



# Jurisdictional Contact

Electronic Filing System  
Instructional Handbook

Oregon Government Ethics Commission  
3218 Pringle Rd SE, STE 220  
Salem OR 97302-1456

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### **DISCLAIMER**

This training material is issued by the Oregon Government Ethics Commission (Commission) pursuant to ORS 244.340 Continuing Education Program. This presentation is intended for educational and training purposes only and should not be used as a substitute for a review of the specific statutes and rules. There may be other laws or regulations not within the jurisdiction of the Commission that apply to actions or transactions described in this training material. Do not reproduce or distribute without the express written permission of the OGEC.

The following statutory references and administrative rules provide the basis for the responsibilities of the Jurisdictional Contact.

**ORS 244.162 Information provided to persons required to file statements of economic interest**

A person designated by a public body as defined in ORS 174.109 shall provide information explaining the requirements of ORS 244.050, 244.060, 244.070 and ORS 244.090 to each newly elected or appointed public official serving the public body who is required to file a verified statement of economic interest under ORS 244.050.

OAR 199-020-0005

**Identification of Public Officials Required to File Annual Verified statements of Economic Interest (SEI)**

Cities, counties, and those state boards and commissions, special districts and others affected by the filing requirement of ORS 244.050 shall inform the Oregon Government Ethics Commission of the following information related to individuals required to file the Annual Verified Statement of Economic Interest forms:

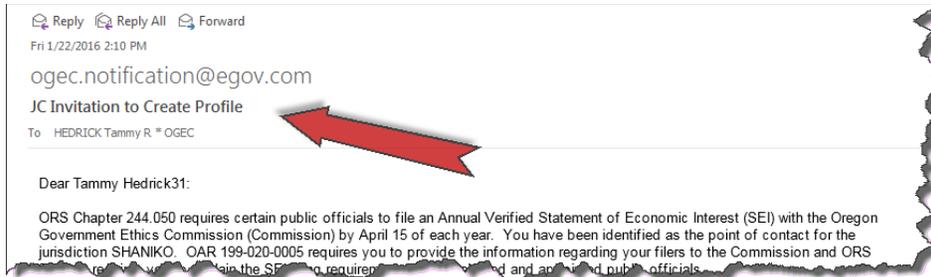
- (1) Each public body shall provide in writing to the Commission the name, title, mailing address, phone number and e-mail address of a designated contact person. Any changes to the designated contact person or their information shall be submitted in writing to the Commission within 10 working days.
- (2) Each designated public body contact person shall provide annual written notification to the Commission no later than February 15 of the name, position or office held and mailing address of each individual required to file the Annual Verified Statement of Economic Interest form. Any changes, additions or deletions of this information that occur between the submission of the annual written notification and April 15 must be made in writing to the Commission within three working days.

## HOW TO CREATE YOUR USER PROFILE

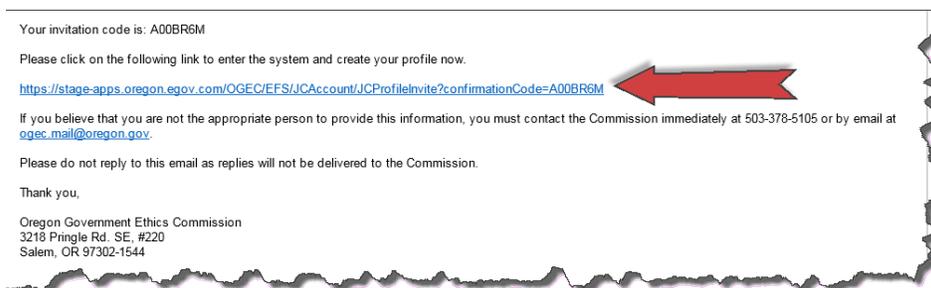
**NOTE:** You will only have 30 business days to create your personal account and you will only have one user profile.

How to get started?

