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2 Introduction

2.1 Welcome to eDisclosure™

Welcome to SouthTech Systems' eDisclosure™, your electronic solution for streamlining the filing and submission of FPPC Form 700 (Statement of Economic Interests).

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees who make or participate in the decision-making process to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions which may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the California state agency responsible for requesting this process, interpreting statutes and issuing the Statement of Economic Interests Form 700. (Source: Form 700 Statement of Economic Interests)

With eDisclosure™, you can file your Form 700 electronically, 24/7, in the privacy of your own secured filing area. This eDisclosure™ *Filer's Guide* walks you, as a filer, through the following processes:

- Securely filing and submitting an FPPC Form 700 to your filing officer
- Easily amending prior forms
- Quickly copying information from prior years' forms

2.2 Defining "Disclosure"

(Source: Conflicts of Interest / Form 700 / COI Codes, Copyright 2009)

The purpose of financial disclosure is to alert public officials to personal interests that might be affected while they are performing their official duties (i.e., making governmental decisions). Disclosure also helps inform the public about potential conflicts of interest.

Public officials at every level of state and local government must disclose their personal financial interests. Elected officials, judges and high-ranking appointed officials generally have the most comprehensive disclosure requirements.

These include disclosure of the following:

- Investments in business entities (e.g., stock holdings, owning a business, a partnership)
- Interests in real estate (real property)
- Sources of personal income, including gifts, loans and travel payments
- Positions of management or employment with business entities

For most other officials, including employees of state and local government agencies, it is up to the agencies that employ them to decide what their disclosure requirements are. Each state and local agency must adopt a conflict of interest code tailoring the disclosure requirements for each position within the agency to the types of governmental decisions a person holding that position would make.

For example, an employee who approves contracts for goods or services purchased by her agency should not be required to disclose real estate interests, but should be required to disclose investments in and income from individuals and entities that supply equipment, materials, or services to the agency (Gov. Code Sections 87301 and 87302).

Unpaid members of boards and commissions and consultants to state and local government agencies also may be required to disclose their personal financial interests (even if they have nothing to disclose) if they make or participate in making governmental decisions that could affect their private financial interests.

Disclosure is made on a form called a "Statement of Economic Interests" (Form 700). The form must be filed each year. Filed forms are public documents that must be made available to anyone who requests them.

2.2.1 Individuals Subject to Filing

(Source: Form 700 Statement of Economic Interests)

- Elected and appointed officials and candidates listed in Government Code Section 87200.
- Employees and appointed officials filing pursuant to a conflict-of-interest code. Obtain your disclosure categories, which describe the interests you must report, from your agency. They are not part of the Form 700.
- Candidates running for local elective offices that are designated in a conflict-of-interest code (for example, county sheriffs, city clerks, school board trustees, and water board members).
- Members of newly created boards and commissions not yet covered under a conflict-of-interest code.

2.2.2 Filing Deadlines

(Source: Form 700 Statement of Economic Interests)

Annual Statements

March 1 • Elected State Officers • Judges and Court Commissioners • State Board/Commission Members listed in Government Code Section 87200	*April 1* Most other filers. Individuals filing under conflict-of-interest codes in city and county jurisdictions should verify the annual filing date with their local filing officer.

Assuming, Leaving, and Initial Statements
Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict-of-interest code.

Candidate Statements
File no later than the final filing date for the declaration of candidacy or nomination documents.

Amendments
Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules from your Filing Officer or interactively at www.fppc.ca.gov.

2.3 About SouthTech Systems

SouthTech Systems is a software development and system integration firm with offices in Riverside, California. We specialize in custom turnkey business government solutions, as well as software development for public agencies and the private sector.

Our company's focus is to equip public agencies with cost-effective and scalable applications that utilize database, digitized documents, workflow and electronic document management technologies. We provide the analysis, design, implementation, training, support and maintenance of enterprise-wide systems. Our solutions automate manual processes and improve staff productivity. As a premier software solution provider, we create, deploy, support, and maintain high-quality client-server and browser-based software solutions.

SouthTech Systems, Inc. offers not only the necessary technical knowledge, but also the in-depth government operational experience to make our software solutions a success. We understand how your business works, and we can blend cost-effective new technology with day-to-day operations to make your jobs easier and to provide you with an efficient workflow.

Our software products are specifically designed to meet the needs of government offices including County Recorders, County Clerks, Clerk of the Board of Supervisors, Election Officials and City Clerks. Each of our systems is designed to be highly configurable and completely turnkey, so that they meet the immediate, individual needs of our clients and their respective agencies.

2.3.1 DisclosureDocs™ and eDisclosure™ Development History

In partnership with the county of Ventura, SouthTech Systems developed the first generation of DisclosureDocs™ in 2000, the company's flagship product for managing the business process of the FPPC-mandated Conflict of Interest Code / Form 700. Since 2000, multiple California counties have acquired DisclosureDocs™. SouthTech Systems has since become an expert in the field of developing software solutions that facilitate the submission of Conflict of Interest filings.

In 2006, the County of Orange had a vision that all county Conflict of Interest filers would have the ability to electronically submit Conflict of Interest Form 700. SouthTech Systems, in turn, redeveloped DisclosureDocs™ and created eDisclosure™ to support the electronic submission process. The County of Orange subsequently applied for legislation change that would allow filers to electronically file Form 700.

In 2008, the legislation change was successfully passed in the form of a three-year pilot program for four California counties. Individuals in these counties who are designated filers by their authority's Conflict of Interest Code may file assuming, annual and leaving statements by completing the FPPC-mandated Form 700 online and submitting it to their Filing Officer electronically. Note that for organizations that cannot file and submit electronically, eDisclosure™ still streamlines the paper filing process.

After three years, the pilot counties will report on the results of the program, which—if successful—will allow the legislation to be opened up to all organizations that file Form 700.

2.4 Contact / Support Information

Should you have any questions about our system, please contact your Filing Officer, who will be more than happy to assist you.

2.5 About the Documentation

The eDisclosure™ *Filer's Guide* includes the following documentation:

- ☑ Detailed descriptions of eDisclosure™ features for Filers
- ☑ eDisclosure™ basic operation for Filers with step-by-step tutorials

2.6 Useful Links

1. http://www.fppc.ca.gov/Act/2012_Index.pdf
2. http://fppc.ca.gov/forms/700-12-13/Form700-12-13.pdf
3. http://www.fppc.ca.gov/forms/700-12-13/RefPamphlet12-13.pdf
4. http://www.fppc.ca.gov

2.7 Definitions

(Source: Reference Pamphlet)

The purpose of this section is to explain key terms in the filing process. For additional terms and examples, please visit the FPPC Website.

Annual Statement: Generally, the period covered is January 1 through December 31 of the year that you are filing for. If the period covered by the statement is different than January 1 through December 31, you must specify the period covered. Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict-of-interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Assuming Office Statement: If you are a newly appointed official or are newly employed in a position designated in a state or local agency's conflict-of-interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in. Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable. For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

Code Filer: An individual who has been designated in a state or local agency's conflict-of-interest code to file statements of economic interests.

Conflict of Interest: A public official or employee has a conflict of interest under the Act when all of the following occur:

- The official makes, participates in making, or uses his or her official position to influence a governmental decision;
- It is reasonably foreseeable that the decision will affect the official's economic interest;
- The effect of the decision on the official's economic interest will be material; and
- The effect of the decision on the official's economic interest will be different than its effect on the public generally. Check the FPPC website (www.fppc.ca.gov) for a fact sheet entitled, "Can I Vote? Conflict of Interest Overview."

Conflict-of-Interest Code: The Act requires every state and local government agency to adopt a conflict-of-interest code. The code may be contained in a Regulation, policy statement, or a city or county ordinance, resolution, or other document. An agency's conflict-of-interest code must designate all officials and employees of, and consultants to, the agency who make or participate in making governmental decisions that could cause conflicts of interest. These individuals are required by the code to file statements of economic interests and to disqualify themselves when conflicts of interest occur. The disclosure required under a conflict-of-interest code for a particular designated official or employee should include only the kinds of personal economic interests he or she could significantly affect through the exercise of his or her official duties. For example, an employee whose duties are limited to reviewing contracts for supplies, equipment, materials, or services provided to the agency should be required to report only those interests he or she holds that are likely to be affected by the agency's contracts for supplies, equipment, materials, or services.

Contact Person: The person who is responsible for managing filers at the agency level. A Contact Person can also be a Filing Official. In most cases, the Filing Official is the Contact Person, but not always.

Disclosure Categories: The section of an agency's conflict-of-interest code that specifies the types of personal economic interests officials and employees of the agency must disclose on their statements of economic interests. Disclosure categories are usually contained in an appendix or attachment to the conflict-of-interest code. Contact your agency to obtain a copy of your disclosure categories.

Expanded Statement: Some officials or employees may have multiple filing obligations (for example, a city council member who also holds a designated position with a county agency, board, or commission). Such officials or employees may complete one expanded statement covering the disclosure requirements for all positions and file a complete, originally signed copy with each agency.

Filing Officer: The Filing Officer is the person or agency which receives and retains original statements of economic interests.

Filing Official: The Filing Official is the person who receives and retains original statements of economic interests and is required to make and retain a copy of such statements and forward the original to the Filing Officer.

Initial Statement: If your office or position has been added to a newly adopted or newly amended conflict-of-interest code, use the effective date of the code or amendment, whichever is applicable. Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

Filing Amendments: If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised. It is not necessary to re-file the entire form.

Leaving Office Statement: Generally, the period covered is January 1 through the date you stopped performing the duties of this position. If the period covered differs from January 1 through the date you stopped performing the duties of this position, the period covered must be specified. Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported.

3 Getting Started

3.1 Filer Access to eDisclosure™

As a filer, you will be granted account access to eDisclosure™ by your Filing Officer. Once your account has been successfully created, you'll receive two automated emails; the first being a "Welcome" email from your Filing Officer and the second, a new account notification that provides you with your eDisclosure™ username and password.

To: Eric Johnson
Cc:
Subject: CONFLICT OF INTEREST FORM 700 – ASSUMING OFFICE

Congratulations on your appointment to the Department of Development Services. Our records indicate that you assumed your position on 08/11/2009. As an official or employee whose position is designated in the agency's conflict of interest code, you are required to file an assuming office Form 700 Statement of Economic Interests, Form 700 no later than 30 days after the date you assumed office.

You are now eligible to file your Form 700 electronically in the privacy of your own personal secured filing area. You have access to this area 24/7 and online help is available. All positions that you are required to file an assuming office Form 700 will be listed in your personal filing area. You are not required to complete or finalize your filing at one time; it is available to you 24/7.

COUNTY/CITY DEPARTMENT/AGENCY FILERS: Once you have finalized and submitted your Form 700 electronically, a copy of your filing will be saved with the date and time of filing in your online e-filing cabinet.

87200 FILERS: Once you have completed your form, the system will prompt you to print, sign and mail your completed Form 700 to the County/City Clerk who will date stamp and receive your Form 700, retain a copy and forward the original to the Fair Political Practices Commission. A copy of your filing will be saved with the date and time of filing in your online e-filing cabinet.

We hope you enjoy your experience and find e-filing easy to use.

Larry Smith, County/City Clerk

Program Location: https://www.youredisclosurewebsite.gov

Figure 1: Sample Welcome Email

To: Eric Johnson
Cc:
Subject: Your Conflict of Interest eFile Login and Password

Conflict of Interest eFile account created registered to this email address.

The Login ID is: eric.johnson@agencyq.gov
The password is : xQ*26_zS

Please write this down and save for later reference.

If you think you've received this email in error, or if you have any questions or concerns, please contact us at response@agency.com

System Logon Link: https://www.youredisclosurewebsite.gov

Figure 2: Sample New Account Notification Email

3.2 Logging into eDisclosure™

Once your Filer's account has been activated, simply follow the instructions below to login:

1. First, ensure that you are on an Internet-connected computer. Then, click the system link that was included in your new account notification email. Note that your agency's link will replace the red highlighted link below.

To: Eric Johnson
Cc:
Subject: Your Conflict of Interest eFile Login and Password

Conflict of Interest eFile account created registered to this email address.

The Login ID is:eric.johnson@agencyq.gov
The password is : xQ*26_zS

Please write this down and save for later reference.

If you think you've received this email in error, or if you have any questions or concerns, please contact us at response@agency.com

System Logon Link: https://www.youredisclosurewebsite.gov

Figure 3: Click Your System Link

2. A new Web browser window will open and you will be automatically directed to the eDisclosure™ Website. Here, enter the Login ID and Password that appears in your new account notification email. Depending on your organization, you may also need to input a unique security code that appears on the login page. After you have entered this information, click the "Log In" button.

   - If you have forgotten or lost your password, click Forgot Password?. You will be asked to provide your Login ID, last name, security question and security answer (if you do not know or have not set up your security question and answer, please contact your Filing Officer for assistance). Once you submit your password request, the system will automatically generate, encrypt and send you a new password. Neither SouthTech Systems nor your Filing Officer will see your password.

   - If you have forgotten or lost your Login ID, click Forgot Login ID?. You will be asked to provide your last name, email address, security question and security answer (if you do not know or have not set up your security question and answer, please contact your Filing Officer for assistance). Once you submit your request, the system will email you your Login ID.

Figure 4: Logging in from your Browser

Should you need assistance during the login process, you may click the Department / Agency Contact list link to view contact information for your organization.

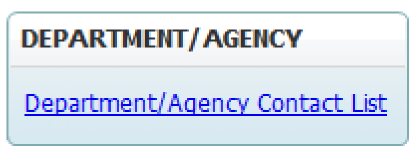


Figure 5: Department / Agency Contact list link

3. If this is your first time logging in after your new account has been created, you will need to create a new password. Please follow the security-requirement rules on the password creation page. You will also be asked to select and answer a security question. This security question will be asked if you ever forget your password.

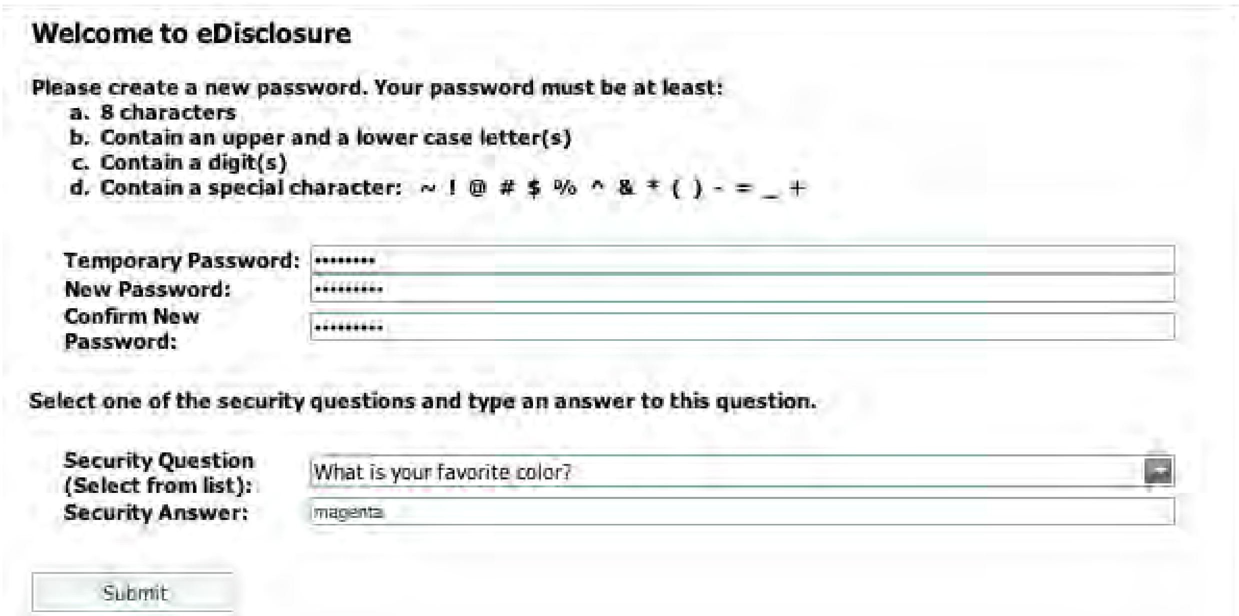


Figure 6: Set Your New Password

3.3 Navigating eDisclosure™

After logging into eDisclosure™, you can navigate through the system using the menu options on the left side of the page.

