



# Statement of Economic Interest Filer

## Electronic Filing System Instructional Handbook

Oregon Government Ethics Commission  
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### **DISCLAIMER**

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## INTRODUCTION

There are approximately 5,500 Oregon public officials who must file an Annual Verified Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission by April 15 of each calendar year.

### **Public officials who are required to file reports are specified in ORS 244.050.**

Please refer to that section of the law to see if your specific position requires you to file these forms. In general, public officials who hold the following positions are required to file:

- State public officials who hold elected or appointed executive, legislative or judicial positions. This includes those who have been appointed to positions on certain boards or commissions.
- In counties, elected officials, such as commissioners, assessors, surveyors, treasurers and sheriffs must file, as do planning commission members and the county's principal administrator.
- In cities, all elected officials, the city manager or principal administrator, municipal judges and planning commission members must file.
- Administrative and financial officers in school districts, education service districts and community college districts must file.
- Some members of the board of directors for certain special districts must file.
- Candidates for some elected public offices are also required to file.

The Commission staff has identified the positions held by public officials who must file the SEI form and has them listed by jurisdiction. Each jurisdiction [city, county, executive department, board or commission, etc.] has a person who acts as the Commission's point of contact for that jurisdiction [OAR 199-020-0005(1)].

The **contact person** for each jurisdiction has an important role in the annual filing of the SEI forms. It is through the contact person that the Commission obtains the current name and email address of each public official who is required to file. When there is a change, through resignation, appointment or election, in who holds a position, the contact person notifies the Commission. If there is a change in the filer's email address, it is the contact person who notifies the Commission.

As with other provisions in Oregon Government Ethics law, it is each public official's personal responsibility to ensure they comply with the requirement to complete and submit the SEI form by April 15. Those public officials who must file a SEI form are well served if the contact person ensures that the Commission has the correct name and email address of the public official.

