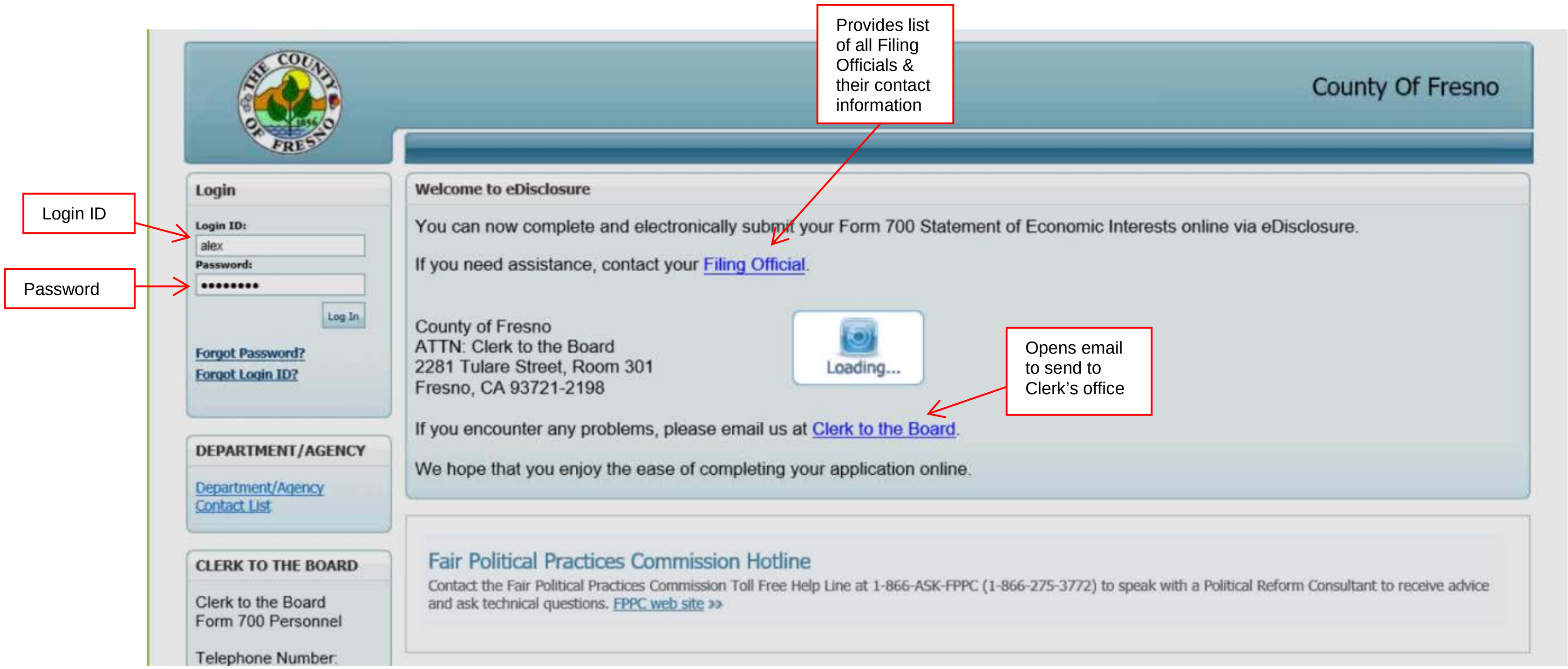
eDisclosure for Filers

eDisclosures is an FPPC approved way to file your Form 700 electronically. The filers whose original Form 700s are filed with the Clerk of the Board's office can use eDisclosures.

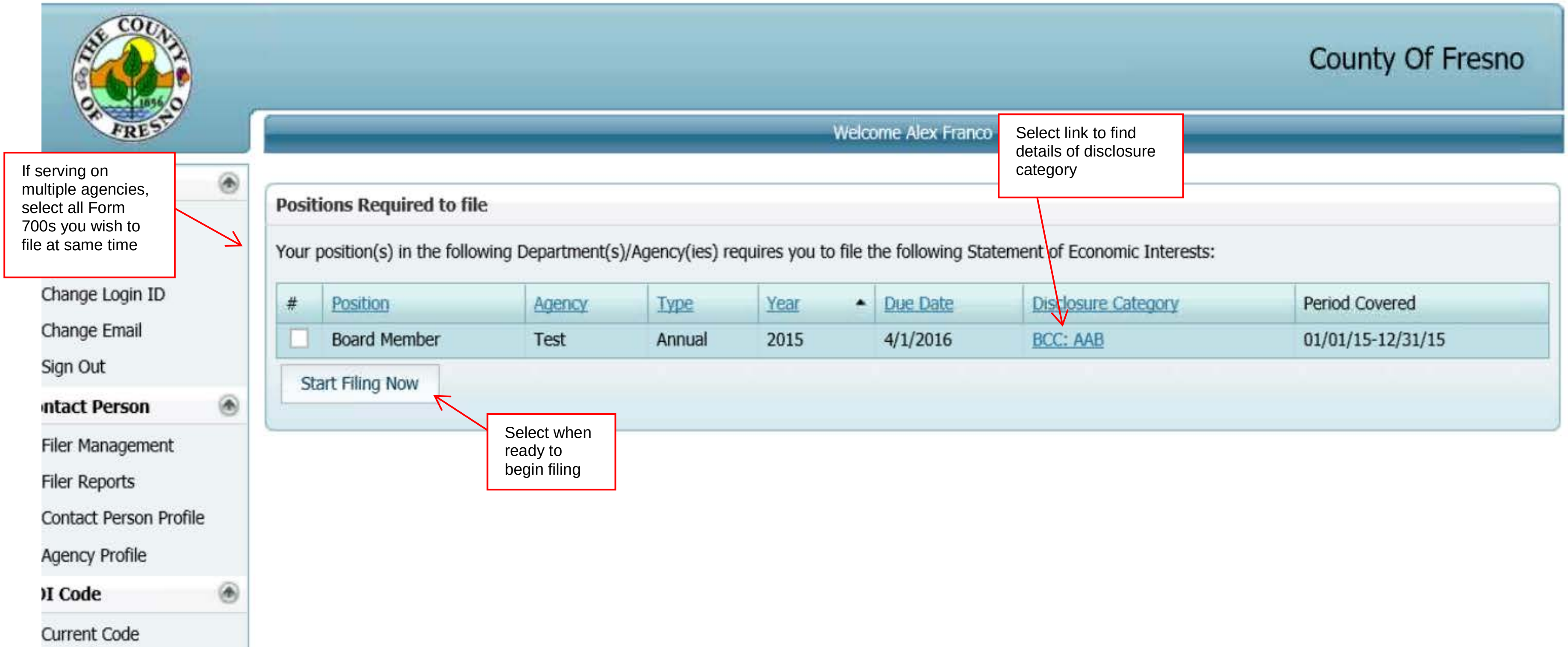
Each filer receives an automatic email notifying them of their user login id and a temporary password when they are entered into the electronic filing system. The first time a filer logs in, a new password will need to be created and a security question selected and answered. **Passwords** must include an uppercase letter, lowercase letter, number and symbol. (Examples: Password1!, Form700!)

