

# County Survey Tool

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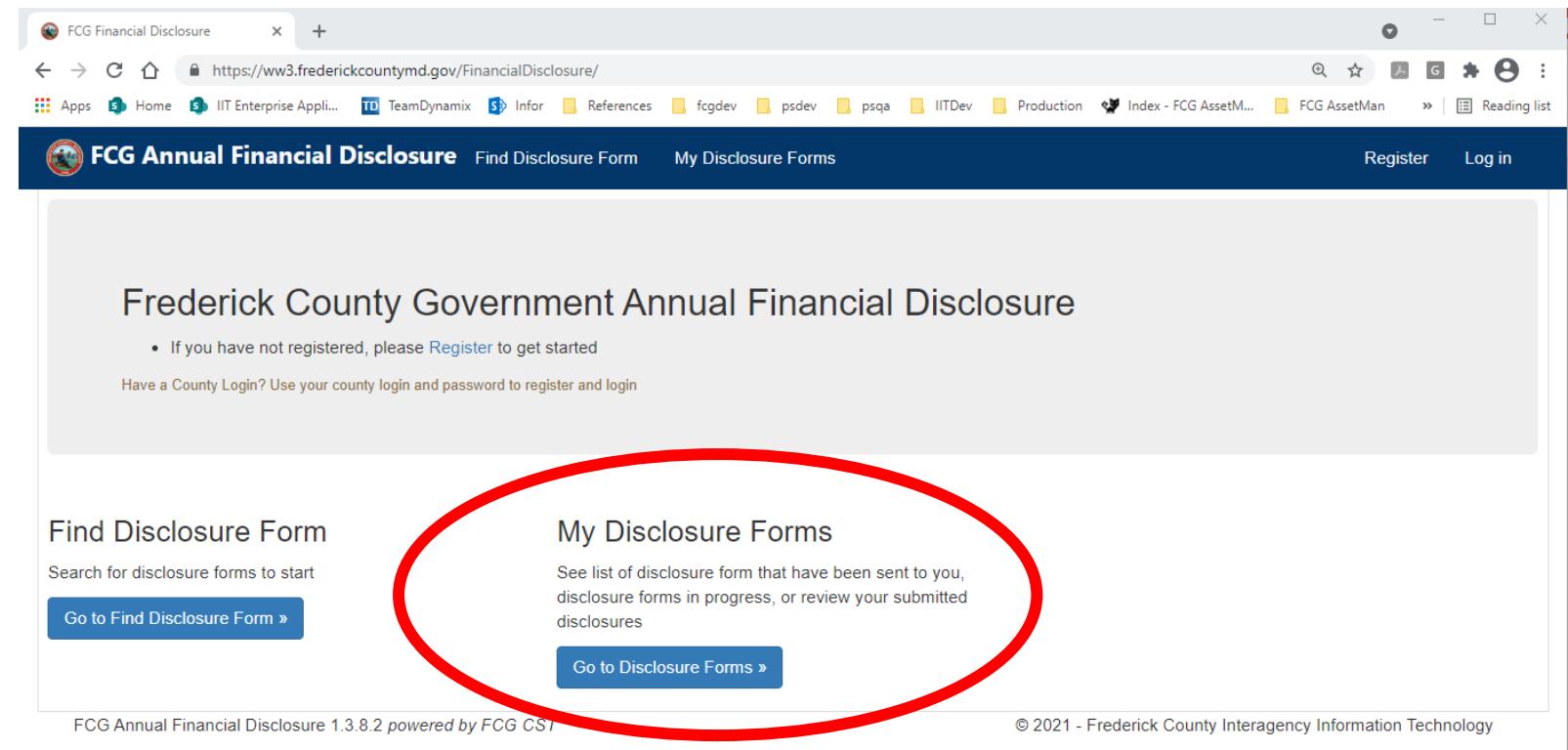
USER GUIDE FOR COUNTY RECIPIENTS



To access the form, please visit:

<https://ww3.frederickcounty.md.gov/FinancialDisclosure>

Under  
My Disclosure Forms,  
click on  
Go to Disclosure Forms



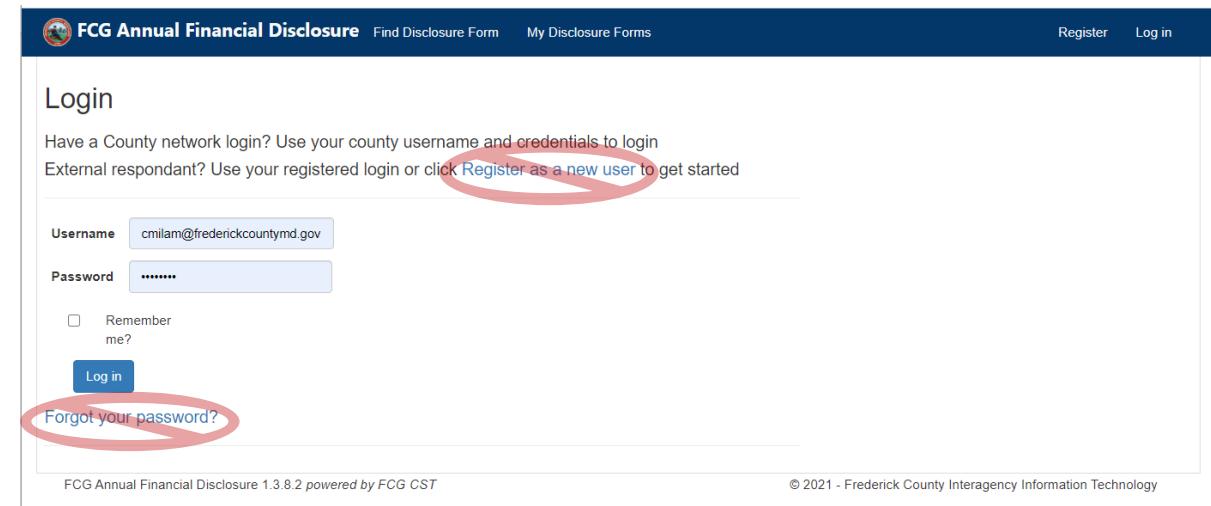
The screenshot shows a web browser window for the "FCG Annual Financial Disclosure" website. The URL in the address bar is <https://ww3.frederickcounty.md.gov/FinancialDisclosure/>. The page title is "FCG Annual Financial Disclosure". The main content area displays the "Frederick County Government Annual Financial Disclosure". It includes a registration link ("If you have not registered, please [Register](#) to get started"), a login link ("Have a County Login? Use your county login and password to register and login"), and two main sections: "Find Disclosure Form" and "My Disclosure Forms". The "My Disclosure Forms" section is highlighted with a large red oval. It contains the text "See list of disclosure form that have been sent to you, disclosure forms in progress, or review your submitted disclosures" and a "Go to Disclosure Forms »" button. The footer of the page includes the text "FCG Annual Financial Disclosure 1.3.8.2 powered by FCG CSI", "© 2021 - Frederick County Interagency Information Technology", and standard browser navigation icons.



# Login with County Credentials

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

**USE YOUR COUNTY  
CREDENTIALS TO  
LOGIN!**

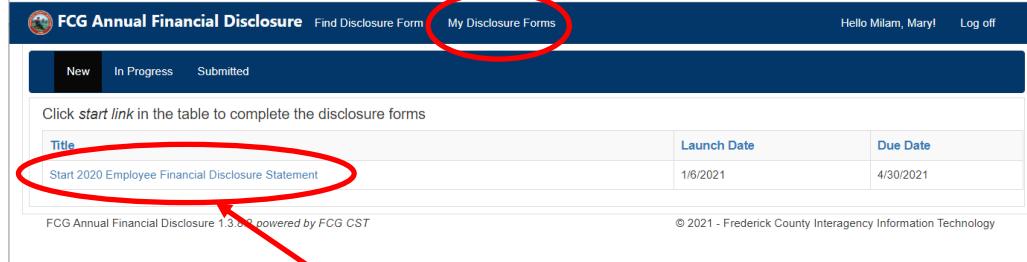


The screenshot shows the login page for the FCG Annual Financial Disclosure system. The page has a dark blue header with the title "FCG Annual Financial Disclosure" and links for "Find Disclosure Form", "My Disclosure Forms", "Register", and "Log in". The main content area is titled "Login" and contains instructions for both county network users and external respondents. It features input fields for "Username" (containing "cmilam@frederickcountymd.gov") and "Password" (containing "\*\*\*\*\*"). There is a "Remember me?" checkbox and a "Log in" button. Below the login form is a link "Forgot your password?". The footer of the page includes the text "FCG Annual Financial Disclosure 1.3.8.2 powered by FCG CST" and "© 2021 - Frederick County Interagency Information Technology". Two specific links in the instructions are circled in red: "Register as a new user" and "Forgot your password?".



