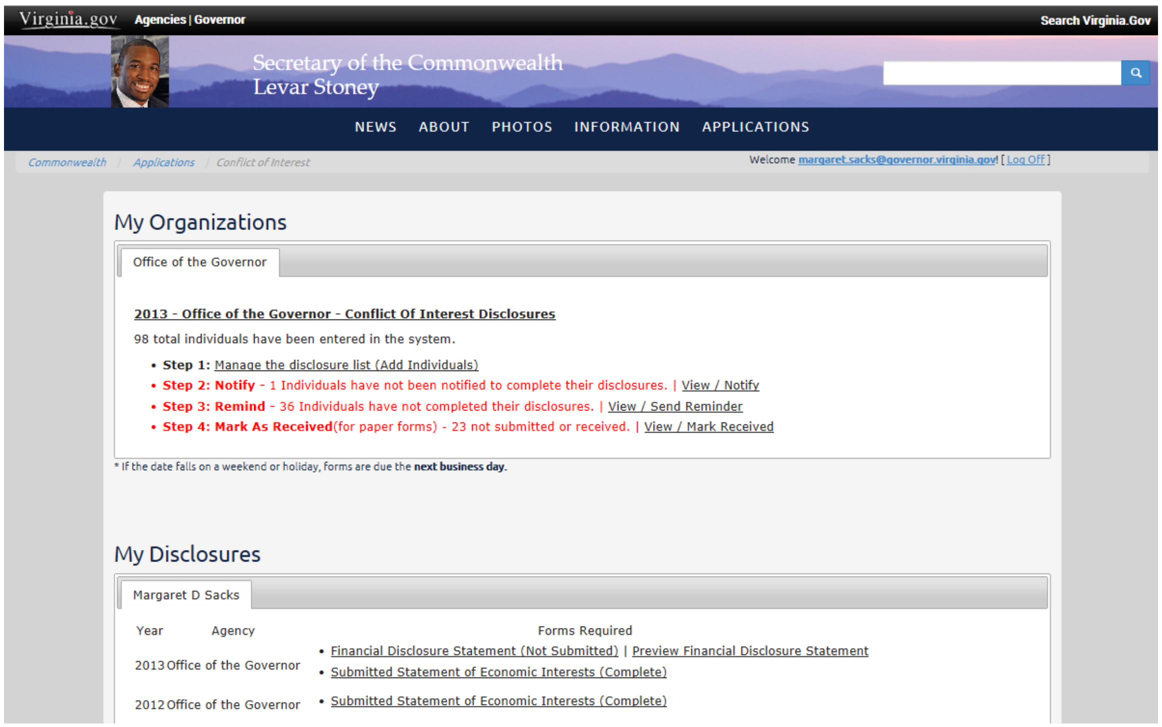
Conflict of Interest Disclosure System Log-In Screen



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).”

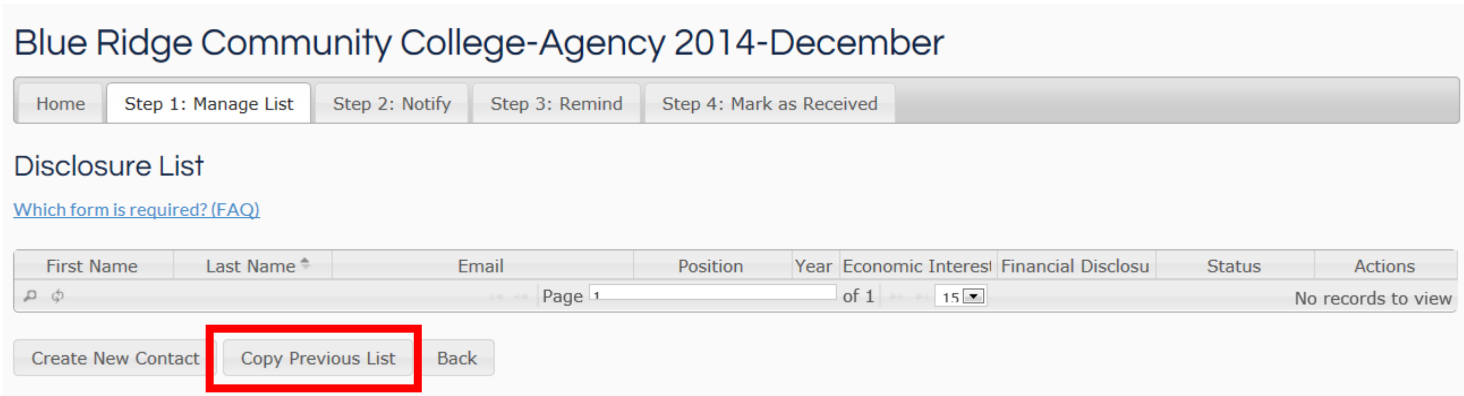
Home Page View



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 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

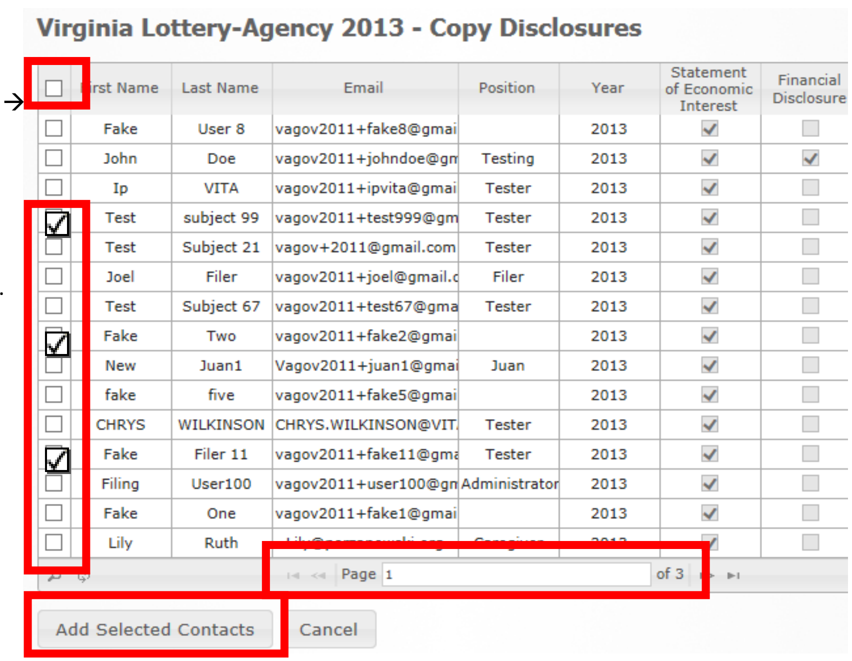


Step 1: Manage List- Copy from Previous List

- "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."