Login Screen



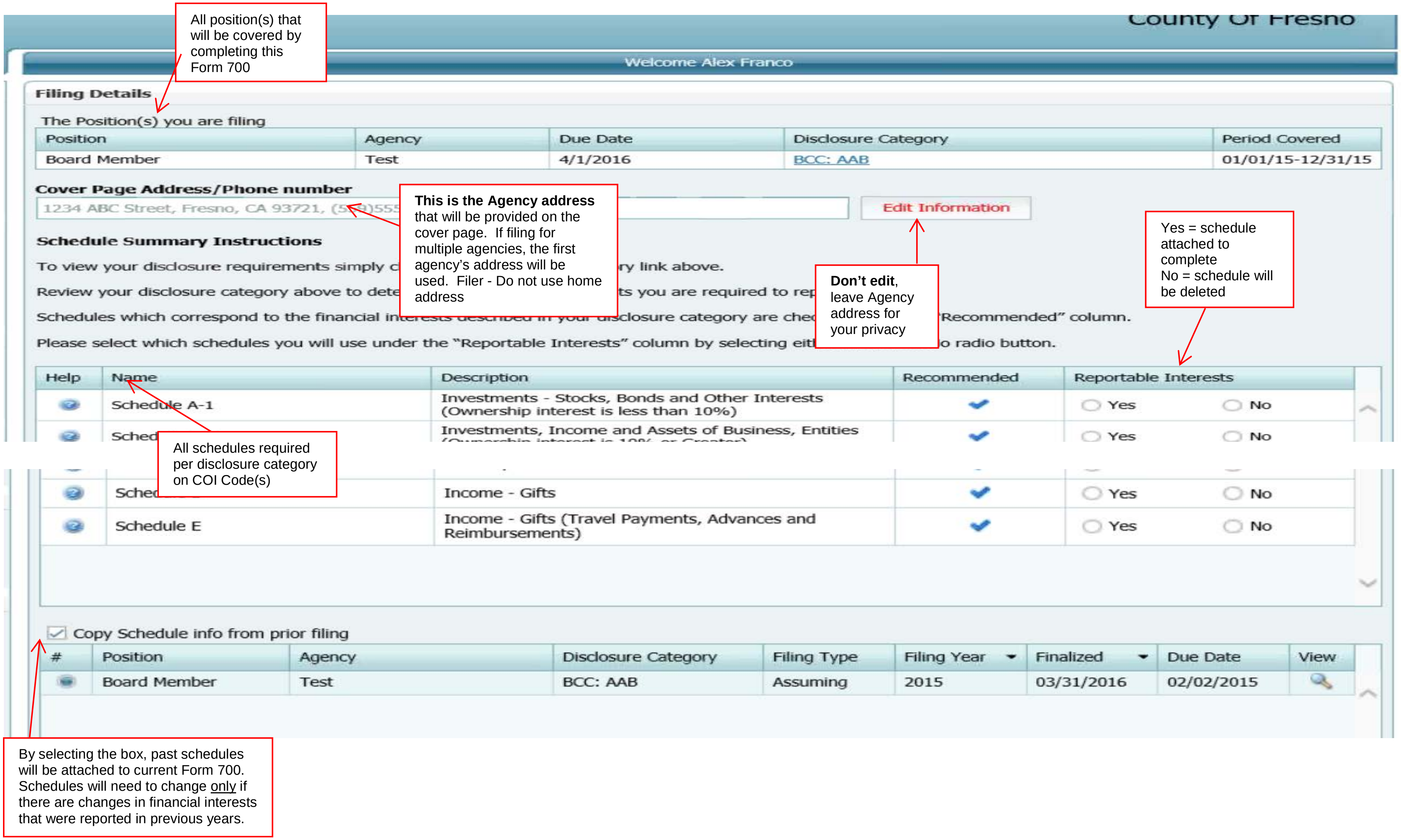
Positions Required to File Screen

All positions that currently require an original Form 700 to be filed with the Clerk of the Board's office will be listed.



Filing Details, Cover Page Address/Phone number, Schedule Summary Instructions Screen

