



VIRGINIA
CONFLICT OF INTEREST AND
ETHICS ADVISORY COUNCIL

**User Guide for
Conflict of Interest
Individual Filers**

State Officers and Employees

- 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
- 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 certain state officers and employees designated by Executive Order 33 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 33](#))
- The Joint Rules Committee of the General Assembly designates which employees and officers of the legislative branch shall file a Statement of Economic Interests
- Effective July 1, 2016 disclosures filed with the Council are required to be submitted electronically using the Council's online filing system

Executive Branch Citizen Appointees

- 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, commission, or council
- Newly appointed citizen members to executive branch boards, commissions, and councils are required to submit a Financial Disclosure Statement prior to assuming office
 - Please contact the Appointments Division in the Secretary of the Commonwealth's Office for information on how to submit this initial filing
- Effective July 1, 2016 disclosures filed with the Council are required to be submitted electronically using the Council's online filing system

Constitutional Officers

- Effective January 1, 2016 Constitutional Officers are required to file their Statement of Economic Interests with the Council
- This includes:
 - Treasurers
 - Commissioners of the Revenue
 - Circuit Court Clerks
 - Commonwealth's Attorneys
 - Sheriffs
- Effective July 1, 2016 disclosures filed with the Council are required to be submitted electronically using the Council's online filing system

Local Employees and Officials

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

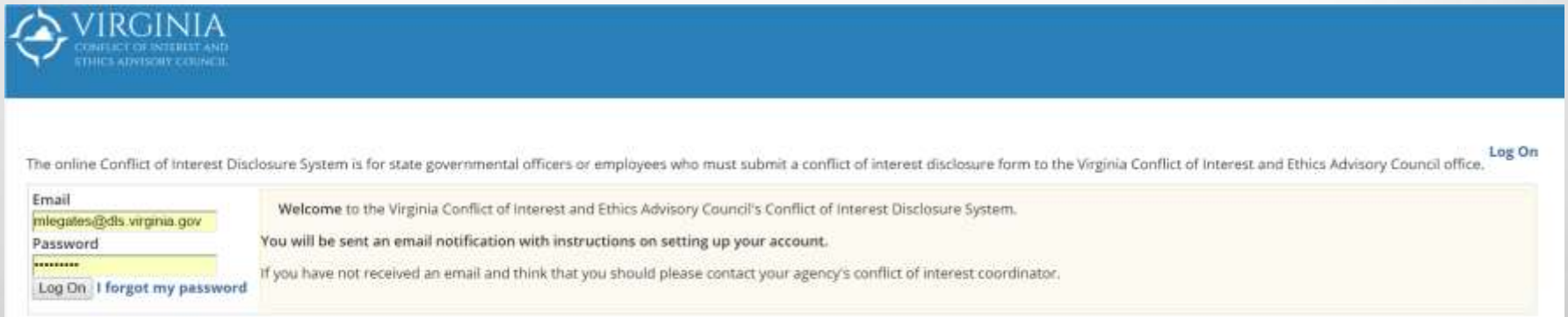
Deadlines and Notification

- Statement of Economic Interests and Financial Disclosure Statements are filed annually **January 15th** (covering activity from the prior calendar year of January 1 to December 31)
- The Council will send an official memorandum to agency coordinators in the beginning of December when the system is available to begin building your lists of required filers
- The Council will send a second memorandum advising agency coordinators to proceed to Step 2 in the portal to notify your designated filers of the obligation to disclose their financial interests when the filing period opens for filers
- The filing period opens for filers to submit their required disclosures on January 1. ***Disclosures may NOT be submitted prior to January 1***

Accessing the Online Filing System

- Individual access to the online filing system is granted to users via their agency coordinator
- Coordinator access to the online filing system is granted by the Filing Coordinator for the Ethics Council
- For security purposes, access to the online system is restricted to individuals required to file a disclosure form with the Council and 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's Conflict of Interest Disclosure System. At the top left is the logo for the Virginia Conflict of Interest and Ethics Advisory Council. Below the logo is a blue header bar. The main content area is white and contains a login form. The form has two input fields: 'Email' with the value 'miegates@dls.virginia.gov' and 'Password' with a masked password '*****'. Below the password field are two links: 'Log On' and 'I forgot my password'. To the right of the form is a yellow box containing a welcome message: '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.' In the top right corner of the page, there is a 'Log On' link.

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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
miegates@dls.virginia.gov

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.