Figure 7: Navigation / Menu Options

Please refer to the next section for detailed information on each navigation menu option.

4 The Login Menu

4.1 Login Menu Options

The Login Menu appears after you have logged into eDisclosure™ and contains the following options:

- **Home** – Information / Announcements from your Department or Agency
- **Change Password** – Update your account with a new password
- **Change Login ID** – Update your account with a new login ID / username
- **Change Email** – Update the email address where you receive system announcements and messages.

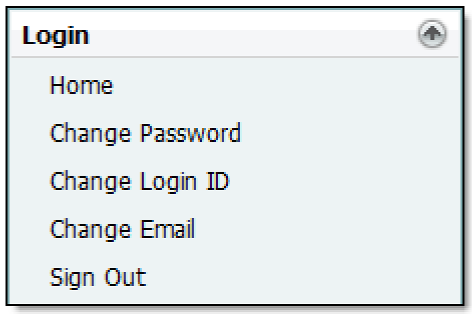


Figure 8: The Login Menu

4.2 Home

This page looks similar to your login page, in that it contains the same information and announcements from your Department or Agency. However, because you are already logged in, you will not see the Login box on the left side of the page.

4.3 Change Password

To change your password, input your old password and your new password twice. Your new password must follow the security-rules indicated on the password-reset page.

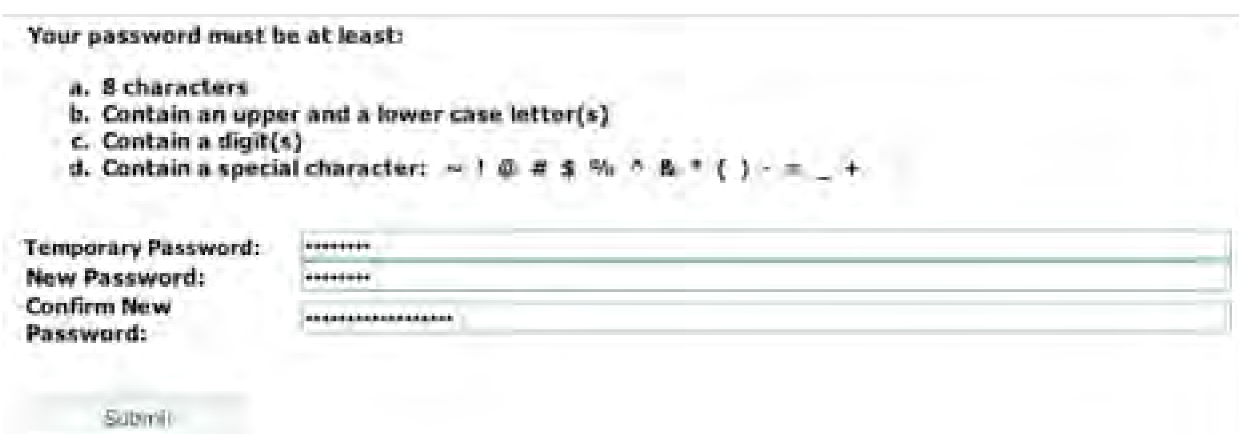


Figure 9: Change Your Password

4.4 Change Login ID

To change your Login ID, input your password and your new Login ID.

Figure 10: Change Your Login ID

4.5 Change Email

To change the email address that receives system notifications, input your password and your new email address.

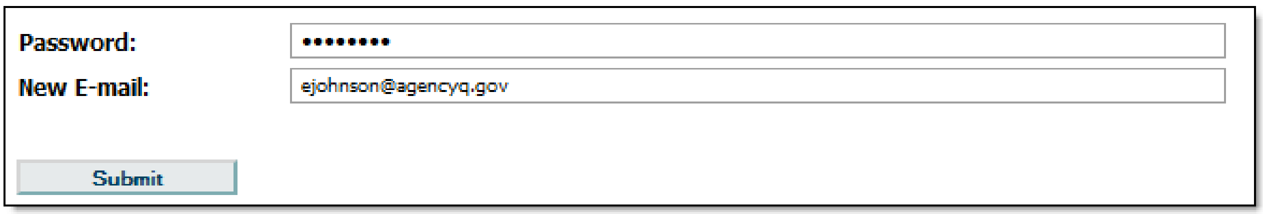


Figure 11: Change Your Login ID

5 The Filer Menu

5.1 Filer Menu Options

The Filer Menu appears after you have logged into eDisclosure™ and contains the following options:

- **Current Filing** – A list of positions that requires submission of FPPC Form 700 (Statement of Economic Interests). Note that this list contains the following information:
    - Position
    - Agency
    - Filing Type
    - Filing Year
    - Due Date
    - Disclosure Category (if hyperlinked, you can click the link to view a description of the corresponding disclosure category)
    - Period covered (the date range that the filing covers)
- **Previous Filings** – A list of FPPC Form 700 (Statement of Economic Interests) filings that you have already submitted, along with actions you can take for submitted files.
- **View Profile** – View your filer profile—including your positions—and update your contact address.

5.2 Current Filings

Your "Current Filings" page lists positions that require you to file a Statement of Economic Interest Form 700.

Figure 12: Current Filings

Note that when "Current Filings" is selected, the menu options will update to provide you with helpful tips and references. You may sort the "Current Filings" table by the following columns:

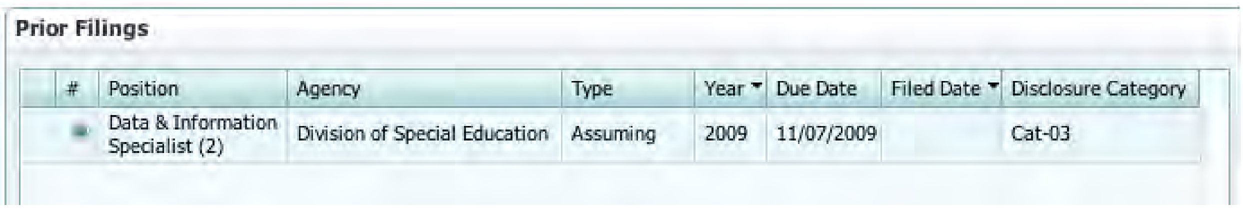
- Position
- Agency
- Filing Type
- Filing Year
- Due Date

- Disclosure Category (if hyperlinked, you can click the link to view a description of the corresponding disclosure category)
- Period covered (the date range that the filing covers)

Note that you may have one or multiple positions listed in the Current Filings table. From this page, you can proceed with a filing or navigate to any other eDisclosure™ section. For detailed instructions on filing, please refer to Chapter 6 in this document.

5.3 Previous Filings

Your "Previous Filings" page lists prior submissions of FPPC Form 700 that you have made through the eDisclosure™ system.


Prior Filings

	#	Position	Agency	Type	Year	Due Date	Filed Date	Disclosure Category
		Data & Information Specialist (2)	Division of Special Education	Assuming	2009	11/07/2009		Cat-03

Figure 13: Prior Filings

Note that when "Previous Filings" is selected, the menu options will update to provide you with helpful tips and references. You may sort the table by the following fields:

- Position
- Agency
- Type
- Year Filed
- Due Date
- Filed Date
- Disclosure Category (if you hover over the category number, you can view its description)

Note that you may have one or multiple positions listed in the table. At the bottom of the page, you will find buttons that allow you to view, print, save and amend your prior files, as well as generate a "Filings Report."

Figure 14: Previous Filings Options

For detailed instructions on viewing, printing and amending your prior filings, and generating a "Filings Report," please refer to Chapter 7 in this document.

5.4 View Profile

By selecting "View Profile" from the navigation menu, you can view your filer profile—including your positions—and update your contact address. Note that when "View Profile" is selected, the menu options will update to provide you with helpful tips and references.

5.4.1 Filer Information

Here, view your Name, Employee Number and Email Address as it appears in the system.

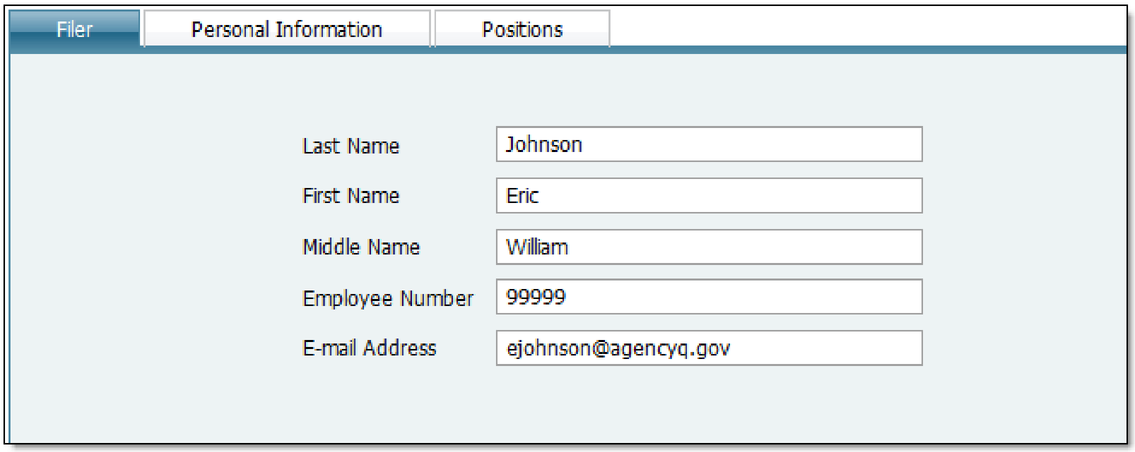


Figure 15: Filer Information

Note that these fields cannot be edited. To change your Email Address, you must go through the Login Menu.

5.4.2 Contact Information

Within the Contact Information tab, view your contact (business) address and home (confidential) address. You may edit these fields by clicking the "Edit" button at the bottom of the page. Note that your home address information will not appear on your filing form. It is used only in the event that your Filing Officer needs to contact you and you cannot be reached at your office address.

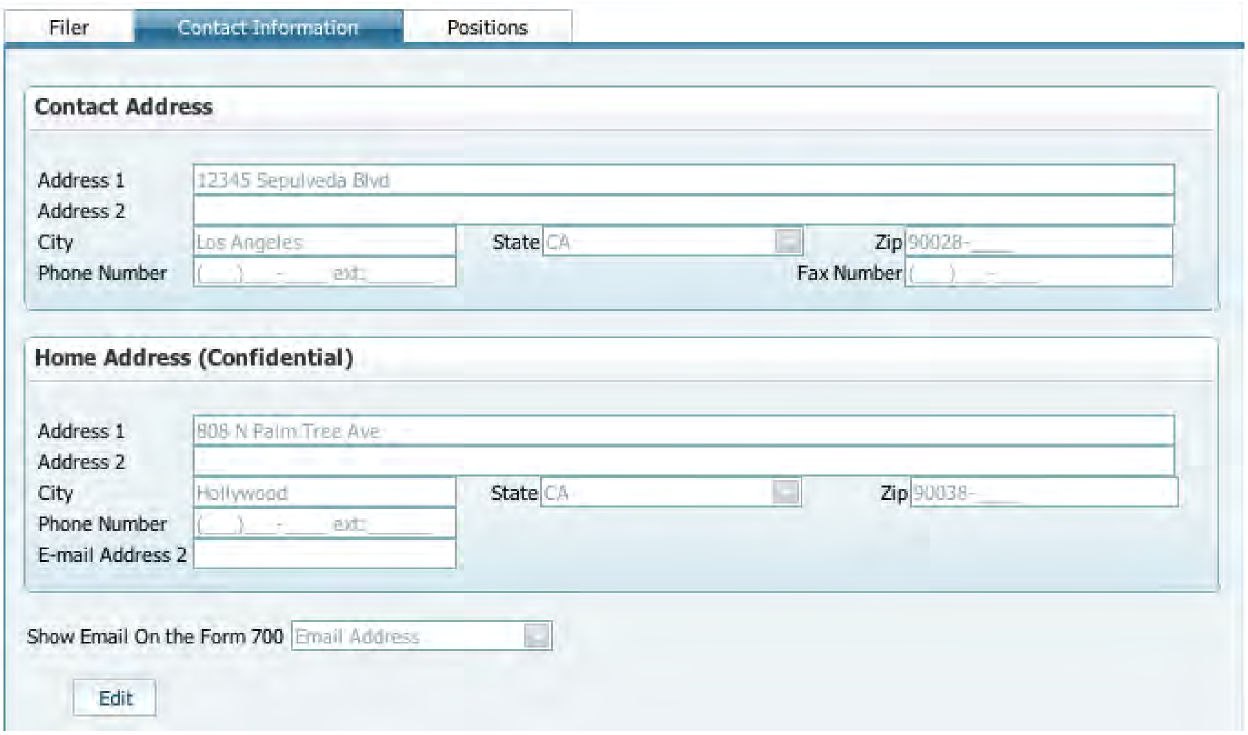


Figure 16: Contact Information

5.4.3 Position(s) Information

Within the "Positions" tab, review the positions that require you to submit FPPC Form 700. To quickly view your personal business address for a position, simply hover over the respective question mark icon. To view your disclosure requirements for a position, hover your mouse pointer over the position's disclosure category.

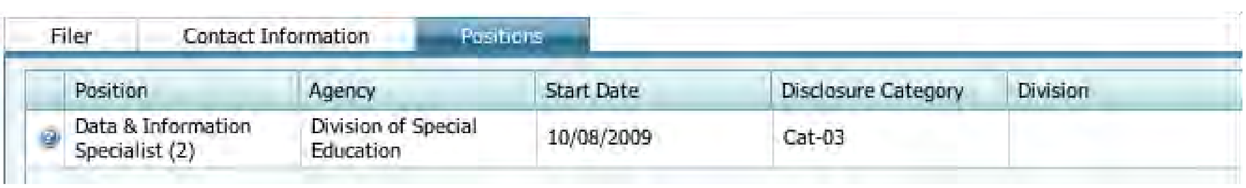


Figure 17: Positions

If you see that a position is incorrectly listed, please contact your Filing Officer to address this issue.