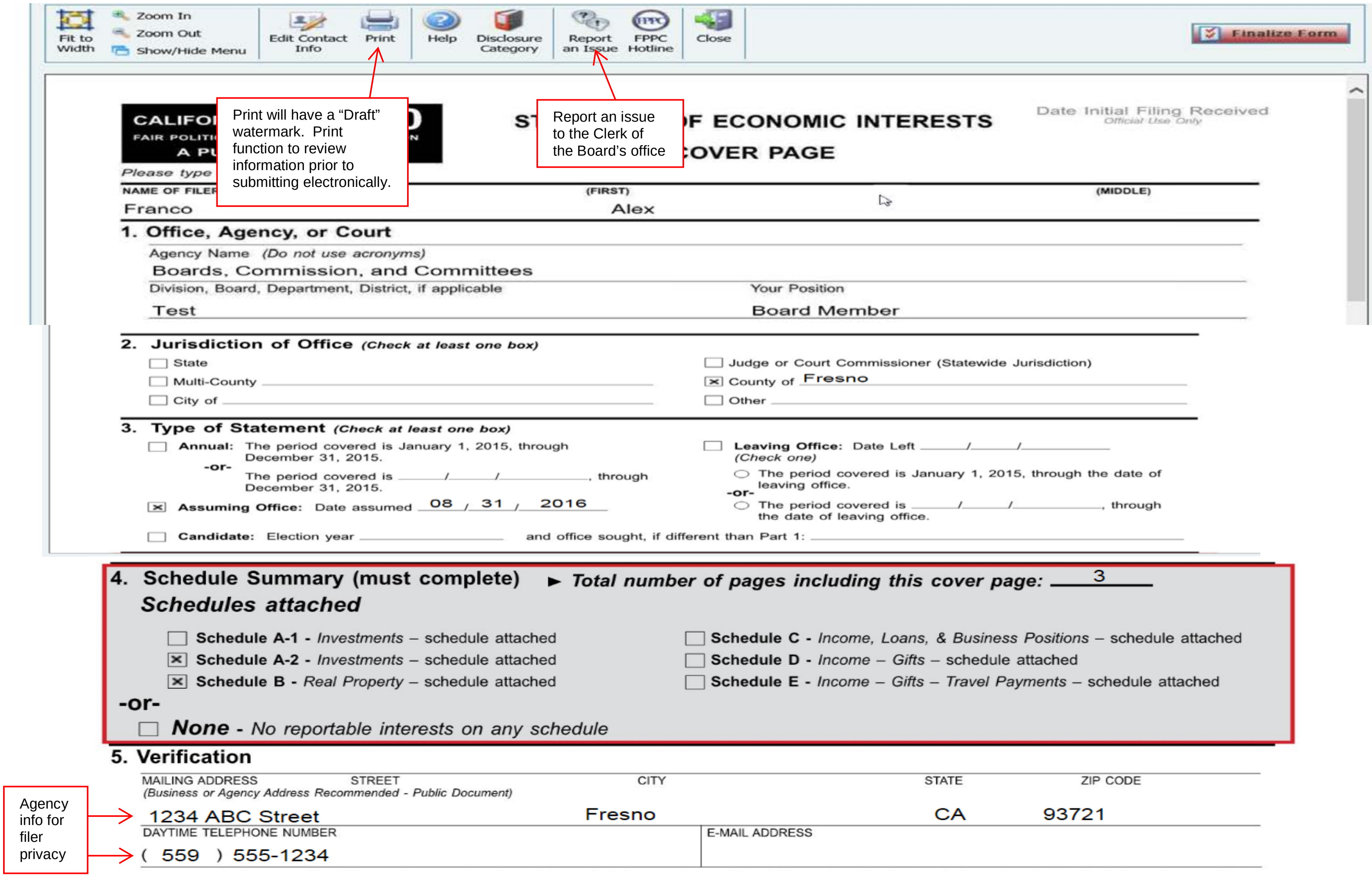
The Form 700 is a public document. It is highly recommended to use an agency's address to appear on the cover page of the Form 700.



Completing a Form 700

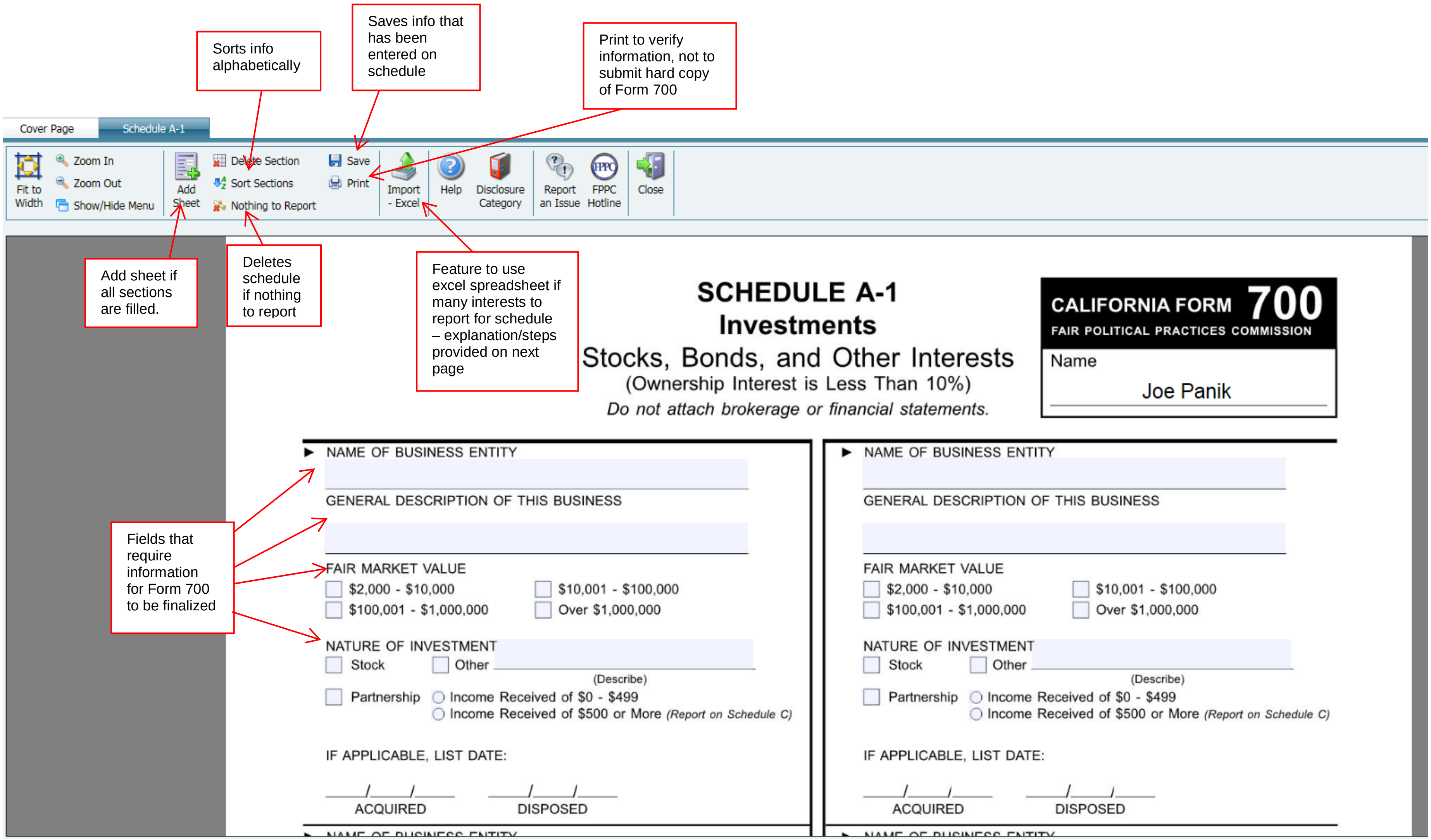
Cover Page

The cover page is completed by the system. If schedules have been selected on the previous screen for completion, the appropriate boxes will be checked in Section 4. An electronic signature with a date and time stamp will be assigned to the Form 700 when submitted electronically.