Accessing the Online Filing System



- New and returning registered users of the online filing system will receive a notification email from the system informing them of their responsibility to file a disclosure form
 - Previously registered users may click on the link 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

Registering a New Account in the Online Filing System

- New users will receive a second email from the online filing system
- Click on the link to register the online account

Registration Email for New Users

Registration information for your Conflict of Interest disclosure account  Inbox x

 **Ethics Council** <ethics@dls.virginia.gov>
to me 

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 -

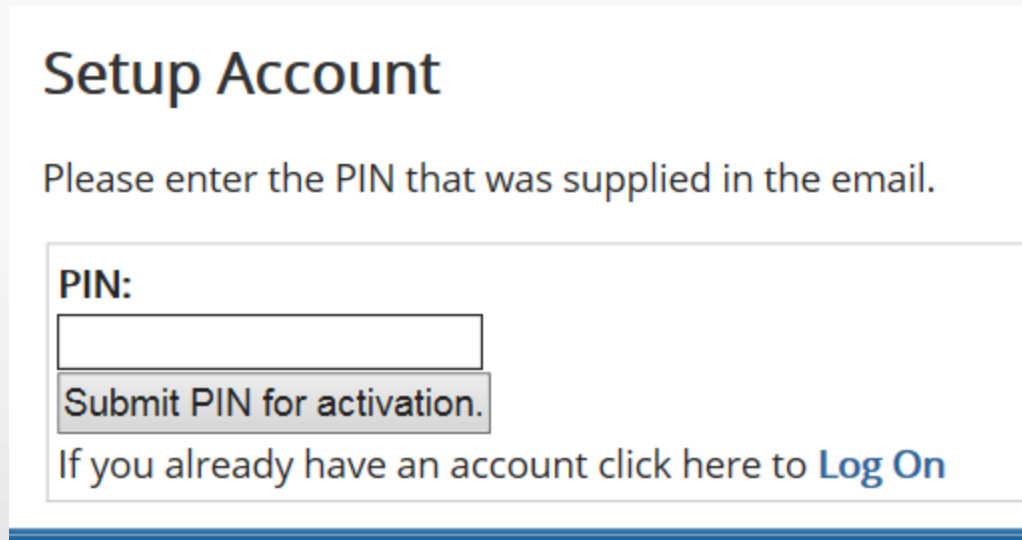
1. Click on the following link:
<http://coi.dls.virginia.gov>
2. Enter your pin:
0000
3. Follow the instructions to complete the registration process.

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

Registering a New Account in the Online Filing System

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

Create a new account screen



Setup Account

Please enter the PIN that was supplied in the email.

PIN:

Submit PIN for activation.

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

Registering a New Account in the Online Filing System

Create a new account screen: Setup Account

Setup Account

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

Passwords must contain 3 of the 4 attributes:

1. Special characters
2. Alphabetic character
3. Numeric characters
4. Combination of upper and lower case characters

Email Address:

mlegates@dls.virginia.gov

Password:

Confirm Password:

Submit new password.

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 containing a link and PIN will be sent to you which will allow you to reset your password and access your account

Reset Password Screen 1

Reset password.

[Reset your password.](#)

Enter your email address below to have an activation reset sent to your email.


Email



Reset

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

Password Reset Email Notification

Your Conflict of Interest portal password has been reset  Inbox x

 **Ethics Council** <ethics@dls.virginia.gov>
to me 

Dear Michelle

Your Conflict of Interest portal password has been reset. To complete this process:

1. Click on the following link:
<http://coi.dls.virginia.gov/account/reset/logon>
2. Enter your pin:
0000
3. Follow the instructions to complete the process.

If you did not make this request please contact Council staff.

Individual Access- Completing and Filing a Disclosure Form

- After logging into the system you will see any forms you are required to file
- Click Edit and the 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**

Michelle LeGates's Disclosures

Year	Organization	Form	Action
2016	Training Test Account	Statement of Economic Interest (Not Submitted)	Edit Preview



Completing the Disclosure Form

Wizard: Follow the onscreen instructions to advance through each page



Refer to the Definitions feature for help with information such as the definition of immediate family. Clicking Definitions will open a new tab in your browser.

