

# Commonwealth of Virginia



## Conflict of Interest and Ethics Advisory Council

User Guide for  
Conflict of Interest Individual Filers

# Designation of State Employees who must file a Statement of Economic Interest

- \* 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. 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 Appointees who must file a Financial Disclosure

- \* Citizen members of boards and commissions in the executive branch of state government complete the Financial Disclosure form 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

- \* File on paper in the office of the Clerk of the Governing Body
  - \* School Board members file with the Clerk of the School Board
- \* Prior to assuming office or taking employment, each person listed below must file their required statement. Thereafter, they will follow the applicable schedule below.
- \* The following local government officials (with exception of Highland County) are required to file with their clerk of the governing body (or the clerk of the School Board in the case of members of the School Board) the Statement of Economic Interests semi-annually. If the report's due date falls on a weekend or holiday, the due date is the next business day.
  - \* Board of Supervisor members
  - \* School Board members
  - \* City Council members
  - \* Town Council members in towns where the population exceeds 3,500
  - \* Persons holding positions of trust appointed or employed by governing body as designated by ordinance
  - \* Persons holding positions of trust appointed or employed by school board through policy adopted by the school board

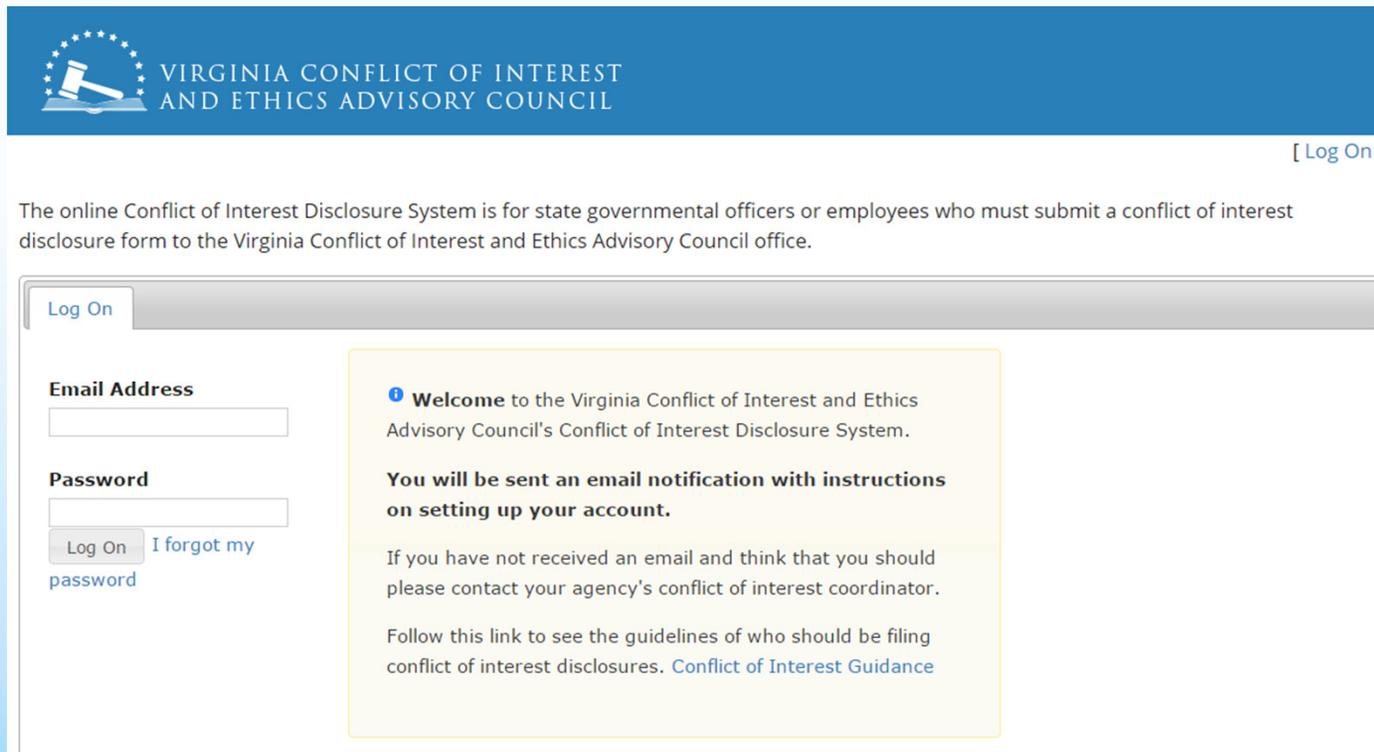
# Deadlines and Notification

- \* A new employee working in a disclosure designated position should submit a Statement of Economic Interests upon beginning employment.
- \* Newly appointed, citizen members to executive branch boards and commissions submit a Financial Disclosure.
  - \* Please contact the Appointments Division in the Secretary of the Commonwealth's Office for information on how to submit this initial filing.
- \* The Statement of Economic Interests is also filed twice a year by **June 15th** (covering activity from November 1 through April 30) and **December 15th** (covering activity from May 1 through October 31).
- \* The submission of a Financial Disclosure form occurs annually. The annual filing must be submitted by December 15th .
- \* By May 15th and November 15th of each year, the Ethics Council will electronically send the official memorandum advising agency directors and coordinators to proceed with notifying their designated filers of the obligation to disclose their financial interests.

# Accessing the COI Disclosure System

- \* Individual access to the online Conflict of Interest Disclosure System is granted to users via their agency coordinator.
- \* Coordinator access to the online Conflict of Interest Disclosure System is granted by the Filing Coordinator for the Ethics Council.
- \* For security purposes, access to the online system is restricted to designated state employees and board and commission appointees and it is not accessible to the general public.

## Conflict of Interest Disclosure System Log-In Screen



The screenshot shows the login interface for the Virginia Conflict of Interest and Ethics Advisory Council. At the top, there is a blue header with the council's logo and name. Below the header, there is a [ Log On ] link. The main content area contains a paragraph explaining the system's purpose. Below this, there is a login form with fields for Email Address and Password, and a Log On button. A yellow callout box provides a welcome message and instructions on account setup and password recovery.

