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"A Public Office is a Public Trust"

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MEMORANDUM

TO: County Supervisors of Elections and Donna S. Brown, Bureau of Election Records

FROM: Kerrie Stillman, Executive Director

RE: 2024 Electronic Filing and launch of e-filing for Form 1

DATE: December 18, 2023

After a successful 2023 launch of e-filing for the Form 6 filers, the Commission on Ethics is preparing for launch of the 2024 rollout of e-filing for local filers and the Form 1. Beginning January 1, 2024, paper versions of the Form 1, Form 1X, and Form 1F will no longer be promulgated by the Commission and local filers will no longer file with their Supervisor of Elections. All Form 1 and Form 6 disclosures will be filed with the Commission via the Electronic Financial Disclosure Management System (EFDMS).

The Electronic Financial Disclosure Management System (EFDMS) will provide candidates and filers with a series of questions and prompts to help them navigate the disclosure process. Effective January 1, 2024, anyone wishing to file a 2023 Form 6 or a 2023 Form 1 for qualifying purposes MUST be registered in the system to access the disclosure form. A valid email is required to register. Within the system, filers and candidates will find helpful pop ups, FAQs, and tutorials. Those individuals wishing to have their CPA or Attorney assist them with completing the disclosure will be able to share their disclosure with their CPA/Attorney electronically, through the system. Instructions for incumbent/filer and non-incumbent/non-filer candidate access to the system are included with this memo.

Local filers who traditionally filed with their local Supervisors of Elections and had a public records exemption on file for redaction of certain information under Florida's Public Records Law, must file a public records exemption request with the Commission. It is highly recommended that filers make their exemption request with the Commission PRIOR to filing their disclosure form, so that the e-form can be routed for redaction prior to publishing on the Commission's website. That way, their filer record will be noted accordingly and redactions applied prior to the form being published on the Commission's website. (<https://www.ethics.state.fl.us/Documents/Forms/PublicRecordsExemption.pdf?cp=20231121>)

Visit www.ethics.state.fl.us for e-filing and qualifying tips or contact us at 850-488-7864.

ACCESS TO ELECTRONIC FILING OF FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS (FORM 6) OR STATEMENT OF FINANCIAL INTERESTS (FORM 1)

The Form 1 and Form 6 disclosure requires detailed financial information. **CANDIDATES ARE URGED TO ALLOW AMPLE TIME TO REGISTER, CREATE A PROFILE, USERNAME/PASSWORD, AND COMPLETE THE DISCLOSURE.** Waiting until the last day of qualifying may not provide sufficient time to access the system, accurately complete the disclosure, print and file it with the Qualifying Officer.

- Filers who filed electronically in EFDMS in 2023 will use the same username and password for 2024 as they used in 2023.
- Filers who are eligible for a public records exemption and wish to have certain information redacted from their form, in accordance with the public records laws should download and complete the confidentiality form (<https://www.ethics.state.fl.us/Documents/Forms/PublicRecordsExemption.pdf?cp=20231121>) and mail the completed form to the Commission prior to submitting their disclosure. That way, their filer record will be noted accordingly and redactions applied prior to the form being published on the Commission's website.
- Links to documents containing helpful tips for e-filing and qualifying can be found on the homepage of the Commission's website.

Filers accessing the system for the first time, including Candidates, access EFDMS in one of two ways:

Incumbent candidates and candidates who currently hold another position subject to an annual filing requirement:

- **IMPORTANT FIRST STEP!** Add EthicsFDMSinfo@mail.disclosure.floridaethics.gov to their e-mail "safelist."
 - Invitations to register for filers qualifying in January will be e-mailed to the filer's e-mail address on January 1, 2024. If an e-mail is not received, check the SPAM or Junk e-mail folder.
- OR**
- Filers and Incumbent Candidates requiring access may request an access code beginning January 1, by visiting www.ethics.state.fl.us, and click on the E-filing link.
 - Click "I am a filer," to request registration. The candidate should utilize their government e-mail address, whenever possible, to register.
 - Click "request registration e-mail."
 - Candidate will receive an e-mail from EthicsFDMSinfo@mail.disclosure.floridaethics.gov.
 - If an e-mail is not received, check the SPAM or Junk e-mail folder.
 - Register account information.
 - Log in and complete the verification process.
 - Filers eligible for a public records exemption should make sure they are designated as a "Confidential Filer" on their dashboard. If not, they should download the public records

exemption request form from the Commission's website:

<https://www.ethics.state.fl.us/FinancialDisclosure/DownloadAForm.aspx> and mail it to the Commission before filing their disclosure so that the form will be routed for redaction prior to publishing.

- Complete the disclosure in the e-filing system.
- File/submit the disclosure electronically.
- Print a copy of the "Verification and Receipt of Filing" OR print a copy of the completed disclosure.
- File the verification OR the printed copy of the disclosure with the Qualifying Officer.
- Filers who do not need to qualify for office in January will receive an invitation to register in April. If a filer requires earlier access for qualifying purposes or if they want to get a head start on completing the form, can request access from the "I am a filer" button on the EFDMS homepage:
<https://disclosure.floridaethics.gov/Account/Login?ReturnUrl=%2f>.

Candidates who *do not* currently hold a Form 6 or Form 1 office or a position with a disclosure requirement:

- **IMPORTANT FIRST STEP!** Add EthicsFDMSinfo@mail.disclosure.floridaethics.gov to their e-mail "safelist." Visit www.ethics.state.fl.us, and click on the E-filing link.
- Click "I am a candidate."
- Click "request registration e-mail."
- Candidate will receive an e-mail from EthicsFDMSinfo@mail.disclosure.floridaethics.gov.
- If they don't receive the e-mail, they should check their SPAM or Junk folder.
- Register account information.
- Log in and complete the verification process.
- Complete the disclosure in the e-filing system.
- Print the completed disclosure.
- File the printed copy of the disclosure with the Qualifying Officer. Those offices should maintain filed forms in accordance with applicable public records laws and retention policies.

Thank you for your patience as we transition all disclosure filers to e-filing. We anticipate there will be a learning curve and plenty of questions about using the new system. Commission staff is ready to assist Candidates with access to the new system and the completion of the disclosure for qualification purposes. Please contact us at 850-488-7864 or disclosure@leg.state.fl.us, if we can provide further assistance.