



Filers who do not have an email address entered in eDisclosure will not receive filing notifications via email and will not be able to file electronically. **You are responsible for providing these filers with the annual paper filing materials no later than February 27, 2017.** Following the steps below will help to ensure that these filers are notified of the annual filing requirement.

STEP 1: Determine which filers need annual paper filing materials.

Run a *List of Filers* report in eDisclosure to view which filers do not have an email address. Exclude filers who started in their designated positions *on or after October 1, 2016*. These filers are *not* required to file an annual statement of economic interests in 2017.

STEP 2: Download and print the filing materials.

The paper filing materials are posted under *Paper SEI Filing Materials* on the Ethics Commission's website at:

ethics.lacity.org/infofor/ethicsliaisons

Download and print the following paper filing materials for your *regular designated filers*:

- a. Annual Filing Instructions
- b. Your agency's COI code
- c. Form 700
- d. Form 700 Reference Pamphlet

Download and print the following paper filing materials for your *elected officials, agency heads, board members, or commissioners**:

- a. Annual Filing Instructions
- b. Your agency's COI code
- c. Form 700
- d. Form 60
- e. Form 700 Reference Pamphlet

* Excluding HACLA, IDA, and WIB officials.

STEP 3: Write in your contact information.

On the second page of the *annual filing instructions* fill in your name, address, and phone number in the *Ethics Liaison's Information* table.

STEP 4: Distribute the materials.

Mail or deliver the filing packets to the filers you identified in step one.

STEP 5: Log a note.

Log a note in the filer's record in eDisclosure indicating the date the materials were sent or delivered.