 VIRGINIA CONFLICT OF INTEREST AND ETHICS ADVISORY COUNCIL

[ Log On ]

The online Conflict of Interest Disclosure System is for state governmental officers or employees who must submit a conflict of interest disclosure form to the Virginia Conflict of Interest and Ethics Advisory Council office.

Log On

**Email Address**

**Password**

Log On [I forgot my password](#)

**Welcome** to the Virginia Conflict of Interest and Ethics Advisory Council's Conflict of Interest Disclosure System.

**You will be sent an email notification with instructions on setting up your account.**

If you have not received an email and think that you should please contact your agency's conflict of interest coordinator.

Follow this link to see the guidelines of who should be filing conflict of interest disclosures. [Conflict of Interest Guidance](#)

# Accessing the Conflict of Interest Disclosure System

- \* New and registered users of the Conflict of Interest online disclosure system will receive the notification email from the Conflict of Interest system informing them of their responsibility to file a disclosure form.
- \* Previously registered users may click on the hyperlink in the notification email to access the log-in screen.
- \* New users will receive a second email with a link and pin number to register their account with their email address

## Example Email Filers will Receive from the COI System

It's time to file your 2015 Conflict of Interest disclosure Inbox x

**Ethics Council** <no-reply@dls.virginia.gov> 1:26 PM (0 minutes ago) ☆

to me ▾

**MEMORANDUM**

TO: State employees, judges and substitute judges, and certain appointees

From: Virginia Conflict of Interest and Ethics Advisory Council

Subject: It's time to file your December 15, 2015 Conflict of Interest disclosure

Your position as a state employee, judge, or board or commission member requires you to disclose your financial interests semi-annually. It is now time to file your Statement of Economic Interest for the current filing period. **The filing deadline is December 15, 2015.**

To submit your disclosure statement online please use the link below.

<http://coi.dls.virginia.gov/>

This filing will cover the time period from May 1, 2015 - October 31, 2015.

If this is the first time you will file your conflict of interest disclosure through the online 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 "I forgot my 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.

# Accessing the Conflict of Interest Disclosure System

- \* New users will receive this second email from the Conflict of Interest system.
- \* Click on the link to register the online account.

## Registration Email for New Users

Registration information for your Conflict of Interest disclosure account  Trash x



Ethics Council <no-reply@dls.virginia.gov>

to me 

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://coi.dls.virginia.gov/Account/NewUser/5F374F468CB44660ABD3B09B8AC63EB2C6>

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 December 15, 2015.

# Accessing the Conflict of Interest Disclosure System

- \* Enter the Pin Number Provided in the Registration Email and click Next

Create a new account screen

## Create a New Account

Please enter the pin that was supplied in the email.

Registration Information

Pin:

Next

If you already have an account click here to [Log On](#)

# Accessing the Conflict of Interest Disclosure System

## Create a new account screen: Set-up Account

### Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 8 characters in length.

