

STATE OF SOUTH CAROLINA
STATE ETHICS COMMISSION

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

The **2019** 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 2019 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, 2019.
- 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."

If this is your first time filing, 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.

Reset Password

NOTE: New password requirements: Minimum of 8 characters containing at least one number, one symbol (examples: \$! # % & @ ? * +), one capital letter, and one small letter. Password cannot contain the username.

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 <https://ethics.sc.gov> and up top next to User Guides, click on "Electronic Filing."

Click "**forgot your password.**"

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

Instructions on password retrieval will be sent to the e-mail address in your account. Please read and follow the instructions to reset your password. After you reset your password, you will be directed to your account on our website. Enter your username and password. Then click on "login." Go to the column on the left side of your screen and under Electronic Filing click on "Statements of Economic Interests" (the second little dot). Then click the yellow box that says "**start a new filing**" and complete the 2019 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 up top next to User Guides, click on "Electronic Filing."

Click "**forgot your password.**"

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

Instructions on password retrieval will be sent to the e-mail address in your account. Please read and follow the instructions to reset your password. After you reset your password, you will be directed to your account on our website. Enter your username and password. Then click on "login." Scroll down and click the yellow box that says "**start a new filing**" and complete the 2019 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.**”

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 2019 Statement of Economic Interests report you must select the year 2019; however, the information you enter on that report is **from the previous calendar year (2018)**.

For example: The **2019** report is due by March 30, 2019. The filing year will be **2019**, but the information you enter on this report is from **January 1 through December 31, 2018**.

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 any information to report for that section.

Additional Information

Effective January 1, 2017 - NEW REQUIREMENT FOR INFORMATION UNDER “INCOME & BENEFITS”

Report anything of value that must be reported on an IRS form:

You (the filer) must disclose (1) the source (name of Employer) and (2) the type (i.e., salary, rental income, vehicle, etc.) of any private income/benefit received in the previous year (2018) by you or a member of your immediate family (dependents) under the Income & Benefits section of the 2019 SEI. The dollar amount is required **ONLY** for government income. The dollar amount box will close when you click on “private.”

The following income is not disclosed: retirement, annuity, pension, IRA, disability, or deferred compensation payments received by you. It also does not include income received from a court order, a savings, checking or brokerage account, and a mutual or

similar fund. State retirement, disability, social security, and private unemployment are not disclosed.

Report Instructions read: "Any full-time or part-time income or benefit received by you from governmental entities in South Carolina during the prior calendar year must be disclosed. 'Governmental entity' means the State, a county, municipality, or political subdivision thereof with which a public official, public member, or public employee is associated or employed. 'Governmental entity' also means any charitable organization or foundation, but not an athletic organization or athletic foundation which is associated with a state educational institution and which is organized to raise funds for the academic, educational, research, or building programs of a college or university. Generally, this amount is the same as the gross amount reported on your W-2 form. If you receive a W-2 form or 1099 MISC for use of a publicly-owned vehicle or a government residence, then it must also be disclosed.

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**