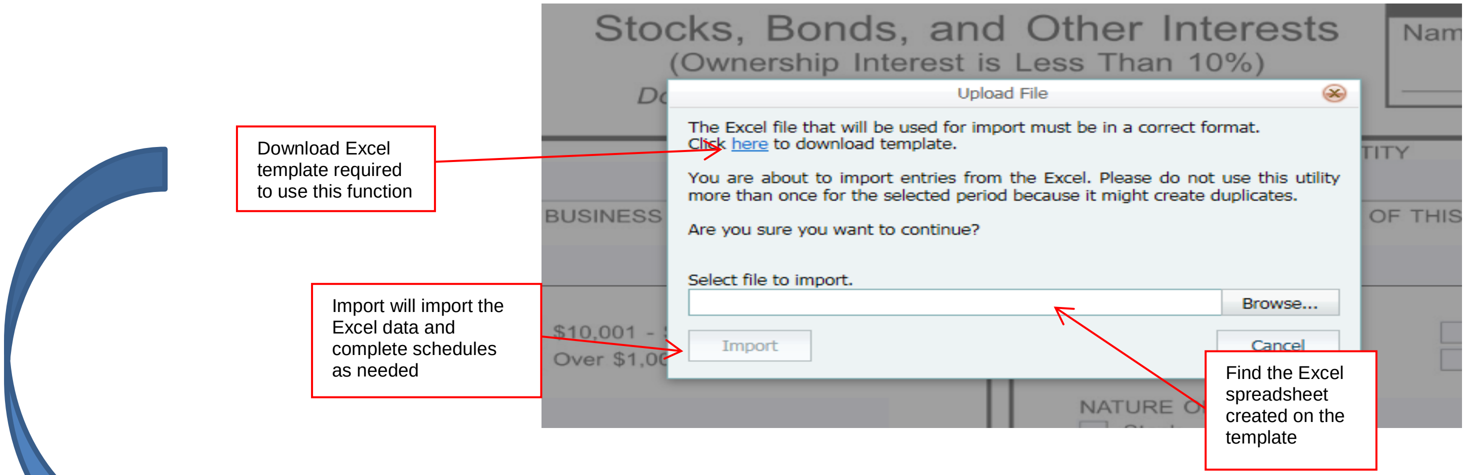
Schedule A-I

To be completed as needed per requirements of disclosure categories if you have reportable financial interests.



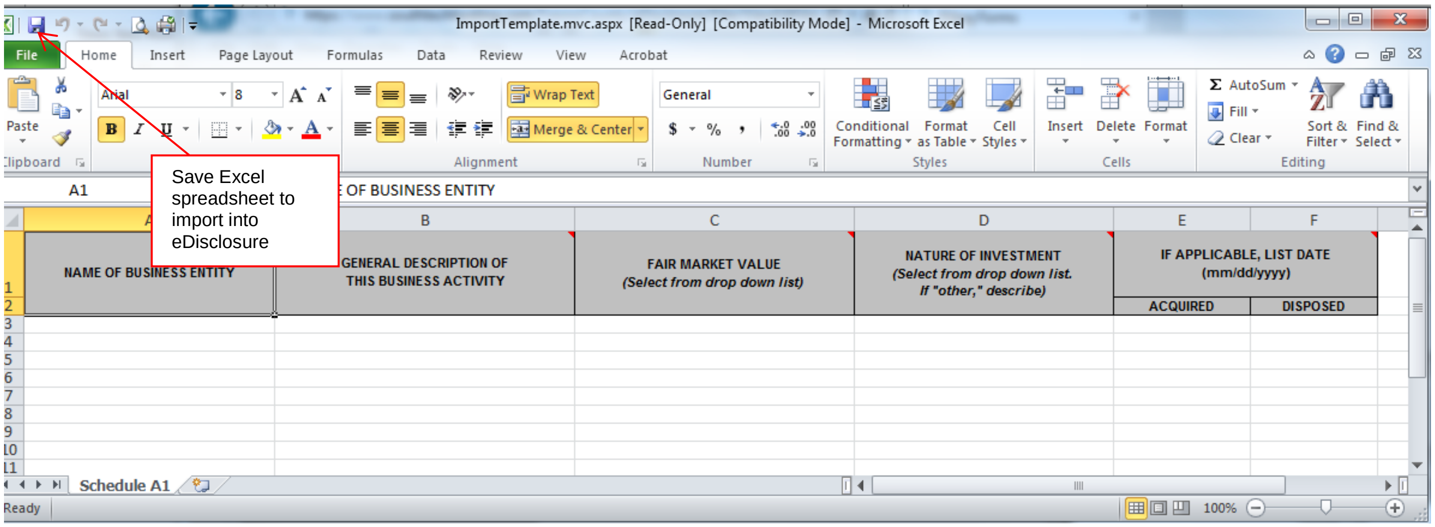
Importing - Excel Function (feature for Schedule A-1)

Great feature if there are many interests that need to be listed on same schedule. You must use the excel template that can be downloaded when the feature is selected. Information will be taken from the Excel spreadsheet and inserted in the schedule. When this feature is used, the following will appear:



Excel Spreadsheet Template – each field must have information for the schedule to be completed correctly

Save the Excel spreadsheet, as it will need to be imported into eDisclosure.