Passwords must contain 3 of the 4 attributes:

- a) Special characters,
- b) Alphabetical characters,
- c) Numerical characters
- d) Combination of upper and lower case characters

Account Information

**Email address**  
sherlockholmeslobby@yahoo.com

**Password**

**Confirm password**

Register

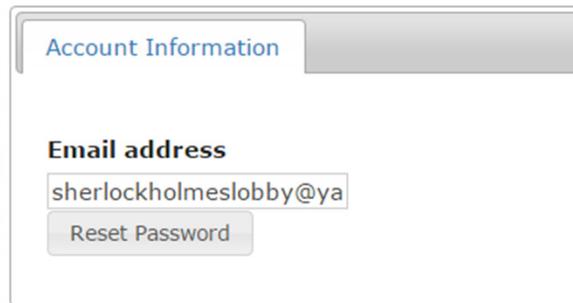
# Password Reset

- \* If you are a returning user, but do not remember your password, click on the “I forgot my password” option from the log-in screen. An email will be sent to your inbox which will allow you to reset your password and access your account.

## Reset Password Screen 1

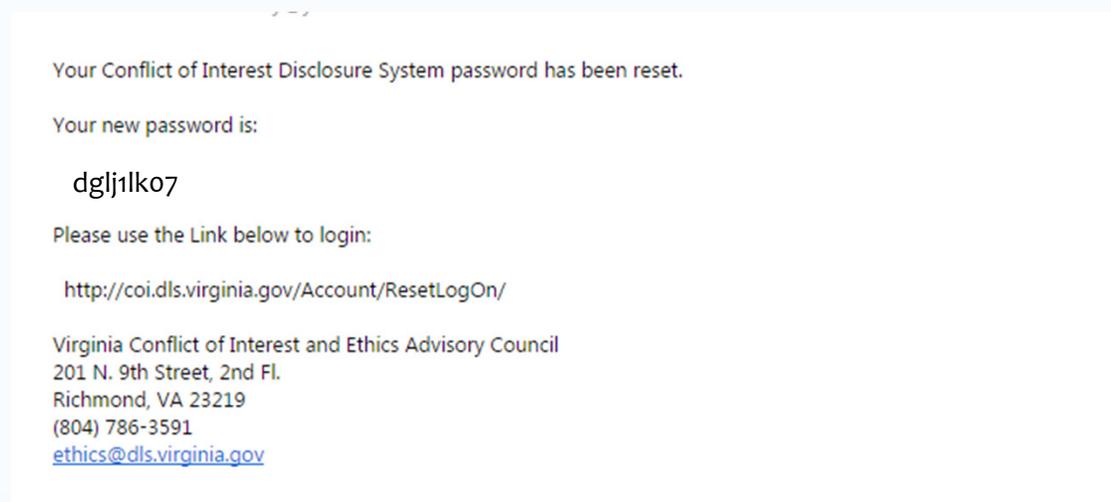
### Reset Password

Use the form below to reset your password.



The screenshot shows a web form titled "Reset Password". At the top, there is a tab labeled "Account Information". Below the tab, the form has a section for "Email address" with a text input field containing "sherlockholmeslobby@ya" and a "Reset Password" button.

## Password Reset Email Notification



# Password Reset

- \* The temporary password is the system-generated password provided in the reset password email
- \* The filer creates a new password that complies with the requirements

## Reset Password Screen 2

The online Conflict of Interest Disclosure System is for state governmental officers or employees who must submit a conflict of interest disclosure form to the Virginia Conflict of Interest and Ethics Advisory Council's office.

The screenshot shows a web interface for password reset. At the top left, there is a 'Log On' button. Below it, the form is divided into two main sections. On the left, there are four input fields: 'Email Address', 'Temporary password', 'New password', and 'Confirm new password'. Below the 'Confirm new password' field is a 'Change Password' button. On the right, there is a yellow information box containing a welcome message and password requirements. The requirements state that passwords must be at least 8 characters long and contain at least three of the following: special characters, alphabetical characters, numerical characters, and a combination of upper and lower case characters. At the bottom of the yellow box, there is a note about contacting the agency's conflict of interest coordinator if the user has reached the page in error.

