



VIRGINIA

CONFLICT OF INTEREST AND
ETHICS ADVISORY COUNCIL

**User Guide for
Agency Coordinators**

Designation of State Employees who must file a Statement of Economic Interests

- The Governor, Lieutenant Governor, Attorney General, Justices of the Supreme Court, judges and substitute judges and members of the State Corporation Commission, Virginia Workers' Compensation Commission, Commonwealth Transportation Board, the Board of Trustees of the Virginia Retirement System, members of the State Lottery Board and designated state employees complete the Statement of Economic Interests.
- Each executive branch state agency is tasked with determining which job positions are designated to file a Statement of Economic Interests based on guidance from the Governor's office (see [Executive Order 8](#)).
- The Joint Rules Committee of the General Assembly designates which employees and officers of the legislative branch shall file a Statement of Economic Interests.

Designation of Citizen State Appointees who must file a Financial Disclosure Statement

- **Citizen members of policy, supervisory and advisory boards, commissions and councils in the executive branch of state government complete the Financial Disclosure statement as an appointment requirement and on an annual basis for the time that an individual serves on the board or commission.**

Local Employees and Officials

- **Local employees and officials who are required to file pursuant to § 2.2-3115 file on paper with the appropriate clerk.**

Constitutional Officers

- **Constitutional officers are required to file electronically with the Council using the Council's online filing system**

Deadlines and Notification

- A new officer or employee working in a disclosure designated position must submit a Statement of Economic Interests as a condition to assuming office or beginning employment.
- Those in designated positions file a Statement of Economic Interests annually **February 1st** (covering activity from the prior calendar year of January 1 to December 31) .
- The submission of a Financial Disclosure Statement also occurs annually. The annual filing must be submitted by February 1.
- The Ethics Council will electronically send the official memorandum advising agency coordinators to proceed with notifying their designated filers of the obligation to disclose their financial interests.

Session Gift Report

- The Session Gift Report is due annually by **May 1st** and covers reportable gifts received from January 1 to adjournment sine die of the regular General Assembly Session
- The following individuals are required to submit a gift report annually, due no later than May 1.
 - Members of the General Assembly
 - Governor
 - Lieutenant Governor
 - Attorney General
 - Members of the Governor's Cabinet

Coordinator Access - Create Agency Filing Lists and Notify Filers

- Agency coordinators are granted access to the Council's online filing system by Council staff.
- Agency coordinators will use the system to create accounts for new users and generate the filing records for new and returning users. Coordinators direct the system to send all users the notification email containing the link for the online filing system, and for new users of the system, the registration email.
- After an agency coordinator logs into the system, they will arrive at the home page which displays "**My Organizations**" (those agencies or boards for which they are the designated agency coordinator) as well as "**My Disclosures**" (those agencies or boards for which they are required to file a disclosure form).

Create Lists of Required Filers and Notify Filers

- To begin, navigate to Step 1 and click on “Manage the disclosure list (Add Individuals).”

Home Page View

Hello Will Smith! [[Change Password](#)] [[Dashboard](#)] [[Log off](#)]


2017 Training Account - Conflict of Interest Disclosures

- Step 1: [Manage the disclosure list \(Add Individuals\)](#)
- Step 2: Notify - All notifications have been sent.
- Step 3: No pending disclosures

If you have disclosures to complete, they will appear here.

Will Smith's Disclosures

Year	Organization	Form	Action
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Step 1, Part 1 - Manage the Disclosure List

- Within this view, you will have a number of tools available to build and edit your list.
- When you initially log in to create and manage the filing list for the next filing period, your disclosure list will be blank.
 - If this is your agency's first time using the system, please skip to the section titled, "Step 1, Part 2 – Create New Contacts".
 - If you entered individual filers for your agency in a previous filing, then you can select the filers from the previous filing year list to add your required filers for the current period.
 - To do so, Click on the "Copy from Previous Year" button.