Definitions

Hello ! [Change Password] [Dashboard] [Log off]

Financial Disclosure

- [Instructions](#)
- [Financial Disclosure](#)
- [Offices, Directorships, and Employment](#)
- [Business Interests](#)
- [Real Estate](#)
- [Businesses to Which Services Were Furnished](#)
- [Payments For Meetings And Events](#)
- [Additional Information](#)
- [Preview](#)

VIRGINIA CONFLICT OF INTEREST AND ETHICS ADVISORY COUNCIL FINANCIAL DISCLOSURE STATEMENT

NAME

Michelle LeGates

OFFICE OR POSITION HELD OR TO BE HELD

Filing Coordinator

ADDRESS

201 N 9th St 2nd Floor

TELEPHONE (###-###-####)

804-555-5555

EMAIL ADDRESS

michelle.legates+cole@gmail.com

FIRST AND LAST NAMES OF IMMEDIATE FAMILY

Use the Previous and Next buttons to navigate within the wizard. Do not use the forward and back arrows in your browser, which could result in the loss of data.

Previous Next

Completing the Disclosure Form – Statement of Economic Interests

- * You are required to answer each of the questions on the Statement of Economic Interests. If you answer yes to a question, you will be required to enter data in the corresponding table
- * You will only be able to enter data into tables if you have answered Yes to the corresponding question
- * 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 bring forward last year's data to your current filing. 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 is saved when the filer clicks the Add or Next button to advance to the next page

Schedule D - Business Interests and Rental Property

[Instructions](#)
[Statement of Economic Interests](#)
[Schedule A - Offices, Directorships, and Employment](#)
[Schedule B - Personal Debts](#)
[Schedule C - Securities](#)
[Schedule D - Business Interests and Rental Property](#)
[Schedule E - Real Estate](#)
[Schedule F - Payments for Talks, Meetings, and Conferences](#)
[Schedule G - Gifts](#)
[Schedule H - Payments for Representations and Other Services Generally](#)
[Schedule I - Real Estate Contacts with State Governmental Agencies](#)
[Schedule J - Lobbying and Lobbyist Relationships](#)
[Additional Information](#)
[Preview](#)

Do you or a member of your immediate family, separately or together, have an interest in a business and the interest owned by you or a member of your immediate family has a value in excess of \$5,000? DO NOT INCLUDE any securities disclosed on Schedule C.

Yes No If yes, complete Table 1.

Table 1: Business Interests
Disclose each business owned by you or a member of your immediate family with a value in excess of \$5,000 and each interest in a business owned by you or a member of your immediate family with a value in excess of \$5,000. DO NOT REPORT any securities disclosed on Schedule C.

If the business is owned or operated under a trade, partnership, or corporate name, list that name. If the business is not owned or operated under a trade, partnership, or corporate name, describe business.

NAME OF BUSINESS OR NATURE OF BUSINESS	<input type="text"/>
LOCATION OF BUSINESS (CITY OR COUNTY, STATE, AND COUNTRY)	<input type="text"/>
GROSS INCOME (SELECT ONE)	Select One

NAME OF BUSINESS OR NATURE OF BUSINESS	LOCATION OF BUSINESS (CITY OR COUNTY, STATE, AND COUNTRY)	GROSS INCOME (SELECT ONE)	
Farming	Richmond, VA, USA	MORE THAN \$250,000	<input type="button" value="✖"/> <input type="button" value="✎"/>

QUESTION 2:

Annotations:
- A red box highlights the "Yes" radio button.
- A red box with an arrow points to the "Add" button, stating: "If your answer is Yes, you will be required to enter data in the table provided and click Add. The data will then be in the table below."
- A red box with an arrow points to the trashcan icon in the table, stating: "The trashcan icon will delete a row of data and the pencil will allow you to edit data."

Completing the Disclosure Form – Financial Disclosure Statement

- * You are required to answer each of the questions on the Financial Disclosure Statement
- * 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 bring forward last year's data to your current filing in the relevant 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 enter new rows of data in the tables provided.
- * Information entered in the online form is saved when the filer clicks the Add or Next button to advance to the next page
- * ***Please note: There are no Yes/No answers in the Financial Disclosure Statement. Filers should be sure to scroll to the bottom of each page provided to ensure they complete all required questions***

Offices, Directorships, and Employment

[Instructions](#)
[Financial Disclosure](#)
[Offices, Directorships, and Employment](#)
[Business Interests](#)
[Real Estate](#)
[Businesses to Which Services Were Furnished](#)
[Payments For Meetings And Events](#)
[Additional Information](#)
[Preview](#)

INSTRUCTIONS:
Disclose each business of which you or a member of your immediate family is an officer or director and receives remuneration, benefits, or compensation for such service as an officer or director.
Disclose each employer paying you or a member of your immediate family salary or wages in excess of \$5,000 annually.
DO NOT INCLUDE any salary you receive from the governmental or advisory agency for which you are completing this disclosure statement.