6 The eFiling Process

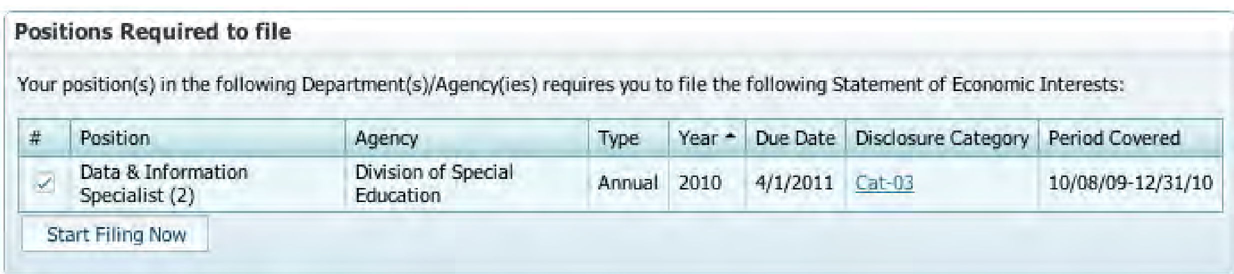
6.1 Filing FPPC Form 700

6.1.1 Selecting Your Position(s)

To start the filing process for a position that requires submission of FPPC Form 700, navigate to your "Current Filings" page. This page initially provides you with all of the positions that you are required to file Conflict of Interest Form 700. On the left side of the page, the menu options will update to provide you with helpful tips and references.

Note that the table displays the type of filing you are required to submit (e.g. annual, assuming, leaving, etc.). You may place your mouse over the disclosure category code to quickly see what you are required to disclose.

To begin, place a checkmark next to the position(s) that you want to file your statement for at this time and click the "Start Filing Now" button.


Positions Required to file

Your position(s) in the following Department(s)/Agency(ies) requires you to file the following Statement of Economic Interests:

#	Position	Agency	Type	Year	Due Date	Disclosure Category	Period Covered
✓	Data & Information Specialist (2)	Division of Special Education	Annual	2010	4/1/2011	Cat-03	10/08/09-12/31/10

Start Filing Now

Figure 18: Select Position(s) for Filing

System Note

Assuming and *Leaving Office* statements must be filed within 30 days of assuming or leaving office. You may only file <u>one</u> position at a time.

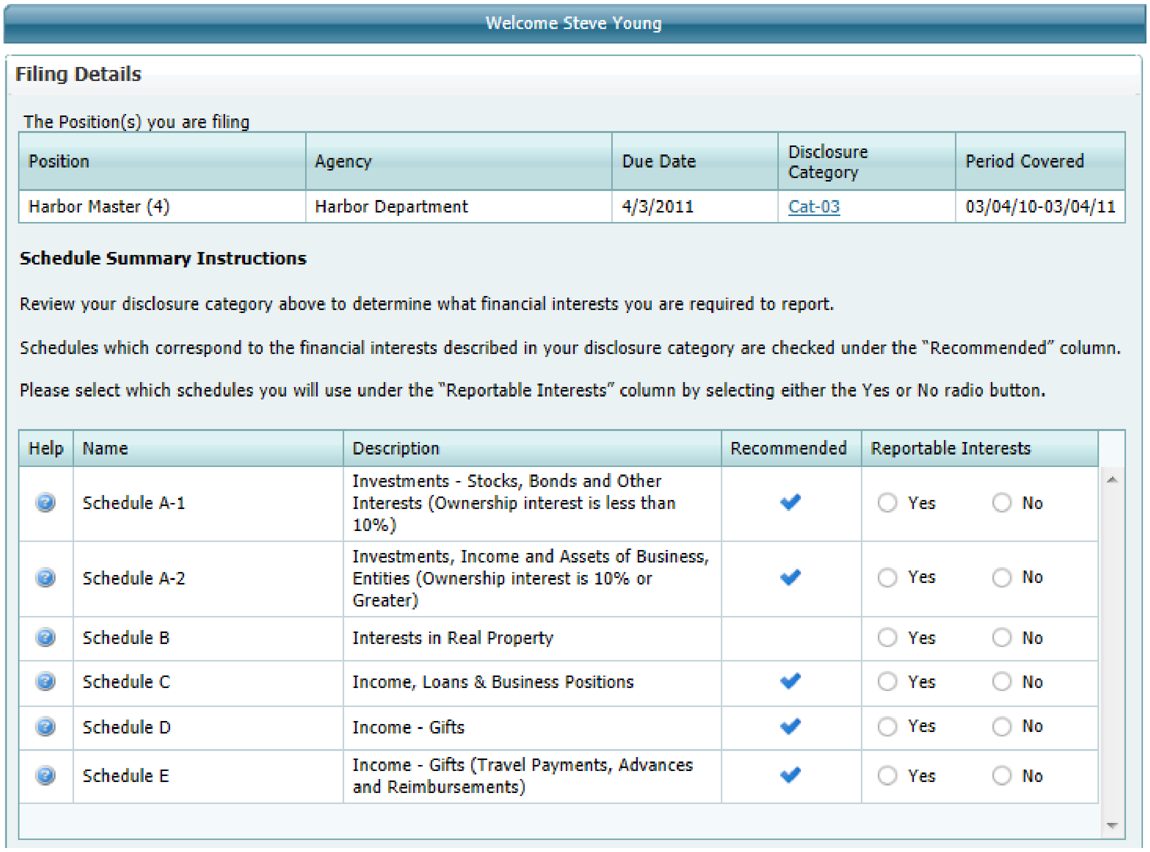
For annual filings, you can file for multiple positions at the same time. If you select a position that is an "annual" filing, the system will automatically combine all other annual filings as an "expanded statement."

If you would like to file information for each annual filing individually or if you would like to file information for the largest entity only, then you may deselect (or uncheck) the other position(s) and they will not be part of an "expanded" statement.

6.1.2 Selecting Your Schedule(s)

Once you click "Start Filing Now", you will arrive at your "Filing Detail View." Here, you will find the name(s) of the position(s) that you are currently filing for and a list of all schedules that are <u>recommended</u>, based upon that position's disclosure category. If there is a disclosure category that you believe should be completed, but is not checked as recommended, you can select "Yes" and that schedule will be included in your filing.

If you have "no reportable interest" on any or all of the required schedules, please select "No" reportable interests for all that apply.



Welcome Steve Young

Filing Details

The Position(s) you are filing

Position	Agency	Due Date	Disclosure Category	Period Covered
Harbor Master (4)	Harbor Department	4/3/2011	Cat-03	03/04/10-03/04/11

Schedule Summary Instructions

Review your disclosure category above to determine what financial interests you are required to report.

Schedules which correspond to the financial interests described in your disclosure category are checked under the "Recommended" column.

Please select which schedules you will use under the "Reportable Interests" column by selecting either the Yes or No radio button.

Help	Name	Description	Recommended	Reportable Interests	
	Schedule A-1	Investments - Stocks, Bonds and Other Interests (Ownership interest is less than 10%)	✔	Yes	No
	Schedule A-2	Investments, Income and Assets of Business, Entities (Ownership interest is 10% or Greater)	✔	Yes	No
	Schedule B	Interests in Real Property		Yes	No
	Schedule C	Income, Loans & Business Positions	✔	Yes	No
	Schedule D	Income - Gifts	✔	Yes	No
	Schedule E	Income - Gifts (Travel Payments, Advances and Reimbursements)	✔	Yes	No

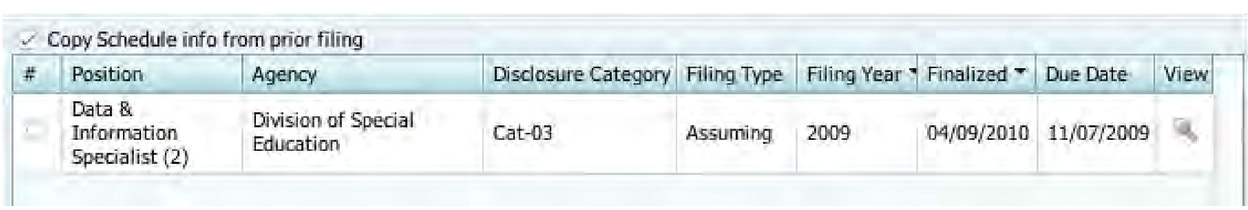
Figure 19: Filing Detail View

System Note

Hover your mouse over a question mark icon to view the respective Schedule's FPPC instructions.

To go to the next step, click the "Continue" button.

Note that once you have successfully submitted a filing, you will be given the option to copy schedule information from that filing to another when you return to the "Filing Detail View" screen.



Copy Schedule info from prior filing

#	Position	Agency	Disclosure Category	Filing Type	Filing Year	Finalized	Due Date	View
	Data & Information Specialist (2)	Division of Special Education	Cat-03	Assuming	2009	04/09/2010	11/07/2009	

Figure 20: Copy Schedule Info

6.1.3 Reviewing Your Cover Page

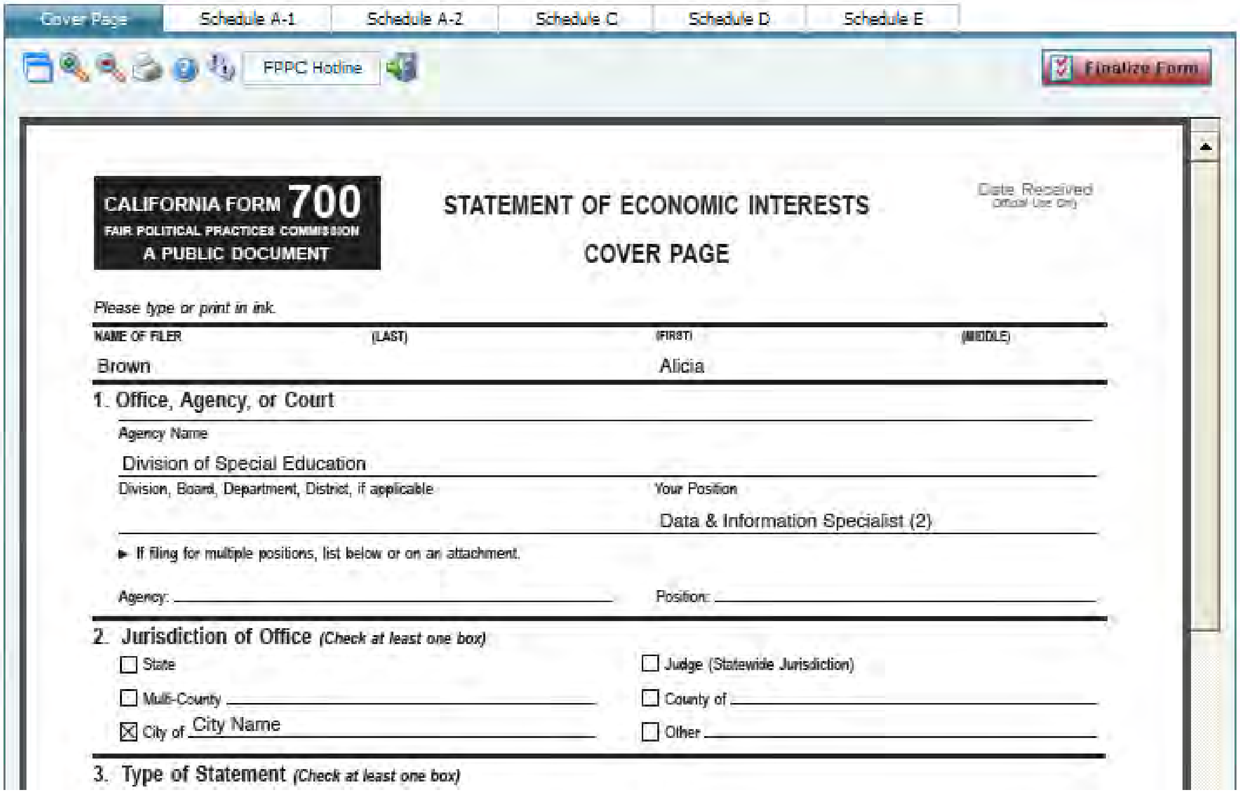


Figure 21: Cover Page

When you arrive at the "Filing Forms" page, take note of the tabs at the top. Your cover page, as well as individual schedules and instructions, are accessible via these tabs. By default, the "Cover Page" is selected.

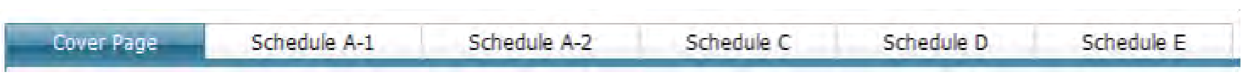


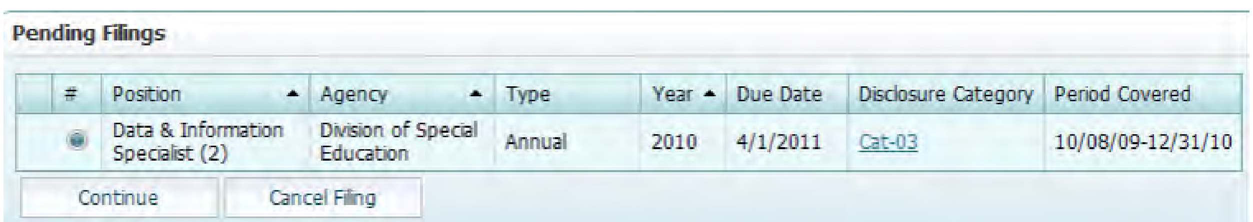
Figure 22: Cover Page Tab

Also take notice of the icons that appear under the "Cover Page" tab.

Figure 23: "Cover Page" Icons

Icon	Action
	Toggle between maximized view and restore down.
	Zoom in
	Zoom out
	Print
	Online Help
	Report an Issue
FPPC Hotline	View FPPC Contact Information
	Exit

Note that if you exit the form at this point or any point moving forward (without finalizing / submitting), and return to the "Current Filings" page, the form will be listed under "Pending Filings." You can easily resume—right where you left off—by clicking the "Continue" button. To cancel the pending filing, simply click the "Cancel Filing" button. If you click the "Cancel Filing" button, *all changes will be lost* and that position will re-appear under "Positions Required to File."


Pending Filings

#	Position	Agency	Type	Year	Due Date	Disclosure Category	Period Covered
	Data & Information Specialist (2)	Division of Special Education	Annual	2010	4/1/2011	Cat-03	10/08/09-12/31/10

Figure 24: Pending Filings

As you review your cover page, you will find that its fields have been automatically populated by information that eDisclosure™ has in its system. If you feel that the cover page includes incorrect information, please contact your Filing Officer. These fields include:

- Your Full Name
- Mailing Address
- Office, Agency or Court and Position
- Jurisdiction
- Type of Statement (Assuming Office / Leaving Office / Annual / Candidate)
- Schedule Summary, including number of pages and applicable schedule(s)

6.1.4 Completing Your Schedule(s)

To start filling out a schedule, simply click the respective tab at the top of the page. First, take notice of the icons that appear under the "Schedule" tab(s).