**Log On**

**Email Address**

**Temporary password**

**New password**

**Confirm new password**

**Change Password**

**Welcome** to the Virginia Conflict of Interest and Ethics Advisory Council's Conflict of Interest Disclosure System.

Use the temporary password that was emailed to you and choose a new password that meets the following criteria:

Passwords are required to be a minimum of 8 characters in length. Passwords must contain 3 of the 4 attributes:

1. Special characters,
2. Alphabetical characters,
3. Numerical characters,
4. Combination of upper and lower case characters

If you think you have reached this page in error, then please contact your agency's conflict of interest coordinator.

# Individual Access- Completing and Filing a Disclosure Form

- \* After logging into the system, the “My Disclosures” section will provide 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 you 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.**

## My Disclosures

Michelle LeGates	
<b>Year Agency</b>	<b>Forms Required</b>
	<ul style="list-style-type: none"><li>Financial Disclosure Statement (Not Submitted)</li></ul>
2015DLS Test Agency	<ul style="list-style-type: none"><li>Submitted Statement of Economic Interests (Complete)</li></ul>

# Completing the Disclosure Form

Wizard: Follow the onscreen instructions to advance through each page

VIRGINIA CONFLICT OF INTEREST AND ETHICS ADVISORY COUNCIL

Welcome michelle.legates@gmail.com! [ Log Off ]

1 of 9 Complete

## Financial Disclosure Statement

**Instructions**

**Financial Disclosure Statement**

Your Paid Offices, Directorships, and Salaried Appointments

Paid Offices, Directorships, and Salaried Appointments of Your Immediate Family

Businesses or Government Agencies You Represented

Businesses or Government Agencies

### I. Financial Interests

My personal interests and those of my immediate family are as follows: Include all forms of personal interests held at the time of filing: real estate, stocks, bonds, equity interests in proprietorships and partnerships. You may exclude: 1. Deposits and interest bearing accounts in banks, savings institutions and other institutions accepting such deposits or accounts; 2. Interests in any business, other than a news medium, representing less than three percent of the total equity value of the business; 3. Liability on behalf of any business representing less than three percent of the total assets of such business; and 4. Income (other than from salary) less than \$10,000 annually from any business. You need not state the value of any interest. You must state the name or principal business activity of each business in which you have a personal interest.

▶ **Name**  
Michelle LeGates

▶ **Office or position held or to be held**  
Filing Coordinator

▶ **Address**  
201 N. 9th St.

**My Personal Interests Are: Residence, address, or, if no address, location**

Previous Next

Refer to the Definitions feature for help with information such as the definition of immediate family

Click the "Previous" and "Next" buttons to navigate within the wizard. Do not click the "Forward" and "Back" buttons of your Internet browser.

# Completing the Disclosure Form

- \* You are required to answer each of the questions on the Statement of Economic Interests. If you answer yes to a question, the wizard will advance you to the corresponding schedule, and only those schedules, to enter the relevant disclosure information.
- \* Filers who submitted an electronic filing the previous year will have the ability to copy data from the previous year's filing. The "Copy From Previous Filing" button will append last year's data to your current filing in the relevant schedules or disclosure sections. This feature is available for every disclosure page except for the Business Service Category in the Financial Disclosure Statement. After the "Copy From Previous Filing" feature adds the information into the form, you can delete a row of information that is no longer relevant, edit the information and add rows to enter new disclosure information.
- \* Information entered in the online form including in the relevant schedules is saved as a filer enters the information as well as when the filer clicks the "Next" button to advance to the next page.

**Schedule B - Personal Liabilities** 7 of 20 Complete  
Definitions

Instructions: Report personal liability by checking each category. Report only debts in excess of \$5,000. Do not report debts to any government. Do not report loans secured by recorded liens on property at least equal in value to the loan. Report contingent liabilities below and indicate which debts are contingent.

1. My personal debts are as follows:

Category	Select Amount
Banks	Not Applicable
Savings Institutions	Not Applicable
Other loan or finance companies	Not Applicable
Insurance Companies	Not Applicable
Stock, commodity or other brokerage companies	Not Applicable
Other businesses: (State principal business activity for each creditor and its name.)	Not Applicable
	Not Applicable
Individual creditors: (State principal business or occupation for each creditor and its name.)	Not Applicable
	Not Applicable

2. The personal debts of the members of my immediate family are as follows:

Category	Select Amount
Banks	Not Applicable
Savings Institutions	Not Applicable
Other loan or finance companies	Not Applicable
Insurance Companies	Not Applicable

Previous Next

# Previewing the Form

- \* At the end of the disclosure process, users are required to preview a draft of their filing before officially submitting the form online. At this point, a filer may print the filing for their records.
- \* Click “Preview Form” which opens a formatted version of the filing in another tab in the web browser. Review the form for accuracy and close the tab.

clicking the disclosure.