NAME OF BUSINESS OR EMPLOYER
LOCATION OF BUSINESS OR EMPLOYER (CITY OR COUNTY, AND STATE)
POSITION HELD
BY WHOM
OFFICE OR DIRECTORSHIP OR EMPLOYMENT

Data entered in the tables provided will be transferred to the table below to be included in your filing by clicking Add

Use the trashcan to delete data and the pencil to edit. Once you are done editing you will click Add to return the data to the table.

NAME OF BUSINESS OR EMPLOYER	LOCATION OF BUSINESS OR EMPLOYER (CITY OR COUNTY, AND STATE)	POSITION HELD	BY WHOM	OFFICE OR DIRECTORSHIP OR EMPLOYMENT	
DLS	Richmond, VA	Filing Coordinator	self	EMPLOYMENT	<input type="button" value="Pencil"/> <input type="button" value="Trash"/>

Previewing the Form

- * At the end of the disclosure process, you are required to preview a draft of your filing before officially submitting the form online
- * Once you have answered the last question and pressed Next, the preview of your form will automatically open for your review
- * When you are done previewing your form you may press Next get to the electronic signature page

Preview

[Instructions](#)
[Statement of Economic Interests](#)
[Schedule A - Offices, Directorships, and Employment](#)
[Schedule B - Personal Debts](#)
[Schedule C - Securities](#)
[Schedule D - Business Interests and Rental Property](#)
[Schedule E - Real Estate](#)
[Schedule F - Payments for Talks, Meetings, and Conferences](#)
[Schedule G - Gifts](#)
[Schedule H - Payments for Representations and Other Services Generally](#)
[Schedule I - Real Estate Contacts with Governmental Agencies](#)
[Additional Information](#)
[Preview](#)

Virginia Conflict of Interest and Ethics Advisory Council STATE AND LOCAL STATEMENT OF ECONOMIC INTERESTS				
NAME: Test Filer				
OFFICE HELD OR SOUGHT: Filer	AGENCY NAME: FDG Test and Gift		ARE YOU FILING THIS FORM AS A CANDIDATE FOR ELECTION TO THIS OFFICE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BUSINESS ADDRESS:	STREET 2019 N. 9th St., 2nd Floor	STATE VA	ZIP 23219	TELEPHONE: OFFICE 804-555-5555 HOME 804-555-5555
EMAIL ADDRESS: michelle.legates+cole@gmail.com				
FIRST AND LAST NAMES OF MEMBERS OF IMMEDIATE FAMILY:				
This Statement of Economic Interests will be available to the public via the searchable database on the Virginia Conflict of Interest and Ethics Advisory Council website, as required by § 30-356.				
REPORT TO THE BEST OF INFORMATION AND BELIEF Information required on this Statement must be provided on the basis of the best knowledge, information, and belief of the individual filing the Statement as of the date of this report.				
AFFIRMATION I swear or affirm that the information provided on this statement is full, true, and correct to the best of my knowledge.				
Signature of Officer or Employee _____			Date _____	

[Previous](#) [Next](#)

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 Council staff to request that the record be unlocked for editing and resubmission*

Finalize

[Instructions](#)
[Statement of Economic Interests](#)
[Schedule A - Offices, Directorships, and Employment](#)
[Schedule B - Personal Debts](#)
[Schedule C - Securities](#)
[Schedule D - Business Interests and Rental Property](#)
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[Additional Information](#)
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Virginia Conflict of Interest and Ethics Advisory Council is tri
Your draft disclosure has already been saved. If you wish to
Once you are satisfied with your responses, press the Subm
log in. That confirmation email will contain a link to the Con
ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE
will be filed with your original submission on the Commonw
This Statement of Economic Interests will be available to th
REPORT TO THE BEST OF INFORMATION AND BELIEF Info
date of this report.
I swear or affirm that the information provided on this st
Verify Name:
Test Filer
**YOU ACKNOWLEDGE THAT YOUR ELECTRONIC
THAT ANY AMENDMENTS YOU MAY SUBMIT R**
Verify Name:
Test Filer
Any filer who knowingly and intentionally makes a false sta

Email Confirmation of Online Filing Submission

- A confirmation email from the 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 system, if the form does not state (Submitted), your form was not submitted. Click the Edit button 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

Year	Organization	Form	Action
2016	FDS Test and Gift	Financial Disclosure (Not Submitted)	 Edit Preview
2016	FDS Test and Gift	Gift (Not Submitted)	Edit Preview
2016	FDS Test and Gift	Statement of Economic Interest (Submitted)	View

Thank You!

To contact Ethics Council staff:

Call: 804-786-3591

Email: ethics@dls.virginia.gov