Virginia Lottery-Agency 2013 - Copy Disclosures

☐	First 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@gn	Administrator	2013	✓	
☐	Fake	One	vagov2011+fake1@gmai		2013	✓	
☐	Lily	Ruth	[illegible]	[illegible]	[illegible]	✓	

Page 1 of 3

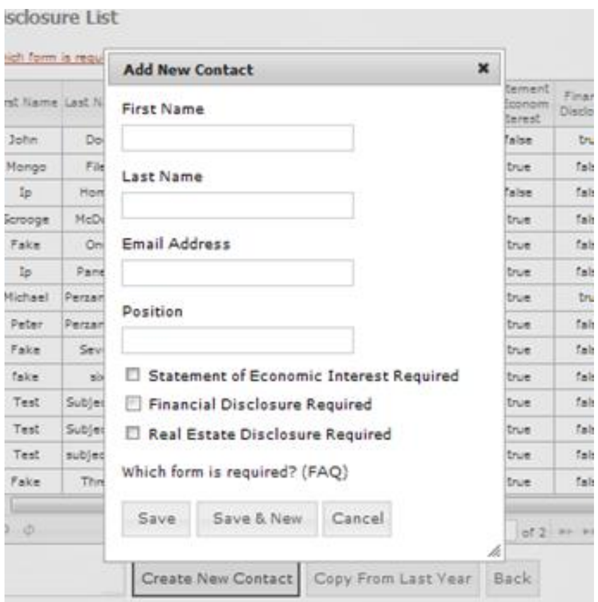
Add Selected Contacts   Cancel

Step 1: Manage List- Create New Contact

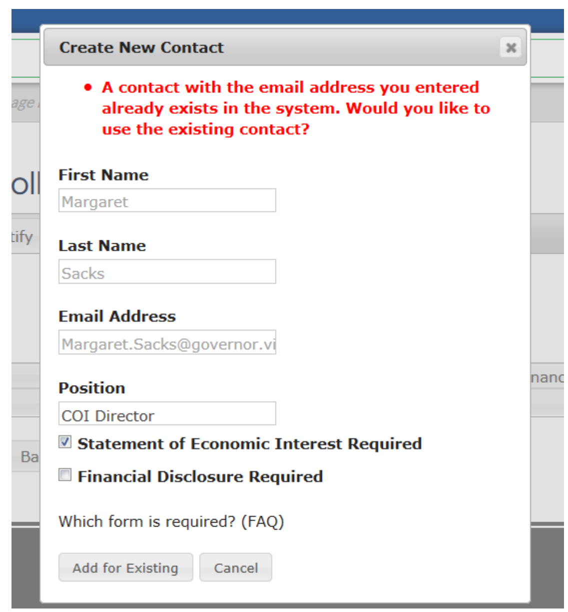
- After identifying and adding those filers from 2013 to 2014, you may need to create new accounts for other individuals who must file a disclosure form such as new board members.
- "Create New Contact" – If an individual is not in your Conflict of Interests disclosure list, this function allows you 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

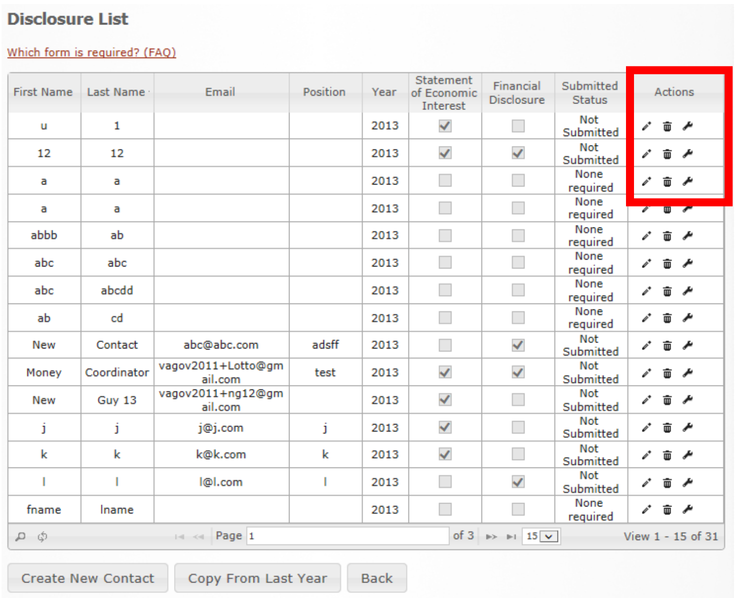


Prompt for Existing Contacts



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	✓		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	

Page 1 of 3 15 View 1 - 15 of 31

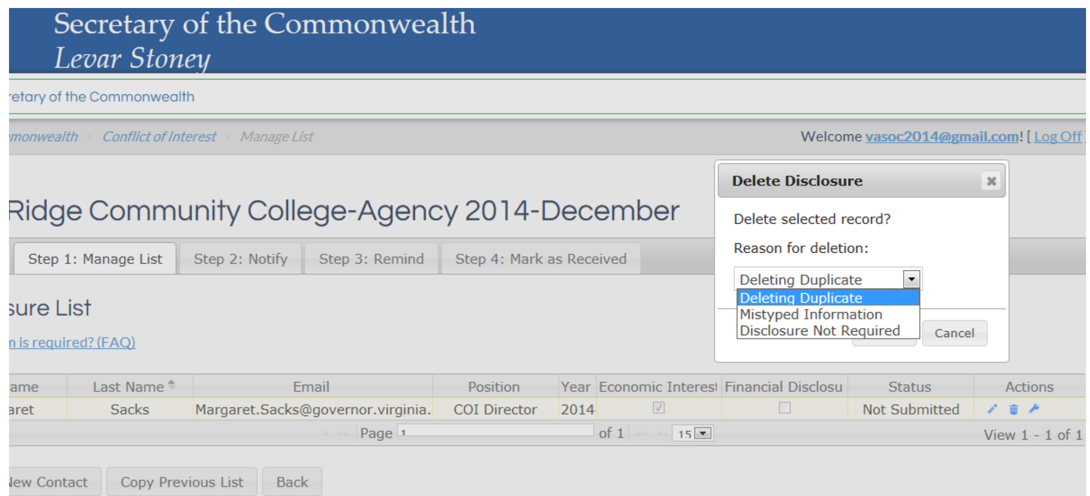
Create New Contact Copy From Last Year Back

