

User Guide

2009

Contents

Accessing the SEI Index . . .	1
Logging into the SEI Index . . .	2
Reviewing Existing Records . . .	3
Editing Existing Records . . .	4
Adding New Records . . .	6
Creating an SEI Filer Roster . . .	10
Viewing Non-Filer Reports . . .	11
Viewing Late-Filer Reports . . .	12
Customizing Your Password. . .	13
Updating Your E-mail Address . . .	14
Logging Off	15

Accessing the SEI Index

To access the SEI Index type [seiindex](#) into your web address browser.

OR

You may also access the system by logging on to the City's intranet system, InsideLa at: <http://insidela> then, clicking on the **SEI Index** link, located on the bottom right hand corner of the page.

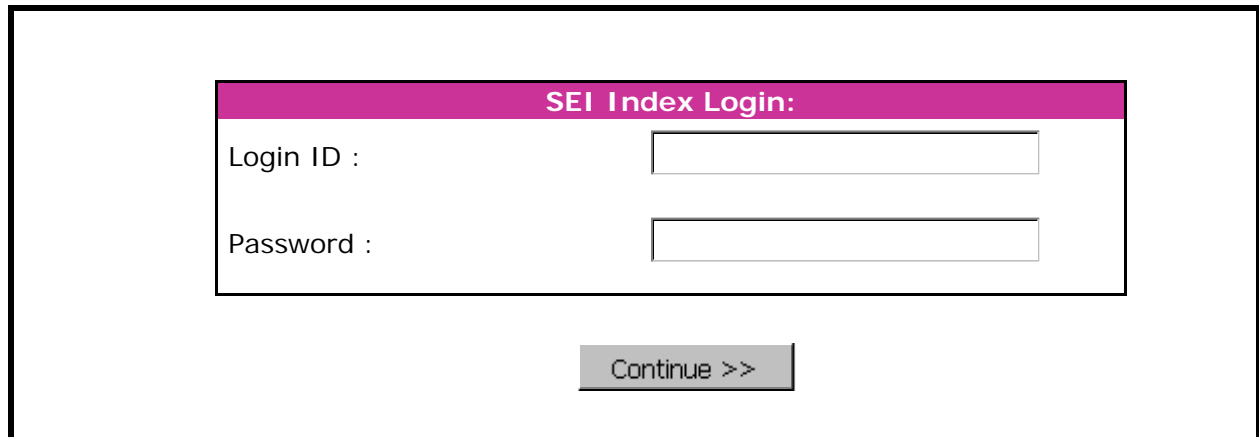
The screenshot shows the InsideLA website navigation menu. The top banner features the text "InsideLA" in large yellow letters over a city skyline at night. Below the banner, the navigation menu is organized into three main columns:

- Left Column (Yellow background):**
 - [Citywide Notices](#)
 - [City of Los Angeles](#)
 - [LACERS](#)
 - [CityPay](#)
 - [CityFone](#)
 - [Council Calendar](#)
 - [Council File Index](#)
 - [Ordinance Search](#)
 - [Council Votes](#)
 - [Council Webcasts](#)
 - [City Charter, Rules & Codes](#)
 - [State & Federal Legislative Info](#)
 - Subscriptions
 - [External](#)
 - [Internal](#)
 - [MOU's for City Employees](#)
- Middle Column (Dark Blue header):**
 - Citywide Services**
 - [Aviation Services-DWP](#)
 - [Citimax](#)
 - [3-1-1 Citywide Services Directory](#)
 - [Citywide Electronic Forms](#)
 - [Interactive City Maps](#)
 - [IT Coordinators](#)
 - [LUPAMS](#)
 - [Project Management Methodology](#)
 - [Publishing Services](#)
 - [The American Business Institute](#)
 - [Treasurer's Transaction Reports](#)
 - [Webservices](#)
- Right Column (Dark Blue header):**
 - Citywide Projects**
 - [3-1-1 Background](#)
 - [Building Emergency Coordinator](#)
 - [Census 2000](#)
 - [ITA's Customer First Initiative](#)
 - [LATAX](#)
 - [PaySR Project](#)
 - [SMS Project](#)
 - Departmental Intranets**
 - [Building and Safety](#)
 - [City Administrative Officer](#)
 - [Controller's Office](#)
 - [Emergency Operations Organization](#)
 - [Fire & Police Pensions](#)
 - [General Services](#)
 - [Information Technology Agency](#)
 - [Personnel](#)
 - [Planning](#)
 - [Public Works](#)
 - [- Bureau of Contract Administration](#)
 - [- Bureau of Engineering](#)
 - [- Bureau of Sanitation](#)
 - [SEI Index](#) (circled in red)