1. Locate the system generated email from the Oregon Government Ethics Commission.



2. Locate the system generated email link.



3. Click on the system generated link, or copy the link into your web browser address bar, and it will open the default web browser on your system and present the "Create a New Account" interface.
4. To complete the new account process you will:
  - Select a user name; (Anything of your choosing)
  - Select a password. Passwords must have a minimum of:
    - ✓ One upper case letter
    - ✓ One lower case letter
    - ✓ One numerical digit, and
    - ✓ One special character- *Refer to special character list in text help.*
    - ✓ Must be at least 8 and not more than 20 characters long.

- Create two password security questions. For password retrieval purposes, the security questions are **case sensitive**. Note: If your security question answer contains more than a one word answer, you will need to remember to include all spaces, punctuation, special characters, etc. that you used.
  - Verify the pre-populated personal profile information is correct. It is the Jurisdictional Contact's responsibility to maintain their profile information, which includes address, phone, email; and
  - Have the option of identifying an alternate contact person to receive email reminder notices sent to you in your assigned position(s) as a jurisdictional contact.
5. After confirming all information is correct, select **CONTINUE**.
  6. Verify Registration. You will now be asked to verify your personal profile. Select **CONTINUE**.
  7. Confirmation. If you have successfully registered, the **CONFIRMATION** page will appear naming the jurisdiction you have successfully registered. You will receive a system generated email notification that you have successfully registered.
  8. Once you have successfully created your personal profile, you will now select **GO TO MY ACCOUNT** to assign required filers.

**NOTE:** You can only edit your own personal profile information. You cannot substitute another individual to your assignment.

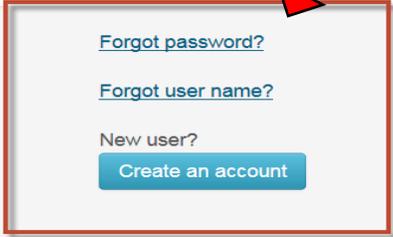
## HOW TO ASSIGN REQUIRED FILERS TO THEIR JURISDICTIONAL SEATS

If you are assigned to more than one jurisdiction, under the Assignments by Jurisdiction field, use the drop down arrow to select the jurisdiction.

1. From the Electronic Filing System Sign In page, log in.
2. Select “**SEI Jurisdictional Contact**” role.
3. Under the “**Assignment by Jurisdiction**,”  verify the correct jurisdiction is in the display.
4. The system will default to the “**Assigned SEI Filers**” tab. If this tab is not active, select this tab.
5. For each seat under the assignment of jurisdiction, you will select the  icon under the Command header to enter the statutorily required filer information.
  - a. Date of appointment- Calendar will appear, select the Month, Year and Day.
  - b. Last name
  - c. First name
  - d. Email address. It is important to note that you will need to confirm the email address used for this communication. When keying the email address you will need to either key the @ sign or click in the space after the @ sign to complete the email address.  
Do not use the tab key to transition from the username of the recipient to their domain name.
  - e. Phone number
  - f. Address- Street, City, ST, Zip code
6. Once you have keyed the information, you will select the “**Assign**” button. A system generated email will go out to the individual advising them to create their personal profile account. The SEI filer will have **30** days from the date they are assigned to create their personal profile account.

## FORGOT PASSWORD

1. From the Electronic Filing System Sign In page, select the “**Forgot password?**” navigation link.
2. “**Forgot Your Password**” window displays.
3. Enter your user name. Select 
4. Answer security questions. Security question answers are case sensitive.



[Forgot password?](#)  
[Forgot user name?](#)  
New user?  
[Create an account](#)

Note: If your security question answer contains more than one word, you will need to remember to include all spaces, punctuation, special characters, etc. that you used.

5. Select a new password. Passwords must contain at least 8 characters, at least one upper case letter, at least one lower case letter, at least one number and at least one special character. Passwords are case sensitive.