Step 1 – Manage List Screen

Training Account 2017

Step 1: Manage List Step 2: Notify Step 3: Remind

Disclosure List

First Name	Last Name	Email	Position	Year	Disclosure	Status	Actions
<input type="button" value="Add New"/>	<input type="button" value="Copy from Previous Year"/>	<input type="button" value="Upload File"/>					

Step 1, Part 1 - Manage List - Copy from Previous List

- “Copy from Previous Year” – Allows a coordinator to copy contacts previously entered into the system to populate the agency or board list for the current filing period.
- Note the checkboxes on the left, the paging near the bottom, and the “Add Selected Contacts” button.
- Click on the headers to sort. For example, click on “Last Name” to sort alphabetically by last name.
- For convenience, you may select all of the filers per page by clicking on the “select all” box at the top of each page. After doing so, you may unclick those filers who are not required to submit a form for the current filing period. Or, check each box to the left of the desired contacts. After you have selected the designated filers, click “Add Selected Contacts,” to bring forward an individual or group of individuals to the current list.
- **If there are more than 50 contacts that are eligible to be copied, the Copy from Previous Year list will have multiple pages. You may check contacts on multiple pages, and add them all at once by clicking “Add Selected Contacts.” This process may take the system several minutes to complete.**

Training Account 2017

Step 1: Manage List

Step 2: Notify

Step 3: Remind

select all

select individual

Copy Disclosures

<input type="checkbox"/>	First Name	Last Name	Email	Position	Year	Disclosure
<input type="checkbox"/>	Test	One	testone@mailinator.com	Test Position One	2016	Statement of Economic Interest
<input type="checkbox"/>	Test	Two	testtwo@mailinator.com	Test Position Two	2016	Financial Disclosure

Add Selected Contacts

Cancel

Step 1, Part 1 - Manage List - Import List

- You can now import a list of required filers in the portal. This is a convenient feature if you have a very large list of required filers.
- To import your list of filers click the Upload File button shown below

Training Account 2017

Step 1: Manage List	Step 2: Notify	Step 3: Remind
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Disclosure List

First Name	Last Name	Email	
Add New	Copy from Previous Year	Upload File	

Step 1, Part 1 - Manage List - Import List

- You will be provided with instructions and a template to import your list of required filers

Training Account 2017

Step 1: Manage List

Step 2: Notify

Step 3: Remind

Upload File

Step 1 - Download Template

CSV Upload Excel Template

click here to download a template

Step 2 - Update template with new disclosures.

Make sure to save it as a CSV.

Make sure to save your file as a .CSV or the import will not be successful

Step 3 - Choose the modified file.

Browse...

Step 4 - Click Upload

Upload List (CSV)

Step 1, Part 1 - Manage List - Import List

- First you will be provided with instructions for creating and saving your list to import
- Once you complete your list you will need to save only the page within the workbook that contains your list - you do not want to save the entire workbook or your import will not be successful. There will be a prompt provided to help with this
- Your file **MUST** be saved as a .CSV (comma delimited) or it will not upload properly
 - Form type is a dropdown that lets you specify Statement of Economic Interests or Financial Disclosure Statement for each filer in your list
 - The dropdown under Gift will be set to False **unless** you are managing an account for one of the individuals listed on page 6 of this manual

