

STATE OF SOUTH CAROLINA **STATE ETHICS COMMISSION**

PLEASE READ ALL INFORMATION CAREFULLY BEFORE FILING ANY REPORTS ONLINE

The **2018** 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**. For new filers, please read the User's Guide found on our Home Page for (1) Registering an account and (2) filing the 2018 Statement of Economic Interests report.

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, 2018.
- 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 a candidate or elected. Click on "**I only need to file a Statement of Economic Interests**" if you are an appointed official or government employee.

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.

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 2018 Statement of Economic Interests report you must select the year 2018; however, the information you enter on that report is **from the previous calendar year (2017).**

For example: The **2018** report is due by March 30, 2018. The filing year will be **2018**, but the information you enter on this report is from **January 1 through December 31, 2017.**

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 Home Page) 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