# Starting a new Survey

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



A screenshot of the FCG Annual Financial Disclosure interface. At the top, there is a navigation bar with links for "New", "In Progress", "Submitted", "My Disclosure Forms" (which is circled in red), and "Log off". Below the navigation bar, a message says "Click start link in the table to complete the disclosure forms". A table lists a single survey entry:

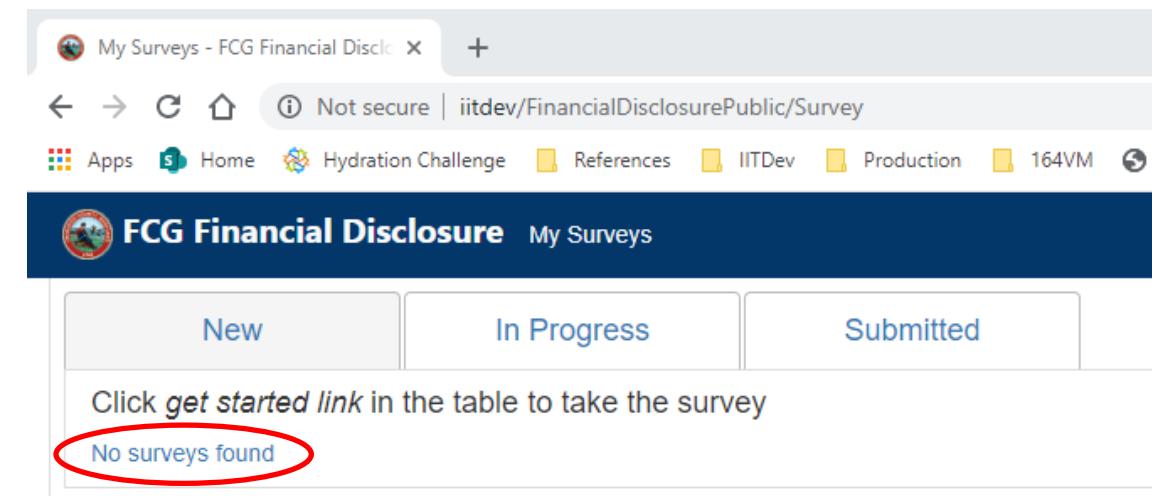
Title	Launch Date	Due Date
Start 2020 Employee Financial Disclosure Statement	1/6/2021	4/30/2021

At the bottom of the page, there is a footer note: "FCG Annual Financial Disclosure 1.3.5.0, powered by FCG CST" and a copyright notice: "© 2021 - Frederick County Interagency Information Technology".

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...



A screenshot of the "My Surveys" page. The title bar says "My Surveys - FCG Financial Disclo". The page has a header with "New", "In Progress", and "Submitted" buttons. Below the header, a message says "Click get started link in the table to take the survey". A table is present, but it is empty and displays the message "No surveys found". The page is shown in a browser window with a "Not secure" warning.

...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*

The screenshot shows the "2020 Employee Financial Disclosure Statement" page. The interface includes fields for Employee's/Official's name (Mary Milam), Employee ID (1013047), Official title (Senior Software Integrator), Working title (if different), and Name of department/division, office, board or commission (Interagency Information Technology). At the bottom, there are buttons for << Previous, Instructions, Go to question..., Next >>, Print, and Submit. A red circle labeled "1" is around the Frederick County seal at the bottom left. A red circle labeled "2" is around the "Go to question..." dropdown. A red circle labeled "3" is around the "Edit Profile" link in the top right corner. A red circle labeled "4" is around the "Must be filed by April 30, 2021" message in the bottom right corner.



# 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 \*

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

## 1. GIFTS

During this period, did you, your spouse or a dependent child receive any gifts in excess of \$20 in value? (a) Was the gift received while you were 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](#)



# 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
<a href="#">View   Print</a> 2019 Employee Financial Disclosure Statement	4/30/2020	3/31/2020
<a href="#">View   Print</a> 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
<a href="#">Continue 2020 Employee Financial Disclosure Statement</a>	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.*