



An individual who begins working in a position designated on schedule A of your agency's conflict of interests (COI) code is required to file an assuming office statement of economic interests (SEI) within 30 days of starting in the position. **As your agency's ethics liaison, you are responsible for overseeing the assuming office SEI filing process for your agency.** Following the steps below will help to ensure that your agency's filers comply with the assuming office filing requirements.

STEP 1: ADD NEW FILERS TO eDISCLOSURE

SEI filers are tracked and notified of their filing obligations through eDisclosure, so it is critical that you promptly add new filers to the system. Once added, the filer will receive an email from eDisclosure instructing her to file the assuming office SEI.

For most filers, the assuming office SEI consists of Form 700. For elected officials, agency heads, board members, and commissioners*, the assuming office SEI consists of Form 700 and Form 60. Both forms can be filed electronically through eDisclosure.

To add a new filer, log into eDisclosure at southtechhosting.com/LosAngelesCity/eDisclosure/.

Use the *Add Filer* function in eDisclosure to add a new filer:

Add Filer Function

- a. Select *Filer Management* from the *Contact Person* menu.
- b. Click *Add Filer* at the bottom of the page.
- c. **Enter the individual's first and last names.**
- d. eDisclosure will search to see if the filer already exists in the system. If she already exists in the system, follow the prompts to add her. You will need to select her agency, her new position, and the date she started in that position.
- e. If the filer doesn't already exist in eDisclosure, click on *Add Filer*.
- f. Enter the filer's email address. The Login ID will be automatically populated with the email address entered. Check the email address to ensure it is correct. Filers who do not have an email address must be added and tracked through eDisclosure but will not receive notifications through the system.
- g. Select the filer's agency, her new position, and the date she started in that position.
- h. Select *Save* to complete the process.

IMPORTANT: *Filers who move from one designated filing position to another within your agency are not required to file an assuming office SEI. Use the **Transfer Function** in eDisclosure to update the position title.*

STEP 2: PROVIDE PAPER MATERIALS TO NEW FILERS WITHOUT EMAIL ADDRESSES

You are responsible for providing filers who do not have email addresses with the paper assuming office filing materials. Download and print the documents listed on the next page from the ethics liaison's web page at <http://ethics.lacity.org/infofor/ethicsliaisons/>.

- a. Assuming Office Filing Instructions
- b. Your agency's COI Code
- c. Form 700
- d. Form 60 (*only include for elected officials, agency heads, board members, or commissioners**)
- e. Form 700 Reference Pamphlet

On the second page of the *Assuming Office Filing Instructions*, write in your name, address, and phone number in the *Ethics Liaison's Information* table. *Log a note* in the filer's record in eDisclosure indicating with the date the materials were sent.

STEP 3: MONITOR FILERS' FILING STATUS

eDisclosure allows you to run reports to see if your filers have started or successfully filed Form 700 and Form 60. You can run these reports by selecting *Filer Reports* under the *Contact Person* menu. Select the report you'd like to run from the *Report* dropdown list (e.g. filed or started not finalized), select *Assuming* from the *Filing Type* dropdown list and click on *Get Report*.

STEP 4: COLLECT ASSUMING OFFICE SEIs.

The majority of your filers will file Form 700 and Form 60 electronically through eDisclosure. Forms can only be electronically submitted through eDisclosure. Emailed copies of forms will not be accepted.

Filers who do not have an email address in eDisclosure or who choose not to file electronically through eDisclosure will file paper forms with you. Paper filings must have an **original signature**. Emailed copies of forms will not be accepted.

STEP 5: DATE-STAMP SEI COVER PAGES.

It is critical that you date-stamp the front of all SEI cover pages that are submitted to you in paper form as soon as they are submitted to you. **Late-filing fines may be imposed on filers whose SEIs are stamped past the filing deadline.**

STEP 6: PHOTOCOPY AND FILE DUPLICATE SEIs.

You will need to photocopy all of the paper assuming office SEIs you receive. File the duplicate copies and maintain them for at least four years.

STEP 7: FORWARD ALL ORIGINAL SEIs TO THE ETHICS COMMISSION.

Forward the paper assuming office SEIs to the Ethics Commission within five days of receipt.

STEP 8: SEND A REMINDER TO NON-FILERS.

If after 30 days the filer has failed to file his assuming office SEI, call or email the filer to remind him of his filing obligation. *Log a Note* in eDisclosure to record that the filer received a reminder to file.

**Excluding HACLA, WIB, and IDA officials.*