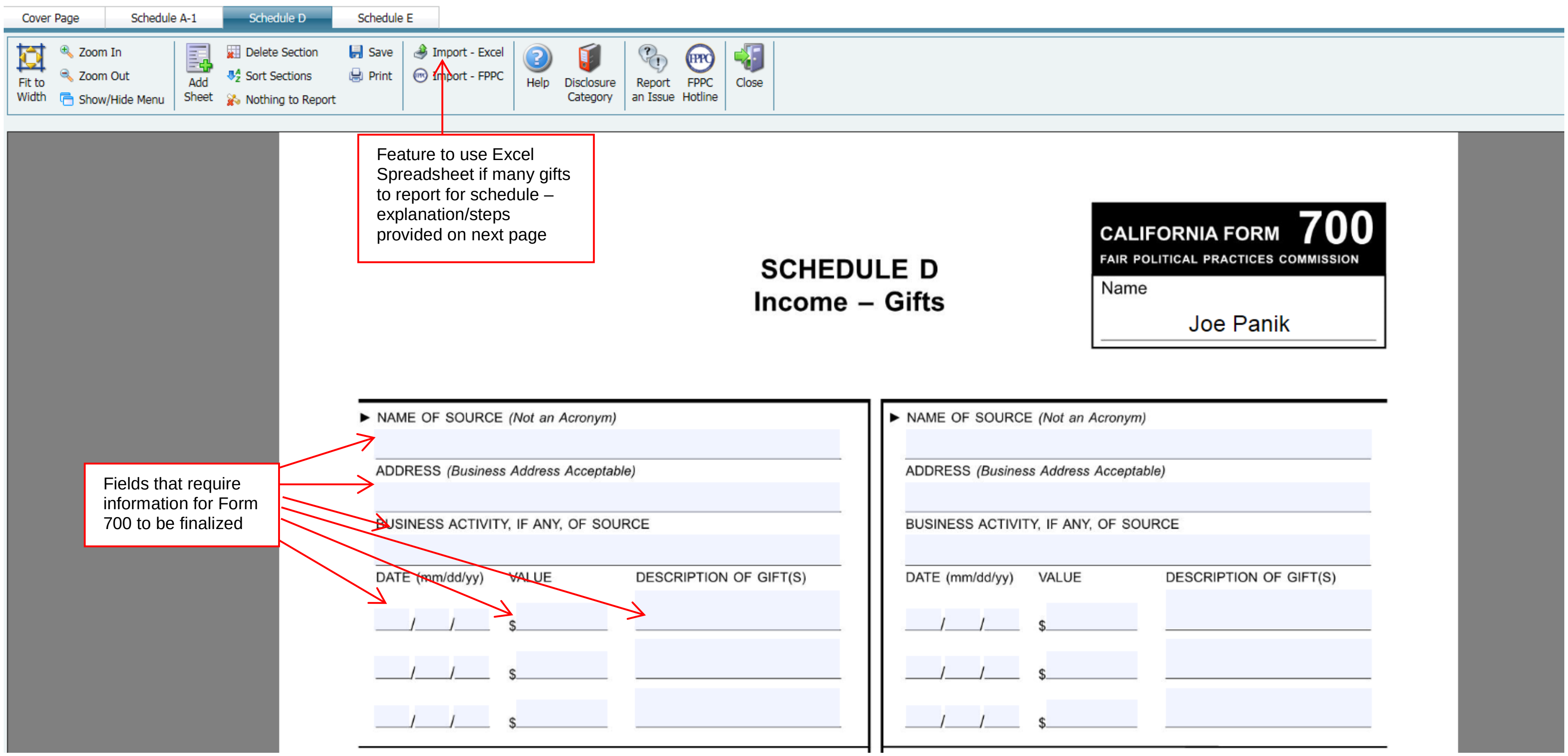


Schedules A-2 through C

To be completed as needed per requirements of disclosure categories if you have reportable financial interests. Make sure to complete each required section on the fillable form for each schedule.

Schedule D

To be completed as needed per requirements of disclosure categories if you have reportable financial interests.

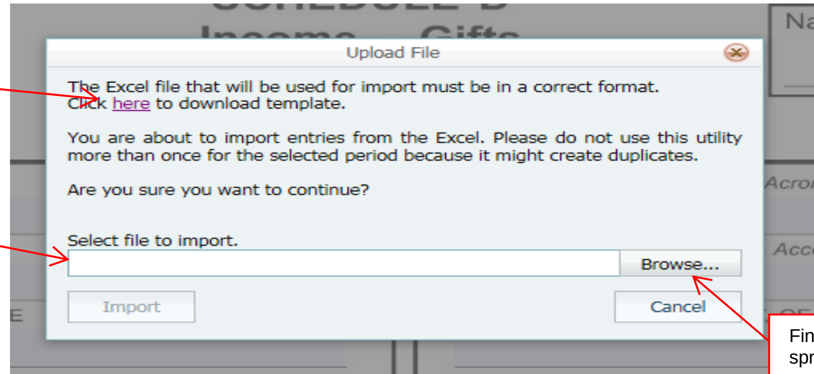


Importing - Excel Function (feature for Schedule D)

Great feature if there are many gifts that need to be listed on same schedule. You must use the excel template that can be downloaded when the feature is selected. Information will be taken from the Excel spreadsheet and inserted in the schedule. When this feature is used, the following will appear:

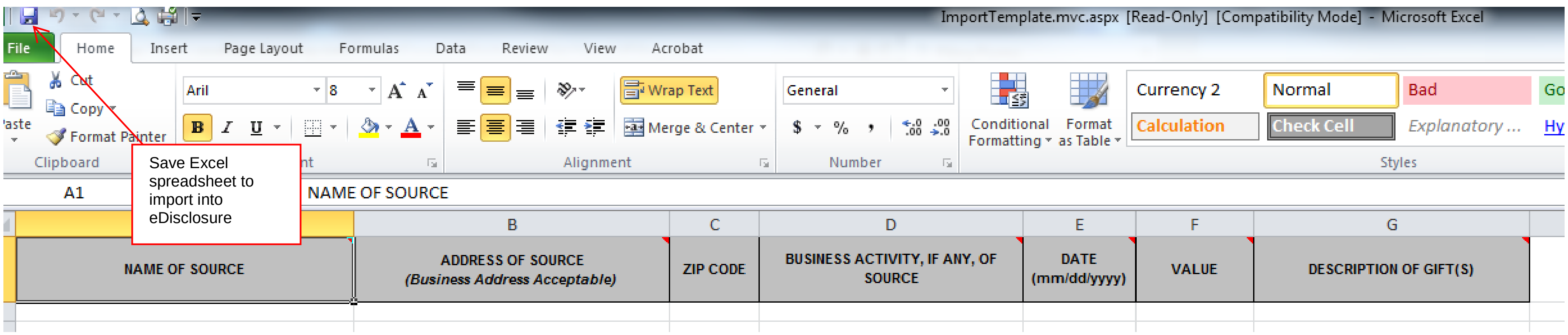
Download Excel template required to use this function

