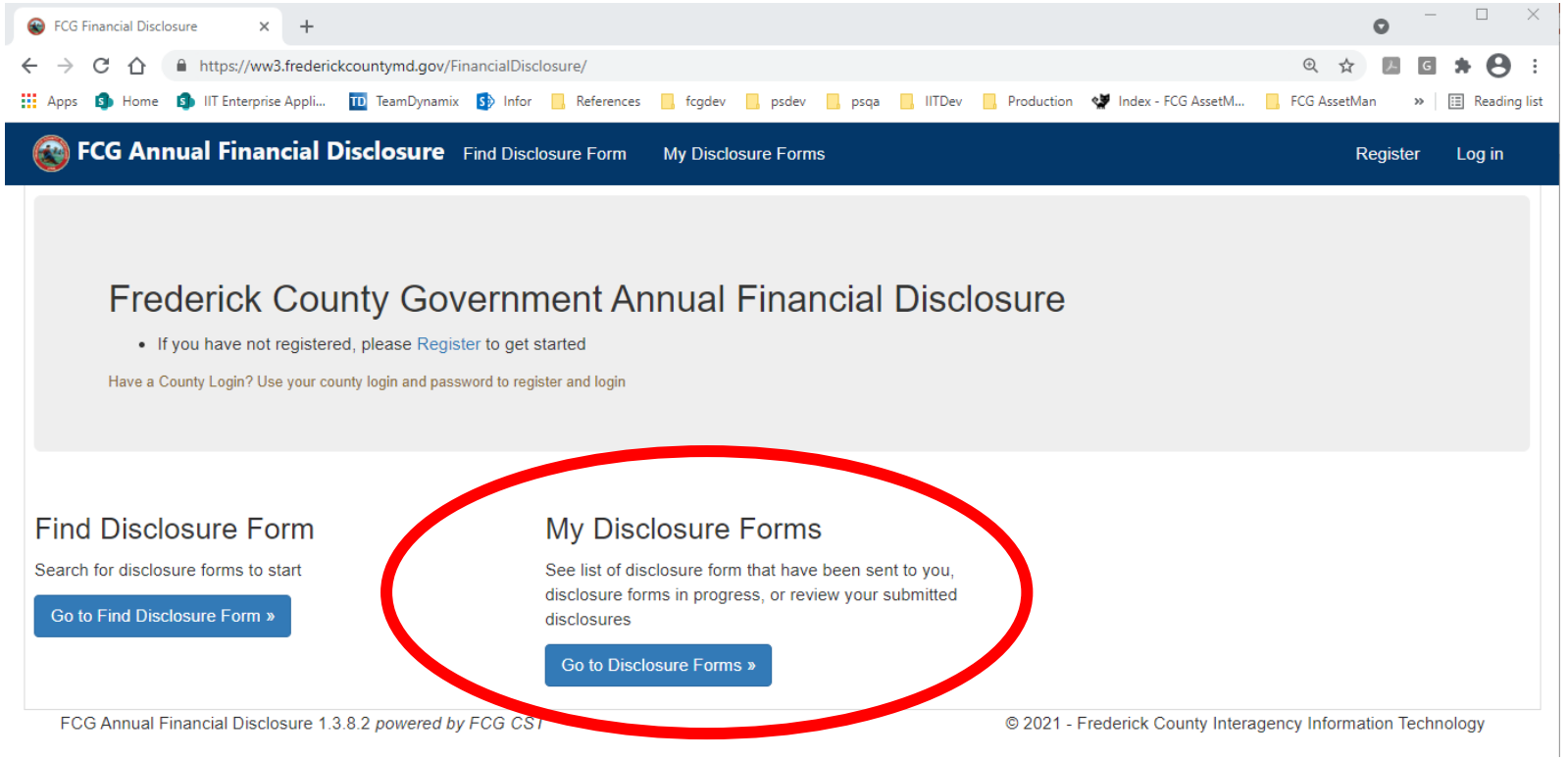
County Survey Tool

USER GUIDE FOR COUNTY RECIPIENTS

To access the form, please visit: https://ww3.frederickcountymd.gov/FinancialDisclosure