After you submit your Statement of Economic Interests, you will receive an automatically-generated confirmation email at the email address you used to login. That confirmation email will contain a link to the Conflict of Interest website, where you will be able to view the official version of your submitted Statement of Economic Interests. IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE. If the form is inaccurate or unavailable, contact the council staff at [ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov). You may be directed to complete an amendment, which will be filed with your original submission on the Commonwealth's servers.

**I, the undersigned, do state that the information furnished on this disclosure and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.**

► **Verify Name**

Preview Form

Previous

Submit

## STATEMENT OF ECONOMIC INTERESTS

NAME <b>Sherlock Holmes</b>		Candidate for Election to this office? ___YES___X_NO	
OFFICE OR POSITION FIELD OR SOUGHT <b>Filer</b>			
AGENCY/BUSINESS NAME <b>DLS</b>		PHONE <b>804-555-5555</b>	
AGENCY/BUSINESS ADDRESS <b>123 Main</b>			
CITY <b>Richmond</b>		STATE <b>VA</b>	ZIP <b>23219</b>
NAMES OF MEMBERS OF IMMEDIATE FAMILY <b>n/a</b>			

COMPLETE ITEMS 1 THROUGH 10. REFER TO SCHEDULES ONLY IF DIRECTED.

You may attach additional explanatory information.

- Offices and Directorships.  
Are you or a member of your immediate family a paid officer or paid director of a business?  
**If yes, complete Schedule A** YES [NO]
- Personal Liabilities.  
Do you or a member of your immediate family owe more than \$5,000 to any one creditor including contingent liabilities? (Exclude debts to any government and loans secured by recorded liens on property at least equal in value to the loan.)  
**If yes, complete Schedule B** [YES] NO
- Securities.  
Do you or a member of your immediate family, directly or indirectly, separately or together, own securities valued in excess of \$5,000 invested in one business? Account for mutual funds, limited partnerships and trusts.  
**If yes, complete Schedule C** YES [NO]

# Submitting the Form

- \* Type your name twice where indicated in the signature blocks, which constitutes a valid electronic signature and click “Submit.” You must type your name exactly as it appears below the signature spaces.
- \* Once a user’s form is submitted, it cannot be changed or resubmitted, though it will be available for a user to view/print at any time throughout the year through their online account. *If a user needs to amend a submitted filing, contact your agency coordinator to request that the record be unlocked for editing and resubmission.*

which will be filed with your original submission on the Commonwealth's servers.

I, the undersigned, do state that the information furnished on this disclosure and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.

▶ **Verify Name**  
  
Sherlock Holmes

**YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE THAT ANY AMENDMENTS YOU MAY SUBMIT REGARDING YOUR CONFLICT OF INTEREST DISCLOSURE SHALL BE ELECTRONIC.**

▶ **Verify Name**  
  
Sherlock Holmes

Preview Form Previous **Submit**

# Email Confirmation of Online Filing Submission

- \* A confirmation email from the Conflict of Interests system will be sent upon successfully submitting the filing.
- \* If you do not receive a confirmation email, you did not finalize submission of your filing. Log back into the COI system, if the form says Preview Form instead of Submitted, your form was not submitted. Click on the disclosure and advance through the steps to sign and submit.
- \* Any questions regarding the online filing process or general questions about the requirements of either form may be directed to Council staff.

## My Disclosures

Michelle LeGates	
Year Agency	Forms Required
2015DLS Test Agency	<ul style="list-style-type: none"><li>Financial Disclosure Statement (Not Submitted)   <a href="#">Preview Financial Disclosure Statement</a></li><li>Submitted Statement of Economic Interests <a href="#">(Complete)</a></li></ul>

• Your Conflict of Interest filing has been submitted

• **Ethics Council** <no-reply@dls.virginia.gov>

Today at 2:42 PM

To Sherlock Holmes

Dear Sherlock Holmes:

Thank you for submitting your Conflict of Interest filing. The official version of your submitted Conflict of Interest filing can be found by logging in to your account.

It is solely your responsibility to ensure that the filing you submitted is accurate and complete. If the copy of the filing is inaccurate or unavailable, contact Council staff at [ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov). You may be directed to submit an amendment, which will be filed with your original submission.

If you believe you have received this message in error, please contact Council staff at [ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov).

# Thank You!

To contact Ethics Council staff:

Call: 804-786-3591

Email: [ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov)