



Guide to Updating Designated SEI Filer List

Due January 27, 2017

State law requires every City agency to annually provide the Ethics Commission with an updated list of its designated statement of economic interests (SEI) filers. The City's ethics liaisons are the filing officials for their agencies, and state law places the responsibility for providing updated SEI filer lists on filing officials. Updating your list of SEI filers and their contact information will help ensure that all of your agency's filers will be adequately notified of their filing obligations.

The steps below explain how to update your agency's SEI filer list in eDisclosure. Once you have completed all of the steps, please have your agency head sign the attached *Designated Filers Certification Form*. The completed form must be emailed to the Ethics Commission by Friday, **January 27, 2017**.

STEP 1: Create a List of Filers Report.

Create a list of filers who are currently designated in eDisclosure. Log into eDisclosure at southtechhosting.com/LosAngelesCity/eDisclosure/. Select *Filer Reports* under the *Contact Person* menu. Select *List of Filers* from the *Report* dropdown list, select your *Agency*, and select *Get Report*.

Your list of filers should contain all of the individuals in your agency who fall within any of the following **designated filer** categories:

- Occupies a position listed on Schedule A of your conflict of interests (COI) code;
- Occupies a position created after 2009 that is not yet listed on your COI code, but makes or participates in the making of governmental decisions; OR
- Is a consultant who makes or participates in the making of governmental decisions.

STEP 2: Add Individuals in Positions Listed on Schedule A of your COI code.

A person who occupies a position listed on Schedule A of your COI code but is not on your list of filers must be added to eDisclosure. Follow the steps below to add a 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 filer's first and last name.
- d. eDisclosure will search to see if the filer already exists in the system. Follow the prompts to add the filer if he already exists in eDisclosure.
- e. If the filer doesn't already exist in eDisclosure, click on *Add New Filer*.
- f. Enter the filer's email address. The Login ID will be automatically populated with the email address entered.
- g. Select the filer's agency and position. Then enter the date the filer started in that position.
- h. Select *Save* to complete the process.

Once you complete the *Add Filer* function, eDisclosure will email the filer instructions on how to file the assuming office SEI.

**SEE STEP 6 if one of your current filers was promoted to a different position on your COI code.*

STEP 3: Designate Individuals in Newly Created Positions.

An individual in a position created after 2009 that makes or assists in making City decisions is required to file SEIs even if the position is not yet listed on your agency's COI code. You must file Fair Political Practices Commission (FPPC) Form 804 with the Ethics Commission to temporarily designate and assign an appropriate disclosure category for these positions. We will post the form with your COI code on our website and create the position in eDisclosure. Once the position is created in eDisclosure, you can add the filer by using the *Add Filer* function.

STEP 4: Designate Consultants.

Consultants who make or assist in making City decisions are required to file SEIs. File the FPPC Form 805 with the Ethics Commission to designate and assign an appropriate disclosure category for your agency's consultants. Consultants must then be added as filers in eDisclosure.

STEP 5: Terminate and Transfer Filers.

If you have filers on your list who have left the City or have moved from a designated position to a non-designated position in your agency, use the *Leaving Office* function in eDisclosure to remove them from your SEI filers list. Once you complete the *Leaving Office* function, eDisclosure will email the filer instructions on how to file the leaving office SEI.

IMPORTANT: If the filer no longer has access to City email, please update the filer's email address in eDisclosure before using the *Leaving Office* function.

Leaving Office Function

- a. Select *Filer Management* from the *Contact Person* menu.
- b. Select the filer's name.
- c. Click on the *Leave Office* button at the bottom of the page.
- d. In the pop-up window, verify the filer's name and select the filer's last day.
- e. Click *Leave* to complete the process.

If you have filers who have transferred to another City agency, use the *Transfer* function.

Transfer Function

- a. Select *Filer Management* from the *Contact Person* menu.
- b. Select the filer's name.
- c. Click on the *Transfer* button at the bottom of the page.
- d. In the pop-up window, select the filer's new agency. Enter the end date for the position the filer is leaving.
- e. Click *Transfer* to complete the process.

eDisclosure will e-mail the filer's new ethics liaison a request to accept the transfer. Once the transfer is accepted, the filer will receive emails notifying him to file a leaving office SEI for his former position and an assuming office SEI for his new position.

The filer's new ethics liaison may reject the transfer because the filer's new position is not designated on that agency's COI code. If the transfer is rejected, you will receive a notification and should then initiate the leaving office filing by using the *Leaving Office* function.

STEP 6: Identify Filer Promotions or Position Changes.

If a filer in your agency has moved from one designated position to another within your agency, use the *Transfer* function to update his title.

Transfer Function within your Agency

- a. Select *Filer Management* from the *Contact Person* menu.
- b. Select the filer's name.
- c. Click on the *Transfer* button at the bottom of the page.
- d. In the pop-up window, select your agency and the filer's new position. Enter the end date for the old position and the start date for the new position.
- e. Click *Transfer* to complete the process.

STEP 7: Log a Note for Filers who are on a Leave of Absence

Log a note in the filer's record in eDisclosure to indicate that he is on a leave of absence. Also include the date you expect the filer to return to work.

Logging a Note

- a. Select *Filer Management* from the *Contact Person* menu.
- b. Select the filer's name.
- c. Click on the *Log A Note* button at the bottom of the page.
- d. In the pop-up window, select *note*.
- e. In the space provided, enter information regarding the filer's leave of absence, including the date you expect him to return.
- f. Click on *Log* to complete the process.

STEP 8: Review Your Filers' Email Addresses.

Filers are notified of their filing obligations via email, so it's critical that the filer email addresses in eDisclosure are correct. Please review your filers' email addresses on the *List of Filers* report. Follow the steps below to update a filer's email address.

Updating a Filer's Email Address

- a. Select *Filer Management* from the *Contact Person* menu.
- b. Select the filer's name.
- c. Click on the *Account Info* button at the bottom of the page.
- d. In the pop-up window, click on *Change Email* and type in their new email address.
- e. Click on *Save* to complete the process.

STEP 9: Review and Update Your Contact Information

Review and update your contact information in eDisclosure so your filers know how to contact you.

Updating Ethics Liaison's Contact Information

- a. Select *Contact Person Profile* from the *Contact Person* menu.
- b. Review your email address under the *Contact Person* tab.
- c. If you need to update your email address, click on *Change Email* under the *Login* menu.
- d. To review your address, go back to your *Contact Person Profile*.
- e. Click on the *Contact Information* tab at the top.
- f. Click on *Edit* to update your address, phone number, and fax number.
- g. Click on *Save*.

STEP 10: Submit Your Designated Filers Certification Form

Once you have finished reviewing and updating your SEI filers list in eDisclosure, your agency head must sign the attached *Designated Filers Certification Form*, verifying that your SEI filers list contains all of your agency's designated filers. The form must be submitted to the Ethics Commission by email at ethics.sei@lacity.org.



Designated Filers Certification Form

Due January 27, 2017

State law requires each City agency to annually provide the Ethics Commission with an updated list of its designated SEI filers. Updating your list of filers and their contact information ensures that all of your agency's filers will be adequately notified of their SEI filing obligations.

A **designated filer** is an individual who falls within any of the following categories:

- Occupies a position listed on Schedule A of your agency's conflict of interests (COI) code;
- Occupies a position created after 2009 that is not yet listed on your COI code but makes or participates in the making of government decisions; **OR**
- Is a consultant who makes or participates in the making of government decisions.

A list of your agency's filers is contained in eDisclosure, the City's SEI filing system. Your agency's ethics liaison is responsible for reviewing and updating your SEI filers list in eDisclosure and should complete the following steps.

Steps Taken by Agency Ethics Liaison:	Completed:
1. Create <i>List of Filers</i> report.	
2. Add individuals in positions listed on Schedule A of your COI code.	
3. Designate individuals in newly created positions.	
4. Designate consultants.	
5. Terminate and transfer filers.	
6. Identify filer promotions or position changes within your agency.	
7. Log a Note for Filers who are on a Leave of Absence	
8. Review all filers' email addresses and update where necessary.	
9. Review ethics liaison contact information.	

Please certify below that your SEI filers list in eDisclosure is accurate and complete. To comply with state law, the completed form must be emailed to ethics.sei@lacity.org by Friday, **January 27, 2017**.

I certify that eDisclosure contains all of my agency's designated SEI filers.

Agency Head Signature

Date

Name of Agency