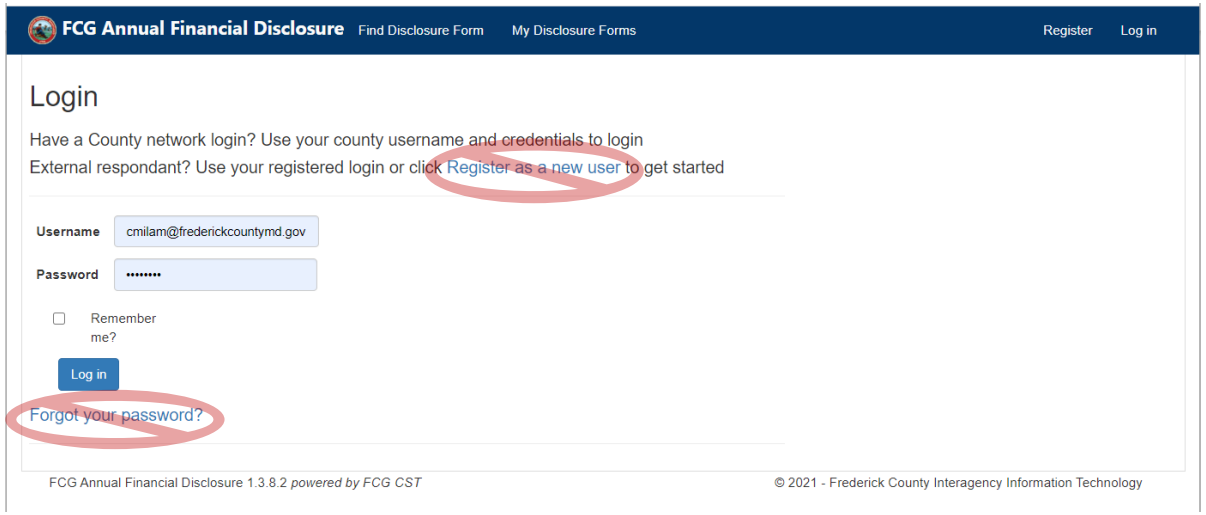
Under
My Disclosure Forms,
click on
Go to Disclosure Forms



Login with County Credentials

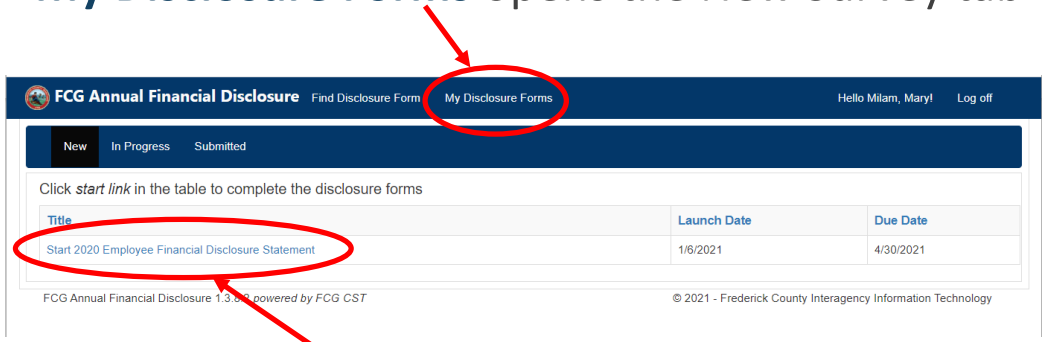
Register and **Forgot your password**
are for external users only

USE YOUR COUNTY CREDENTIALS TO LOGIN!