Action Tools

Pencil- Edit the filer's job position

Trash Can- Delete duplicate or unnecessary records

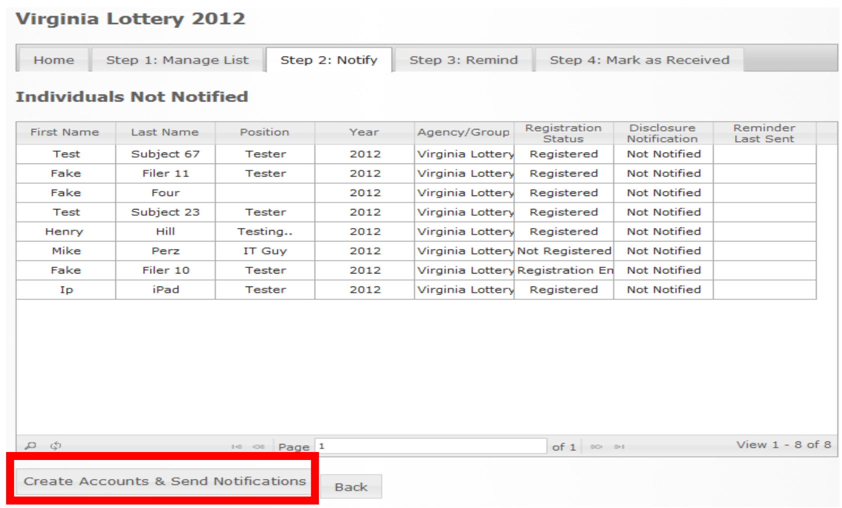
Wrench- Go to an individual record



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 15h 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	

Page 1 of 1 View 1 - 8 of 8

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

- 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

From: Secretary of the Commonwealth old COI [ConflictofInterest@governor.virginia.gov] Sent: Wed 10/29/2014 1:00 PM
To: Sacks, Margaret (GOV)
Cc:
Subject: It's time to file your 2014-December Conflict of Interest disclosure CRM:0062044

Pursuant to §2.2-3114 of the Conflict of Interests Act and Executive Order 16 (2014), your position as a state employee, judge, or board or commission member requires you to disclose your financial interests as a condition of employment/appointment and during the designated filing period from November 15- December 15, 2014.

Designated state employees, judges and substitute judges, and members of the Virginia Lottery Board; Commonwealth Transportation Board; State Corporation Commission; Virginia Workers' Compensation Commission; and the Board of Trustees of the Virginia Retirement System shall complete the Statement of Economic Interests form. All other members of the policy, supervisory, and advisory boards, commissions and councils in the executive branch of state government shall complete the Financial Disclosure form.

In accordance with changes in the State and Local Government Conflict of Interests Act, individuals should disclose the appropriate information as of October 31, 2014, except for otherwise indicated in either form. In instances where the form specifically asks for the disclosure of information over a period of time, disclose any activity that occurred between January-October 31, 2014. In all instances, the information disclosed is provided on the basis of the best knowledge, information and belief of the individual filing the form. Remember, the filing deadline is December 15.

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

https://bi.eadtest.vita.virginia.gov/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 in using this email address. If you do not remember your password, use the "I forgot my password" link on the log-in page.

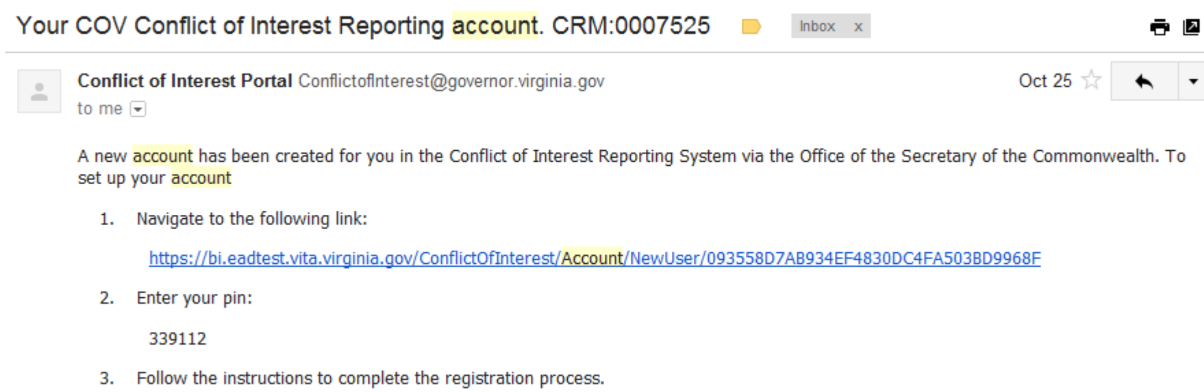
For assistance in how to file your disclosure online, consult the user guide for individual filers available on the Secretary of the Commonwealth's website, Conflict of Interest page.https://commonwealth.virginia.gov/va-government/conflict-of-interest/

Thank you for your service to the Commonwealth. 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 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:

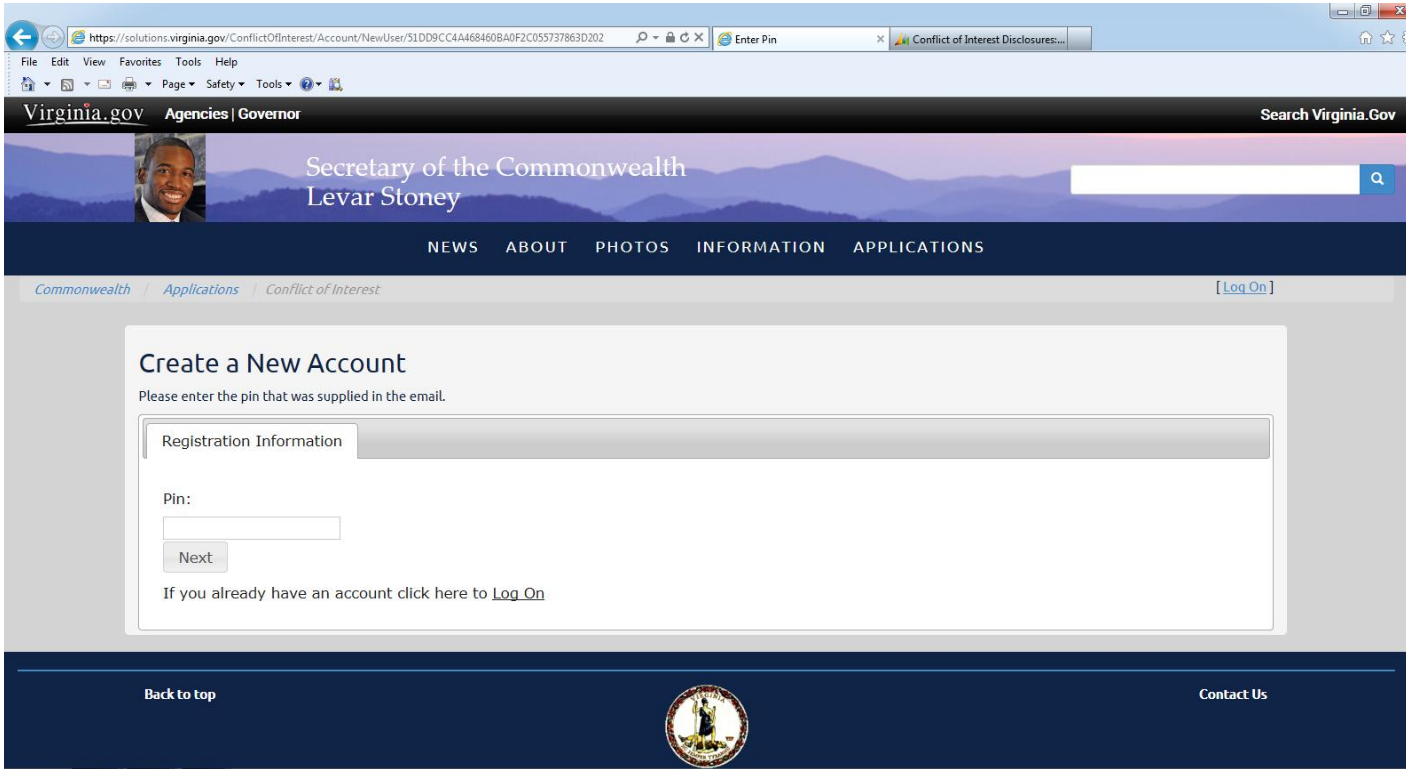
   https://bi.eadtest.vita.virginia.gov/ConflictOfInterest/Account/NewUser/093558D7AB934EF4830DC4FA503BD9968F