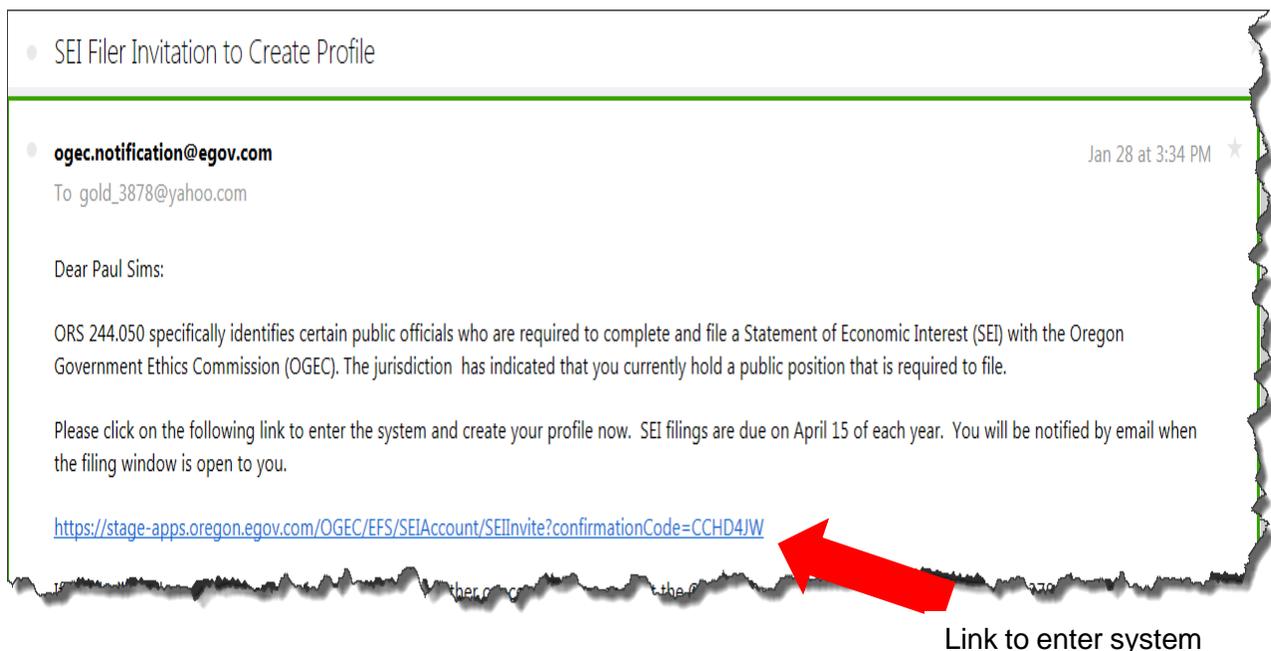
## HOW TO CREATE YOUR USER PROFILE

You will receive an email that indicates that the jurisdiction you will be serving has indicated that you currently hold a public position that is required to file the Annual Verified Statement of Economic Interest (SEI) report. This email will contain a link to enter the system and create your account.

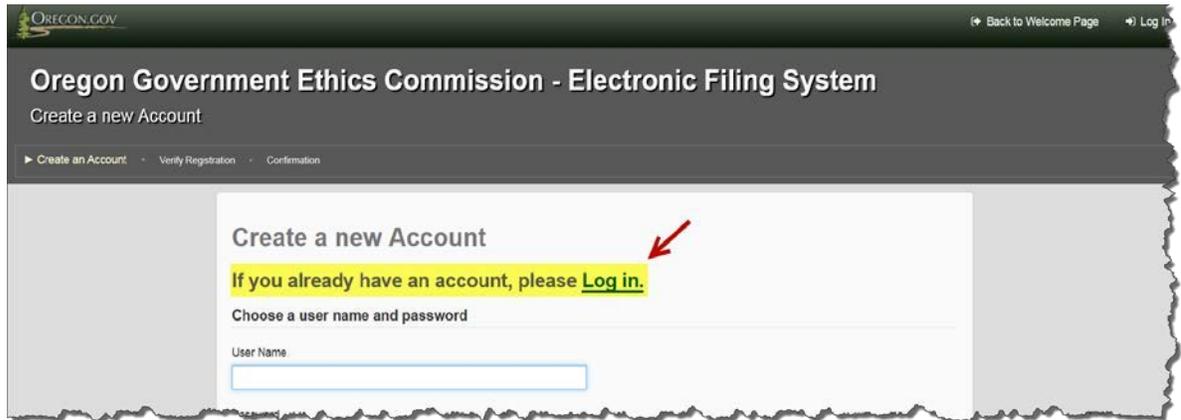
**NOTE:** The link to enter the system does expire, do not delay in creating your personal account. You will only have one user profile even if you hold multiple positions.

How to get started?

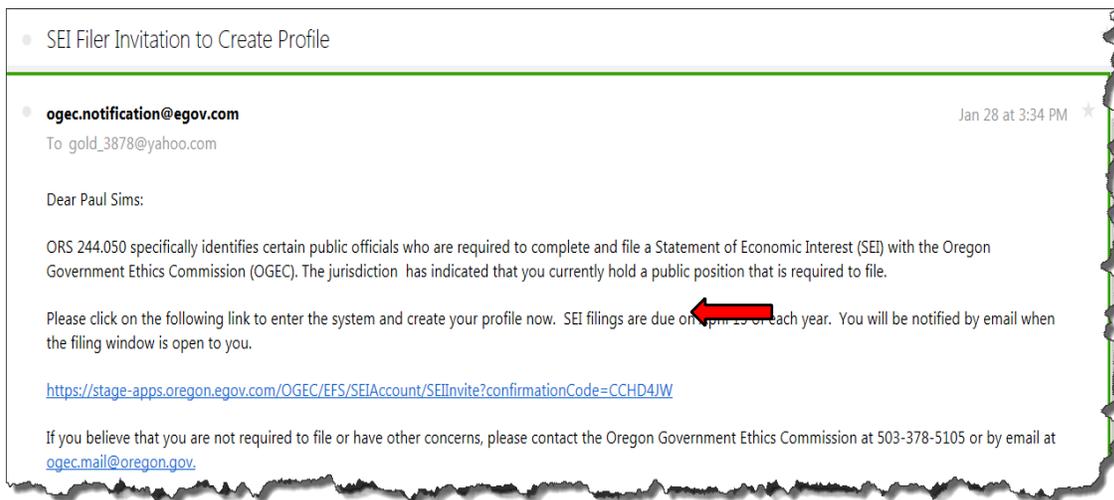
1. Locate the system generated email from the Oregon Government Ethics Commission.



