

State of South Carolina State Ethics Commission

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5000 THURMOND MALL, SUITE 250, COLUMBIA, S.C. 29201
HERBERT R. HAYDEN, JR., EXECUTIVE DIRECTOR

Date: December 30, 2016
To: City Administrators

It is time to file the 2017 Statement of Economic Interests (SEI) report. Each Filer is required to do his report electronically—**there are no exceptions.** Individuals on the attached list have an electronic account and filed a 2016 SEI. New additions to your list need to go to our website and--after reviewing the "Users Guide" section-- click on Electronic Filing and then "create an account." Our website address is <http://ethics.sc.gov>. Filers can contact our office if they have forgotten their username.

*** Please review the attached list and then provide the following:**

All elected official and employees required to file are listed with position titles and date of hire or term of office. Filers should update their account's "Profile" to correct an address or e-mail.

Employees and elected officials who will no longer hold their positions as of March 30, 2017, should be removed from the Entity list. Please provide the reason for deletion (i.e. retirement, resignation, deceased, etc.) and their replacement, if known. New persons must file immediately upon assuming the duties of the new position whether their start date is before or after March 30.

If an individual was in an election, please indicate their "Elected" or "Defeated" status.

If your office has or will have an address change, please indicate this on the Entity list.

Mark corrections, additions or deletions directly on the Entity list. If you feel you need to do a new list, still return the old list. Sign, date and return the list to our office by February 3, 2017. You can e-mail it to karen@ethics.sc.gov, fax it to 803/253-7539, or regular mail the list to our office.

NOTE NEW REQUIREMENT: Effective January 1, 2017, all filers must disclose (1) the source and (2) the type (but not the amount) of any private income received in the previous year by the filer or a member of the filer's immediate family under the Income & Benefits section of the 2017 SEI.

All elected city officials are required to file. No more than three employees should be filing. City employees required to file include the chief administrative official, chief financial official, and chief purchasing official, by whatever title. Any person who is added due to promotion, new hire (including interims), change in staff organization, etc. is required to file immediately upon assuming the duties of the new position, regardless of the date. Please update this information with our office should any changes occur throughout the year.

Your incumbents and candidates are not to use government equipment to file their Campaign Disclosure reports on line; however, you can assist them with the SEI reports as long as you offer it to **all** individuals who are required to file the SEI. **Late filing and failure to file will result in penalties starting at \$100 if the report is not filed within five (5) days of the new March 30, 2017, deadline.** If there are any questions, please feel free to contact us at 803/253-4192.


Herbert R. Hayden, Jr. - Executive Director
HRHjr:kaw - Enclosures

STATE OF SOUTH CAROLINA
STATE ETHICS COMMISSION

***PLEASE READ ALL INFORMATION
CAREFULLY BEFORE FILING ANY
REPORTS ONLINE***

The 2017 Statement of Economic Interests (SEI) report is required to be filed electronically. Paper copies of this report are no longer accepted. To file this report, please go to our website <http://ethics.sc.gov>. Electronic filing is mandatory and failure to file the required report electronically will result in a minimum late filing penalty of \$100.00.

1. When is this report filed?

A. The annual report is filed annually by March 30. Interims and new filers should register an account and file “upon assuming the duties.”

B. **Please note:** This annual report is not required if you are not holding an elected, appointed or employee position on March 30, 2017.

C. **Please note:** Any person who is added due to promotion, new hire (including interims), change in staff organization, etc., is required to file the Statement of Economic Interests report immediately upon assuming the duties of the new position.

2. Where do you file this report online? Go to our website <http://ethics.sc.gov> and click on “electronic filing.” (Electronic filing is located on our home page. It is listed above the Director’s message).

If this is your first time filing online, you must **first create a user account**. Go to our website <http://ethics.sc.gov> and click on “electronic filing.” Read the information on that page carefully and click on **“create a user account.”** After you create a username, create a password, and enter a valid e-mail address, then click “next.” **There are several steps in creating a user account. Read and follow the instructions carefully.** Please click on **“I am a candidate or elected official”** if you are elected, or click on **“I only need to file a Statement of Economic Interests”** if you are an appointed official or government employee and required to file.

After you create a user account you will receive this message: “You have successfully completed registration. Please click here to login to your account.” You are now ready to start filing your first report.

Reset Password

If you know your username but forgot your password, reset the password using the instructions below. If you don't know your username, contact our office.

Elected Officials

Instructions on how to reset your password

Go to our website <http://ethics.sc.gov> and click on "electronic filing."

Click "**forgot your password.**"

Enter your username again and click "**next**".

Instructions on password retrieval will be sent to your e-mail address. Please read and follow the instructions to reset your password. After you reset your password, login to your account, click on "Statements of Economic Interests" (located on the left side of the computer screen), click "**start a new filing**" and complete the Statement of Economic Interests report.

Appointed Officials and Government Employees

Instructions on how to reset your password:

Go to our website <http://ethics.sc.gov> and click on "electronic filing."

Click "**forgot your password.**"

Enter your username again and click "next."

Instructions on password retrieval will be sent to your e-mail address. Please read and follow the instructions to reset your password. After you reset your password, login to your account, click "**start a new filing**" and complete the Statement of Economic Interests report.

How do you file the Statement of Economic Interests report online?

Go to our website: <http://ethics.sc.gov>.

Click **“electronic filing” in the Quick Links.**

Enter your username and password.

Click on **“login.”**

Note: Candidates and elected officials will have to click on the second dot on the left side for “Statements of Economic Interests”

Note: Appointed Officials and Government Employees will just scroll down.

Click on **“start a new filing” (all elected officials, appointed officials and employees).**

There are several steps in completing this report. Please read and follow the instructions carefully.

Please Note: When you file the 2017 Statement of Economic Interests report you must select the year 2017; however, the information you enter on that report is **from the previous calendar year (2016).**

For example: The 2017 report is due by March 30, 2017. The filing year will be **2017**, but the information you enter on this report is from **January 1 through December 31, 2016.**

Select the filing year and click **“next.”**

Select position status and click **“next.”**

For the next sections, please **read carefully** and enter the information concerning your position status.

Next the system will ask: “How would you like to continue?” Please read carefully, select one of the items listed and click “next.” Clicking the “skip for now” box means you don’t have anything to report for that section.

Additional Information/Contact Us

For more general information about the Statement of Economic Interests Report please go to our website <http://ethics.sc.gov> and click on “Statement of Economic Interests” (located on the left side of the computer screen). You can also go to the User Guides for directions on how to file your report electronically (located on the homepage) or contact our office if you have any questions.

The State Ethics Commission staff members are available to assist you with electronic filing. Please contact our office:

Office Hours:
Monday - Friday
8:30 AM – 5:00 PM
803/253-4192, Ext. 1