Import will import the Excel data and complete schedules as needed



Find the Excel spreadsheet created on the template

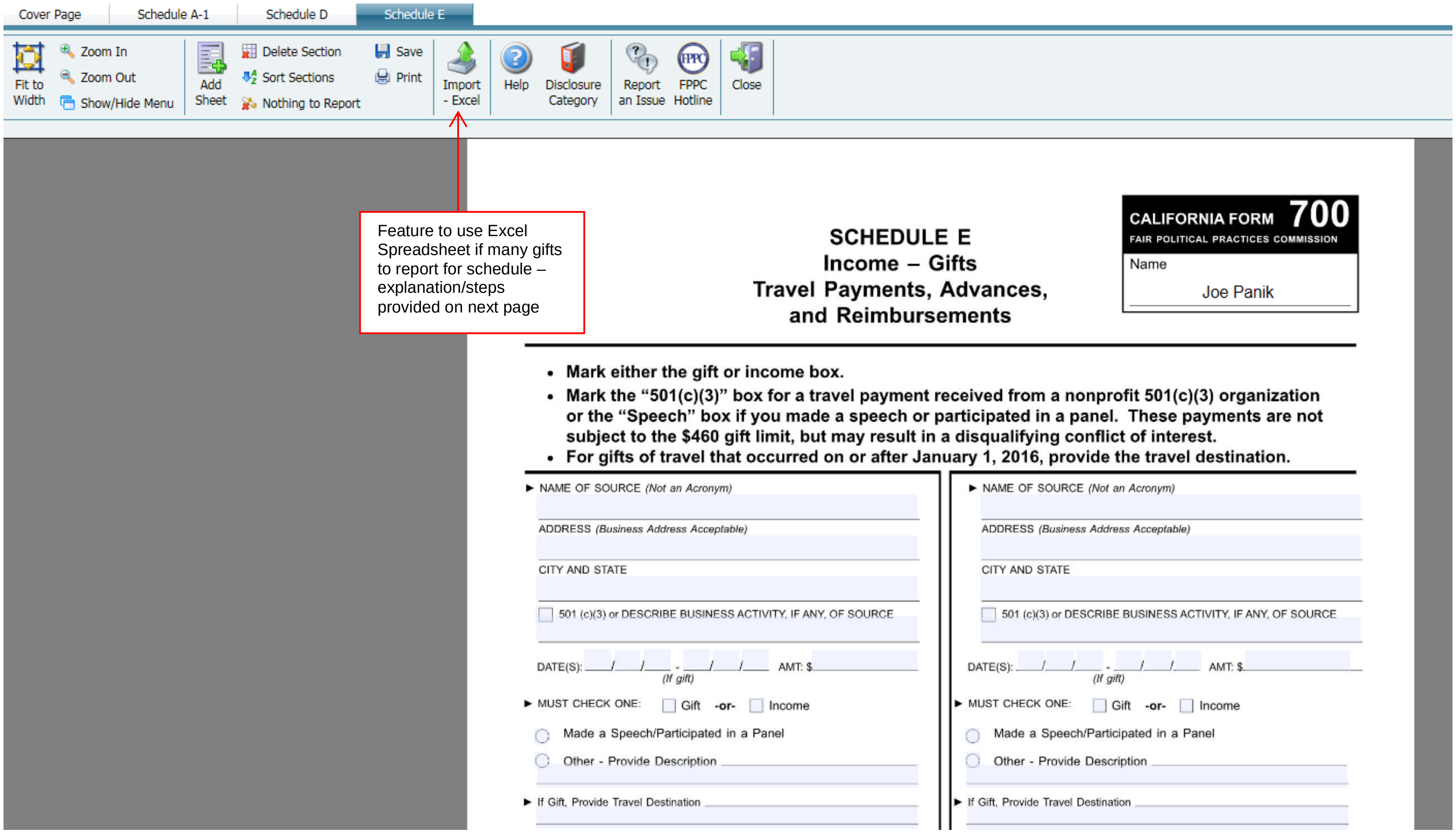
Excel Spreadsheet Template – each field must have information for the schedule to be completed correctly
Save the Excel spreadsheet, as it will need to be imported into eDisclosure.



Save Excel spreadsheet to import into eDisclosure

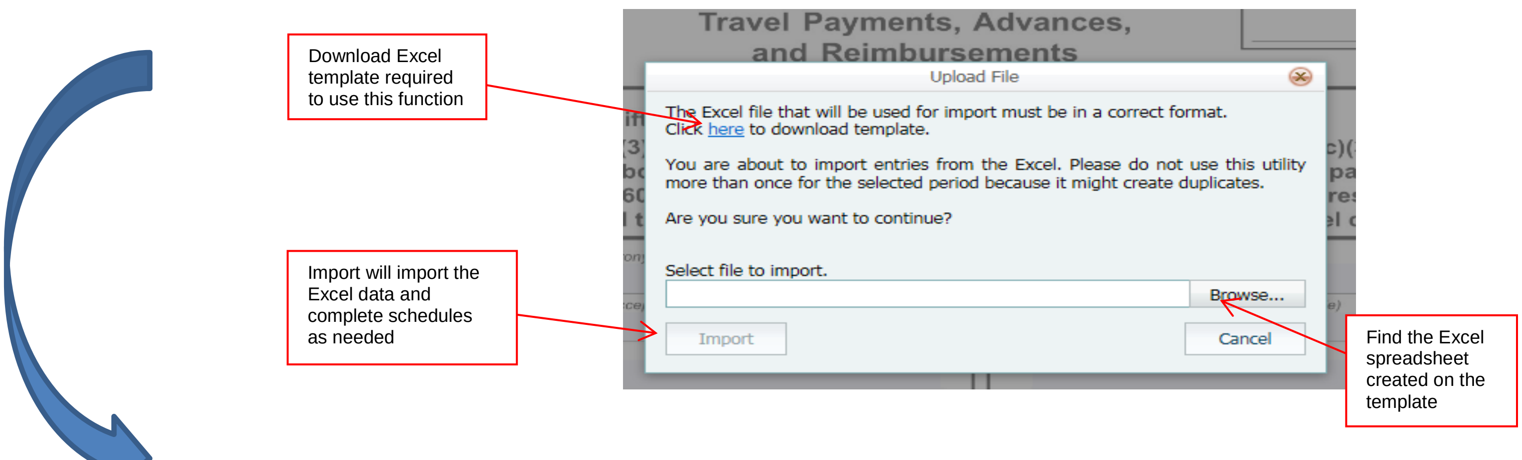
Schedule E

To be completed as needed per requirements of disclosure categories if you have reportable financial interests.