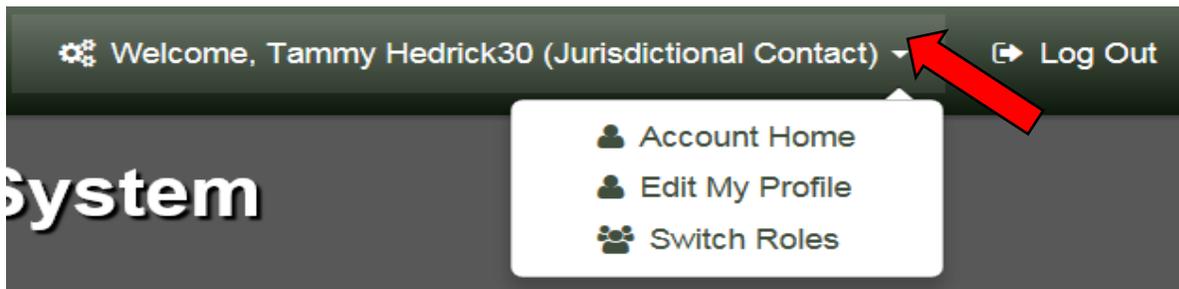
## FORGOT USERNAME

1. From the Electronic Filing System Sign In page, select the “**Forgot username?**” navigation link.
2. “**Forgot Your Username**” window displays.
3. Enter your email address. Select 
4. You will be routed back to the Sign In page. A system generated message will appear in the body of the page. The message should read: “We found an account for, (*your email address appears here.*) An email will be sent to that address.”
5. The system will generate an email from [ogec.notification@egov.com](mailto:ogec.notification@egov.com). The message states the purpose of receipt of this email is to respond to a request for your username. This email will provide all usernames listed under the email address used.
6. Review the usernames. They will appear in the order of oldest to newest.

## FORGOT SECURITY QUESTION ANSWERS

You will need to request a password reset.

1. Email Administrative staff at the Commission.
2. Your email request must specifically request a password reset.
3. Administrative staff at the Commission will notify you when your password has been reset. You will receive instructions in this email to log into the Electronic Filing System to create a new password.
4. In the system header (top portion of the web page), locate the drop down arrow next to your name. Click on **"Edit My Profile"** to view and amend



5. Select **"Security Questions"** 
6. View and amend your security questions.

## HOW TO TERMINATE JURISDICTIONAL CONTACT ASSIGNMENT

1. From the Electronic Filing System Sign In page, log in.
2. Select **"SEI Jurisdictional Contact"** role.
3. Select 
4. Select **"Request Termination."**
5. You will be responsible to maintain the requirements as a Jurisdictional Contact until notified by Commission Administration.

## REQUEST JURISDICTIONAL CONTACT ASSIGNMENT

1. From the Electronic Filing System Sign In page, log in.
2. Select “**SEI Jurisdictional Contact**” role.
3. Select  Jurisdiction Actions ▾
4. Select “**Request Assignment.**”
5. You will be notified by Commission Administration regarding the assignment request.

## TOKEN ID

- The “Invite Token” is a system generated confirmation code.
  - The “Invite Token” code is embedded in the email invitation link to create a profile.
  - The “Invite Token” is unique to the user.
  - The following instructions will guide you through the process of locating the Invite Token.
1. Log into the Oregon Government Ethics Commission- Electronic Filing System <https://apps.oregon.gov/OGEC/EFS>
  2. From the Welcome page, select the “Sign in as a registered user” navigation link.
  3. From the Sign In page, key in your User Name and Password. Select Log In.
  4. From the Choose Role dashboard, select the SEI Jurisdictional Contact role.
  5. Locate in the header the “**Invite Token.**”
  6. The “Invite Token” is a seven character system generated confirmation code.
  7. This is the code the SEI filer will use to register. It is not a case sensitive code.

## TOKEN ID INSTRUCTIONS FOR SEI FILER

The “Invite Token” is a system generated confirmation code. If the filer cannot locate their system generated email invitation from the Oregon Government Ethics Commission with their invitation link, the following instructions will guide them through the registration process using the “Invite Token.”

The SEI filer will use the 7 digit system generated confirmation code to register. Provide the filer with this 7 digit code.

**NOTE:** The SEI filer will only have 30 business days to create their account.

1. Navigate to the Oregon Government Ethics Commission- Electronic Filing System <https://apps.oregon.gov/OGEC/EFS>
2. From the Welcome page, select the “Register as a new user” navigation link.
3. From the “Choose Role” page, select the “Statement of Economic Interest (SEI) Filer role.
4. In the SEI Filer Name field, key in the 7 digit confirmation code.

Please Enter your SEI Filer Name

SEI Filer Name  
CM5GJF4

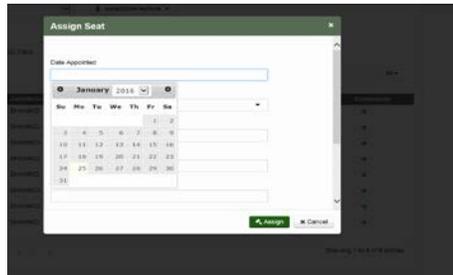
Token ID

Continue Registration Cancel

5. Select Continue Registration.

## DATE OF APPOINTMENT

- Adding the date of assignment.
  1. Click in the “Date Appointed” field.
  2. A system generated calendar will appear.
  3. Select the “Date Appointed” in the following order:
    - a. Month
    - b. Year
    - c. Day



## SYSTEM REQUIREMENTS

### Operating systems:

- Windows 7 and above;
- Apple Macintosh OX X 10.8 and above;
- XP

### Browsers:

- IE 7/8 (limited support)
- IE 9 or greater
- Firefox version 23 or greater
- Google Chrome version 29 or greater
- Safari version 5.1 or greater

### Mobile devices

You can view the Electronic Filing System on a mobile device. This application, due to tabularized data displays, may not translate well to all mobile devices. It is recommended that, minimally, a tablet device or larger be used for the best experience.

## FAQ'S

Do the session's time out?

Yes. The session will time out after a 15 minute period of inactivity.

Can I tab between fields when assigning a seat?

Yes.

Once I file electronically, can I switch back to paper?

No. All required filers must continue to file electronically.

Can anyone get a password to file electronically?

No. Only those statutorily identified can access the Electronic Filing System for filing purposes.

How long is the invitation for the SEI filer valid?

30 days.

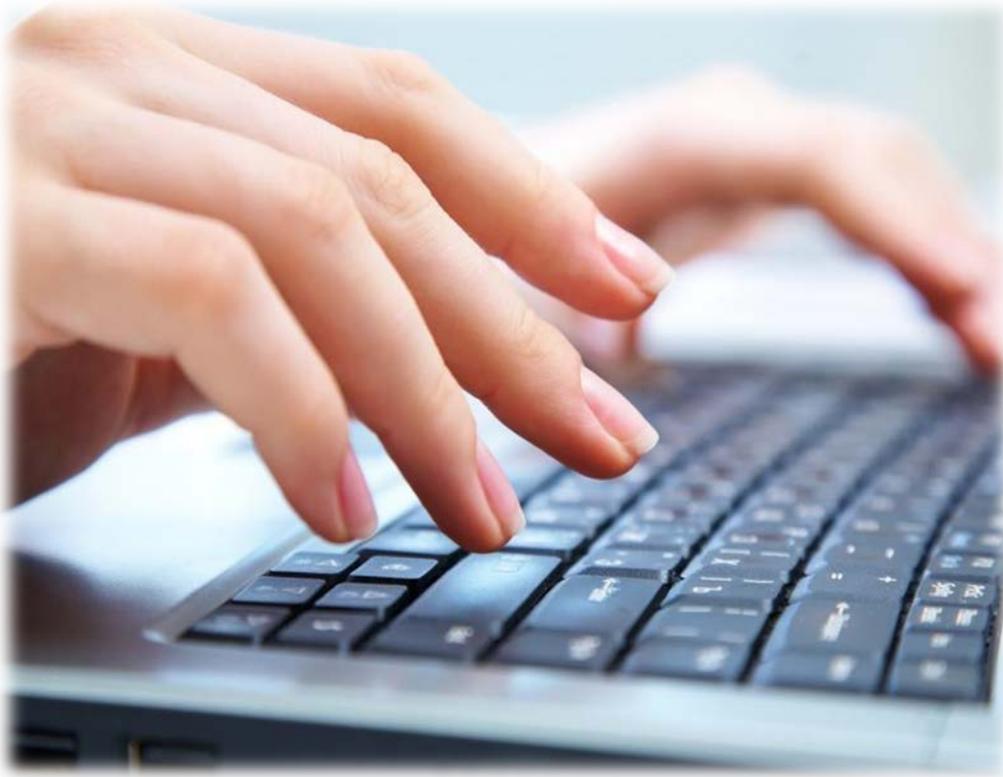
If the SEI filer attempts to respond to their system generated invitation after 30 days, what is the next step?

They would need to contact their Jurisdictional Contact to request their **token id**, or they can wait for a system generated email reminder that will issue the first part of March. The reminder email notice will provide a new invitation and link.

What if I do not know the date of assignment for an individual?

Go back to the most recent date of appointment and use that date.

# Annual Verified Statement of Economic Interest



Oregon Government Ethics  
Commission  
3218 Pringle Rd SE, STE 220  
Salem OR 97302-1544  
Phone: 503-378-5105  
[www.oregon.gov/OGEC](http://www.oregon.gov/OGEC)

# ANNUAL VERIFIED STATEMENT OF ECONOMIC INTEREST HANDOUT

*Insert the name of Jurisdiction and Position Held here. Also include contact information for the Jurisdictional Contact.*

The Oregon Government Ethics Commission (Commission) has been informed that you are a public official who is required by ORS 244.050 to electronically file a Statement of Economic Interest (SEI). The governing body you serve has provided us with your name, position, and email address. You will have 30 days from the date you receive a system generated email from the Oregon Government Ethics Commission (Commission) to create a username, password and confirm your pre-filled personal profile information is correct and submit to the Commission.

During the filing period, failure to complete and electronically file by the final filing date may subject you to an automatic civil penalty of \$10.00 for each of the first 14 days the SEI is late and \$50.00 for each day thereafter, up to a maximum of \$5,000 [ORS 244.350(4)(c)].

## **Annual Verified Statement of Economic Interest Filing Instructions:**

- ORS 244.050 specifically identifies certain public officials who are required to electronically file the SEI. Your position is one of those listed. **If you do not believe that you are required to file a SEI or if you have other questions, please call the Commission at (503) 378-5105 as soon as possible.**
- If you hold more than one position that is required to file, you will only electronically file one report.

The most common errors officials make filing are:

- (a) Failing to list all sources of household income for question 2. All sources of income exceeding 10% of the total annual household income must be listed. *(The question does not relate only to the public position you hold.)* Do not overlook the fact that a pension or social security benefit represents part of the household income. Please refer to the definition of income on page 3.
  - (b) Completing items 7 to 10 when not necessary. Please carefully read the instructions in the box on page 5. The questions need to be answered only if the conditions described in the instructions apply to your responses.
- **Please do not fail to respond to the email notification!** ORS 244.350(4)(c) prescribes assessment of a penalty of \$10 for each of the first 14 days the SEI is late and \$50 for each day thereafter that passes after the filing deadline date, up to a maximum of \$5000.
  - You are required to electronically file **no later than Wednesday, April 15, 2016**. Please contact the Commission at 503-378-5105 if you have questions.

## **STATUTORY REFERENCES**

**Item 4-A, ORS 244.020(7)(b)(F)** – Reasonable expenses paid by any unit of the federal government, a state or local government, a Native American tribe that is recognized by federal law or formally acknowledged by a state, a membership organization to which a public body as defined in ORS 174.109 pays membership dues or a not-for-profit corporation that is tax exempt under section 501(c)(3) of the Internal Revenue Code, for attendance at a convention, fact-finding mission or trip, conference or other meeting if the public official is scheduled to deliver a speech, make a presentation, participate on a panel or represent state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

**Item 4-B, ORS 244.020(7)(b)(H)** – Reasonable food, travel or lodging expenses provided to a public official, a relative of the public official accompanying the public official, a member of the household of the public official accompanying the public official or a staff member of the public official accompanying the public official, when the public official is representing state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

(i) On an officially sanctioned trade-promotion or fact-finding mission; or

(ii) In officially designated negotiations, or economic development activities, where receipt of the expenses is approved in advance.

## **DEFINITIONS**

**"Business"** means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain. This does not include income-producing not-for-profit corporations that are tax-exempt under section 501(c) of the Internal Revenue Code with which a public official or relative of a public official is associated in a non-compensated capacity. [ORS 244.020(2)]

**"Income"** means income of any nature derived from any source, including but not limited to any salary, wage, advance, payment, dividend, interest, rent, honorarium, return of capital, forgiveness of indebtedness, retirement income, real estate transactions, inheritance income, or anything of economic value received as income including income from government sources (i.e., social security, your public salary, etc.). [ORS 244.020(9)]

**"Honorarium"** means a payment or something of economic value given to a public official in exchange for services upon which custom or propriety prevents the setting of a price. Services include, but are not limited to, speeches or other services rendered in connection with an event. [ORS 244.020(8)]

**"Person"** means, for purposes of this form, (a) the public official required to file a Statement of Economic Interest and (b) an individual, corporation, partnership, joint venture, and any other similar organization or association.

**"Member of Household"** means any person who resides with the public official. [ORS 244.020(11)]

Questions requiring disclosure:

1. **BUSINESS OFFICE OR DIRECTORSHIP; BUSINESS NAME:**

- A. If you or a member of your household were an officer or director of a business (*see definition of "business"*) during **2015**, please indicate that information below. (*These would be personal business ventures, not the public position you hold. Items A and B may be the same and Item B may be subsidiary of parent company listed in Item A for example.*) **[ORS 244.060(1) & (2)]**

You will list the **Business Name**, the **Title of Office**, **Business Address**, **Held by Whom**, and a **Description of the Business**.

- B. List the names under which you or members of your household did business (*see definition of "business" above*) during **2015**:

You will list the **Business Name**, the **Title of Office**, **Business Address**, **Held by Whom**, and a **Description of the Business**.

2. **SOURCES OF INCOME:** Identify the sources of income (*See definition of "income" on page 3*) received by you or a member of your household, who is 18 years of age or over, during the **2015** calendar year that produced **10% or more of the total annual household income**. (*Your business would be a source, not the individual clients of your business.*) **[ORS 244.060(3)]**

You will list the **Name of the Source**, **Address of the Source**, and a **Description of the Source**.

3. **REAL PROPERTY:** List all real property (*residential, commercial, vacant land, etc.*) in which, during **2015**, you or a member of your household had any ownership interest, any option to purchase or sell, or any other right of any kind in real property, including a land sales contract, **located within the geographical boundaries of the public entity you serve**. (*Boundaries for legislators, or filers from state agencies, boards, commissions or institutions would be the state borders. Boundaries for local filers would be the limits of the city, county or district you serve.*) **[ORS 244.060(4)(a)]** **Do not list your principal residence.** **[ORS 244.060(4)(b)]**

You will list a **Description of the real property** and **Address**.

4. **OFFICE RELATED EVENTS:**

- A. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during **2015** when participating in a convention, mission, trip, or other meeting as described in ORS 244.020(7)(b)(F), (*see reference on page 2*), which is an exception to gift restrictions. (*Do not list expenses that were paid by the public body you represented.*) **[ORS 244.060(5)]**

You will list the **Date**, **Organization Name**, **Address**, **Nature of Event** and **Amount**.

Any organization, unit of government, tribe or corporation that provides a public official with expenses with an aggregate value exceeding \$50 for an event described in ORS 244.020(7)(b)(F) shall notify the public official in writing of the amount of the expense. The organization, unit, tribe or corporation shall provide the notice to the public official within 10 days after the date the expenses are incurred.

4. **OFFICE RELATED EVENTS continued:**

**B.** List the amount of any expenses with an aggregate value exceeding \$50 provided to you during **2015** when participating in a mission, negotiations, or economic development activities described in ORS 244.020(7)(b)(H), (*See reference on page 2*), which is an exception to the gift restrictions. (*These events are those that were officially sanctioned or designated by your public body. Do not list expenses that were paid by the public body you represented.*) **[ORS 244.060(6)]**

You will list the **Date, Organization Name, Address, Nature of Event** and **Amount**.