**NOTE:** If you have any additional filing requirements under ORS Chapter 244, each assignment by a Jurisdictional Contact will generate an email invitation. You will be required to accept each invitation. This acceptance is what combines your positions to create your personal account profile. After the initial create a new account, you will select the link in the additional invitations. You will be routed to the Create a New Account interface. **DO NOT CREATE A NEW ACCOUNT.** You will instead select the **Log In** to accept each additional invitation.



2. Locate the system generated email link.



3. Click on the system generated link or copy the link into your web browser address bar, it will open the default web browser on your system and present the “Create a New Account” interface. Complete all fields. Many of the fields are prepopulated with information provided during seat/position assignment process. Some fields are not changeable due to security reasons. To change these fields, please contact your Jurisdictional Contact or the Oregon Government Ethics Commission administration.

4. To complete this process you will:

- Select a user name;
- 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 question answers are **case and space 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 SEI filer's responsibility to maintain their profile information.
- Have the option of identifying an alternate contact person to receive email reminder notices sent to you in your position(s) as a SEI filer.

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 for. 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 view your account.

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

## LOGGING INTO THE ELECTRONIC FILING SYSTEM

When logging into the system after the initial account creation, you are directed to the SEI dashboard.

Future logins will direct you to the “**Choose Role**” page where you will select your role. Available roles have a checkmark. Roles that may be added have a plus mark.

Select the “**Statement of Economic Interest (SEI) Filer**” role to get to the SEI dashboard.



## DASHBOARD

The Dashboard provides access to your reports, any documents uploaded to support your report, and to any communications through or sent by the system. On initial login creation, you will be taken directly to your SEI dashboard.

If you hold other roles, you will have a separate dashboard for each of those roles.

1. You may navigate between views of your dashboard by using the tab based system. The default view will be the **Reports** tab.
2. Any notices sent by the system will be viewable in the **Communications** tab. Click on the **Subject** link to view the text of the communication.
3. Documents are anything provided to the agency as part of your report filing. The system does not allow direct upload of documents by the filer for security reasons, but documents may be sent to the agency noting the SEI filer name, Jurisdiction, year and quarter. The OGEC Administrator will then

attach the document to the filed report. Documents may be viewed through the **Documents** tab. Select the **Title** link to view the document.

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Welcome, Sue Lewis (SEI) Log Out

## Oregon Government Ethics Commission - Electronic Filing System

Dashboard

**Your role is currently set as *SEI Filer*.**

Your report status is **NONE**.

Current Positions Held

- **CITY MANAGER, EUGENE** - Appointed 3/16/2014

You currently have no candidate positions

Reports Documents Communications

+ File a New Report

Search 10

Year	Confirmation Nu...	Filing Date	Documents	Status	Commands
No results found!					

« < 1 > »

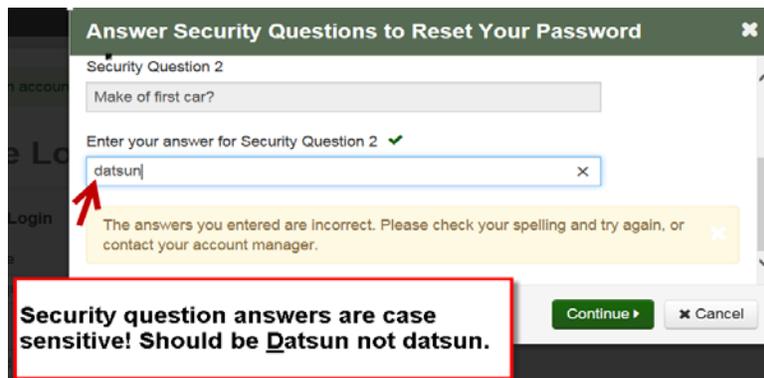
Showing 0 to 0 of 0 entries

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.