Logging in to the SEI Index

Once you have accessed the SEI Index Login Page, you will be prompted to enter the Login ID and Password provided to you by the City Ethics Commission (CEC).

Enter this information in the appropriate fields and click "Continue".



The screenshot shows a login form titled "SEI Index Login:" in a pink header. Below the header are two input fields: "Login ID :" and "Password :". A "Continue >>" button is located below the input fields.

SEI Index Login:	
Login ID :	<input type="text"/>
Password :	<input type="password"/>

Please contact the CEC at (213) 978-1960 to obtain a Login ID and Password.

Reviewing Existing Records*

1. To review your department's SEI Index records, go to the Main Menu, then click on the link "Edit/Review SEI Index Records":

SEI Index Main Menu

- [Edit/Review SEI Index Records](#)
- [Add SEI Index Record](#)
- [Create SEI Filer Roster \(Departmental Hard Copy\)](#)

- [View Non-Filer Report \(ANNUAL FILING\)](#)
- [View Late Filer Report \(ANNUAL FILING\)](#)
- [View Non-Filer Report \(SEMI-ANNUAL FILING\)](#)
- [View Late Filer Report \(SEMI-ANNUAL FILING\)](#)

- [Update User Password/Email](#)
- [Exit the System](#)

2. This option will direct you to your department's list of existing filers:

Filers for 2009 Index | Department: X | Current Number of Filers : 3
If you would like to add a filer not currently on this list, [CLICK HERE](#).

	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Position</i>
[Edit]	Doe	John	D	GENERAL MANAGER
[Edit]	Joe	Mary	M	SENIOR ANALYST
[Edit]	Mae	Sally		ACCOUNTANT

Etc...

*Please note that you may also create an "SEI Filer Roster", which lists the names of all of your department's designated filers along with their filing activity. For further instructions, see Page 10 "Creating an SEI Filer Roster."

Editing Existing Records

1. To edit an existing filer's record, go to the Main Menu, then click on the "Edit/Review SEI Index Records" link:

SEI Index Main Menu

- [Edit/Review SEI Index Records](#)
- [Add SEI Index Record](#)
- [Create SEI Filer Roster \(Departmental Hard Copy\)](#)

- [View Non-Filer Report \(ANNUAL FILING\)](#)
- [View Late Filer Report \(ANNUAL FILING\)](#)
- [View Non-Filer Report \(SEMI-ANNUAL FILING\)](#)
- [View Late Filer Report \(SEMI-ANNUAL FILING\)](#)

- [Update User Password/Email](#)
- [Exit the System](#)

2. This option will direct you to your department's list of existing filers. Find the name of the filer whose record you wish to edit, then click on the "Edit" link to the left of the filer's name:

Filers for 2009 Index | Department: A | Current Number of Filers : 3
If you would like to add a filer not currently on this list, [\[CLICK HERE\]](#).

	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Position</i>
[Edit]	Doe	John	D	GENERAL MANAGER
[Edit]	Joe	Mary	M	SENIOR ANALYST
[Edit]	Mae	Sally		ACCOUNTANT

Etc...

3. You will then be directed into the filer's individual record to edit any existing information, update the record with additional SEI form submission dates, or add any notes necessary.

