

Financial Disclosure

USER GUIDE FOR COUNTY RECIPIENTS



New Financial Disclosure Portal Launched 2020

- We imported your submissions from last year!
- Going forward, you will be able to access previously submitted surveys for viewing and printing
- Submissions automatically checked for completeness, so fewer Ethics Commission follow-ups required for you!

The screenshot shows a web browser window with the URL `itdev/FinancialDisclosurePublic`. The page title is "FCG Financial Disclosure" and it includes a "My Surveys" link. The main content area features the heading "Frederick County Government Financial Disclosure" followed by a paragraph explaining the system's purpose: "FCG Financial Disclosure is a survey tool for Frederick County Office of the County Attorney and the Ethics Commission to create, send, and process annual financial disclosure surveys. This system is administered by the OCA. Recipients include elected officials, county employees, boards and commissioners, as well as candidates for county offices during election years." Below this is a red text notice: "If you have not been notified to file a statement, you need not proceed further." A "My Surveys" section contains a sub-heading, a brief description, and a "Get Started" button. At the bottom of the page, there is a footer with the text "© 2020 - Frederick County Interagency Information Technology".

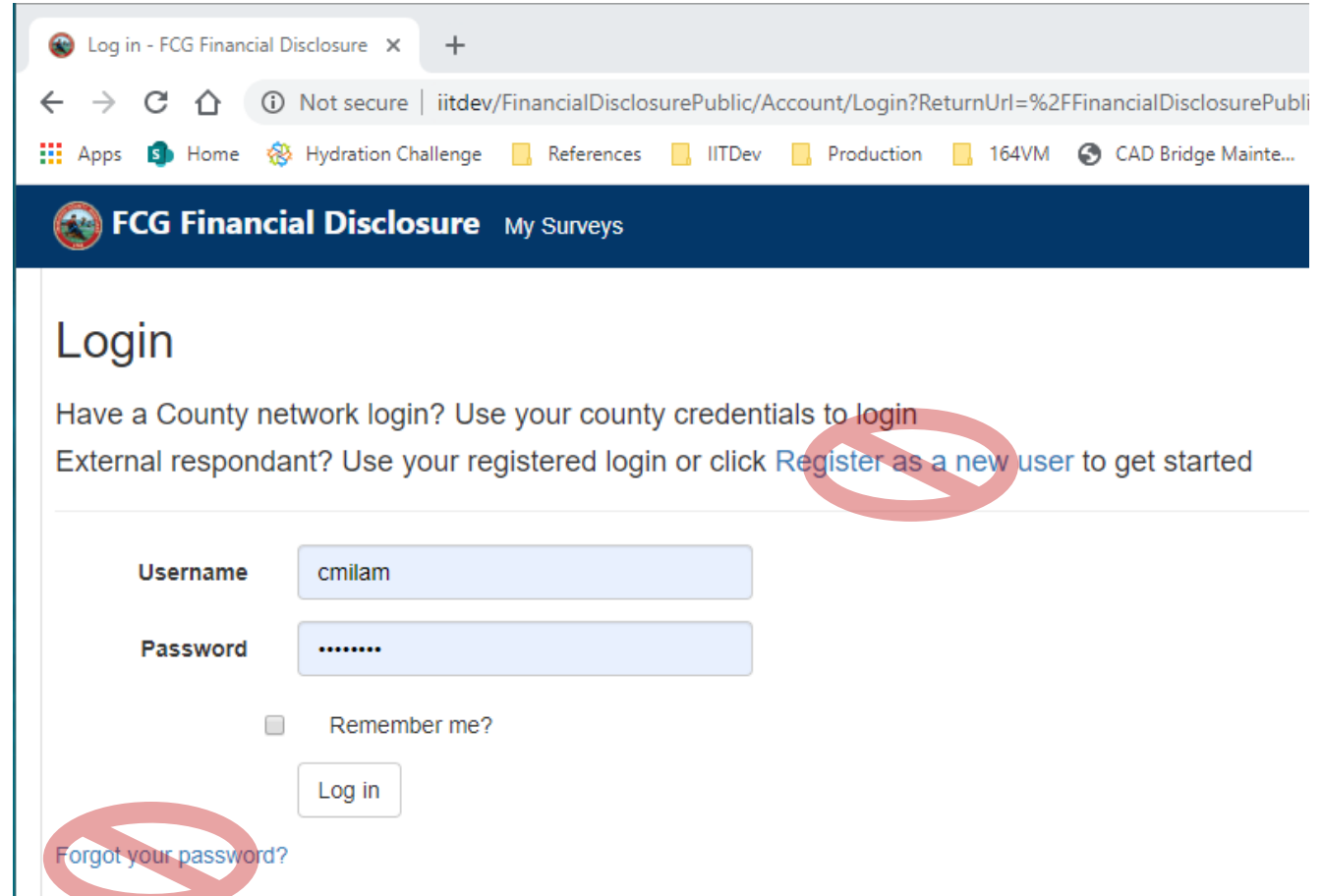
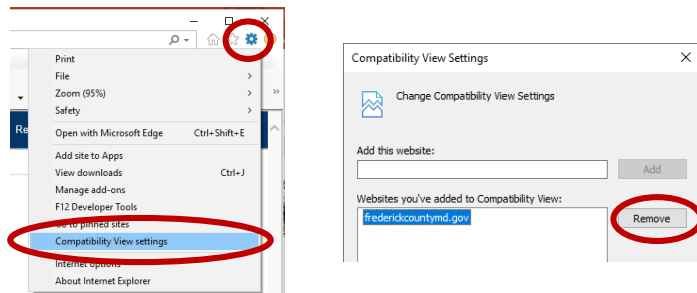


Login with County Credentials

Register and Forgot your password for external users only

USE YOUR COUNTY CREDENTIALS!

IE User? Make sure ww4 not in Compatibility View:





Starting a new Survey

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

FCG Financial Disclosure My Surveys Hello Milam, Caroline! Log off

New In Progress Submitted

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

	Survey Title	Launch Date	Due Date	Point of Contact
Get Started	2019 Employee Financial Disclosure	2/27/2020	4/30/2020	Milam, Mary

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

If you see...

My Surveys - FCG Financial Disclosure x +

Not secure | iitdev/FinancialDisclosurePublic/Survey

Apps Home Hydration Challenge References IITDev Production 164VM

FCG Financial Disclosure My Surveys

New In Progress Submitted

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

No surveys found

...contact survey administrator



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 Elected Official and Directors Disclosure TEST' page. At the top, the header includes 'FCG Financial Disclosure My Surveys', 'Hello Milam, Caroline!', and 'Log off'. The user's profile information is displayed: Name: Mary Milam, Title: Staff Software Integrator, and Department/division/Board or Commission: Interagency Information Technology. Navigation buttons include 'Previous', 'Instructions', 'HOME ADDRESSES' (with a dropdown arrow), 'Next', and 'Submit'. A blue box contains 'Form Instructions' text. A box at the bottom right states 'Must be filed by April 30, 2020'. The Frederick County Ethics Commission logo and address are at the bottom. Red circles with numbers 1, 2, and 3 highlight the 'Edit Profile' link, the 'HOME ADDRESSES' dropdown, and the 'Log off' link, respectively.



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 services as an employee of 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: *

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

A screenshot of a web-based survey interface. At the top, there is a navigation bar with buttons for "Previous", "Instructions", "Notification Election" (selected), "Next", and "Submit". Below the navigation bar, a message reads: "Thank-you for completing 2020 Elected Official and Directors Disclosure TEST. When you are done reviewing your answers, please click Submit below to formally submit your response." A blue arrow points from the "Submit Response" button (circled in red) to the "Submission complete!" message. The "Submission complete!" message is in a light blue box and includes a "Print" button. Below the message, there is a section titled "2020 Elected Official and Directors Disclosure TEST" with a "Print" button. At the bottom, there is a form with the following fields: Name: Mary Milam, Title: Staff Software Integrator, Department/division/Board or Commission: Interagency Information Technology.

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 Financial Disclosure My Surveys Hello Milam, Caroline! [Log off](#)

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

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

	Survey Title	Due Date	Submitted On	Point of Contact
View Print	2019 Employee Disclosure V2	4/30/2019	2/24/2020	Milam, Mary
View Print	2019 Elected Official and Directors Disclosure V2	---	2/25/2020	Milam, Mary
View Print	2020 Employee Disclosure TEST	2/26/2020	2/24/2020	Milam, Mary
View Print	2020 Elected Official and Directors Disclosure TEST	2/26/2020	2/27/2020	Milam, Mary

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 Financial Disclosure My Surveys Hello Milam, Caroline! Log off

New In Progress Submitted

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

	Survey Title	Due Date	Submitted On	Point of Contact
Continue Survey	2019 Employee Financial Disclosure	4/30/2020	2/27/2020	Milam, Mary

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?

Previous Instructions **Signature** Next Submit

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

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.