Step 1, Part 1 - Manage List - Import List

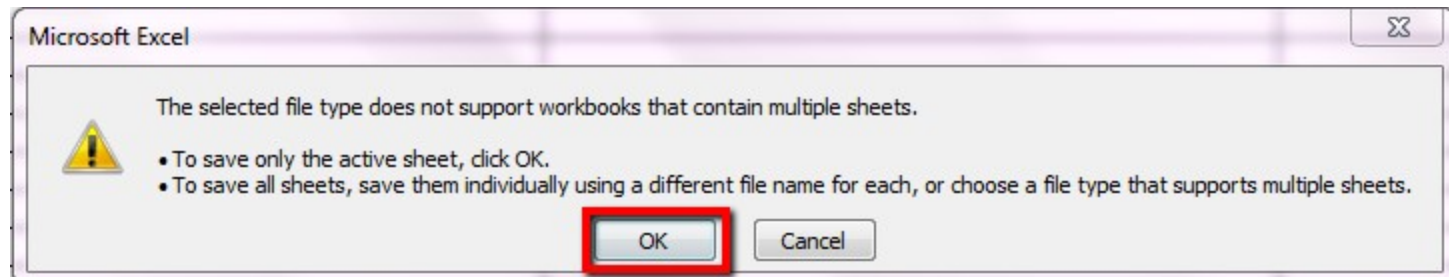
- Complete your list

FirstName	LastName	Email	Position	FormType	Gift
Michelle	LeGates	mlegates@dls.virginia.gov	Filing Coordinator	SOEI	FALSE
Rebekah	Stefanski	rstefanski@dls.virginia.gov	Attorney	SOEI	FALSE

- Save as .CSV

File name: Training Import.csv
Save as type: CSV (Comma delimited) (*.csv)

- Click OK to save only the active sheet



Step 1, Part 1 - Manage List - Import List

- Browse for and select the file you created and click Upload

Step 3 - Choose the modified file.

C:\Users\mlegates\Docur

Step 4 - Click Upload

- Once the system has uploaded your file you will be taken back to Step 1 where you will see your completed list

Training Account 2017

[Step 1: Manage List](#)

[Step 2: Notify](#)

[Step 3: Remind](#)

Disclosure List

First Name	Last Name	Email	Position	Year	Disclosure	Status	Actions
Michelle	LeGates	mlegates@dls.virginia.gov	Filing Coordinator	2017	Statement of Economic Interest	Draft	EDIT DELETE
Rebekah	Stefanski	rstefanski@dls.virginia.gov	Attorney	2017	Statement of Economic Interest	Draft	EDIT DELETE

Step 1, Part 2 - Manage List - Create New Contact

- If an individual is not in your disclosure list, this function allows you to create a contact for an individual. If you are creating multiple contacts to add to your list, use the “Save and New” function to create contacts consecutively.
- A filer must have an email address unique to him or her. Filers ***cannot*** share an email address.

When you create a new contact you will be prompted to enter a name, e-mail address and position. You must select which form the individual is required to file- the Statement of Economic Interests or the Financial Disclosure Statement.

Create New Contact Screen

Add User

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Position	<input type="text"/>
Form	SELECT ONE <input type="button" value="v"/>
<input type="button" value="Save"/>	<input type="button" value="Save and Add New"/>

Step 1, Part 3 - Manage List - Edit and Delete

- In Step 1 you have the ability to delete a filer who is no longer required to file or edit the information regarding an individual**

Disclosure List

First Name	Last Name	Email	Position	Year	Disclosure	Status	Actions
Rebekah	Stefanski	rstefanski@dls.virignia.gov	Attorney	2017	Statement of Economic Interest	Draft	EDIT DELETE
Michelle	LeGates	mlegates@dls.virginia.gov	Filing Coordinator	2017	Statement of Economic Interest	Draft	EDIT DELETE

Add New

Copy from Previous Year

Upload File

Step 1, Part 3 - Manage List - Edit

- Clicking edit will bring up the filer's personal information so you may edit as necessary
- You may also edit the type of form required
- If the filer is required to submit a Session Gift Report you will select yes from the dropdown menu beside gift
 - The Session Gift Report is only required of the Governor, Lieutenant Governor, Attorney General, members of the General Assembly and members of the Governor's Cabinet

Add User

First Name	Michelle
Last Name	LeGates
Email	mlegates@dls.virginia.gov
Position	Training
Form	SELECT ONE ▾
Gift	No ▾
<input type="button" value="Save"/>	<input type="button" value="Save and Add New"/>

Session Gift report should only be set to Yes for the Governor, Lieutenant Governor, Attorney General, members of the General Assembly and members of the Governor's Cabinet

Step 2 - Notify

- Use the “Step 2: Notify” function to notify all filers of their obligation to submit their disclosure form.
- Click on the “Create Account & Send Notifications” button to direct the system to send a series of automatically generated emails to each user to notify them of their obligation to file.
- New users to the system will also receive a registration email which will allow them to set up their account. If an account was previously created, but never activated by the intended filer, those individuals will also receive the registration email.
 - The system may take several minutes to process the emails. **Please do not close your browser until the process has been completed**
- **Agency coordinators should not send out notifications to filers from the system until they have received the official memorandum from Council staff.**

Individuals Not Notified

First Name	Last Name	
Michelle	LeGates	mlegates@
Rebekah	Stefanski	rebekahst

Create Account and Send Notifications

Email Notification to Filers from the Conflict of Interests System

- After the coordinator clicks on the “Create Accounts & Send Notifications” button in Step 2: Notify, the system will send the notification email to all filers and the account registration email to unregistered accounts. The notification email includes a link to access the account log in screen.