(see next page)

Filer Information		Annual Statement (Enter Date filed)	
Last :	<input type="text" value="Doe"/>	State	<input type="text"/>
First :	<input type="text" value="John"/>	Other Statements (Enter Date filed)	
Middle :	<input type="text" value="D"/>	Assuming Office/ Initial	<input type="text"/>
Position :	<input type="text" value="SR. MANAGEMENT ANALYST II"/>	Leaving Office	<input type="text" value="12/27/08"/>
Filer Category :	<input type="text" value="Designated F"/>		
Note:	<input type="text"/>		
Start Date :	<input type="text"/>		
Term Date:	<input type="text" value="12/05/08"/>		
<input type="button" value="Update"/> <input type="button" value="Reset Changes"/>			

4. After editing the record, click the "Update" function on the bottom of the page.

Adding New Records

1. To add a new filer record, go to the Main Menu, then click on the "Add SEI Index Record" link:

SEI Index Main Menu

- [Edit/Review SEI Index Records](#)
- [Add SEI Index Record](#)
- [Create SEI Filer Roster \(Departmental Hard Copy\)](#)

- [View Non-Filer Report \(ANNUAL FILING\)](#)
- [View Late Filer Report \(ANNUAL FILING\)](#)
- [View Non-Filer Report \(SEMI-ANNUAL FILING\)](#)
- [View Late Filer Report \(SEMI-ANNUAL FILING\)](#)

- [Update User Password/Email](#)

2. This option will direct you a list of alphabetical characters that are linked to the SEI Index Citywide Filer

Last Name Begins With ...

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[\[Return to Departmental Administration Menu\]](#)
[\[Return to Main Menu\]](#)

3. Click on the first letter of the new filer's last name to search through the Citywide filer list to see if the record may already exist in the SEI Index. For example, to search for John Doe, you would click on the letter "D", as shown above.

If you do find the name of the filer whose record you want to add to your department's index, please move on to step 4 on Page 7.

If you do not find the record that you want to add to your department's index, please move on to step 5 on Page 8.

- After finding a record that you wish to add to your department's index, click the "Add" link on the left of the filer's name.

Last Name Begins With ...

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[\[Return to Departmental Administration Menu\]](#)
[\[Return to Main Menu\]](#)

If you don't see the name of the filer you wish to add, scroll down to the bottom of the list and ADD a new filer.

	Last Name	First Name	Middle Initial
[Add]	AB	John	D
[Add]	ABC	Jane	
[Add]	ABCD	Joe	S

- Enter the new filer's position title. Make sure to also select the appropriate filer category from the "filer category" dropdown menu. Then enter the date the filer started in their designated position in the "Start Date" field. Next, using the date-stamp date, enter the date their Statement was filed in the appropriate field. When done, click the "Add Record" function on the bottom of the page:

Filer Information		Annual Statement (Enter Date filed)	
Last :	<input type="text" value="ABC"/>	State	<input type="text"/>
First :	<input type="text" value="Jane"/>	Other Statements (Enter Date filed)	
Middle :	<input type="text"/>	Assuming Office/ Initial	<input type="text" value="01/22/09"/>
Position :	<input type="text" value="Auditor"/>	Leaving Office	<input type="text"/>
Filer Category :	<input style="border: none; background-color: #ccc; padding: 2px;" type="text" value="Designated F"/>		
Note:	<input type="text"/>		
Start Date :	<input type="text" value="01/02/09"/>		
Term Date:	<input type="text"/>		
<input type="button" value="Add Record"/>		<input type="button" value="Reset Changes"/>	

5. If you did not find the record that you wish to add to your department's index, scroll to the bottom of the SEI Index Citywide Filer List and click on the "Click Here" link, following the phrase "If you do not see the name of the person you would like to add to your departmental SEI Index":

[Add]	Smith	Ann	[Edit]	[Delete]
[Add]	Smith	Ed	[Edit]	[Delete]
[Add]	Smith	Sue	[Edit]	[Delete]

If you do not see the name of the person you would like to add to your departmental SEI Index, please [CLICK HERE](#)

- a. You will then be directed to a Filer Information Form. Enter the required information, then click the "Save Changes" function at the bottom of the page:

SEI Index
Filer Information Form

Last Name :

First Name :

Middle Initial :

Auxiliary Initial :

- b. After this, you will be directed to the following page. Make sure that the "Add New Filer" button is selected, then click on the "Continue" function below:

New Filer : Smith, John

What would you like to do next?