2. Enter your pin:

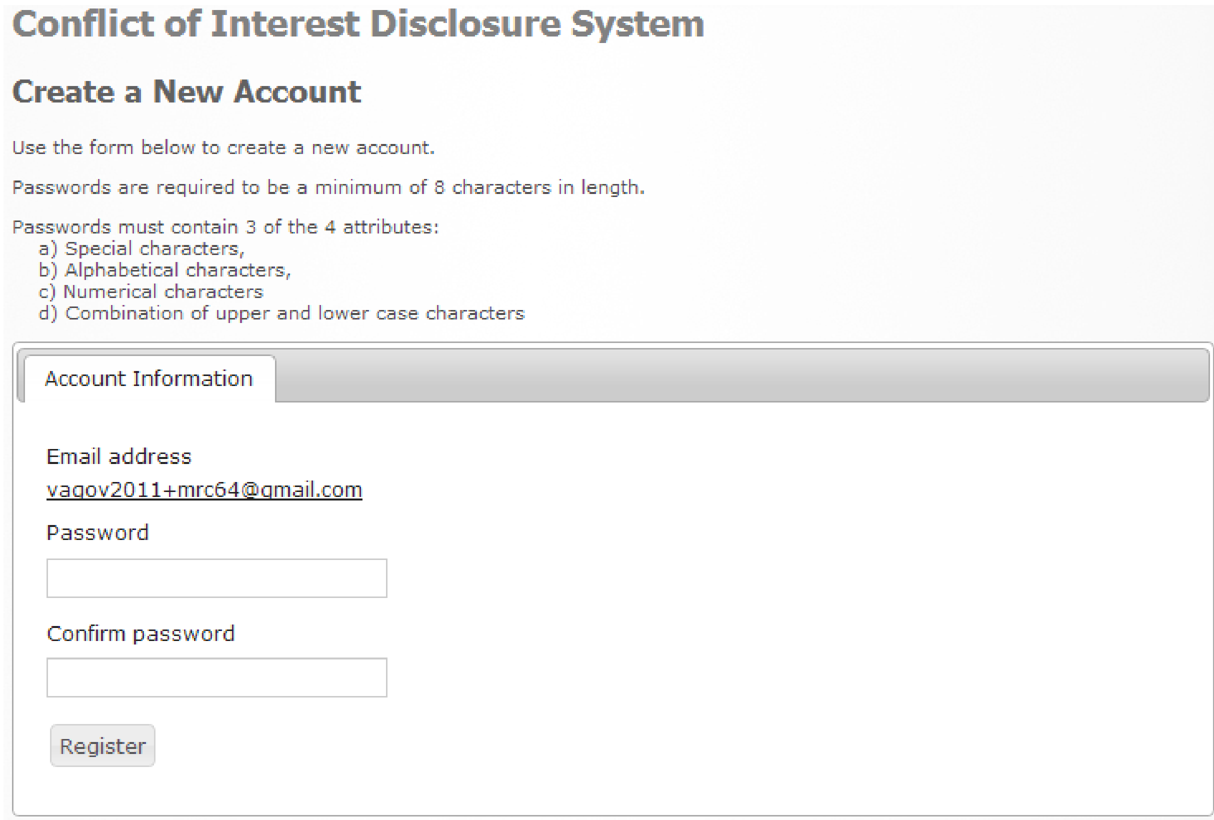
   339112

3. Follow the instructions to complete the registration process.

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



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

Password

Confirm password

Register

Step 3: Remind

- 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

Step 3: Remind

Reminder Email Notification

From: Secretary of the Commonwealth old COI [ConflictofInterest@governor.virginia.gov] Sent: Wed 10/29/2014 1:24 PM
To: Sacks, Margaret (GOV)
Cc:
Subject: Your Conflict of Interest disclosure is due CRM:0062046

This is a reminder that the deadline for filing your conflict of interest disclosure is December 15, 2014. Please consult with your agency coordinator to determine if your agency has a preliminary, internal deadline prior to December 15. Please click on the link below to complete and submit your disclosure.

https://bi.eadtest.vita.virginia.gov/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 in using this email address. If you do not remember your password, use the "I forgot my password" link on the login page.

