

Frequently Asked Questions – Agency Coordinators

Statement of Economic Interests and Financial Disclosure Forms

	Problem	Solution
Getting Started	<ul style="list-style-type: none"> What does it mean “to build my list?” 	<ul style="list-style-type: none"> The agency coordinator is responsible for entering the first and last name and email address for each person in their agency or on their board who is required to file a disclosure form into the Council’s electronic filing system. The forms cannot be released until January 1, so the Council refers to this first step as “building the list” to provide ample time to enter the content into the system. Please see the <i>Agency Coordinator Guide Issued December 2018</i> for full details.
	<ul style="list-style-type: none"> When I go to your website, I do not see a way to build my list or create new forms for the filers in my agency or on my board. 	<ul style="list-style-type: none"> To access your portal, please go to: <ul style="list-style-type: none"> coi.dls.virginia.gov Enter your email address which is also your user name. Enter your password or click on <i>I forgot my password</i> to create a new one. If you are a local government officer or employee, you not use the electronic filing system. You will collect and retain, for five (5) years, paper forms.
	<ul style="list-style-type: none"> I tried to reset my password and it says that the PIN is not valid. 	<ul style="list-style-type: none"> How many times have you clicked <i>I forgot my password?</i> It takes the system some time to generate a new PIN and email it to you. Each time you click <i>I forgot my password,</i> a new PIN is generated making the previous one obsolete or invalid.
	<ul style="list-style-type: none"> How do I know which form to assign? 	<ul style="list-style-type: none"> As a general rule, the forms assigned are as follows: <ul style="list-style-type: none"> State officers and employees file the <i>Statement of Economic Interests form (SOEI)</i> Citizen members of advisory boards, commissions and councils file the <i>Financial Disclosure Statement form (FDS)</i> Only members of the General Assembly, the Governor, Lieutenant Governor, Attorney General and the Governor’s Cabinet file <i>Session Gift Reports</i> More detailed information can be found on pages 2-7 of the <i>Agency Coordinator Guide Issued December 2018</i>. You may also contact the Council for assistance at 804.698.1810 or email us at ethics@dls.virginia.gov

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Deadlines and Notifications	<ul style="list-style-type: none"> When should I send the forms to my filers? 	<ul style="list-style-type: none"> It is imperative that the forms are not released before January 1. If the filers should complete their forms and submit in December, they will not have fulfilled their filing requirements for the new year.
	<ul style="list-style-type: none"> Should I send reminders to my filers when the deadline is getting closer? 	<ul style="list-style-type: none"> We highly recommend that you send reminders to those in your agency/board who have not yet submitted their form. State officers and employees who fail to file by the February 1 deadline will incur a \$250 late filing penalty. The system has been designed so that you can send reminders to those whose forms are still in Draft status. See the <i>Agency Coordinator Guide Issued December 2018</i> for full details.
Training	<ul style="list-style-type: none"> Who is required to take the training? 	<ul style="list-style-type: none"> Each state filer is required to complete training every two years.
	<ul style="list-style-type: none"> Where is training conducted? 	<ul style="list-style-type: none"> Training modules are available online by going to the homepage of the Council's website: http://ethics.dls.virginia.gov/index.asp Filers will scroll down and find the <i>State Officers and Employees Training Module</i> toward the bottom of the page. Clicking on the module and entering the requested information makes a record that the training requirement is fulfilled so long as the training is viewed to completion. In-person training is also available. Please contact the Council to make arrangements. Note that training is not offered during the month of January.
	<ul style="list-style-type: none"> Who maintains the training records for my filers? 	<ul style="list-style-type: none"> As agency coordinator, it is your responsibility to keep track of who has satisfied the training requirement and who needs to complete a training module. Contact the Council at 804.698.1810 or send an email to ethics@dls.virginia.gov for the most current training records.
Making Changes to Your Account	<ul style="list-style-type: none"> We have new email addresses. Should I use the old ones or new ones? 	<ul style="list-style-type: none"> Please contact the Filing Coordinator to assist you with this change by calling 804.698.1810 or by emailing ethics@dls.virginia.gov
	<ul style="list-style-type: none"> We have a new agency coordinator. How do we make this change? 	<ul style="list-style-type: none"> Please contact the Filing Coordinator to assist you with this change by calling 804.698.1810 or by emailing ethics@dls.virginia.gov