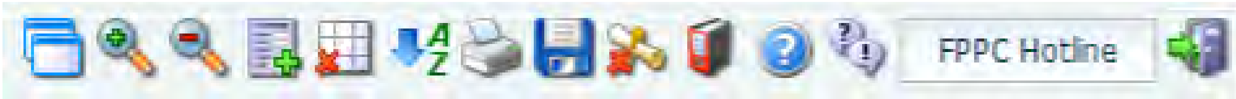


Figure 25: "Schedule" Icons

Icon	Action
	Toggle between maximized view and restore down.
	Zoom in
	Zoom out
	Add an additional sheet to the schedule
	Delete a section from the selected schedule page (sections are numbered from left to right).
	Sort sections alphabetically (from A to Z)
	Print
	Save
	Help and instructions for the respective schedule
	Nothing to report on this schedule (removes the selected schedule from your filing)
	What interests must I disclose? (provides a description of the disclosure category)
	Report an Issue
FPPC Hotline	View FPPC Contact Information
	Exit

On the Schedule, blank fields require your input. Should you need assistance with or have questions about the respective schedule, simply click the question mark icon to view detailed reference information.

Note that if you exit the form or navigate to another page, eDisclosure™ will auto-save your modifications.

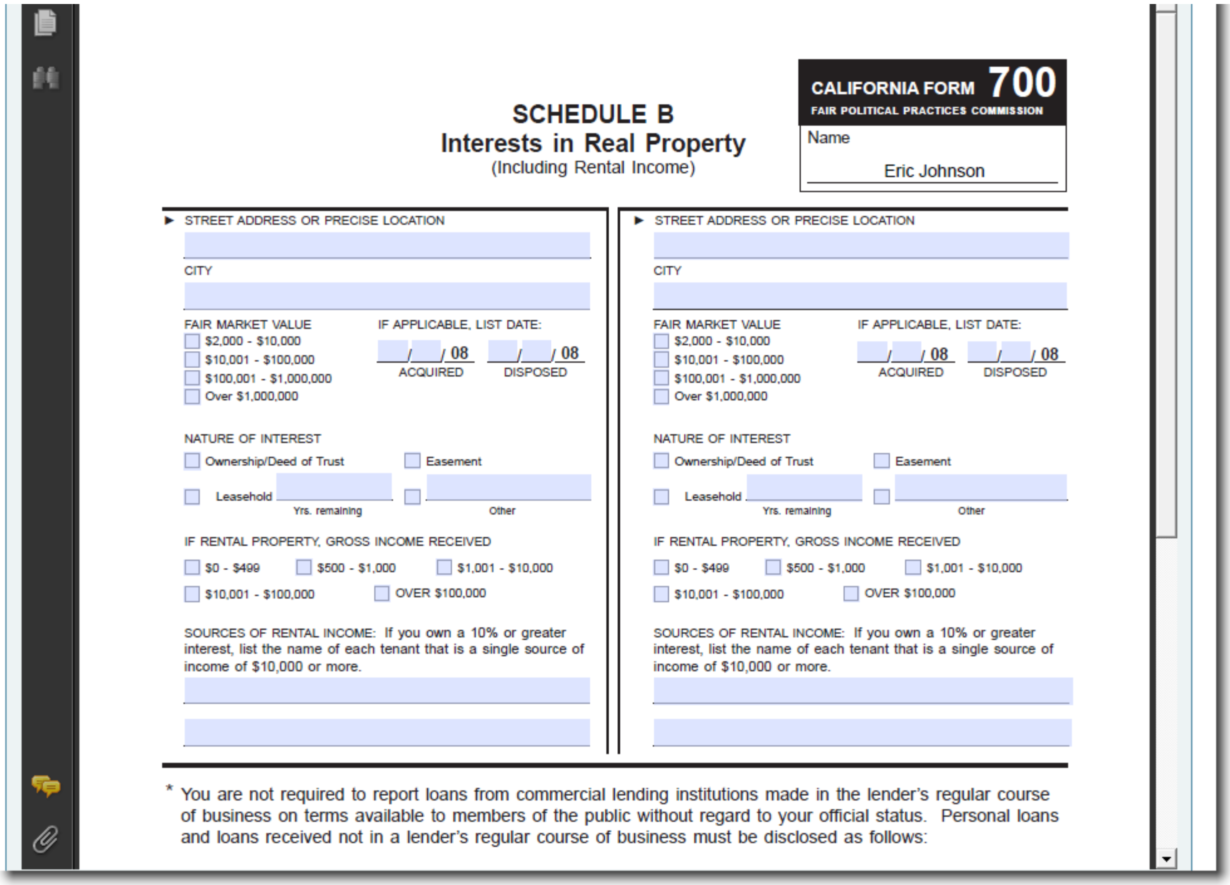


Figure 26: Sample Schedule B

Adobe Acrobat Reader may have highlighted / shaded the blank fields for you (shown in Figure 26), which is dependent upon the application's settings. To confirm Adobe Acrobat Reader's display settings, right-click the form, select "Page Display Preferences" and click "Forms" in the settings window that appears.

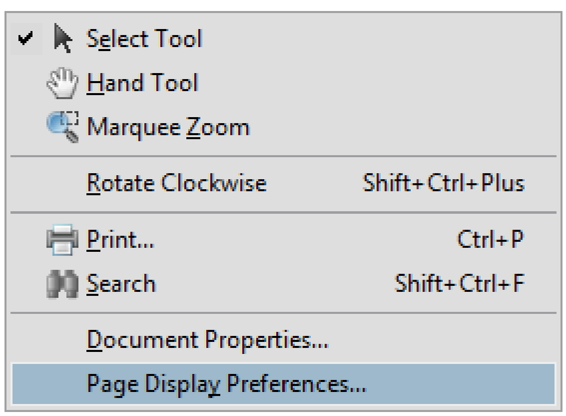


Figure 27: Form Page Display Preferences

From here, you can turn your highlight color on or off.

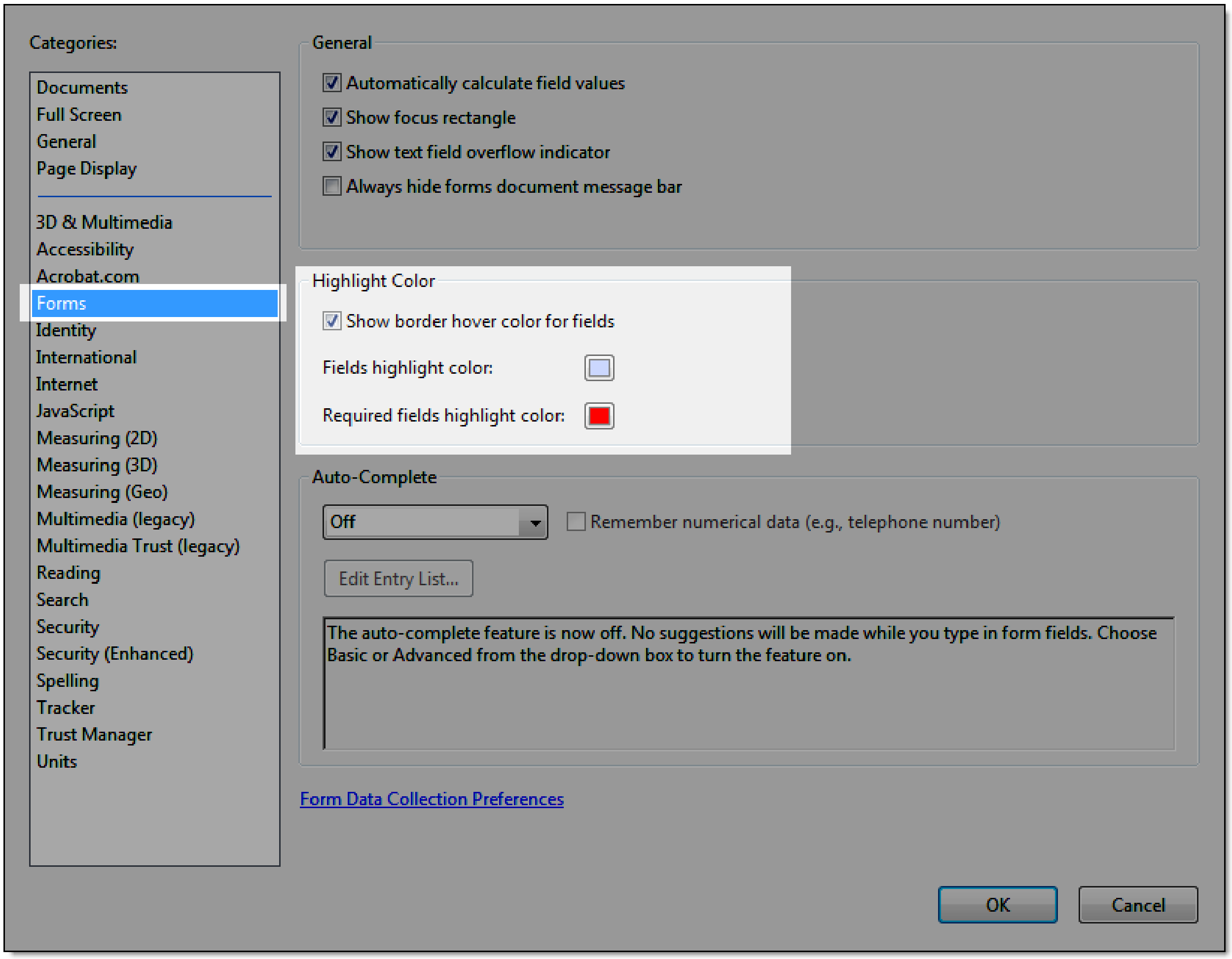


Figure 28: Highlight Color On / Off

If you have a prior year filing for the same position, your information will be conveniently copied into this year's form. **Note:** Gifts or disposed assets will not be carried over.

If you copied information from a prior filing, be sure to:

- Edit your schedules carefully and delete, remove or enter the sold date for all assets that should not appear, or should be shown as sold / disposed of during this year.
- Add any new information that was not included in a prior filing.

After you have entered all required information, you may proceed with the submission process by clicking the "Finalize Form" button.

Figure 29: Finalize Form

If you attempt to finalize the form without entering all required information, eDisclosure™ will prompt you with a system error and list all the validation issues that it has found within the form.

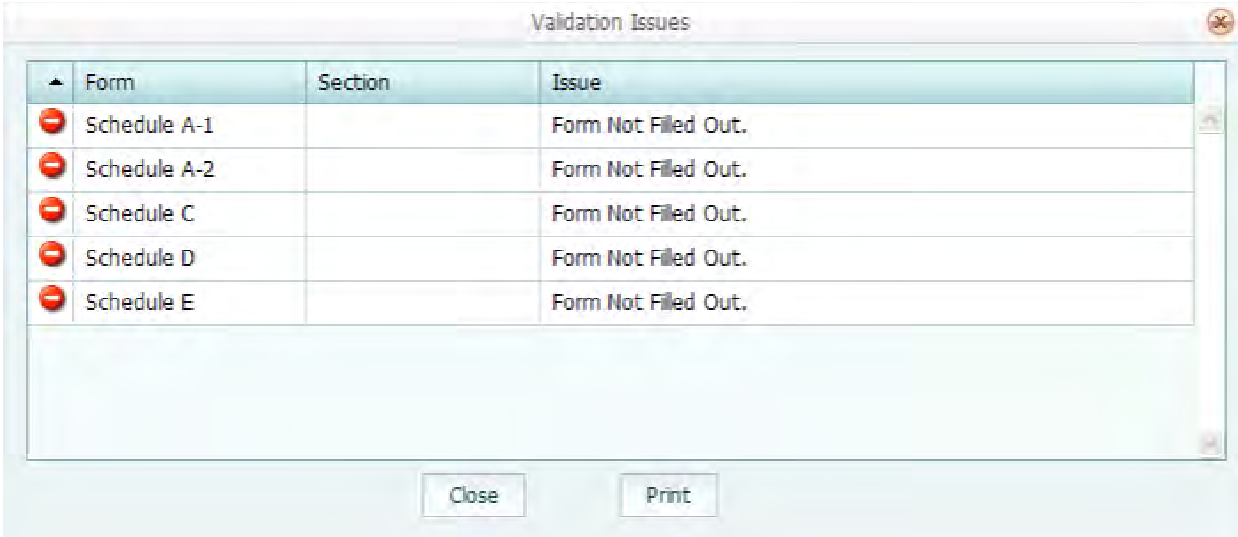


Figure 30: Validation Issues

When you click "Close," you'll be taken back to the schedule with the validation issues marked in red.

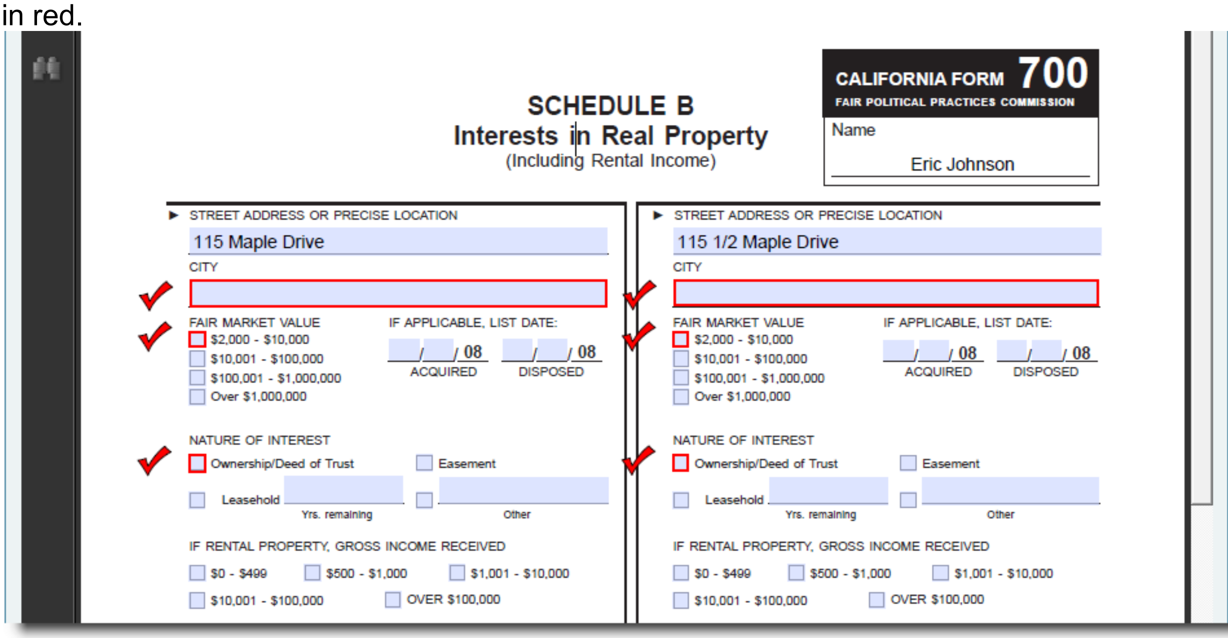


Figure 31: Missing Information Flags

After correctly inputting your information and re-clicking the "Finalize Form" button, you will be prompted to lock your document.