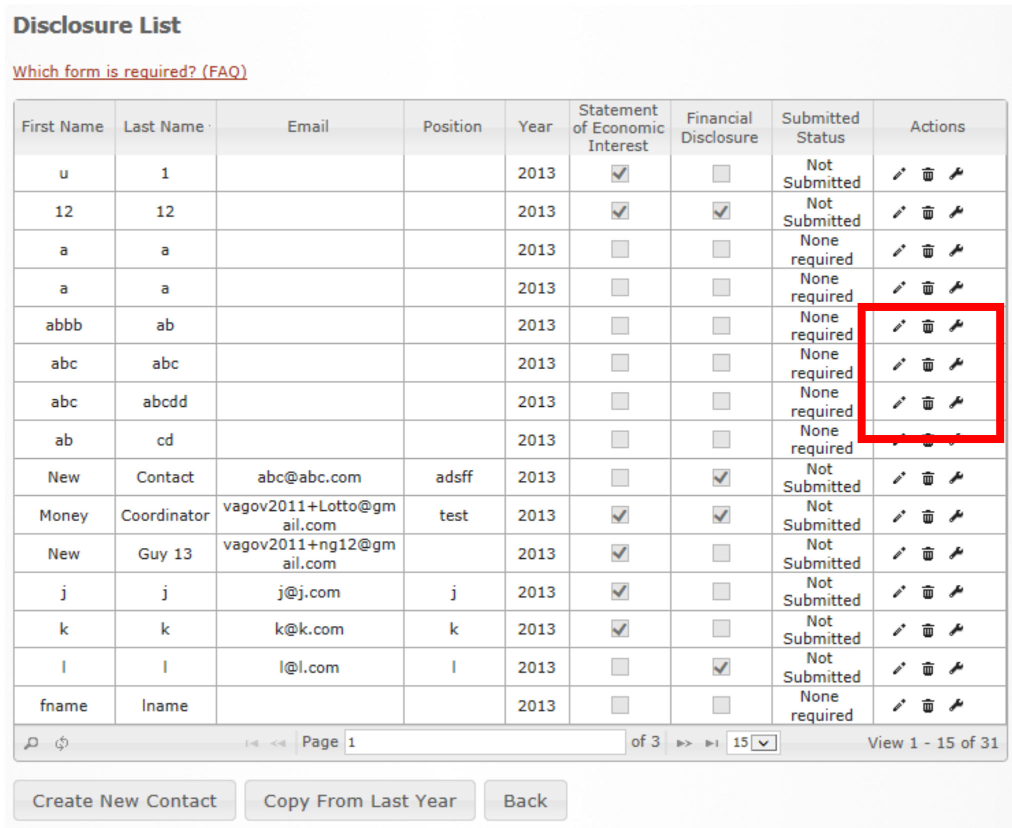
For assistance in how to file your disclosure online, consult the user guide for individual files available on the Secretary of the Commonwealth's website, Conflict of Interest page.

https://commonwealth.virginia.gov/va-government/conflict-of-interest/

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

- 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	✓		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	

Page 1 of 3 15 View 1 - 15 of 31

Create New Contact Copy From Last Year Back

Action Tools

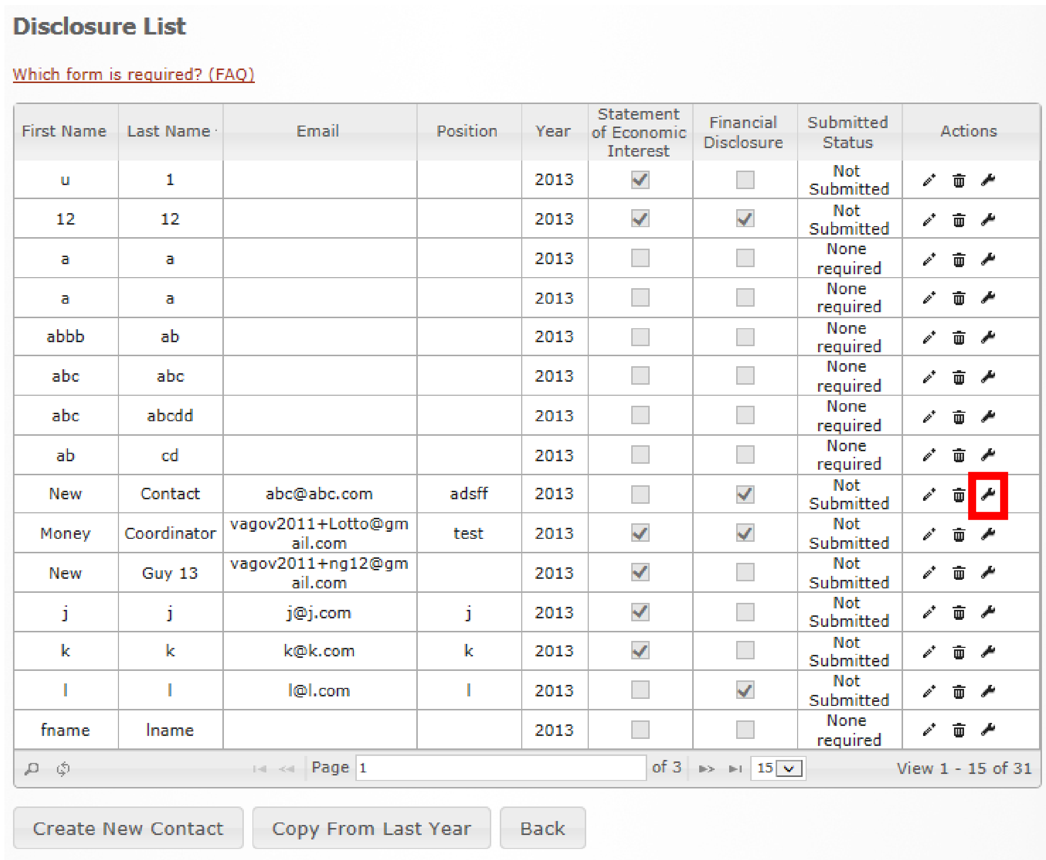
Pencil- Edit the filer's job position

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)

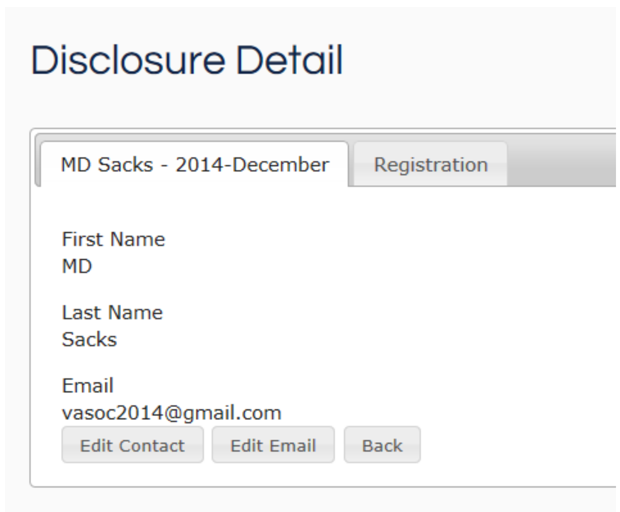
First Name	Last Name	Email	Position	Year	Statement of Economic Interest	Financial Disclosure	Submitted Status	Actions
u	1			2013	☑	☐	Not Submitted	
12	12			2013	☑	☑	Not Submitted	
a	a			2013	☐	☐	None required	
a	a			2013	☐	☐	None required	
abbb	ab			2013	☐	☐	None required	
abc	abc			2013	☐	☐	None required	
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	