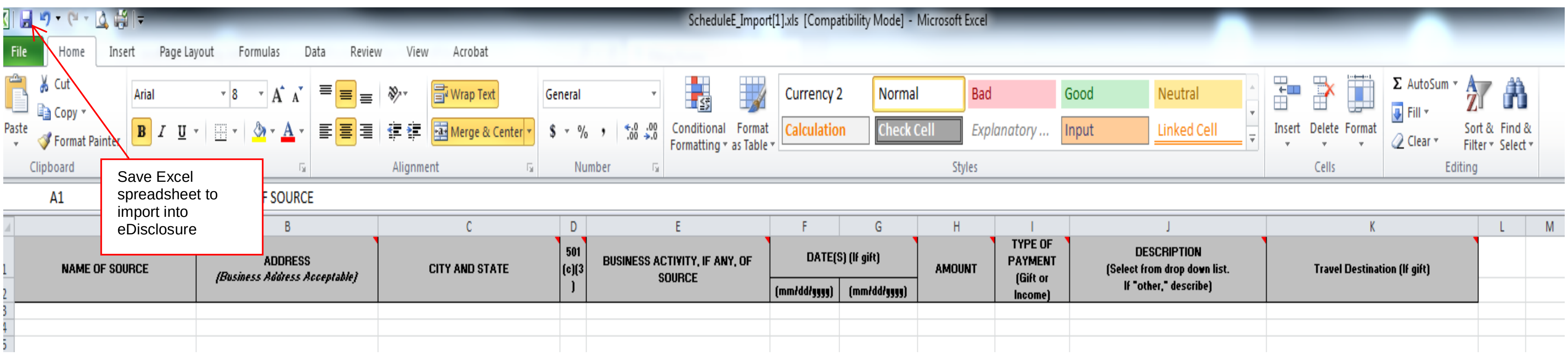
Importing - Excel Function (feature for Schedule E)

Great feature if there are many gifts that need to be listed on same schedule. You must use the excel template that can be downloaded when the feature is selected. Information will be taken from the Excel spreadsheet and inserted in the schedule. When this feature is used, the following will appear:



Excel Spreadsheet Template – each field must have information for the schedule to be completed correctly

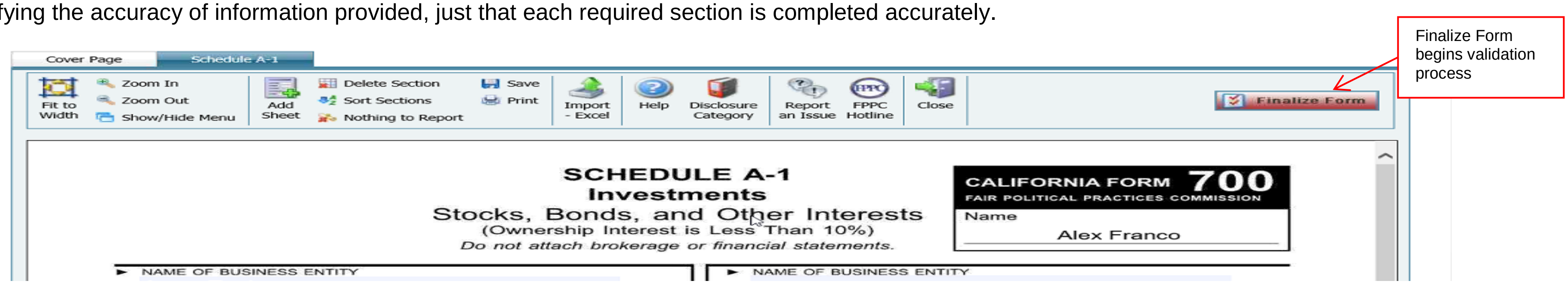
Save the Excel spreadsheet, as it will need to be imported into eDisclosure.



