

County Survey Tool

USER GUIDE FOR COUNTY RECIPIENTS



FCG Financial Disclosure

https://ww3.frederickcountymd.gov/FinancialDisclosure/

Apps Home IIT Enterprise Appli... TeamDynamix Infor References fcgdev psdev psqa IITDev Production Index - FCG AssetM... FCG AssetMan Reading list

FCG Annual Financial Disclosure Find Disclosure Form My Disclosure Forms Register Log in

Frederick County Government Annual Financial Disclosure

- If you have not registered, please [Register](#) to get started

Have a County Login? Use your county login and password to register and login

Find Disclosure Form
Search for disclosure forms to start
[Go to Find Disclosure Form »](#)

My Disclosure Forms
See list of disclosure form that have been sent to you, disclosure forms in progress, or review your submitted disclosures
[Go to Disclosure Forms »](#)

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To access the form, please visit:

<https://ww3.frederickcountymd.gov/FinancialDisclosure>

Under
My Disclosure Forms,
click on
Go to Disclosure Forms



Login with County Credentials

Register and **Forgot your password** are for external users only

USE YOUR COUNTY CREDENTIALS TO LOGIN!

The screenshot shows the login page for the FCG Annual Financial Disclosure system. The page has a dark blue header with the title "FCG Annual Financial Disclosure" and navigation links for "Find Disclosure Form" and "My Disclosure Forms". On the right side of the header are links for "Register" and "Log in". The main content area is titled "Login" and contains the following text: "Have a County network login? Use your county username and credentials to login" and "External respondent? Use your registered login or click [Register as a new user](#) to get started". Below this text are two input fields: "Username" with the value "cmilam@frederickcountymd.gov" and "Password" with masked characters. There is a checkbox for "Remember me?" and a blue "Log in" button. A link for "Forgot your password?" is located below the "Log in" button. The footer of the page contains the text "FCG Annual Financial Disclosure 1.3.8.2 powered by FCG CST" and "© 2021 - Frederick County Interagency Information Technology".



Starting a new Survey

If you have been assigned a survey, clicking on **My Disclosure Forms** opens the New Survey tab

Title	Launch Date	Due Date
Start 2020 Employee Financial Disclosure Statement	1/6/2021	4/30/2021

Click the link under **Title** to take the survey.

If you have a prior year submission, your response is automatically pre-populated!

If you see...

My Surveys - FCG Financial Disclosure

Not secure | iitdev/FinancialDisclosurePublic/Survey

FCG Financial Disclosure My Surveys

New In Progress Submitted

Click *get started* link in the table to take the survey

No surveys found

...contact Kim Long
klong@frederickcountymd.gov



Instructions, Navigation and Profile

1. Instructions display first

Read the Instructions!

2. Survey Navigation

- Click **Instructions** to return to instructions any time
- Previous and Next navigate forward and backward in questions
- Jump to any question using the drop-down menu
- When you are all done, use **Submit** to submit your response and affirm your electronic signature

3. Your name, title and department are refreshed from Infor daily. If you still need to edit, click your name or **Edit Profile**

- *Caution: Survey Administrator may refresh Name, Title, Department refresh from Infor*

FCG Annual Financial Disclosure Find Disclosure Form My Disclosure Forms Hello Milam, Mary! Log off

2020 Employee Financial Disclosure Statement

Employee's/Official's name: Mary Milam	Employee ID: 1013047	Official title: Senior Software Integrator	Working title (if different):	Name of department/division, office, board or commission: Interagency Information Technology	Edit Profile
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<< Previous Instructions Go to question... Next >> Print Submit

Form Instructions: Read the instructions below before beginning. Navigate between questions with the [Next] and [Previous] buttons, or via the [Go to question...] list. Click the Instructions button at any time to return to the Instructions page. Use **Save** button to stay on same question, and use **Save and Continue** button to save and move to next question. Your input is saved between sessions so you may return later to continue. Be sure to complete all questions--you will not be permitted to make changes after the disclosure form is submitted on the last page.

Must be filed by April 30, 2021

1

Frederick County Ethics Commission
c/o County Attorney's Office
Winchester Hall
12 E. Church Street
Frederick, Maryland 21701
(301) 600-1030

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Answering Questions

- Selecting answer displays associated follow-up questions
- Most questions accept multiple entries, like the one shown
- First one is required
- If that is all, click **Save and Continue** to go to next question
- To add another, click **Save** and then **Add Another** tab
- Additional items can be removed by clicking the delete icon

If your answer is yes, provide the following information:

Gift 1 Gift 2  Add Another Gift

Description of the gift *

1. GIFTS

During this period, did you, your spouse or a dependent child receive any gifts in excess of \$20 in value that were not for your own use, or (c) was negotiating a contract with the County, or (c) is regulated by the County? *

Yes No

If your answer is yes, provide the following information for each gift or series of gifts *

Gift 1

Description of the gift *

Date received *

Name of person (and entity, if applicable) giving the gift *

The gift came from a person or entity that *

Has a contract with the County *

Yes No

Was negotiating a contract with the County *

Yes No

Is regulated by the County *

Yes No

Recipient: *

(Select...)

Approximate retail value: *

\$

Total value of gifts received: *

\$

Save

Save and Continue

Red Asterisks () means you cannot save question until it is answered.*



Submitting your Response

FCG Annual Financial Disclosure Find Disclosure Form My Disclosure Forms Hello Milam, Mary! Log off

2020 Employee Financial Disclosure Statement

<< Previous Instructions Notification Election Next >>

Submission complete! You should see a confirmation e-mail in your inbox.

Print

If you would like to review your answers before submitting, please use the navigation bar above ("Previous", "Next", or the "Go to question..." drop-down).

When you are ready to submit your Disclosure, click here: Submit Disclosure

You will receive a confirmation e-mail after you submit your Disclosure.

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After you answer the last question and all questions are complete, you have a chance to review or **Print*** your response before clicking **Submit Response** to submit.

Use the navigation bar to go back to any question to make changes.

*You can also print submitted surveys



After you submit...

FCG Annual Financial Disclosure [Find Disclosure Form](#) [My Disclosure Forms](#) Hello Milam, Mary! [Log off](#)

[New](#) [In Progress](#) **[Submitted](#)**

Click the *view link* to review or print what you submitted

Title	Due Date	Submitted On
View Print 2019 Employee Financial Disclosure Statement	4/30/2020	3/31/2020
View Print 2020 Employee Financial Disclosure Statement	4/30/2021	3/29/2021

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The Submitted tab shows previously submitted surveys

Click **View** to review your submission online

Click **Print** to generate a PDF of your submission



Leave site before completing the survey?

 **FCG Annual Financial Disclosure** [Find Disclosure Form](#) [My Disclosure Forms](#) Hello Milam, Mary! [Log off](#)

[New](#) **[In Progress](#)** [Submitted](#)

Click the *continue link* in the table to pick up where you left off

Title	Due Date	Submitted On
Continue 2020 Employee Financial Disclosure Statement	4/30/2021	3/29/2021


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If you leave the Financial Disclosure site before submitting your response, you will be directed to the In Progress tab after logging in.

Click **Continue Survey** to pick up where you left off!



Submit before Answering all Questions?

 **FCG Annual Financial Disclosure** [Find Disclosure Form](#) [My Disclosure Forms](#) Hello Tepper, Philip! [Log off](#)

2020 Employee Financial Disclosure Statement

<< Previous Instructions **Signature** Next >> [Review](#) [Print](#) [Submit](#)

Please review the following disclosure validation issues and correct before submitting your disclosure.

Question	Issue(s)
Signature	Answer required for question: Signature

Your response is automatically validated. If your previous year's submission is "valid", you still need to sign.

Click on the question (**Signature** shown here) to navigate to the errant question

If you answered "Yes" to questions last year, most likely additional input will be required.