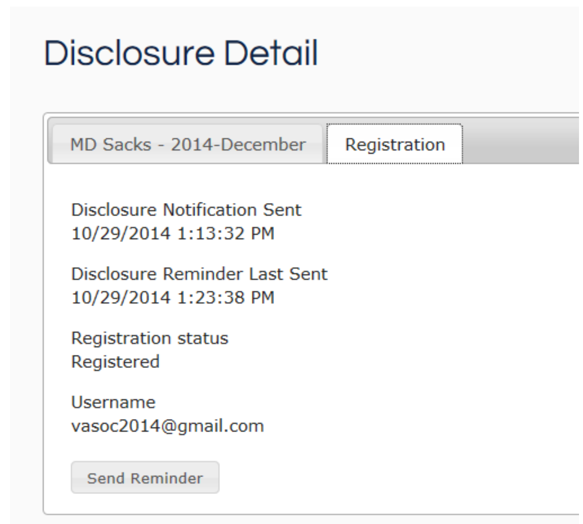
Page 1 of 3 15 View 1 - 15 of 31

Create New Contact Copy From Last Year Back

Individual Contact Record- Edit and Email

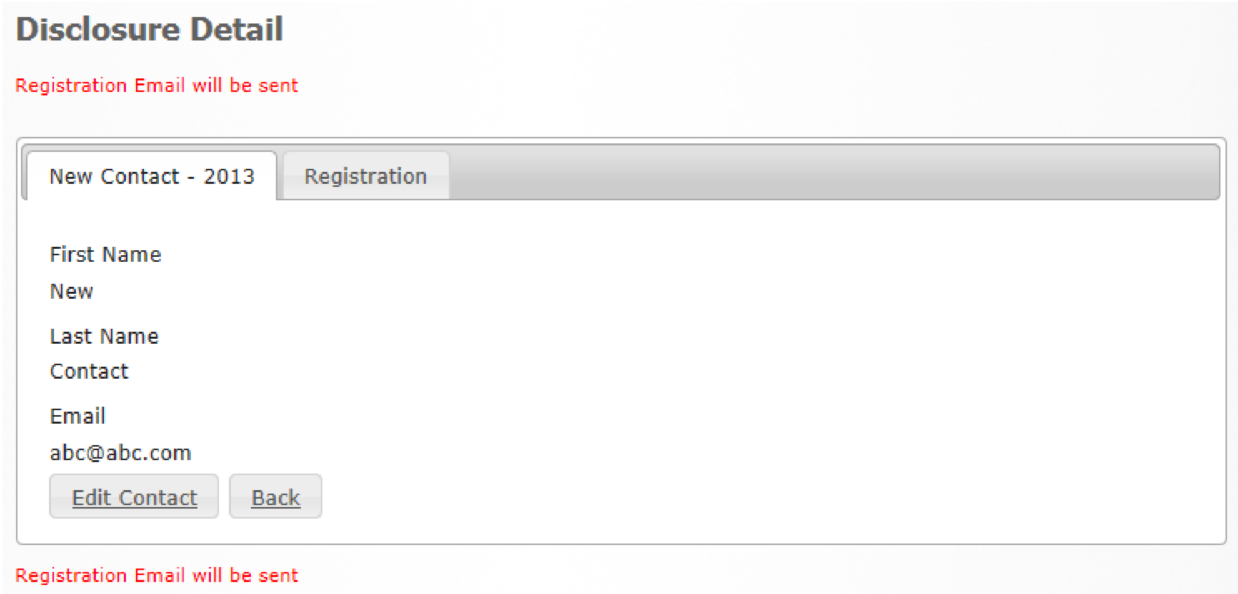
- The “Disclosure Detail” page will appear for the selected contact.
- Click “Edit Contact” to edit the filer’s first and last names.
- Click “Edit Email” to change the email address.
- Click the “Registration” tab to direct the COI system to individually email the filer.
  - If a user needs the registration 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.”





Email Individual Users

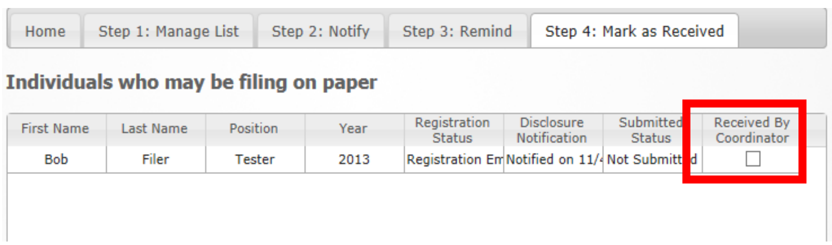
- When an email is sent, the page will refresh with a confirmation message. Click back to return to the disclosure list.

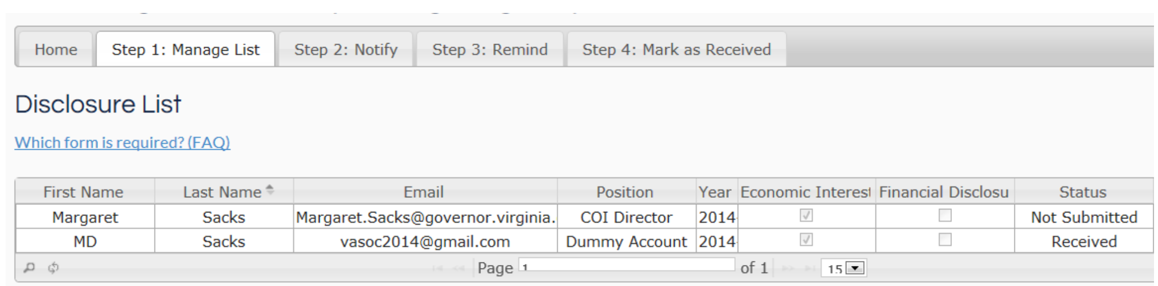


Step 4: Mark as Received for Paper Filers

- 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.