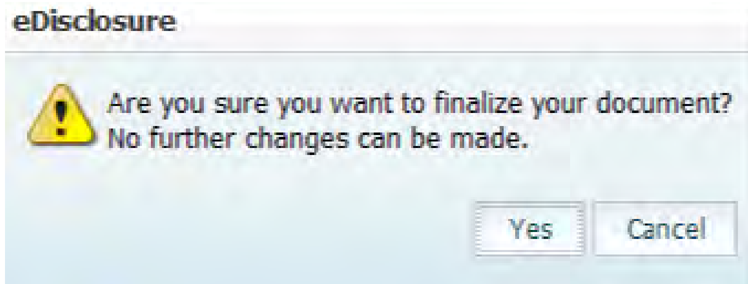


Figure 32: Confirmation Prompt

If you are sure that you would like to proceed, click the "Yes" button.

6.1.5 Submit Filing (when electronic submission is available)

If "Electronic Submission" is not available within your agency or department, please proceed to Section 6.1.6.

On the "Submit Filing" page, you must accept the verification statement to proceed. If you are filing late, you can _optionally_ provide an explanation for the late filing of your form. In Figure 33, the option to electronically submit is available. This option is dependent upon your agency or department. Once you select the "Accept" radio button, all submission / filing buttons will become active.

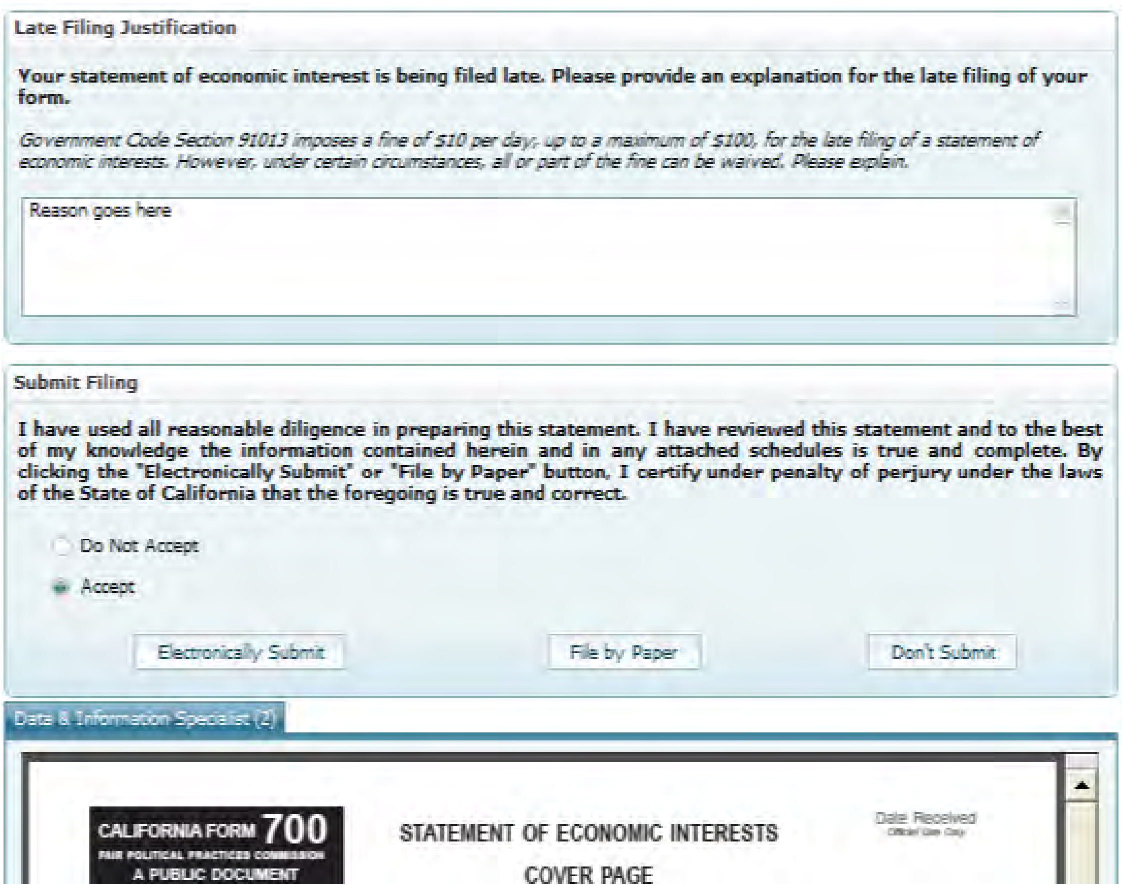


Figure 33: Verification Statement

System Note

There will be an acceptance required for each form submitted. In Figure 33, for example, there is one form being submitted, so one acceptance is required.

For agencies and departments that allow electronic submission, the following options exist:

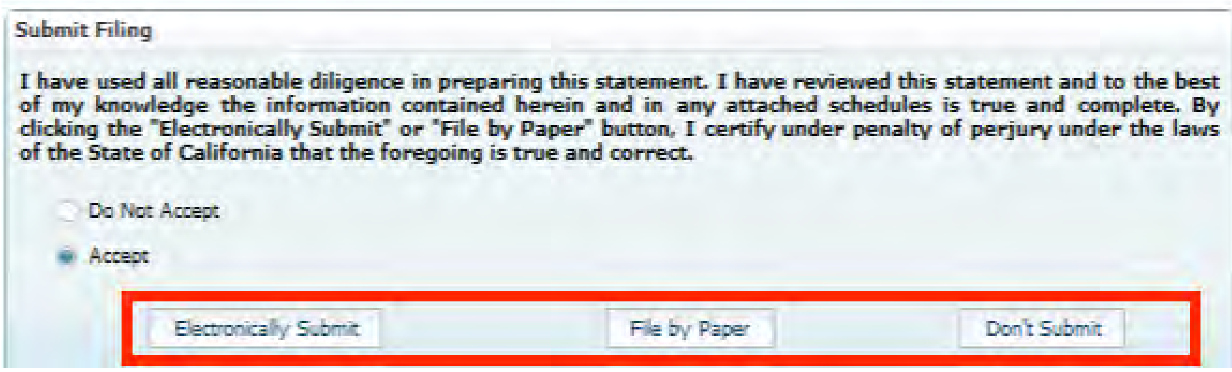


Figure 34: Filing Options (when electronic submission is available)

Electronically submit – Your form is instantly routed to your Filing Officer and archived under your "Previous Filings." You will receive a confirmation message on-screen and via email upon submission. When you submit electronically, you will receive the following confirmation message for each form that you accept and submit.

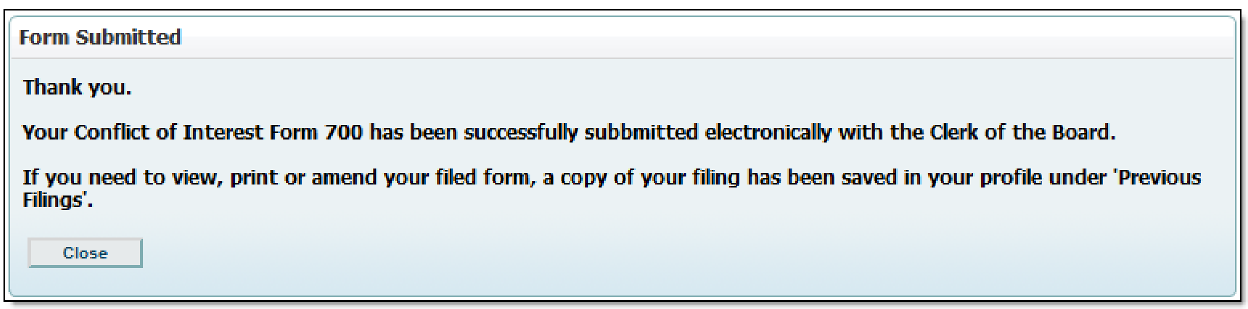


Figure 35: Confirmation Message for Electronic Form

File by paper – you may print your form and mail it to your Filing Officer. Note that you must accept an additional verification that states you will need to sign and mail it.

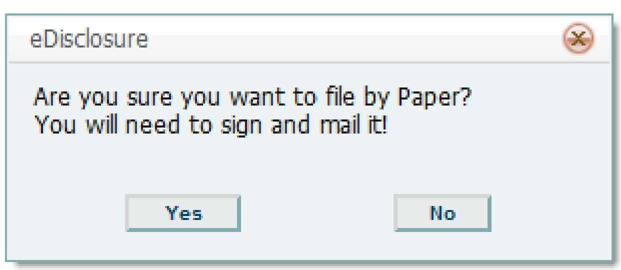


Figure 36: Sign by Paper Verification Statement

After accepting, you will receive a confirmation message on-screen and via email. You will also be prompted by your computer to print the document. This filing will also be archived under your

"Previous Filings;" however, the "Filed Date" will not appear until your Filing Officer receives and processes it.

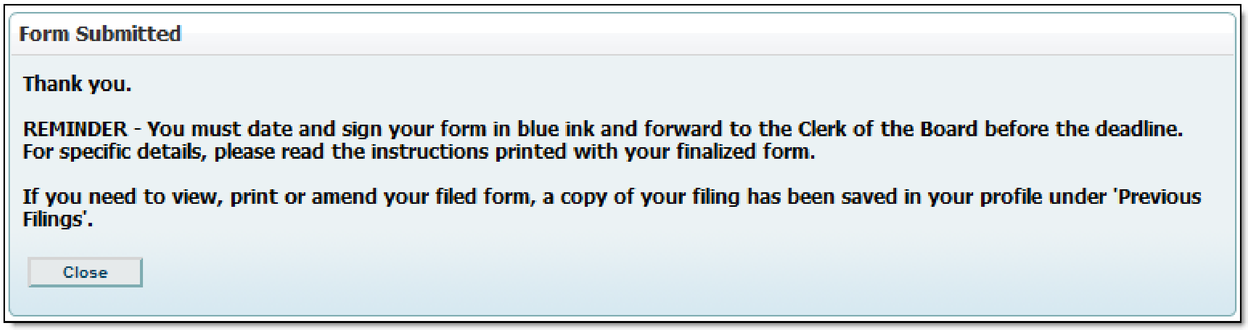


Figure 37: Confirmation Message for Printed Form

System Note

Note that you may have positions in an expanded statement that allow electronic submission, while other positions do not. eDisclosure™ will automatically determine which forms in the expanded statement can be sent electronically and which forms must be submitted by paper, and then file them using the determined method of submission.

Don't Submit – your form will be saved under "Pending Filings" and you will be able to resume at a later time. Make sure you file and finalize by the due date, otherwise you will be subject to late charges by your Filing Officer.

6.1.6 Submit Filing (when electronic submission is not available)

On the "Submit Filing" page, you must accept the verification statement to proceed. In Figure 35, the option to electronically submit is not available. Note that this is dependent upon your agency or department. Once you select the "Accept" radio button, all submission / filing buttons will become active.

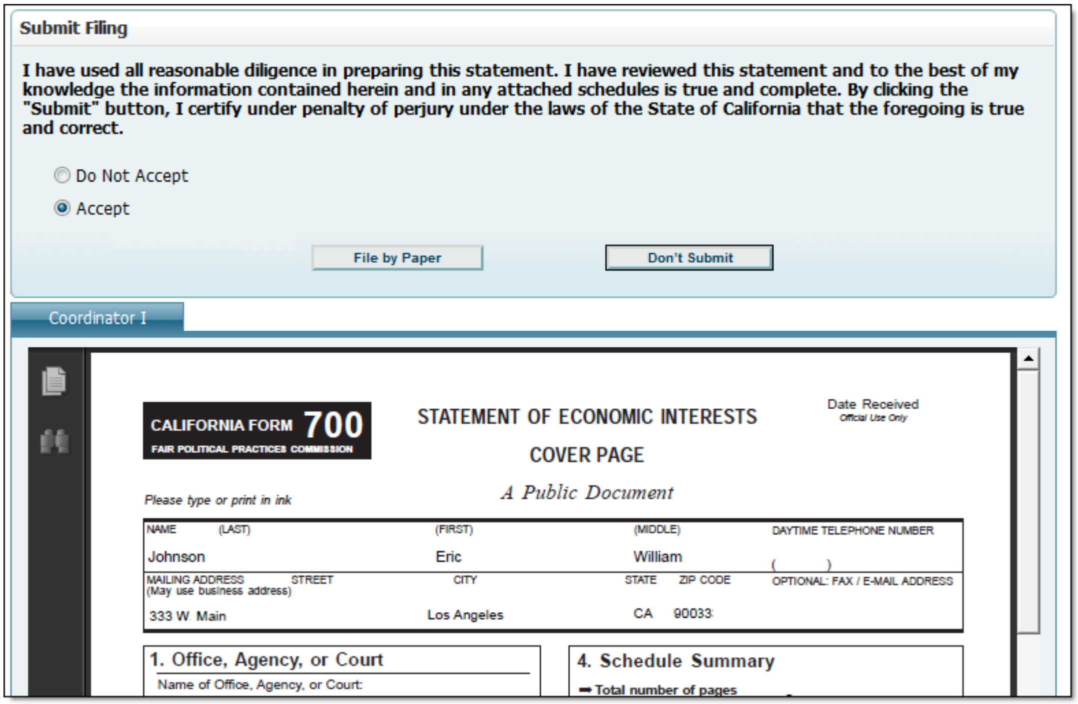


Figure 38: Verification Statement

System Note

There will be an acceptance required for each form submitted. In Figure 33, for example, there is one form being submitted, so one acceptance is required.

For agencies and departments that <u>do not</u> allow electronic submission, the following options exist:

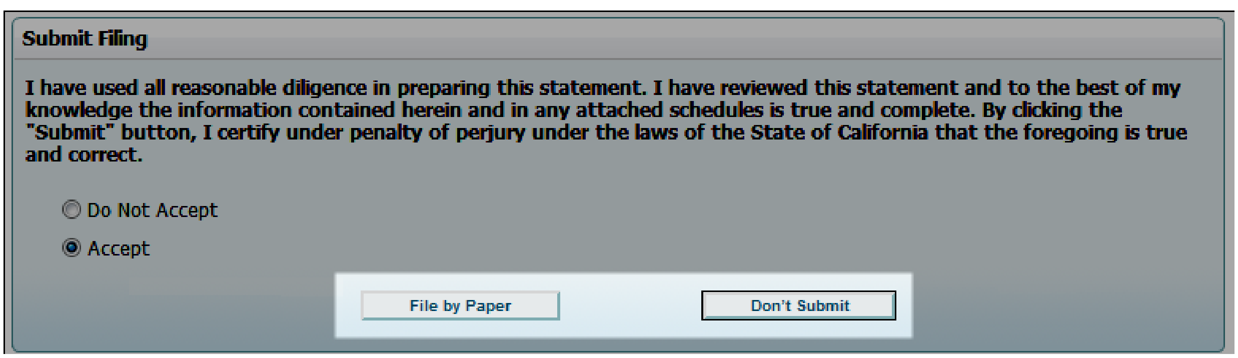


Figure 39: Filing Options (when electronic submission <u>is not</u> available)

File by paper – you may print your form and mail it to your Filing Officer. Note that you must accept an additional verification that states you will need to sign and mail it.