Ethics Council <ethics@dls.virginia.gov>

12:17 PM (1 minute ago) ☆



to me ▾

Your position as a state officer or employee, judge, or constitutional officer requires you to annually file a Statement of Economic Interests. **The filing deadline is January 15, 2017.** If the deadline falls on a weekend or holiday, the deadline is moved to the next business day.

There is a late filing penalty of \$250 for Statements of Economic Interests not received by the filing deadline.

Electronic filing using the Council's online filing system is required. The Council is NOT able to accept any filings on paper, via mail, fax or email. To submit your disclosure statement online please use the link below.

<http://coidev.dlas.virginia.gov>

Your disclosure will cover activity from the previous calendar year (January 1 to December 31).

If this is the first time you will file your Statement of Economic Interests through the online filing system, you will receive another email with instructions for registering. If you are a returning user you can log in using this email address. If you do not remember your password, use the “Forgot Password” link on the log-in page.

Thank you for your service to the Commonwealth. If you have any questions, please contact your agency conflict of interest coordinator.

Registration Email to New Filers

- Filers will click on the link in this email and enter the pin to register their account. Each filer has a unique registration link and pin.

Dear Michelle,

A new account has been created for you in the Conflict of Interest reporting system through the Virginia Conflict of Interest and Ethics Advisory Council. To set up your account -

1. Click on the following link:

<http://coiuat.dls.virginia.gov/Account/Activate?RegistrationKey=Sz25flsaw0wGrTa30LJ8i5GvMMuh12gE>

2. Enter your pin:

0000

3. Follow the instructions to complete the registration process.

Thank you for your cooperation. As a reminder, the deadline to file your conflict of interest disclosure is January 15, 2017.

***the registration link is a one-time use link. After registering an account users will need to go to coi.dls.virginia.gov to log in to their account**

Step 3 - Remind

- As new and returning users access the system to submit their disclosures, coordinators should remain aware of the user's status
- In the “Step 3: Remind” tab, coordinators will see a list of individuals who have not yet filed and may select the “Send Email Reminder” function to send out emails to all filers who have not yet filed their form. From here, you will also be able to monitor when the last reminder was sent.
- **It is recommended that an agency coordinator direct the system to send the reminder email at least twice during the filing period.**

Step 1: Manage List

Step 2: Notify

Step 3: Remind

Individuals who have not submitted their disclosures

First Name	Last Name	Email	Position	Year	Disclosure	Status	Date Notified	Date Reminded
Michelle	LeGates	mlegates@dls.virginia.gov	Filing Coordinator	2017	Statement of Economic Interest	Draft	12/4/2016	
Rebekah	Stefanski	rebekahste@mailinator.com	Attorney	2017	Statement of Economic Interest	Draft	12/4/2016	

Send Email Reminder

Individual Filing for Agency Coordinators

- If an agency coordinator is required to submit his own filing, he must create a record of his own in the process of creating and notifying the agency's disclosure list. The relevant form and link to start the filing process is in the "My Disclosures" section of the Dashboard.
- The "My Disclosures" section provides the link to the required disclosure form to be completed by the filer and submitted online. Click on the link and the form wizard will guide the filer through the form.
- **It is the responsibility of the filer to ensure that the disclosure filing is accurate and complete to the best of their knowledge.**

Will Smith's Disclosures

Year	Organization	Form	Action
2017	Sailing Board	Statement of Economic Interest (Not Submitted)	Edit Preview



Thank You!

To contact Ethics Council staff:

Call: 804.698.1810

Email: ethics@dls.virginia.gov