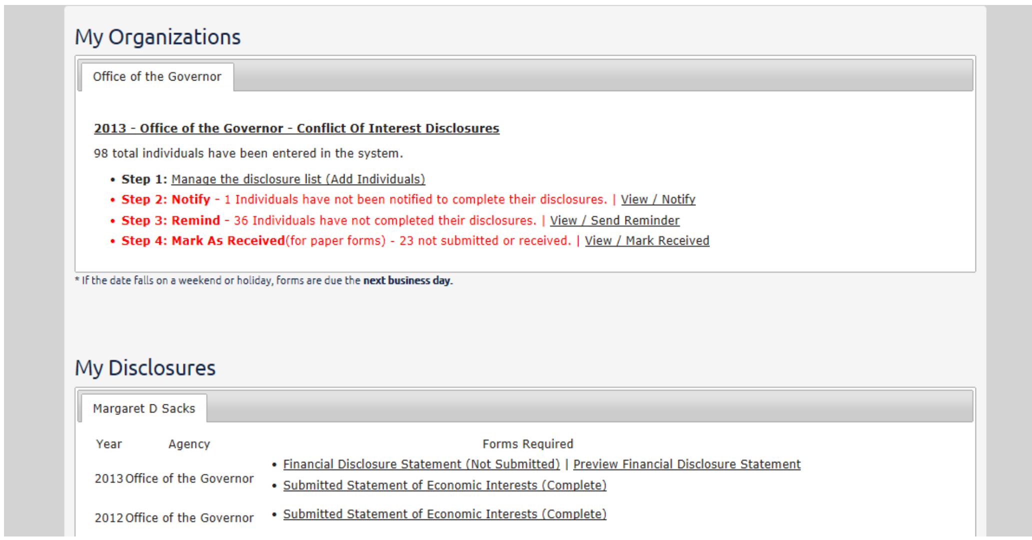
Step 4: Mark as Received Screen

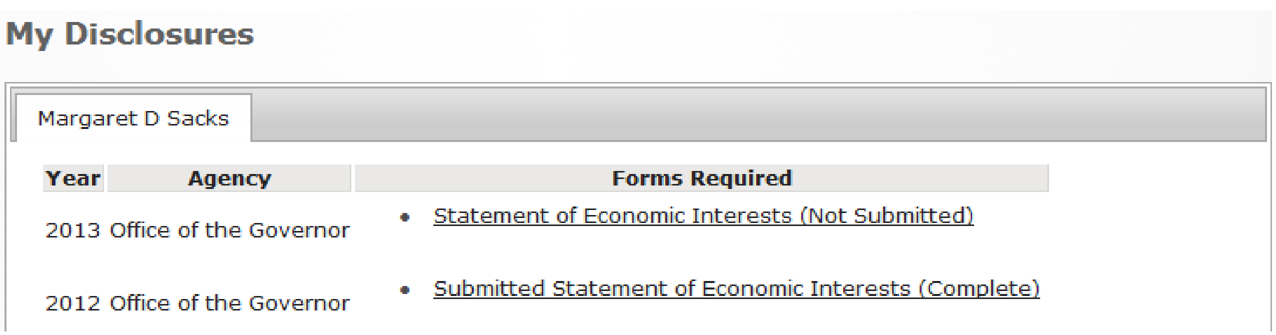




Individual Filing for Agency Coordinators

- 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.**

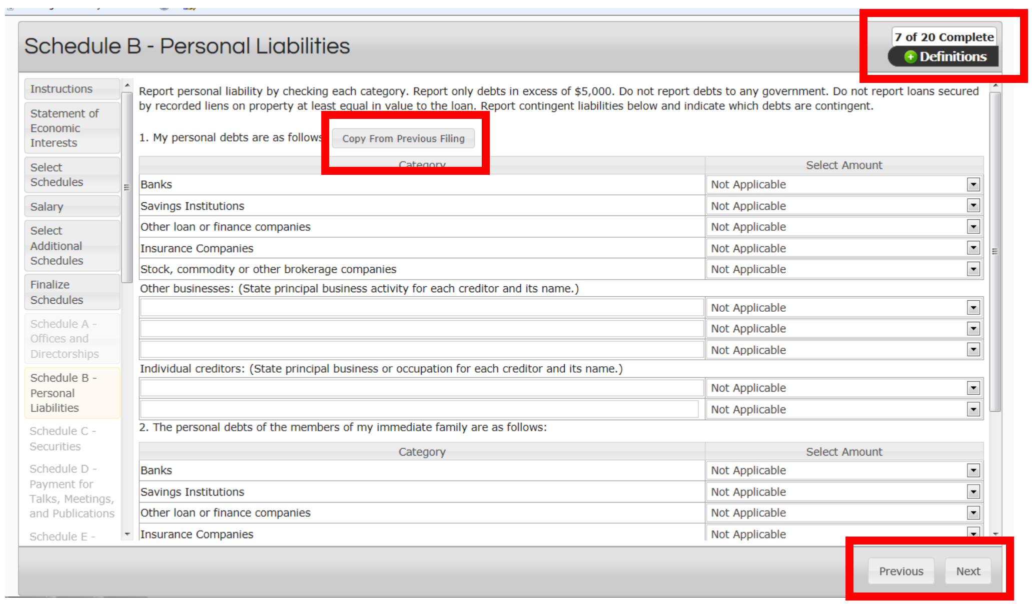




Individual Filing for Agency Coordinators- Entering Information

- 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

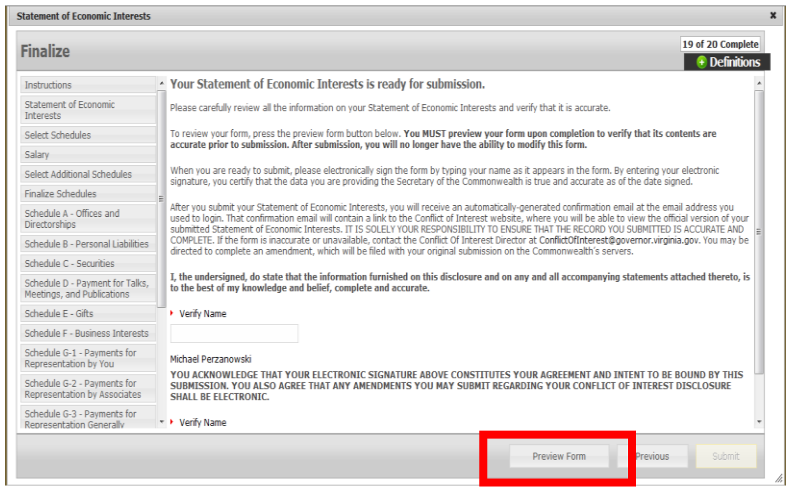


Refer to the Definitions feature for help with information such as the definition of immediate family.

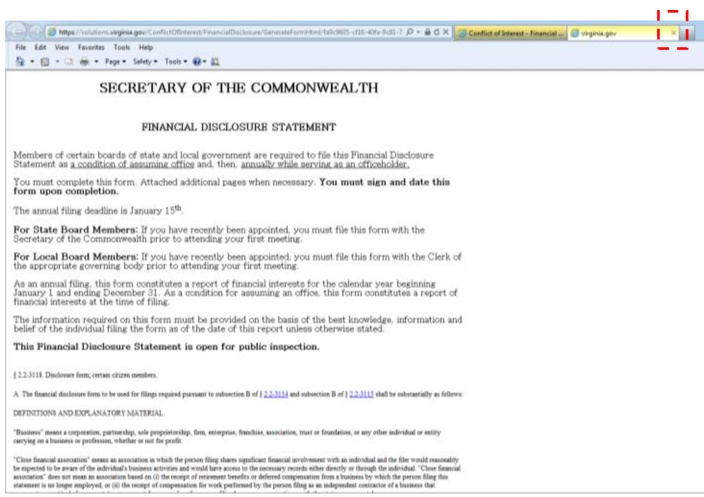
Use the "Previous" and "Next" buttons to navigate within the wizard. Do not use the "Back" and "Forward" buttons of the Internet browser.

