



Frequently Asked Questions – Agency Coordinators

Topic	Question/Concern	Answer/Solution
Getting Started	What do you mean by "It is time to build my list?"	<ul style="list-style-type: none"> • Each agency is responsible for entering their filers into the online filing system. The agency coordinator enters 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 using 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 2024</i> for full details.
	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"> • If you are on our website, go to the Filing Resources tab, select Conflict of Interest and click on Log On to Your Account/Portal or, • You may access the portal here: <ul style="list-style-type: none"> ○ https://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 clerk, you will not use the electronic filing system. You will issue paper forms to your members, collect, and retain them for five (5) years.
	I tried to reset my password and it says that the PIN is not valid.	<ul style="list-style-type: none"> • Have you clicked <i>I forgot my password</i> multiple times? 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.
	How do I know which form to assign?	<ul style="list-style-type: none"> • As a <u>general rule</u>, 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	When should I send the forms to my filers?	<ul style="list-style-type: none"> • <i>It is imperative that the forms are not released before January 1.</i> If the filers should complete their forms and submit it in December, they will not have fulfilled their filing requirements for the upcoming year. The Council will delete the forms and you will need to reissue them. If any of your filers submit their forms early, they will need to complete the form again in January.
	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 2024</i> for full details.
Training	Who is required to take the training?	<ul style="list-style-type: none"> • Each state filer is required to complete training every two years.
	How do we access training?	<ul style="list-style-type: none"> • Training modules are available online on the homepage of the Council's website: https://ethics.dls.virginia.gov/index.asp • Filers will scroll down and find information about the training and link to the modules toward the bottom of the page. Clicking on the module and entering the requested information creates a registration. Once training is complete and the filer clicks on "End," the training record is created and will appear on the training report, available upon request. • In-person training is also available. Please contact the Council to make arrangements. We are currently unable to offer in-person training during the month of January.
	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 it. • Contact the Council at 804.698.1810 or send an email to ethics@dls.virginia.gov for the most current training records. Reports are run every Monday.
Making Changes to Your Account	We have new email addresses. Should I use the old ones or new ones?	<ul style="list-style-type: none"> • Please contact the Council to assist you with this change by calling 804.698.1810 or by emailing ethics@dls.virginia.gov as we will need to assist you with this change.
	We have a new agency coordinator. How do we make this change?	<ul style="list-style-type: none"> • Please contact the Council to assist you with this change by calling 804.698.1810 or by emailing ethics@dls.virginia.gov