Starting a new Survey

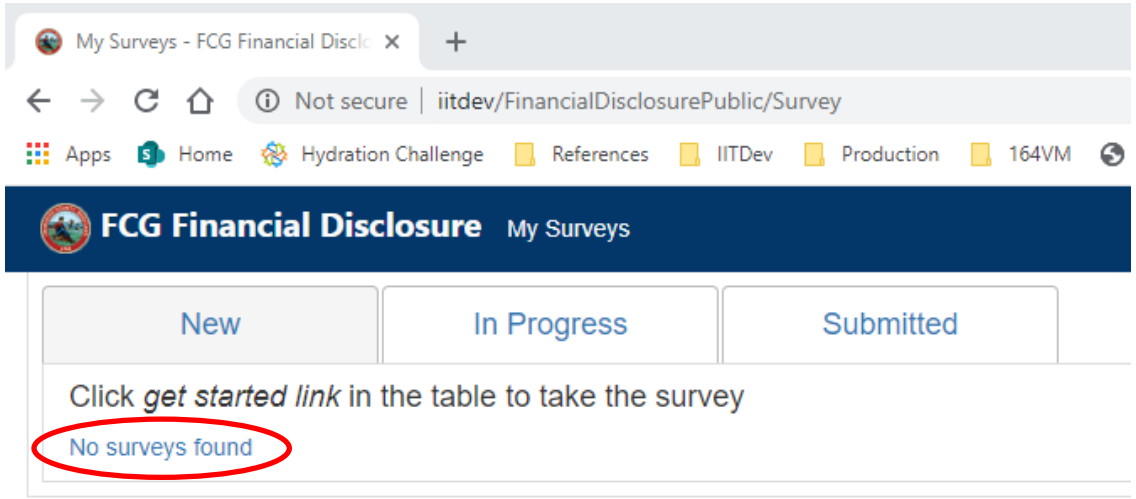
If you have been assigned a survey, clicking on **My Disclosure Forms** opens the New Survey tab



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…



…contact Kim Long
klong@frederickcountymd.gov

Instructions, Navigation and Profile

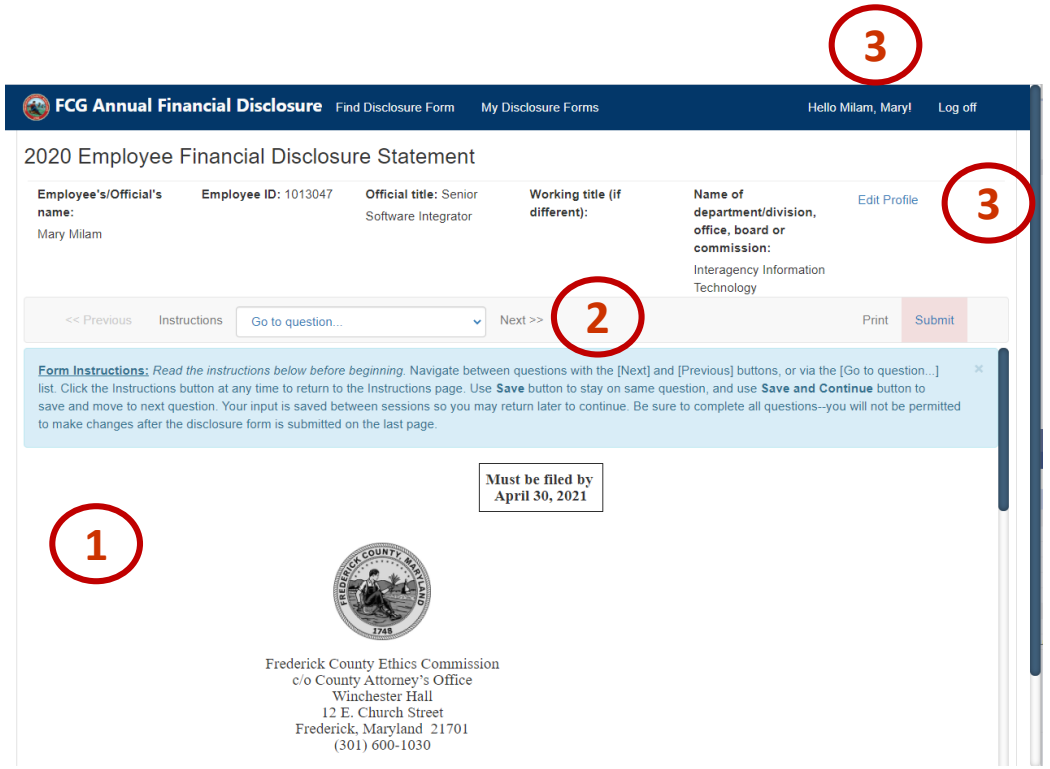
1. Instructions display first

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

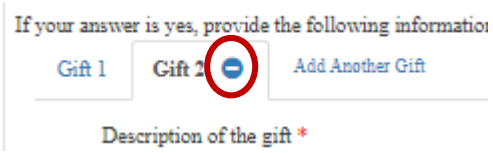
3. Your name, title and department are refreshed from Infor daily. If you still need to edit, click your name or **Edit Profile**