Add New Filer to Current Departmental Index Return to Citywide Filer List

- c. Enter the new filer's position title. Make sure to also select the appropriate filer category from the "filer category" dropdown menu. Then enter the date the filer started in their designated position in the "Start Date" field. Next, using the date-stamp date, enter the date their Statement was filed in the appropriate field. When done, click the "Add Record" function on the bottom of the page:

Filer Information		Annual Statement (Enter Date filed)	
Last :	<input type="text" value="Smith"/>	State	<input type="text"/>
First :	<input type="text" value="John"/>	Other Statements (Enter Date filed)	
Middle :	<input type="text"/>	Assuming Office/ Initial	<input type="text" value="01/01/06"/>
Position :	<input type="text" value="SR. MANAGEMENT ANALYST II"/>	Leaving Office	<input type="text"/>
Filer Category :	<input type="text" value="Designated F"/> ▼		
Note:	<input type="text"/>		
Start Date :			
Term Date:			
<input type="button" value="Add Record"/>		<input type="button" value="Reset Changes"/>	

Creating an SEI Filer Roster

- To create an SEI Filer Roster that lists all of your department's filers along with their filing activity, go to the Main Menu, then click on the "Create SEI Filer Roster (Departmental Hard Copy)" link:

SEI Index Main Menu

- [Edit/Review SEI Index Records](#)
- [Add SEI Index Record](#)
- [Create SEI Filer Roster \(Departmental Hard Copy\)](#)
- [View Non-Filer Report \(ANNUAL FILING\)](#)
- [View Late Filer Report \(ANNUAL FILING\)](#)
- [View Non-Filer Report \(SEMI-ANNUAL FILING\)](#)
- [View Late Filer Report \(SEMI-ANNUAL FILING\)](#)
- [Update User Password/Email](#)
- [Exit the System](#)

- You will then be directed to your department's SEI Filer Roster, which will look similar to the table shown below:

**CITY ETHICS COMMISSION
INDEX FOR FILING STATEMENTS OF ECONOMIC INTERESTS (SEI)**

Department: A
Filing Official: Your Name

Filer Name	Assuming Office	Statement Type			Pre-Confirmation	Notes
		Annual	Semi Annual	Leaving Office		
Doe, John ASST. GENERAL MANAGER		03/07/08	10/01/08	12/10/08		Transferred to CAO.
Doe, Jane ANIMAL CONTROL OFCR II		03/06/08				
Smith, Sue ANIMAL CONTROL OFCR II	12/30/08					

Viewing Non-Filer Reports

- To view a report of all of your department's non-filers (designated filers who failed to file annual or semi-annual SEIs), go to the Main Menu, then click on the appropriate "View Non-Filer Report" link (annual or semi-annual):

SEI Index Main Menu

- [Edit/Review SEI Index Records](#)
- [Add SEI Index Record](#)
- [Create SEI Filer Roster \(Departmental Hard Copy\)](#)
- [View Non-Filer Report \(ANNUAL FILING\)](#)
- [View Late Filer Report \(ANNUAL FILING\)](#)
- [View Non-Filer Report \(SEMI-ANNUAL FILING\)](#)
- [View Late Filer Report \(SEMI-ANNUAL FILING\)](#)
- [Update User Password/Email](#)
- [Exit the System](#)

OR

- You will then be directed to your department's selected Non-Filer List:

SEI Non-Filer Report for Department X (FILING PERIOD)

Count of Non-Filers in 2009: 3

CITY ETHICS COMMISSION											
Filer	State		City		Total Fine	Exempt	Waiver	1st Ltr	2nd Ltr	Actual Fine	
	Days Late	Fine	Days Late	Fine							
Doe, John	0	\$0.00	0	\$0.00	\$0.00	N	N			\$0.00	
Doe, Jane	0	\$0.00	0	\$0.00	\$0.00	N	N			\$0.00	
Smith, Ann	0	\$0.00	0	\$0.00	\$0.00	N	N			\$0.00	
Etc...											

Viewing Late-Filer Reports

- To view a report of all of your department's late-filers (designated filers who filed SEIs past their respective deadlines), go to the Main Menu, then click on the appropriate "View Late-Filer Report" link (annual or semi-annual):

SEI Index Main Menu

- [Edit/Review SEI Index Records](#)
- [Add SEI Index Record](#)
- [Create SEI Filer Roster \(Departmental Hard Copy\)](#)

- [View Non-Filer Report \(ANNUAL FILING\)](#)
- [View Late Filer Report \(ANNUAL FILING\)](#)
- [View Non-Filer Report \(SEMI-ANNUAL FILING\)](#)
- [View Late Filer Report \(SEMI-ANNUAL FILING\)](#)

- [Update User Password/Email](#)
- [Exit the System](#)

OR

- You will then be directed to your department's selected Late-Filer List:

SEI Late-Filer Report for Department X (FILING PERIOD)												
Count of Late-Filers in 2009: 3												
CITY ETHICS COMMISSION												
Filer	Days Late	State		City			Total Fine	Exempt	Waiver	1st Ltr	2nd Ltr	Actual Fine
		Days	Fine	Days	Late	Fine						
Doe, John A	0	0	\$0.00	0	0	\$0.00	\$0.00	N	N			\$0.00
Doe, Jim	0	0	\$0.00	0	0	\$0.00	\$0.00	N	N			\$0.00
Smith, Mike	0	0	\$0.00	0	0	\$0.00	\$0.00	N	N			\$0.00
Etc...												

Customizing Your Password

1. To customize your user password, go to the Main Menu, then click on the link "Update User Password/E-mail":

SEI Index Main Menu

- [Edit/Review SEI Index Records](#)
- [Add SEI Index Record](#)
- [Create SEI Filer Roster \(Departmental Hard Copy\)](#)

- [View Non-Filer Report \(ANNUAL FILING\)](#)
- [View Late Filer Report \(ANNUAL FILING\)](#)
- [View Non-Filer Report \(SEMI-ANNUAL FILING\)](#)
- [View Late Filer Report \(SEMI-ANNUAL FILING\)](#)
- [Update User Password/Email](#)
- [Exit the System](#)

2. This option will direct you to the following page. Type in the new password you wish to use in the appropriate fields:

User Password/E-mail Update

User ID : JDOE

Password :

Repeat Password :

E-mail : JDOE@EMAIL.ORG

[\[Return to Main Menu\]](#)

3. After customizing your password, click the "Save Changes" function on the bottom of the page.

Updating Your E-mail Address

1. To update your e-mail address, go to the Main Menu, then click on the link "Update User Password/E-mail":

SEI Index Main Menu

- [Edit/Review SEI Index Records](#)
- [Add SEI Index Record](#)
- [Create SEI Filer Roster \(Departmental Hard Copy\)](#)

- [View Non-Filer Report \(ANNUAL FILING\)](#)
- [View Late Filer Report \(ANNUAL FILING\)](#)
- [View Non-Filer Report \(SEMI-ANNUAL FILING\)](#)
- [View Late Filer Report \(SEMI-ANNUAL FILING\)](#)
- [Update User Password/Email](#)
- [Exit the System](#)

2. This option will direct you to the following page. Type in your new e-mail address in the appropriate field:

User Password/E-mail Update

User ID : JDOE

Password :

Repeat Password :

E-mail :

[\[Return to Main Menu\]](#)

3. After updating your e-mail address, click the "Save Changes" function on the bottom of the page.

Logging Out

To log out of the SEI Index, go to the Main Menu, then click on the "Exit the System" link:

SEI Index Main Menu

- [Edit/Review SEI Index Records](#)
- [Add SEI Index Record](#)
- [Create SEI Filer Roster \(Departmental Hard Copy\)](#)

- [View Non-Filer Report \(ANNUAL FILING\)](#)
- [View Late Filer Report \(ANNUAL FILING\)](#)
- [View Non-Filer Report \(SEMI-ANNUAL FILING\)](#)
- [View Late Filer Report \(SEMI-ANNUAL FILING\)](#)

- [Update User Password/Email](#)
- [Exit the System](#)