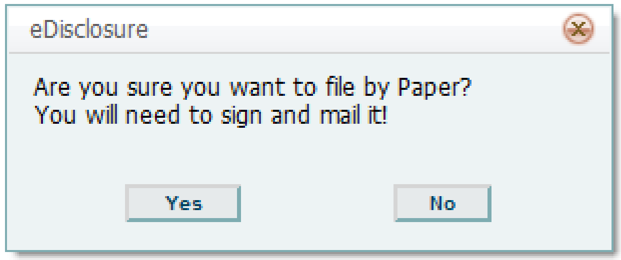


Figure 40: Sign by Paper Verification Statement

After accepting, you will receive a confirmation message on-screen and via email. You will also be prompted by your computer to print the document. This filing will also be archived under your "Previous Filings;" however, the "Filed Date" will not appear until your Filing Officer receives and processes your form.

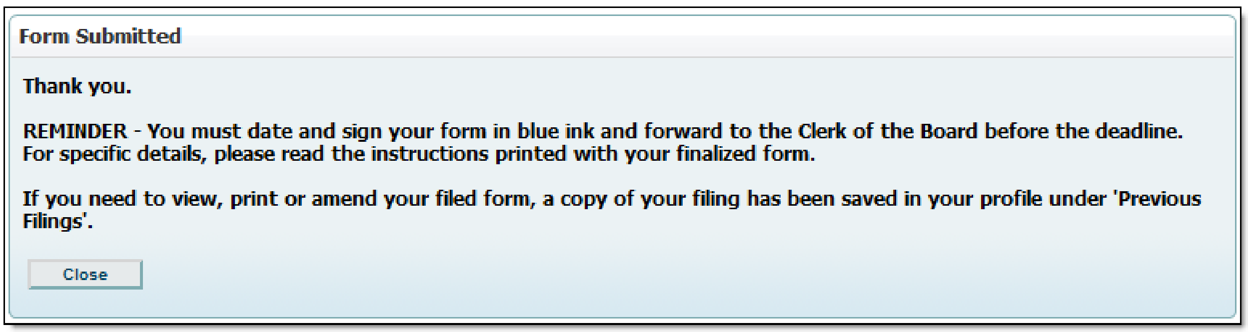


Figure 41: Confirmation Message for Printed Form

Don't Submit – your form will be saved under "Pending Filings" and you will be able to resume at a later time. Make sure you file and finalize by the due date, otherwise you will be subject to late charges by your Filing Officer.

7 Prior Filing Actions

7.1 Your Prior Filings

As described in Section 5.3, click the "Previous Filings" menu option to view a list of prior submissions of FPPC Form 700, along with action buttons to view, print and amend a filing; and generate a "Filings Report."

Prior Filings

#	Position	Agency	Type	Year	Due Date	Filed Date	Disclosure Category
◉	Data & Information Specialist (2)	Division of Special Education	Annual	2010	04/01/2011	10/15/2012 09:08:21 PM	Cat-03
○	Data & Information Specialist (2)	Division of Special Education	Assuming	2009	11/07/2009		Cat-03

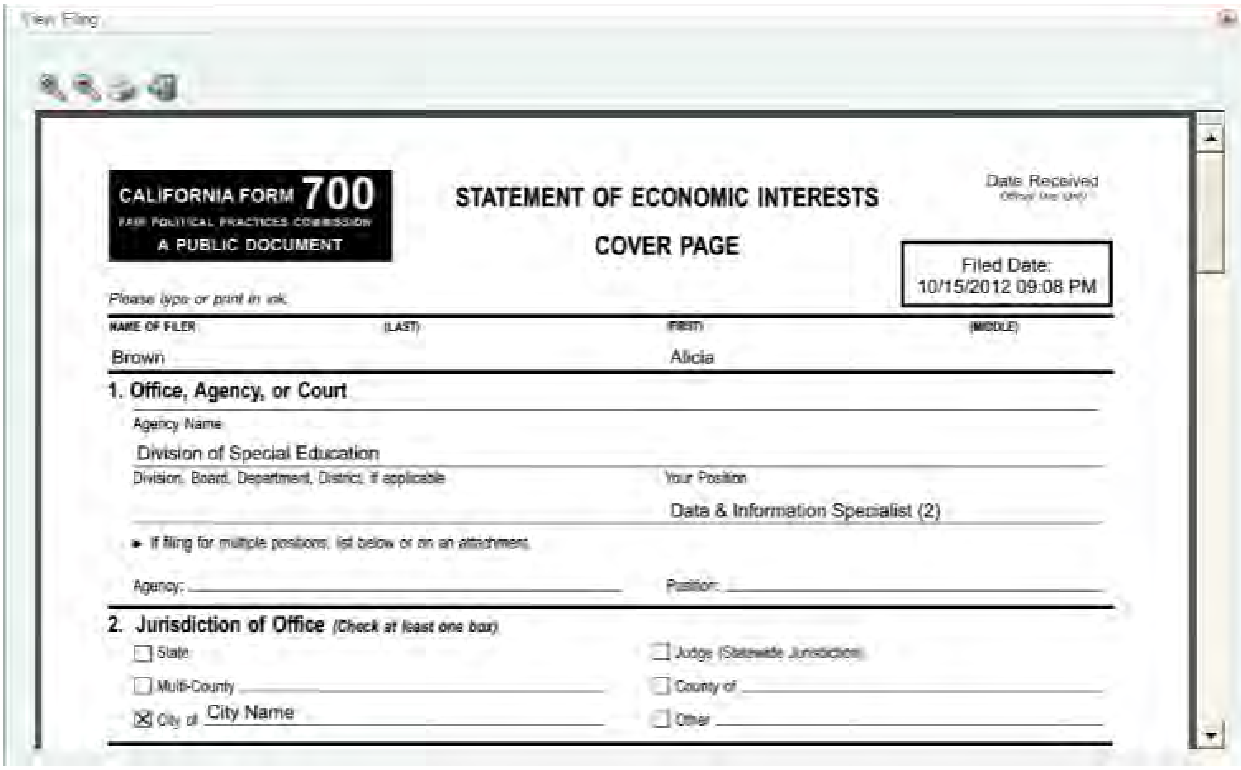
Figure 42: Prior Filings and Action Buttons

7.2 Viewing Your Prior Filings

It's simple to view your previous filings through eDisclosure™. From the "Prior Filings" list, select the filing that you would like to view. Then, click the "View" button.

Figure 43: View Prior Filing button

On the next page, your submitted FPPC Form 700 will appear, along with a time and date stamp confirming your filing submission.


View Filing

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
A PUBLIC DOCUMENT

STATEMENT OF ECONOMIC INTERESTS

COVER PAGE

Date Received

Filed Date:
10/15/2012 09:08 PM

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

Brown Alicia

1. Office, Agency, or Court

Agency Name

Division of Special Education

Division, Board, Department, District, if applicable

Your Position

Data & Information Specialist (2)

► If filing for multiple positions, list below or on an attachment.

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

☐ State ☐ Judge (Statewide Jurisdiction)

☐ Multi-County ☐ County of

☒ City of City Name ☐ Other

Figure 44: Sample of Submitted Form 700

7.3 Printing Your Prior Filings

To print your submitted form, just select the filing that you'd like to print and click the "Print" button.

Figure 45: Print Prior Filing button

Your computer will then prompt you to select a printer and print the document.

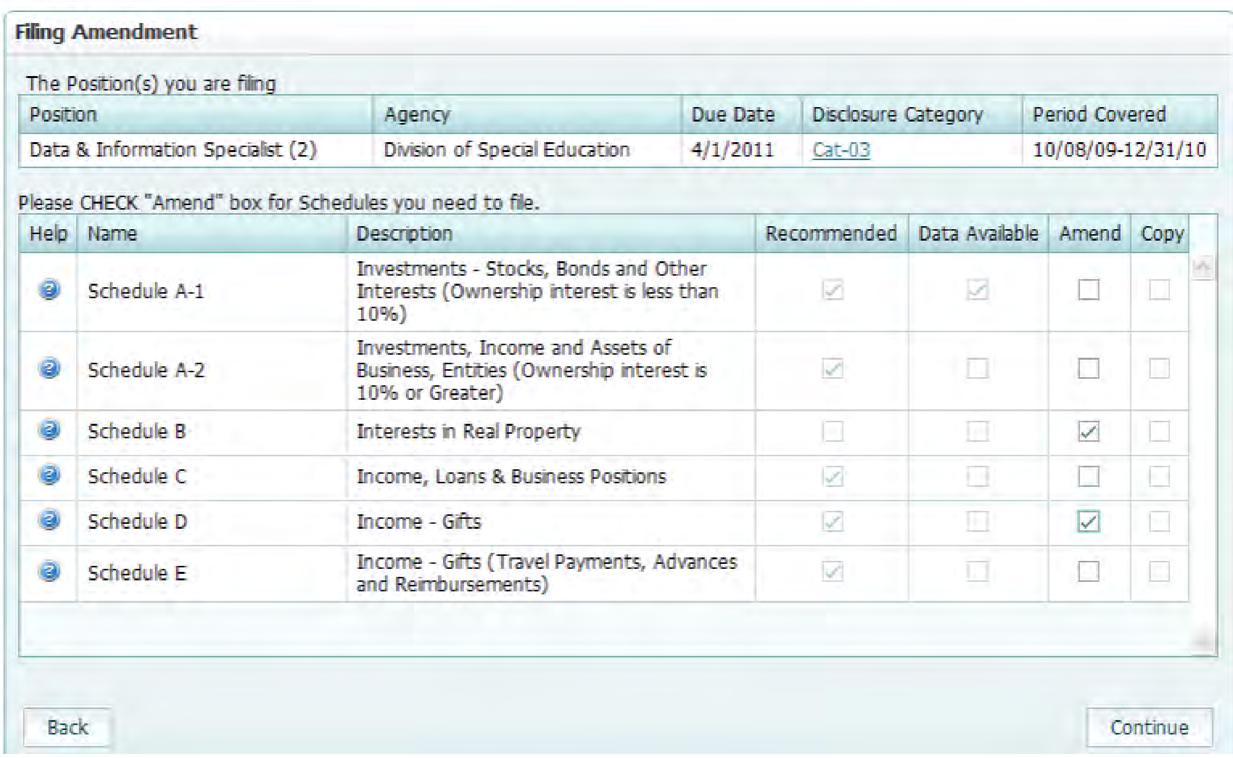
7.4 Amending Your Prior Filings

If you need to change a form that you have already submitted to your Filing Officer, you may do so through the "Amendment" process. Start by selecting the filing that you would like to amend from the "Prior Filings" list. Then, click the "Amend" button.

Figure 46: Amend Prior Filing Button

Once you click "Amend", you will arrive at your "Filing Detail View." Here, you will find the name of the position that you are amending and a list of all schedules that are recommended, based upon that position's disclosure category. If you initially filed an expanded statement that requires amending, all filings within that expanded statement will be amended.

If there is a disclosure category that you believe should be completed, but is not checked as recommended, you can check the amend box and that schedule will be included in your filing. For example, in Figure 47, the recommended schedules are A-1 through E; however, we only submitted A-1. Thus, we are amending the filing by adding Schedules B and D.


Filing Amendment

The Position(s) you are filing

Position	Agency	Due Date	Disclosure Category	Period Covered
Data & Information Specialist (2)	Division of Special Education	4/1/2011	Cat-03	10/08/09-12/31/10

Please CHECK "Amend" box for Schedules you need to file.

Help	Name	Description	Recommended	Data Available	Amend	Copy
	Schedule A-1	Investments - Stocks, Bonds and Other Interests (Ownership interest is less than 10%)	☑	☑	☐	☐
	Schedule A-2	Investments, Income and Assets of Business, Entities (Ownership interest is 10% or Greater)	☑	☐	☐	☐
	Schedule B	Interests in Real Property	☐	☐	☑	☐
	Schedule C	Income, Loans & Business Positions	☑	☐	☐	☐
	Schedule D	Income - Gifts	☑	☐	☑	☐
	Schedule E	Income - Gifts (Travel Payments, Advances and Reimbursements)	☑	☐	☐	☐

Back   Continue

Figure 47: Adding a Schedule to a Prior Filing

System Note

Hover your mouse over a question mark icon to view the respective Schedule's instructions.

To go to the next step, click the "Continue" button.

7.4.1 Amending Your Schedule(s)

To start amending a schedule, simply click the respective tab at the top of the page. First, take notice of the icons that appear under the "Schedule" tab(s).

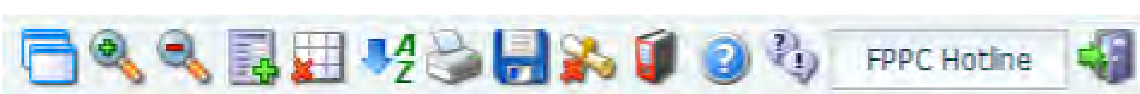
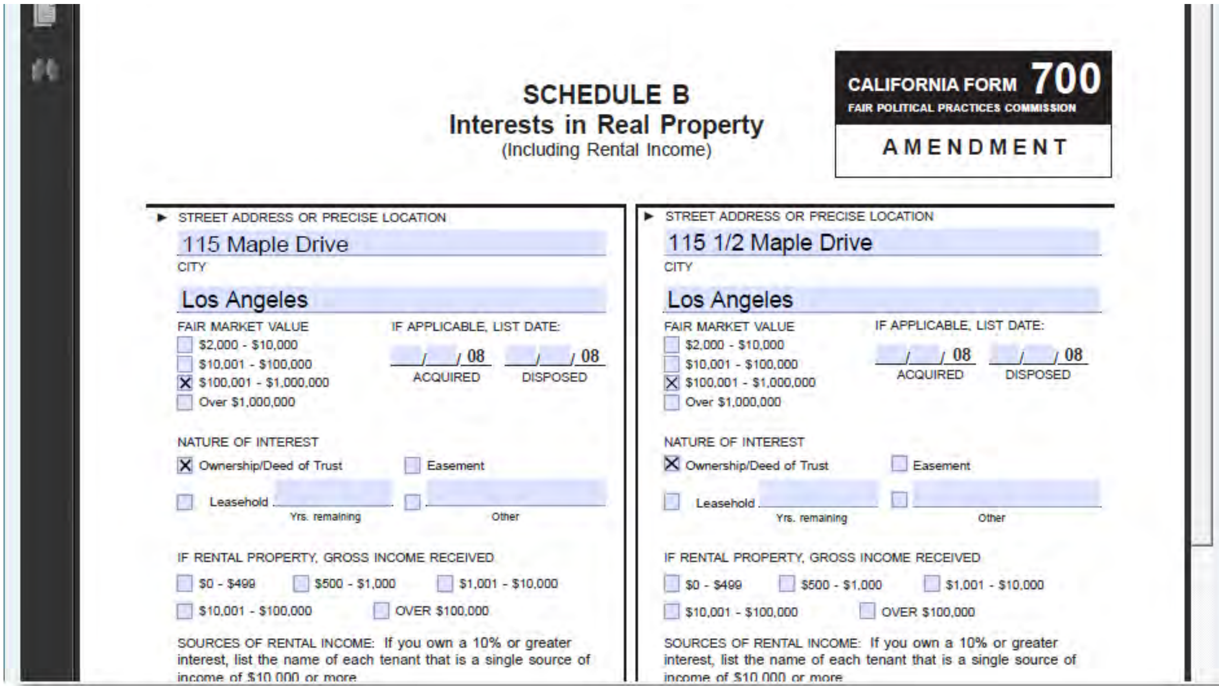


Figure 48: "Schedule" Icons

SOUTHTECH SYSTEMS

Icon	Action
	Toggle between maximized view and restore down.
	Zoom in
	Zoom out
	Add an additional sheet to the schedule
	Delete a section from the selected schedule page (sections are numbered from left to right).
	Sort sections alphabetically (from A to Z)
	Print
	Save
	Help and instructions for the respective schedule
	Nothing to report on this schedule (removes the selected schedule from your filing)
	What interests must I disclose? (provides a description of the disclosure category)
	Report an Issue
FPPC Hotline	View FPPC Contact Information
	Exit

For a schedule that you have already submitted, required fields will be shown as filled out. You may alter these fields for your amendment. Note that your amendment will appear as a separate, new filing and will not replace the original. Both filings (original and amended) are archived and will become public documents.