Finalize your Form 700

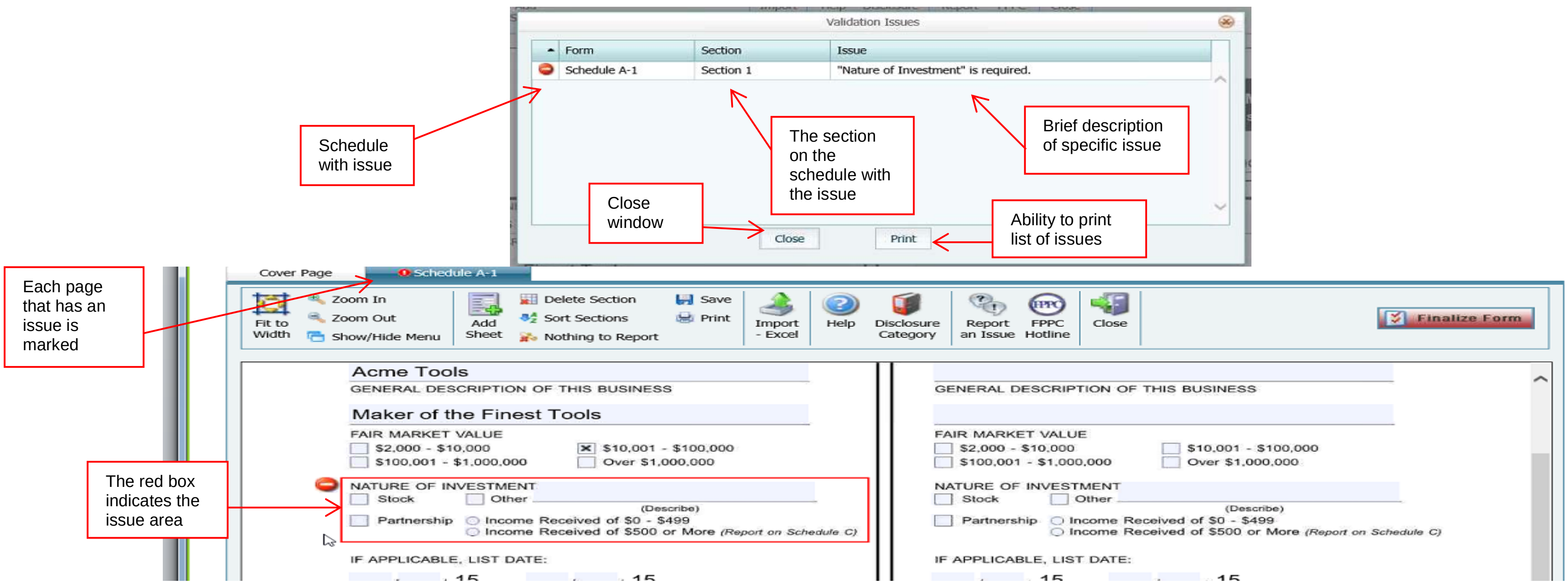
The Validation Process

Once all schedules are completed, finalize your Form 700. The system will perform a validation process to make sure the Form is properly completed. This is not verifying the accuracy of information provided, just that each required section is completed accurately.



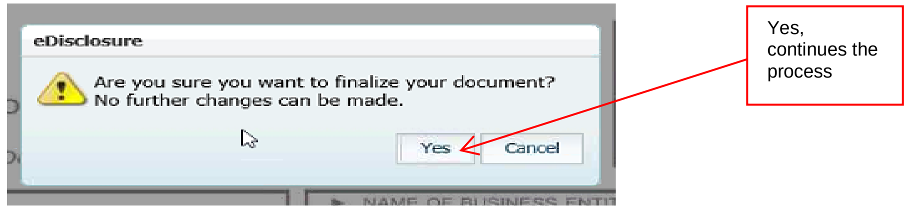
If an Error is found in the validation process

A window will open listing Validation Issues and the issue on the schedule will be highlighted with a red box for easy identification. Make sure to correct each section. Select Finalize Form again to complete the validation process once the corrections have been made.



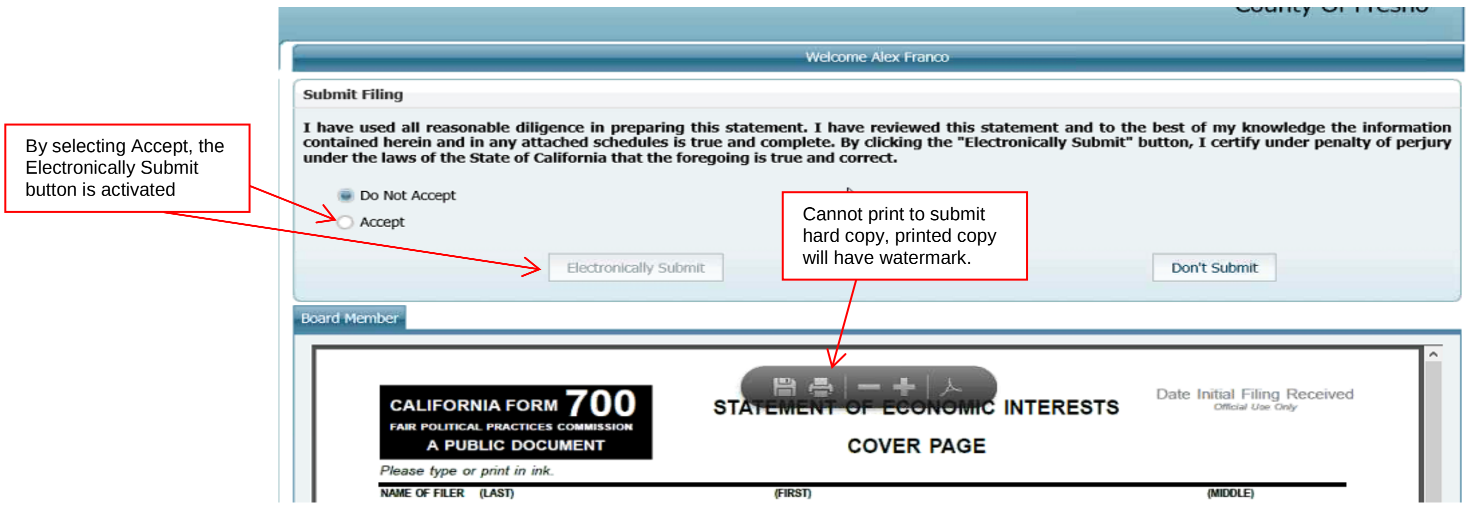
Finalize Your Form 700 (cont.)

You cannot make changes to your Form 700, once it is finalized. However, you can make amendments if you find that information needs to be changed on the Form 700.



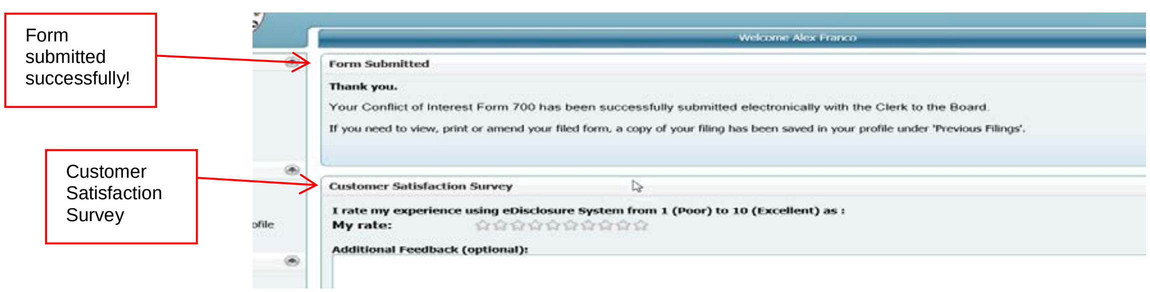
Statement to certify under penalty of perjury

This must be accepted to submit electronically. This takes the place of the original signature by providing an electronic signature.



Form 700 Submitted Successfully

The last screen will verify the Form 700 has been successfully submitted electronically and has the option of completing the Customer Satisfaction Survey. The filer will also receive an email notification of the date and time that their Form 700 was filed electronically.



Options once Form 700 is submitted electronically

Form 700s that have been submitted electronically are available in the **Previous Filings** menu. A variety of options are available in regards to previous filings including viewing and printing.