



This year's annual statement of economic interests (SEI) filing is due on **Monday, April 3, 2017**. Please follow the steps below to ensure a successful annual filing for your agency. If you have any questions, please contact the Ethics Commission at (213) 978-1960.

1. Update your list of filers in eDisclosure.

To update your list of filers, follow the steps in the *Guide to Updating Agency Designated SEI Filer List* document found in this manual.

2. Distribute annual filing notices.

Most of your agency's designated filers will be required to file an SEI. However, filers who started in a filing position on or after October 1, 2016 are not required to file an annual SEI in 2017 and, therefore, should not receive an annual filing notice.

a. Filers with email addresses:

Filing notices will be emailed by the Ethics Commission via eDisclosure to annual filers who have an email address in eDisclosure. The email will contain instructions on how to log into eDisclosure and *electronically file* the annual Form 700.

Elected officials, agency heads, board members, and commissioners* will receive a special email instructing them on how to file both their annual Form 700 and Form 60 through eDisclosure.

*HACLA, IDA, and WIB officials are not required to file the Form 60.

b. Filers without email addresses:

Filers who do not have an email address can be added and tracked through eDisclosure but will not receive notifications through the system. You are responsible for providing these filers with the paper annual filing materials no later than **February 27, 2017**. See the *Annual Paper Filing Distribution* tab of this manual for specific instructions. *Log a note* in the filer's record in eDisclosure indicating the date you sent the filing materials to the filer. These filers will receive a special voluntary annual filing email via eDisclosure.

c. **Filers on leave:**

Filers who are on a leave of absence during the filing period are still required to file. Provide these filers with the hard copy materials listed in the *Annual Paper Filing Distribution* tab of this manual no later than **February 27, 2017**. *Log a note* in the filer's record in eDisclosure indicating that the filer is on a leave of absence. Include the date you sent the materials and when you expect the filer to return.

d. **Voluntary filers:**

Some individuals whose positions are not yet designated on your conflict of interests code have been added by you to eDisclosure as voluntary filers. These filers will receive a special voluntary annual filing email via eDisclosure.

3. Collect SEIs.

The majority of your filers will file electronically through eDisclosure.

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 paper forms will not be accepted.

4. Date-stamp SEI cover pages.

It's critical that you date-stamp the front of all paper SEI cover pages as soon as they are submitted to you. **Late-filing fines may be imposed on filers whose SEIs are stamped past the April 1 filing deadline.** Filers who use eDisclosure to file will not need to submit a paper form to you.

5. Photocopy and file duplicate SEIs.

Photocopy all paper SEIs for your agency's records. File the duplicate copies and maintain them for at least four years.

6. Forward all original forms to the Ethics Commission by April 7.

Please separate the Form 700 filings from the Form 60 filings, then alphabetize both stacks. The Ethics Commission will scan and upload all of the paper SEIs into eDisclosure. Your separated and alphabetized stacks of filings will help us quickly and efficiently complete the scanning process.

Congratulations!

You have finished coordinating the 2017 annual SEI filing process for your agency!