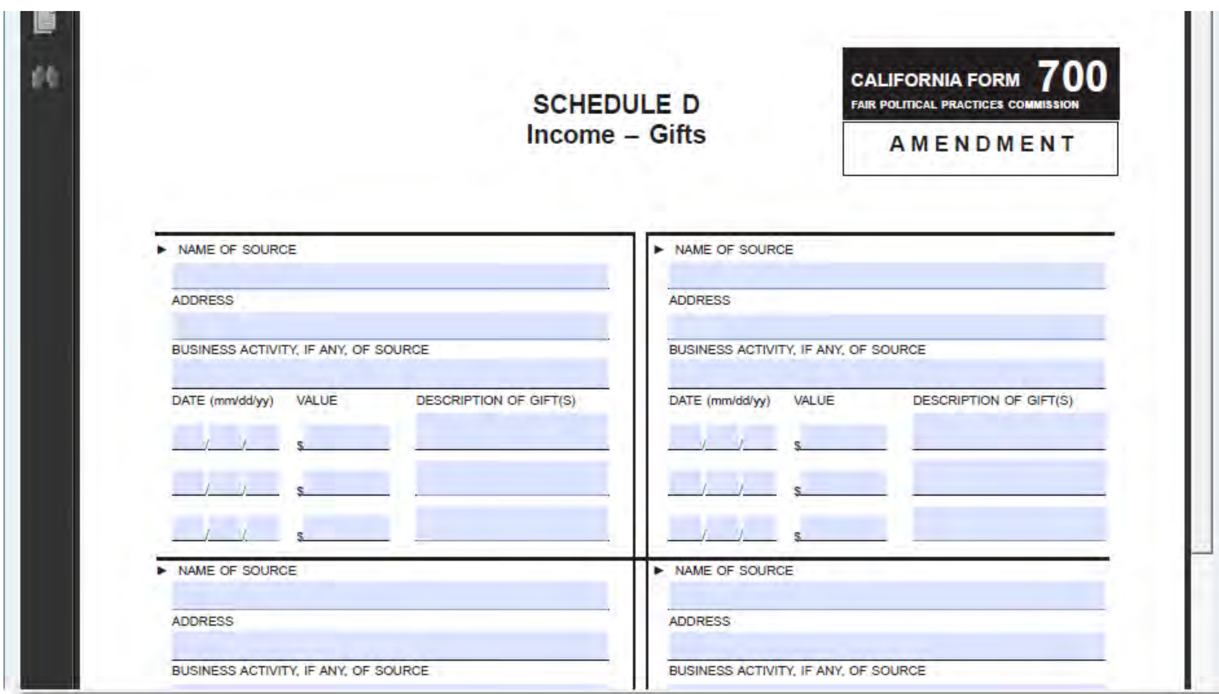

SCHEDULE B
Interests in Real Property
(Including Rental Income)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
AMENDMENT

► STREET ADDRESS OR PRECISE LOCATION 115 Maple Drive CITY Los Angeles FAIR MARKET VALUE ☐ $2,000 - $10,000 ☐ $10,001 - $100,000 ☒ $100,001 - $1,000,000 ☐ Over $1,000,000 IF APPLICABLE, LIST DATE: __/__/ 08 ACQUIRED __/__/ 08 DISPOSED NATURE OF INTEREST ☒ Ownership/Deed of Trust ☐ Easement ☐ Leasehold ____ Yrs. remaining ☐ ____ Other IF RENTAL PROPERTY, GROSS INCOME RECEIVED ☐ $0 - $499 ☐ $500 - $1,000 ☐ $1,001 - $10,000 ☐ $10,001 - $100,000 ☐ OVER $100,000 SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of $10,000 or more	► STREET ADDRESS OR PRECISE LOCATION 115 1/2 Maple Drive CITY Los Angeles FAIR MARKET VALUE ☐ $2,000 - $10,000 ☐ $10,001 - $100,000 ☒ $100,001 - $1,000,000 ☐ Over $1,000,000 IF APPLICABLE, LIST DATE: __/__/ 08 ACQUIRED __/__/ 08 DISPOSED NATURE OF INTEREST ☒ Ownership/Deed of Trust ☐ Easement ☐ Leasehold ____ Yrs. remaining ☐ ____ Other IF RENTAL PROPERTY, GROSS INCOME RECEIVED ☐ $0 - $499 ☐ $500 - $1,000 ☐ $1,001 - $10,000 ☐ $10,001 - $100,000 ☐ OVER $100,000 SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of $10,000 or more

Figure 49: Sample Schedule B from a Previous Filing

For a schedule that you have not previously submitted, complete the empty fields for amendment submission.


SCHEDULE D
Income – Gifts

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
AMENDMENT

► NAME OF SOURCE ADDRESS BUSINESS ACTIVITY, IF ANY, OF SOURCE DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S) __/__/__ $ ____ __/__/__ $ ____ __/__/__ $ ____	► NAME OF SOURCE ADDRESS BUSINESS ACTIVITY, IF ANY, OF SOURCE DATE (mm/dd/yy) VALUE DESCRIPTION OF GIFT(S) __/__/__ $ ____ __/__/__ $ ____ __/__/__ $ ____
► NAME OF SOURCE ADDRESS BUSINESS ACTIVITY, IF ANY, OF SOURCE	► NAME OF SOURCE ADDRESS BUSINESS ACTIVITY, IF ANY, OF SOURCE

Figure 50: New Schedule D for the Amended Filing

System Note

Because you are amending a previously submitted filing, your schedule(s) appear with an "Amendment" label.

After correctly inputting your information and clicking the "Finalize Form" button, you will be prompted to lock your amended document.

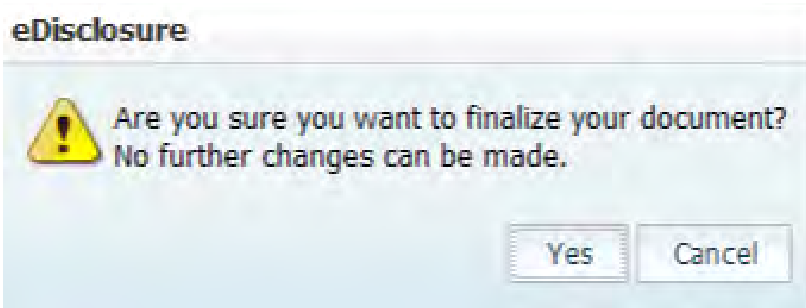


Figure 51: Confirmation Prompt

If you are sure that you would like to proceed, click the "Yes" button.

7.4.2 Submit Amendment (when electronic submission is available)

On the "Submit Filing" page, you must accept the verification statement to proceed. In Figure 33, the option to electronically submit is available. Note that this option is dependent upon your agency or department. Once you select the "Accept" radio button, all submission / filing buttons will become active.

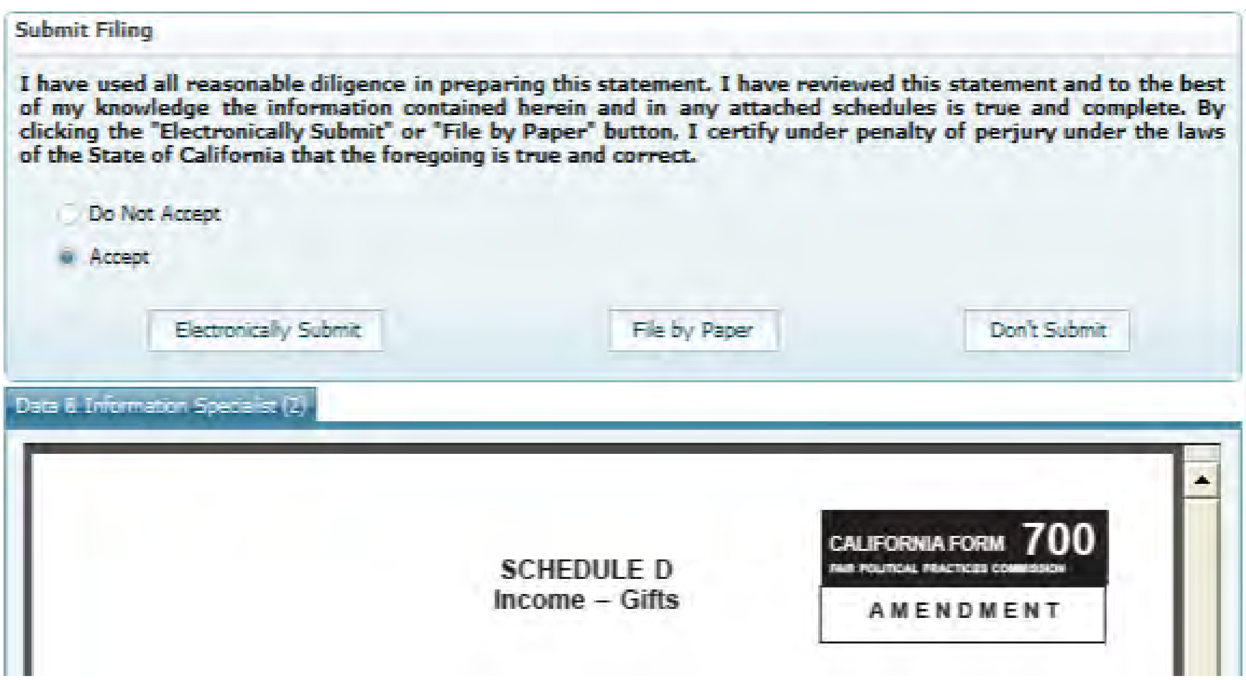


Figure 52: Verification Statement

For agencies and departments that allow electronic submission, the following options exist:

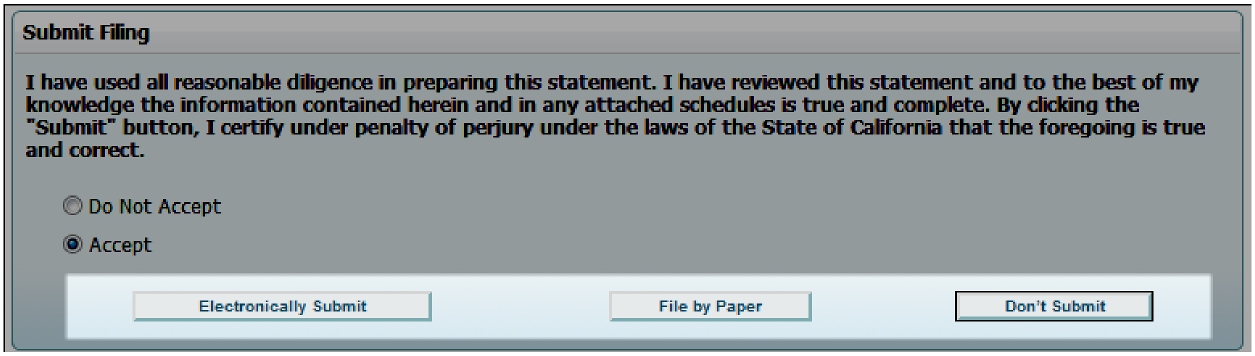


Figure 53: Filing Options (when electronic submission is available)

Electronically submit – Your amendment is instantly routed to your Filing Officer and archived under your "Previous Filings." You will receive a confirmation message on-screen and via email upon submission. When you submit electronically, you will receive the following confirmation message for each form that you accept and submit.

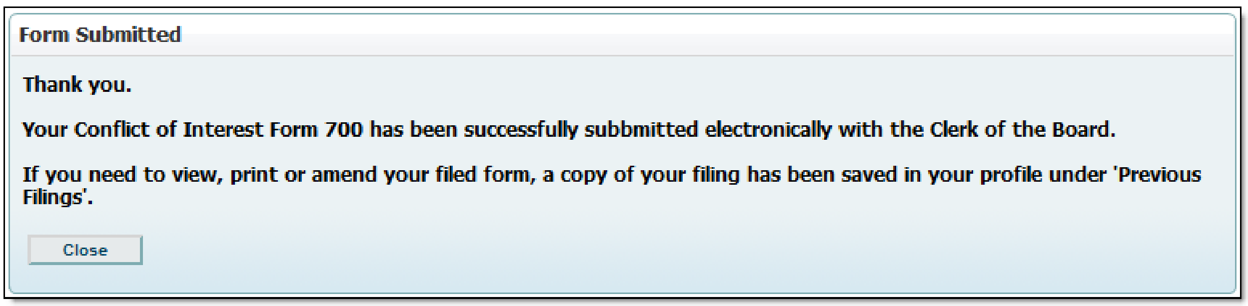


Figure 54: Confirmation Message for Electronic Form

File by paper – you may print your amendment and mail it to your Filing Officer. Note that you must accept an additional verification that states you will need to sign and mail it.

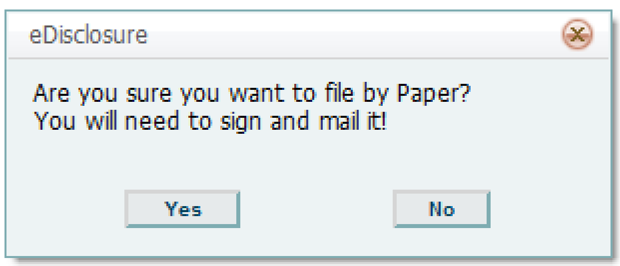


Figure 55: Sign by Paper Verification Statement

After accepting, you will receive a confirmation message on-screen and via email. You will also be prompted by your computer to print the document. This amendment will also be archived under your "Previous Filings;" however, the "Filed Date" will not appear until your Filing Officer receives and processes your form.