5. **HONORARIA:** List all honoraria (*see definition*) allowed in ORS 244.042, with a value exceeding \$15, received by you or a member of your household during **2015**. **[ORS 244.060(7)]**

You will need the **Date, Organization Name, Nature of Event** and **Amount**.

Under ORS 244.100(2) any person that provides a public official or candidate, or a member of the household of the public official or candidate, with an honorarium or other item allowed under ORS 244.042 with a value exceeding \$15 shall notify the public official or candidate in writing of the value of the honorarium or other item. The person shall provide the notice to the public official or candidate within 10 days after the date of the event for which the honorarium or other item was received.

6. **SHARED BUSINESS WITH LOBBYIST:** List the name of any compensated lobbyist who was associated with a business with which you or a member of your household was also associated during **2015**. (*Example: The public official or household member is an employee or owner of a private company that also employs a lobbyist. Owning stock in a publicly traded company in which the lobbyist also owns stock is not a relationship that requires disclosure.*) **[ORS 244.090(1)]**

You will need the **Name of the Lobbyist, the Name of the Business** and the **Type of the Business**.

***PLEASE NOTE – Do NOT answer items 7, 8, 9, and 10 unless the source of the interest is derived from an individual or business that has a legislative or administrative interest or that has been doing business, does business or could reasonably be expected to do business with the governmental agency of which you hold an official position or over which you exercise any authority.***

***"Legislative or administrative interest" means an economic interest, distinct from that of the general public in any matter subject to the decision or vote of the public official acting in the public official's capacity as a public official.***

7. **INCOME OF \$1,000 OR MORE:** Respond only if you or a member of your household received a source of income exceeding an aggregate amount of \$1,000 during **2015**, and that income was derived from an individual or business that has been doing business, does business, or could reasonably be expected to do business with, or has a legislative or administrative interest in the governmental body you serve. **[ORS 244.060(8)]**

You will need to report the **Income Source, Address** and **Description**.

8. **DEBT OF \$1,000 OR MORE:** Respond only if you or a member of your household owed a debt of \$1,000 or more to a person (*see definition of "person" on page 3*) during **2015**, and that debt

involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. *(Note: Do not list loans from state or federally regulated financial institutions (banks, etc.) or retail credit accounts and do not list the amounts owed.)* [ORS 244.070(1)]

You will need to list the **Name of Creditor**, **Date of Loan**, and **Interest Rate of Loan**.

9. **BUSINESS INVESTMENT OF MORE THAN \$1,000:** Respond only if you or a member of your household had a personal, beneficial interest or investment in a business *(see definition of "business" on page 3)* of more than \$1,000 during **2014**, if the investment involved an individual or business that did business with or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. *(Note: Do not list the amount of the investment. Do not list individual items in a mutual fund or blind trust, or a time or demand deposit in a financial institution, shares in a credit union, or the cash surrender value of life insurance.)* [ORS 244.070(2)]

You will list the **Business Name**, **Address**, and a **Description of the Business**.

10. **SERVICE FEE OF MORE THAN \$1,000:** Respond only if **you** *(not your business)* received a fee of more than \$1,000 in **2015** from a person *(see definition of "person" on page 3)* for whom you performed a service, if the service involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. *(Do not list fees if you are prohibited from doing so by law or a professional code of ethics.)* [ORS 244.070(3)]

11. **VERIFICATION:** Under penalties for false swearing/false affirmation, I declare that the information submitted in this electronic filing is, to the best of my knowledge and belief, true, accurate, and complete.

As with other provisions in Oregon Government Ethics law, it is each public official's personal responsibility to ensure they comply with the requirements to complete and electronically submit the SEI by April 15.

If you have any questions regarding the Annual Verified Statement of Economic Interest or the Oregon Government Ethics Commission (Commission).

Oregon Government Ethics Commission  
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Salem, OR 97302-1544  
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