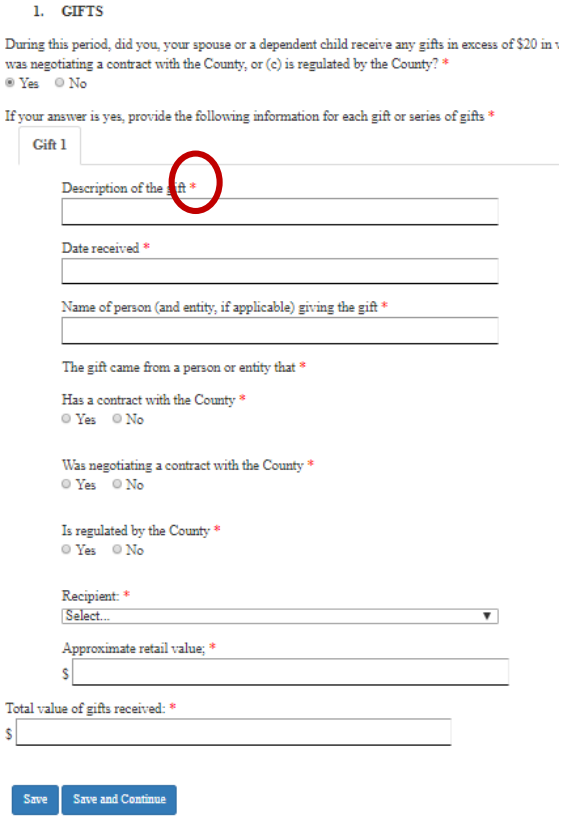
   - *Caution: Survey Administrator may refresh Name, Title, Department refresh from Infor*



Answering Questions

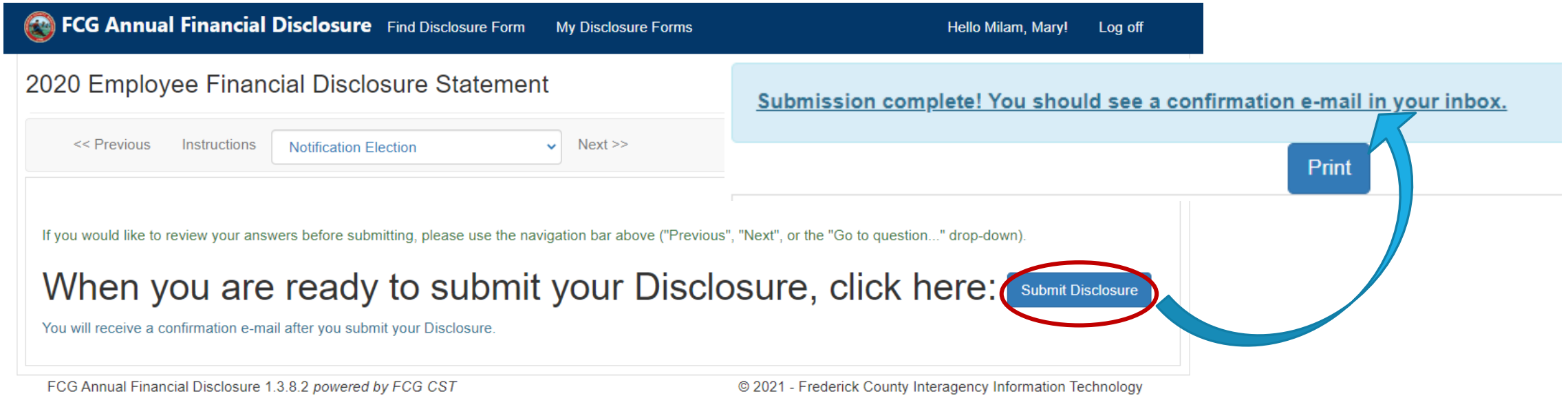
- Selecting answer displays associated follow-up questions
- Most questions accept multiple entries, like the one shown
- First one is required
- If that is all, click **Save and Continue** to go to next question
- To add another, click **Save** and then **Add Another** tab
- Additional items can be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