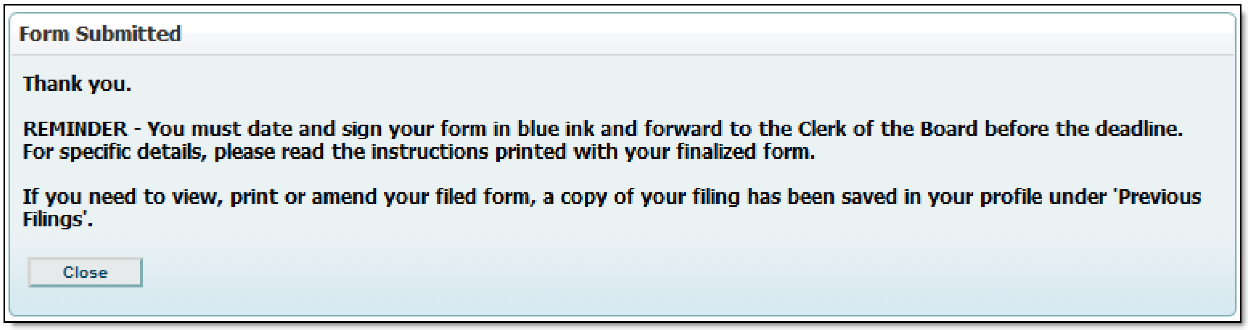


Figure 56: Confirmation Message for Printed Form

Don't Submit – your amendment will be saved under "Pending Filings" and you will be able to resume at a later time.

7.4.3 Submit Amendment (when electronic submission is not available)

On the "Submit Filing" page, you must accept the verification statement to proceed. In Figure 35, the option to electronically submit is not available. Note that this is dependent upon your agency or department. Once you select the "Accept" radio button, all submission / filing buttons will become active.

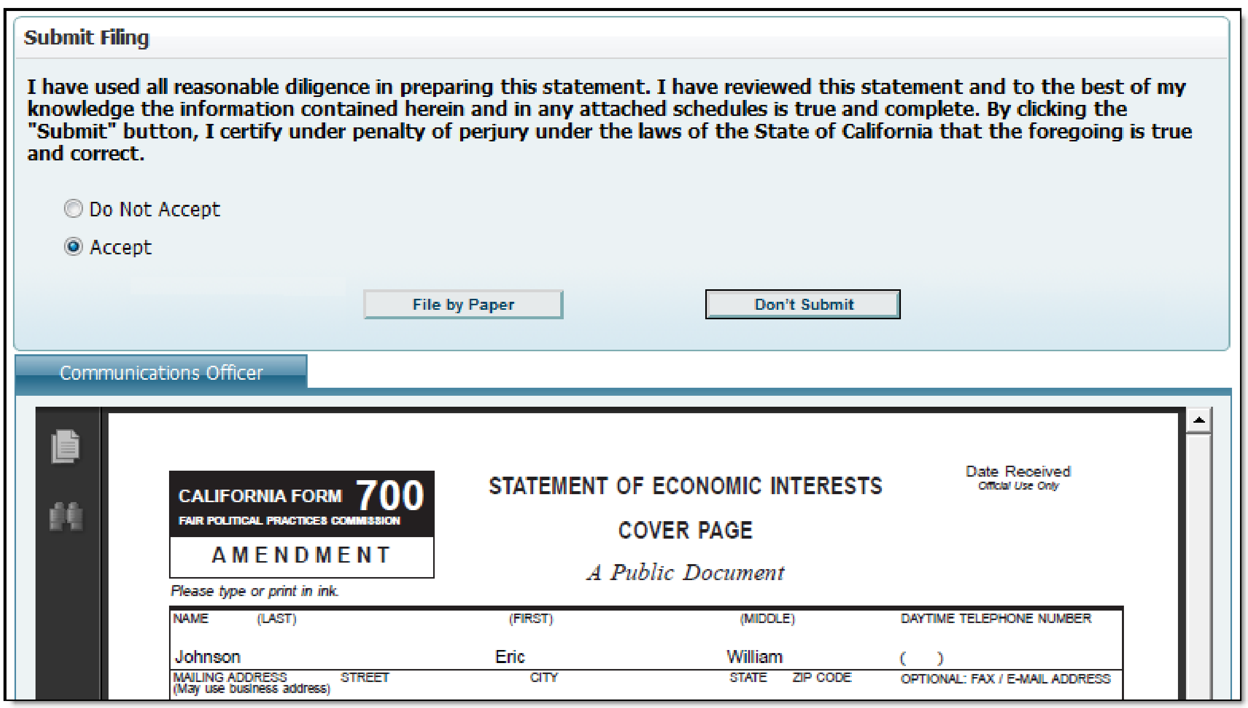


Figure 57: Verification Statement

For agencies and departments that do not allow electronic submission, the following options exist:

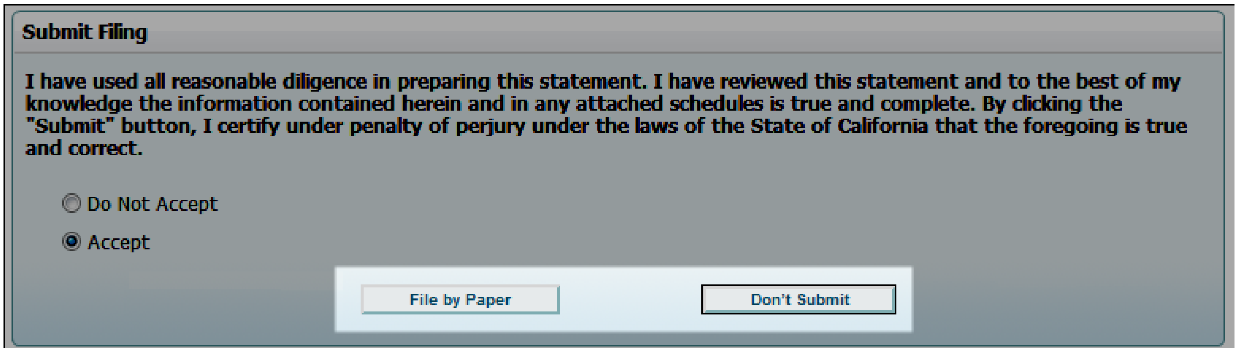


Figure 58: Filing Options (when electronic submission is not available)

File by paper – you may print your amendment and mail it to your Filing Officer. Note that you must accept an additional verification that states you will need to sign and mail your form.

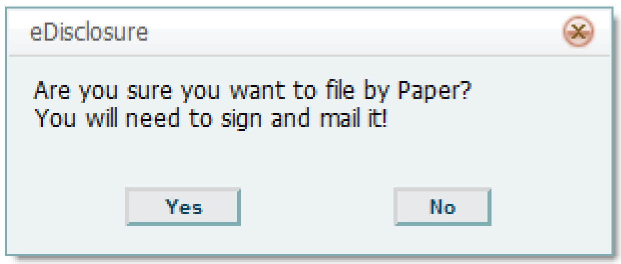


Figure 59: Sign by Paper Verification Statement

After accepting, you will receive a confirmation message on-screen and via email. You will also be prompted by your computer to print the document. This amendment will also be archived under your "Previous Filings;" however, the "Filed Date" will not appear until your Filing Officer receives and processes it.

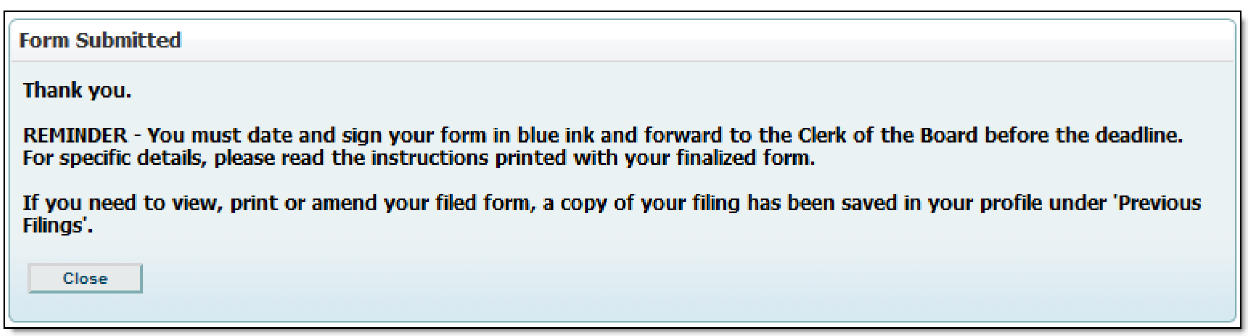


Figure 60: Confirmation Message for Printed Form

Don't Submit – your amendment will be saved under "Pending Filings" and you will be able to resume at a later time.

7.5 Filings Report

The filings report is a comprehensive snapshot of your previous filings, including information on type of filing, filing year, due date, filed date and finalized date. Use the report to track your history of filings for all your positions or active positions only. To generate a filings report, start by clicking the "Filings Report" button on the "Previous Filings" page.

Figure 61: Filings Report button

Enter the range that you'd like to generate your report around.

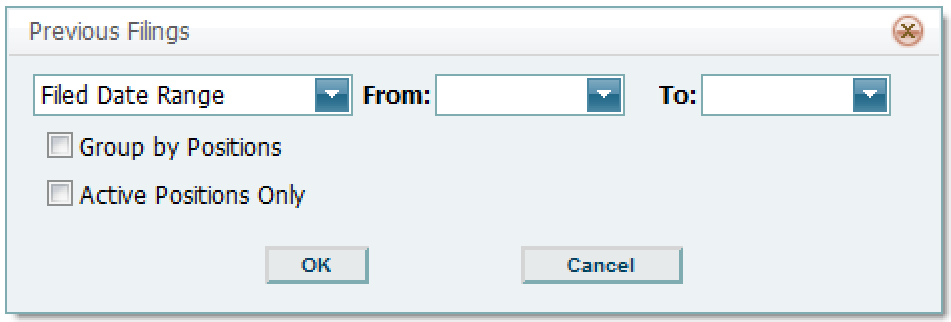
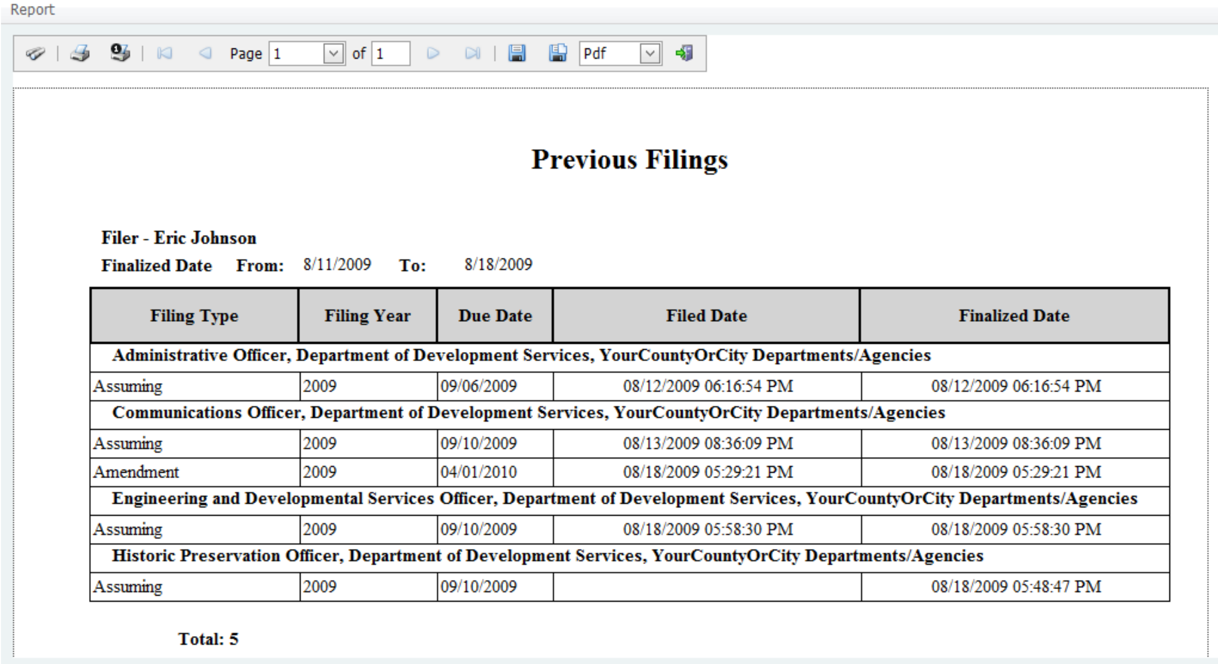


Figure 62: Range Options

Here, you can select / input the following parameters:

- Show filings within a specified "Filed Date Range" or "Finalized Date Range"
    - Note that filings submitted by paper will not appear in the "Filed Date Range" report until they are received and processed by your Filing Officer.
- From Date and To Date
- Grouping by positions
- Showing active positions only

Once you have inputted your parameters, your report will be generated.



Report

Page 1 of 1 Pdf

Previous Filings

Filer - Eric Johnson
Finalized Date From: 8/11/2009 **To:** 8/18/2009

Filing Type	Filing Year	Due Date	Filed Date	Finalized Date
Administrative Officer, Department of Development Services, YourCountyOrCity Departments/Agencies				
Assuming	2009	09/06/2009	08/12/2009 06:16:54 PM	08/12/2009 06:16:54 PM
Communications Officer, Department of Development Services, YourCountyOrCity Departments/Agencies				
Assuming	2009	09/10/2009	08/13/2009 08:36:09 PM	08/13/2009 08:36:09 PM
Amendment	2009	04/01/2010	08/18/2009 05:29:21 PM	08/18/2009 05:29:21 PM
Engineering and Developmental Services Officer, Department of Development Services, YourCountyOrCity Departments/Agencies				
Assuming	2009	09/10/2009	08/18/2009 05:58:30 PM	08/18/2009 05:58:30 PM
Historic Preservation Officer, Department of Development Services, YourCountyOrCity Departments/Agencies				
Assuming	2009	09/10/2009		08/18/2009 05:48:47 PM

Total: 5

Figure 63: Sample Report

In this example, we have generated a report that shows us finalized filings—organized by position—from 8/11/2009 to 8/18/2009. Also take notice of the icons that appear at the top of the window.

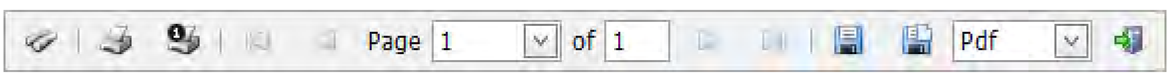


Figure 64: "Report" Icons

Icon	Action
	Display the search window
	Print the report
	Print the current page
	Export as a report and save to disk
	Export as a report and open in a new window
Pdf	Report format (includes PDF, XLS, RTF, MHT, text, CSV and image)
	Exit

8 Conclusion

Thank you for using SouthTech Systems' eDisclosure™. We are sure that you will find eDisclosure™ intuitive, time-saving and secure as you continue to file and submit into the future.

Should you have any questions about our system or the filing and submission process, please contact your Filing Officer, who will be more than happy to assist you.

9 Bibliography

Commission, F. P. (n.d.). *Form 700 Statement of Economic Interests.* Retrieved in 2013, from California Fair Political Practices Commission: http://fppc.ca.gov/forms/700-12-13/Form700-12-13.pdf

Reference Pamphlet. (Copyright 2013). Retrieved in 2013, from Fair Political Practices Commission: http://www.fppc.ca.gov/forms/700-12-13/RefPamphlet12-13.pdf