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.



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

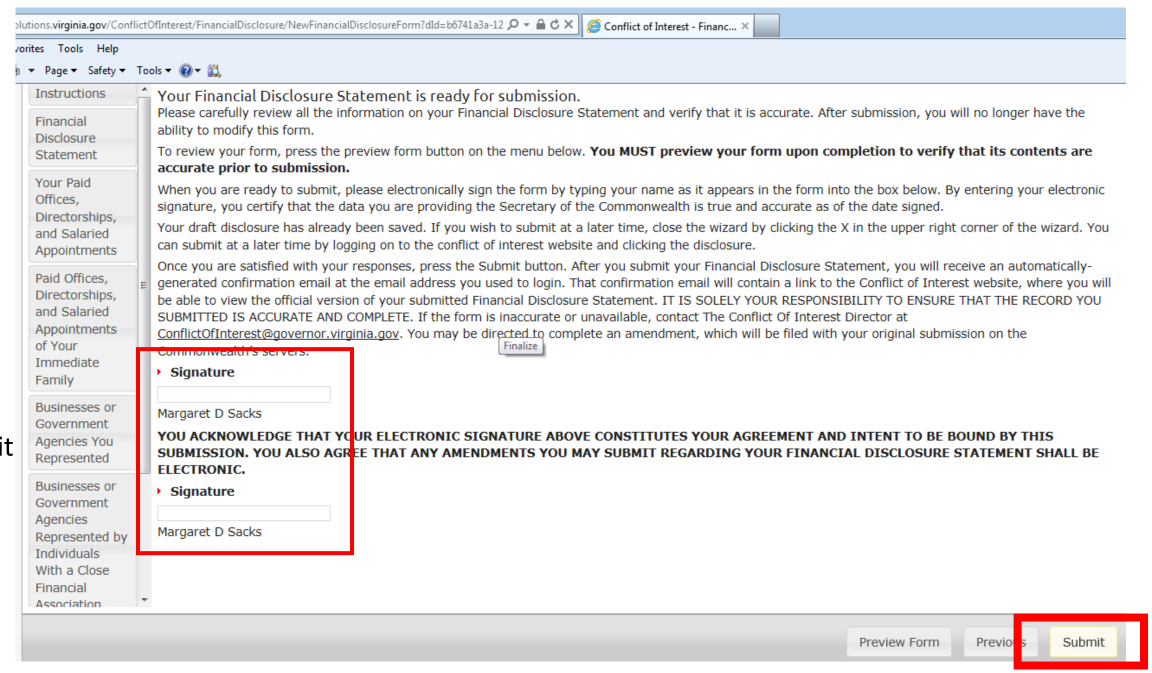


← Review the filing for accuracy and close the tab by clicking on the "X" to the right of the tab.

Individual Access- Submitting the Form

- Type your name twice where indicated in the signature blocks, which constitutes a valid electronic signature and click "Submit." 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.



Email Confirmation of Online Filing Submission

- 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

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

Dear TestLoad Load01:

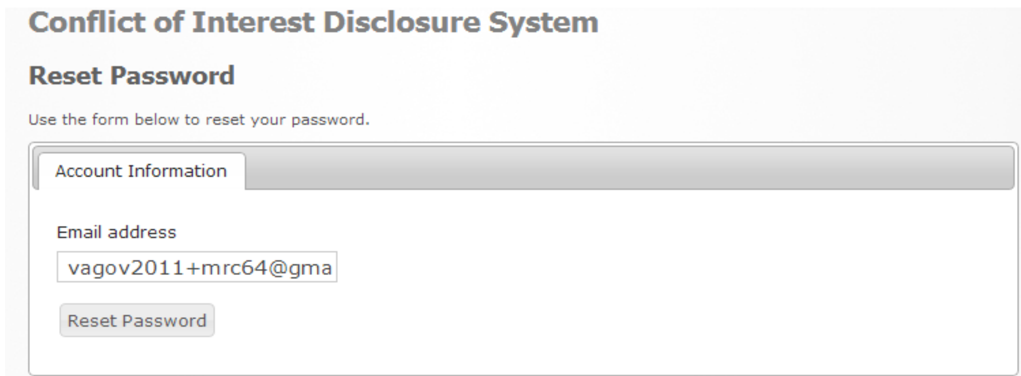
Thank you for submitting your 2012 Conflict of Interest Filing. The official PDF version of your submitted Conflict of Interest Filing can be found here https://bi.eadtest.vita.virginia.gov/ConflictOfInterest/. IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE. 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.

Password Reset

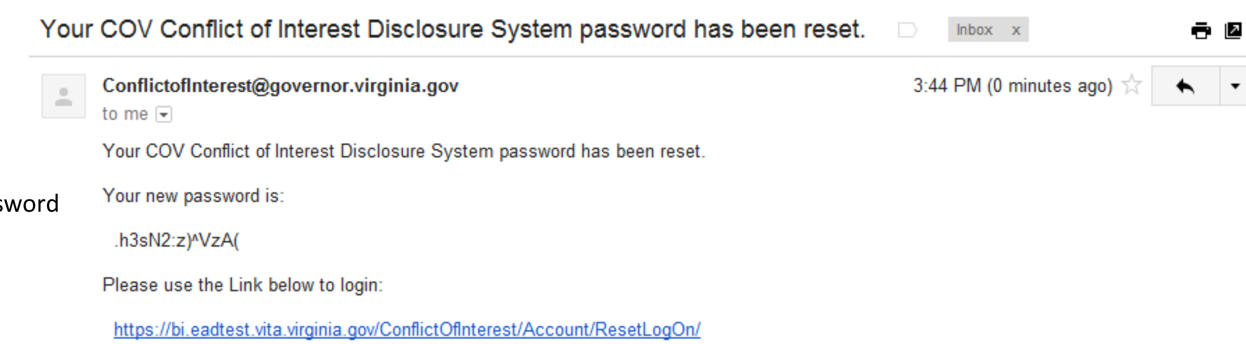
- If you are a returning user, but do not remember your password, click on the “I forgot my password” option from the log-in screen. An email will be sent to your inbox that will allow you to reset your password and access your account.

Reset password screen 1



Password reset email notification

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



Password Reset

- 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