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

Submitting your Response



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

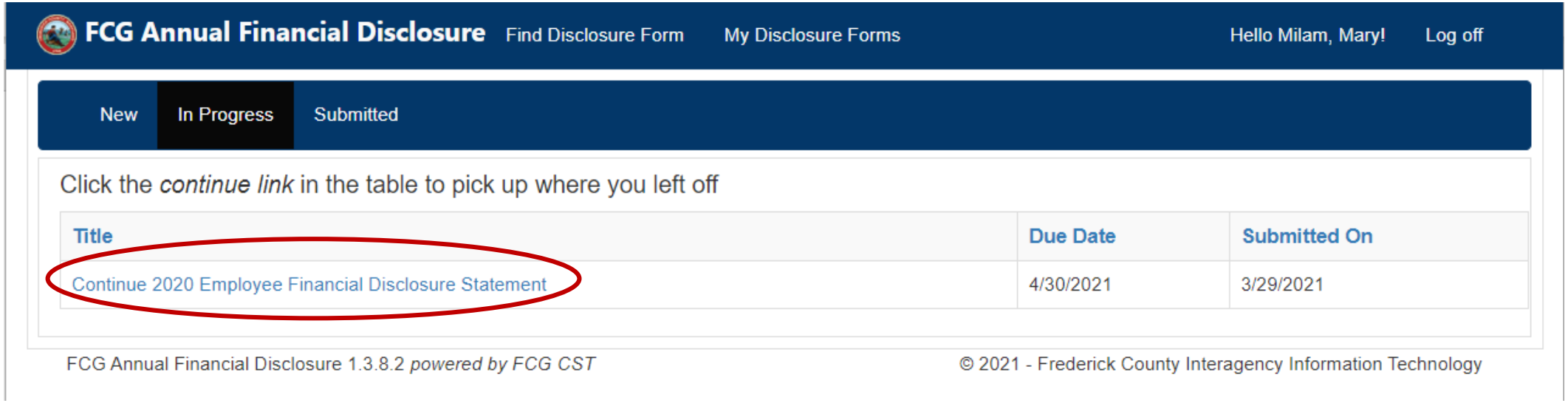
After you submit…

The Submitted tab shows previously submitted surveys

Click **View** to review your submission online

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

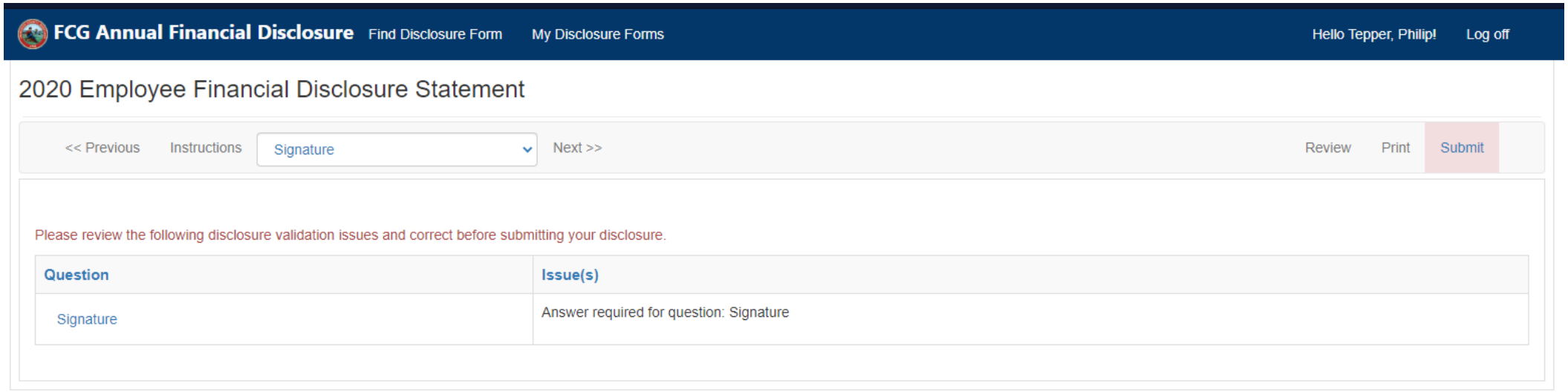
Leave site before completing the survey?



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?



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.