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.

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.

Contact your Jurisdictional Contact assigned to the jurisdiction(s) in which you are elected or appointed and advise them of your resignation.

You will not have the option of resigning a position in the Electronic Filing System.

If you held the position on April 15<sup>th</sup>, of the required filing period, you will be responsible to maintain the requirements as a SEI filer and file the required report.

Example: If you held a position anytime during the period of April 16<sup>th</sup> of the previous year through April 15<sup>th</sup> of the current year, you would be required to file the SEI. If however, you resigned your position on April 14<sup>th</sup> or before, you would not have a filing requirement. If you have any questions regarding the filing requirements found in ORS Chapter 244, contact staff at the Oregon Government Ethics Commission.

Once the Jurisdictional Contact has vacated you from the assigned position, you will receive a system generated email advising you of this action.

## HOW TO REQUEST APPOINTMENT OF POSITION

Contact your Jurisdictional Contact assigned to the jurisdiction(s) in which you are elected or appointed to advise them of your appointment.

You will not have the option of adding an appointment in the Electronic Filing System.

Once the Jurisdictional Contact has assigned you to your appointment, you will receive a system generated email invitation to create your personal profile account.

The “Invite Token” is a system generated confirmation code.

If you cannot locate your system generated email invitation from the Oregon Government Ethics Commission with your invitation link, the following instructions will guide you through the registration process using the **invite token**.

You will use the system generated **invite token** to register. You will request your **invite token** from your Jurisdictional Contact.

Once you have this code, follow these steps:

**NOTE:** You will only have 30 days to create your account.

1. Log into the Oregon Government Ethics Commission- Electronic Filing System <https://apps.oregon.gov/OGEC/EFS>
2. From the Welcome page, select the “Registered 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 confirmation code.

Please Enter your SEI Filer Name

SEI Filer Name  
CM5GJF4

Token ID

Continue Registration Cancel

5. Select Continue Registration.

## DATE OF APPOINTMENT

The Jurisdictional Contact provides this information.

Reports are filed yearly. If there is a reporting requirement, you should receive an email notice from the system when the filing window is open. If you did not hold the office on April 15<sup>th</sup> of the current year, you will not have a requirement to file.

You may be precluded from filing based on the appointment date entered when the registration was created. The system will determine if there is a filing requirement and make the option available. If there is no filing requirement, the option to file will not be available.

1. Log into the Oregon Government Ethics Commission- Electronic Filing System <https://apps.oregon.gov/OGEC/EFS>
2. Select SEI role
3. From Reports view of Dashboard, select **File a New Report**



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Welcome, Sue Lewis (SEI) Log Out

## Oregon Government Ethics Commission - Electronic Filing System

Dashboard

**Your role is currently set as *SEI Filer*.**

Your report status is **NONE**.

Current Positions Held

- **CITY MANAGER, EUGENE** - Appointed 3/16/2014

You currently have no candidate positions

Reports Documents Communications

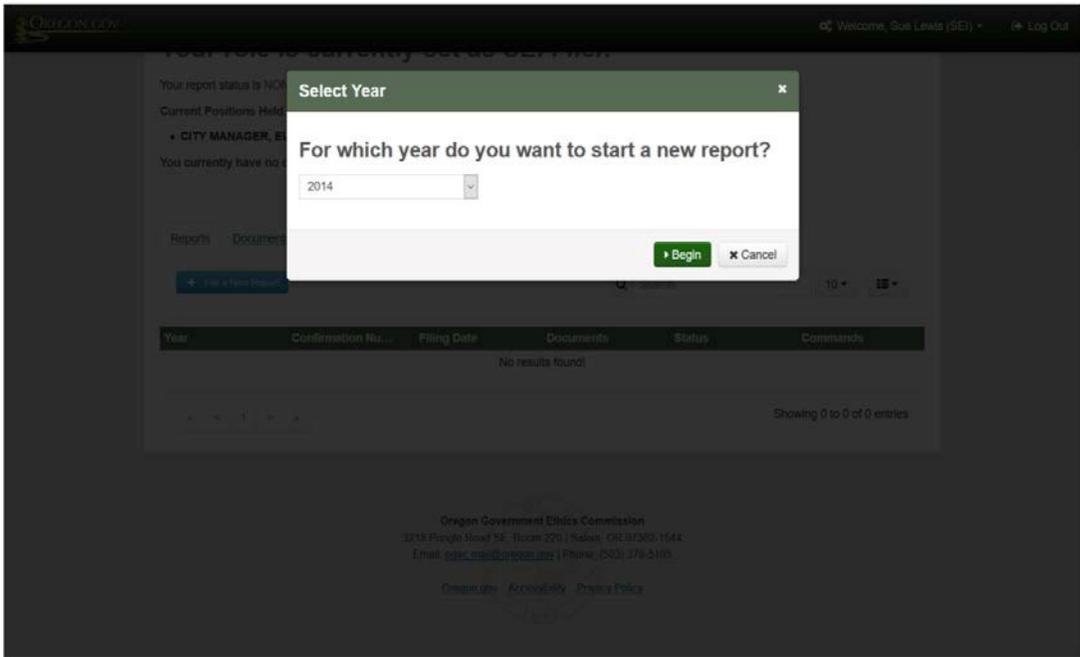
[+ File a New Report](#)

Search 10

Year	Confirmation Nu...	Filing Date	Documents	Status	Commands
No results found!					

Showing 0 to 0 of 0 entries

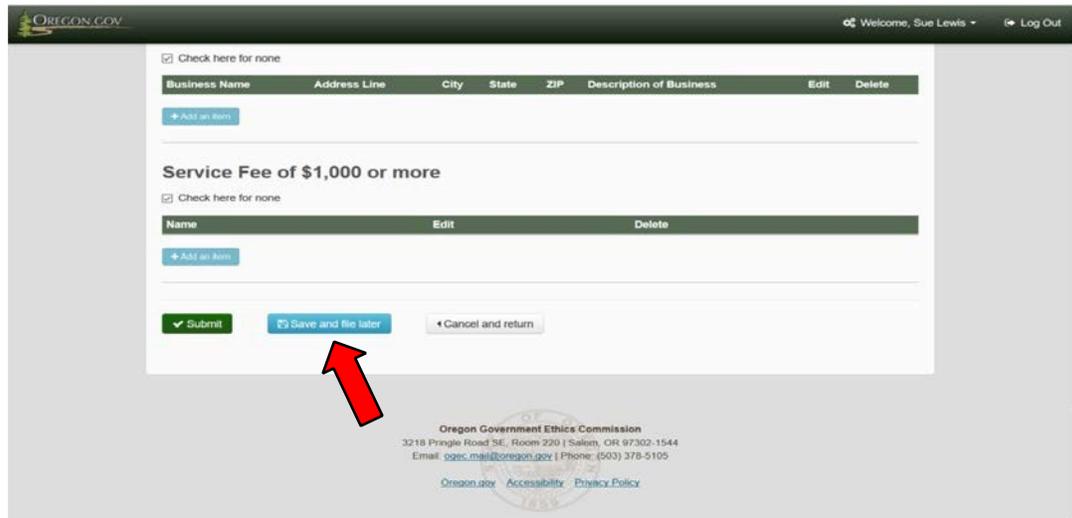
4. Select the year you are filing for, then select **Begin**



- Complete all sections of the form. If you have nothing to report for a section, select the **Check here for none** checkbox. Note that for each section where you do have information, click the **Add an Item** button. You may enter as many items as necessary. Each new row is added independently.

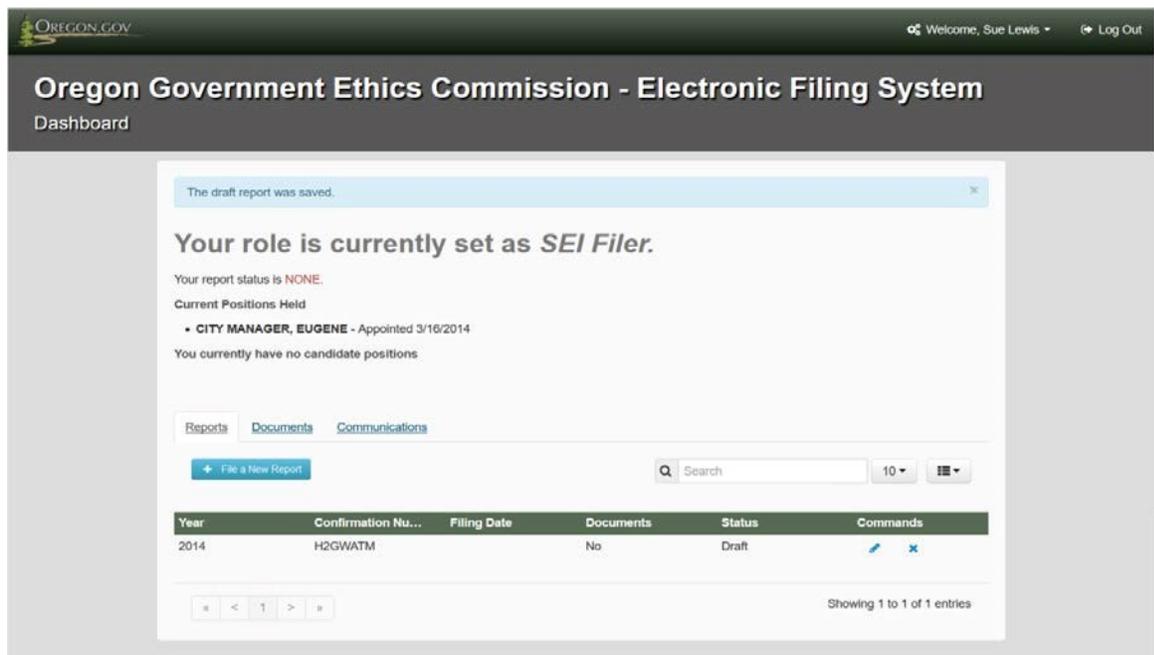


- For additional help on any section of the form, select the  icon and a pop-up window will open with additional information.
- If you must stop before completing the form, and would like to return to file later, select **Save and file later**.



The screenshot shows a web form for the Oregon Government Ethics Commission. At the top, there is a header with the Oregon logo and the text 'Welcome, Sue Lewis' and 'Log Out'. Below the header, there are two sections for adding business information. Each section has a table with columns for Business Name, Address Line, City, State, ZIP, Description of Business, Edit, and Delete. There are 'Add an item' buttons for each section. Below these sections, there is a 'Service Fee of \$1,000 or more' section with a 'Name' column and 'Edit' and 'Delete' buttons. At the bottom of the form, there are three buttons: 'Submit', 'Save and file later' (highlighted with a red arrow), and 'Cancel and return'. At the very bottom, there is contact information for the Oregon Government Ethics Commission, including the address, email, and phone number, along with links for 'Oregon.gov', 'Accessibility', and 'Privacy Policy'.

- When you save the report, you will see it display with a **Pending** status in the Reports tab of the dashboard. You may edit the saved report at any time by selecting the edit icon in the row the report is in. *It is important to note that completed reports are due by April 15<sup>th</sup>. A **Pending** report will not qualify as a filing.*



The screenshot shows the dashboard of the Oregon Government Ethics Commission - Electronic Filing System. The dashboard has a header with the Oregon logo and the text 'Welcome, Sue Lewis' and 'Log Out'. Below the header, there is a title 'Oregon Government Ethics Commission - Electronic Filing System' and a subtitle 'Dashboard'. A notification box at the top says 'The draft report was saved.' Below the notification, there is a message 'Your role is currently set as SEI Filer.' and 'Your report status is NONE.' There is a section for 'Current Positions Held' with a list item 'CITY MANAGER, EUGENE - Appointed 3/16/2014' and a note 'You currently have no candidate positions.' Below this, there are tabs for 'Reports', 'Documents', and 'Communications'. There is a 'File a New Report' button and a search bar. At the bottom, there is a table with columns for Year, Confirmation Nu..., Filing Date, Documents, Status, and Commands. The table shows one entry for the year 2014 with a confirmation number H2GWATM, no documents, and a status of Draft. There are navigation buttons at the bottom of the table and a note 'Showing 1 to 1 of 1 entries'.

Year	Confirmation Nu...	Filing Date	Documents	Status	Commands
2014	H2GWATM		No	Draft	 

9. When the form is complete, select **Submit**. You will be prompted to sign to complete the filing. You will now see the status change from **Pending** to **Filed** in the Reports tab of the dashboard.

The report was successfully filed.

**Your role is currently set as *SEI Filer*.**

Your report status is **NONE**.

Current Positions Held

- **CITY MANAGER, EUGENE** - Appointed 3/16/2014

You currently have no candidate positions

Reports Documents Communications

+ File a New Report

Search 10

Year	Confirmation Nu...	Filing Date	Documents	Status	Commands
2014	H2GWATM		No	Filed	+

Showing 1 to 1 of 1 entries

If you are assigned to more than one jurisdiction, you will only be required to complete one report.

During the reporting period, you will have access to complete the required disclosure information. If it is not during a reporting period, a message will display **“No new reports are due at this time.”**

It is important to note that the filing period have not changed.



## 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 15 minute period of inactivity.

Can I tab between fields?

Yes.

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

No. All required filers must continue to file electronically.

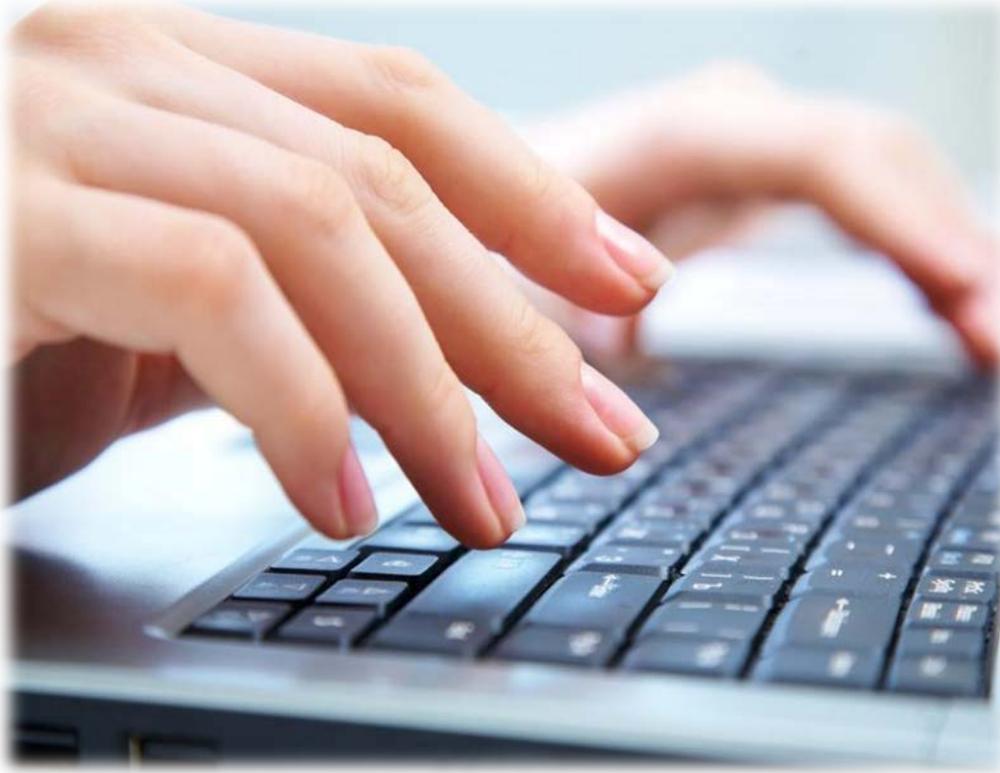
Can anyone get a password to file electronically?

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

Are the disclosure questions different?

No. The questions are statutorily mandated and have not changed.

# 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**

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) 3785105 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 Friday, 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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