

A close-up, low-angle photograph of a laptop keyboard. The keys are dark, and the lighting is dramatic, with a strong red glow from the top and a blue glow from the bottom. The focus is sharp on the keys in the foreground, with the background blurred. The keyboard is partially visible, showing keys like 'F', 'D', 'S', 'X', and 'C'.

# Statement of Economic Interest Filer Guide 2024

**Oregon Government  
Ethics Commission**

3218 Pringle Rd SE, Ste 220  
Salem, OR 97302-1680

503-378-5105

[www.oregon.gov/ogec](http://www.oregon.gov/ogec)

Revised 02/23/2024

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**DISCLAIMER**

This training material is issued by the Oregon Government Ethics Commission (OGEC) pursuant to ORS 244.340 Continuing Education Program. This publication 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 OGEC that apply to actions or transactions described in this training material. Do not reproduce or distribute without the express written permission of the OGEC.

**INTRODUCTION**

If you are receiving this guide from your public body, the OGEC 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 receive a system-generated email from the OGEC to create a username, password, and confirm your pre-filled personal profile information is correct and electronically submit to OGEC. You will need to create your profile before March 15<sup>th</sup> to ensure you receive all communications from OGEC.

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 \$5,000.00 [ORS 244.350(4)(c)].

**WHO IS REQUIRED TO FILE**

There are approximately 6,000 Oregon public officials who must file an Annual Verified Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGEC) by **April 15<sup>th</sup>** 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.
- **Counties:** Elected officials, such as commissioners, assessors, surveyors, treasurers and sheriffs must file, as do planning commission members and the county's principal administrator.
- **Cities:** All elected officials, the city manager or principal administrator, municipal judges and planning commission members.
- **Districts:** Administrative and financial officers in school districts, education service districts and community college districts. Some members of the board of directors for certain special districts. All school board members of each common and union high school district.
- **Candidates:** Individuals running for some elected public offices are also required to file.

## JURISDICTIONAL CONTACT

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

This contact person is known as the **Jurisdictional Contact (JC)**. It is through the JC that OGEC obtains the 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 **JC** makes the necessary changes in the EFS.

**Please Note:** If there is a change in the SEI filer's email address or other contact information, it is the **SEI filer's responsibility** to make the change in their personal account - not the responsibility of the JC.

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<sup>th</sup>.

## GETTING STARTED USING EMAIL LINK

Each jurisdiction has a designated person, a Jurisdictional Contact (JC), whose responsibility is to keep the OGE database (Electronic Filing System, EFS) up to date with the names of the public officials serving in specific roles. Once the JC has added you to the EFS, you will receive an email invitation to create your account.


**NOTE:** The link in the email is only active for 90 days. If your link is not active, please contact your JC to get a new email invitation and link.

You will only need one account, even if you have multiple roles or seat assignments in the EFS. If you serve in multiple roles that require filing an SEI, your positions will be listed in your personal account profile you have set-up. If you already have an account and are being assigned to a new seat, it is important that the JC for your new role has the email associated with your existing account. Having multiple accounts may result in EFS charging you penalties. You will only need to file one SEI each year, even if you have multiple positions that require you to file.

**NOTE:** If you are both a JC and a filer, you will have two separate accounts.

## CREATING YOUR ACCOUNT

1. Locate the system-generated email from the Oregon Government Ethics Commission: [ogec.notification@egov.com](mailto:ogec.notification@egov.com)
2. Locate the email link within the email.



Dear Stephanie Trainer:

You are being invited to create a personal account in the Oregon Government Ethics Commission's (Commission) Electronic Filing System (EFS) to prepare for the required filing of the Statement of Economic Interest. ORS 244.050 specifically identifies certain public officials who are required to complete and file the Annual Verified Statement of Economic Interest (SEI) form. AMITY SD 4J has indicated that you currently hold a public position that is required to file.

All filings are submitted electronically through the EFS and require that you have an active account. Notifications for the filing are sent from [ogec.notifications@egov.com](mailto:ogec.notifications@egov.com), and are sent to the email address that you provide in your account. You can provide your personal email account as it is not public record. Using an email that you check regularly is imperative. On March 15th you will be contacted via email to file your report and you have until April 15th to complete the filing.

Please click on the following link to create your account now. <https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fuat-oregon.egov.com%2F%2FOGEC%2FEFS%2FSEI%2FAccount%2FSEI%2FInvite%2FconfirmationCode%3DABBJU9&data=05%7C01%7COGEC.Training%40ogec.oregon.gov%7C8fdb1910f72a4b6554fd08dac68cf394%7Caa3f6932fa7c47b4a0cea598cad161cf%7C0%7C0%7C638040605928751531%7CUnknown%7CTWFpbGZsb3d8eyJWljoimC4wLjAwMDAilCjQjoiV2luMzIiLjB1I6ik1haWwWwLjCjXVCl6Mn0%3D%7C3000%7C%7C%7C&sd=AA5lymYaeVxT3Rj7RcaK5jP%2F%2BByHg17CbYI%2FTRGzkc0%3D&reserved=0>

If you have a pre-existing account created in EFS, please contact Commission staff for assistance.

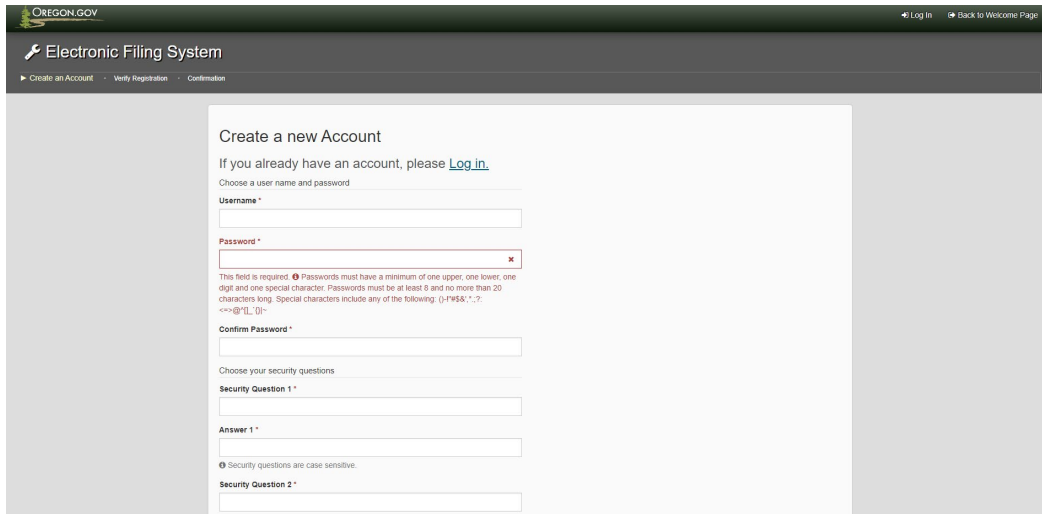
For helpful training opportunities and materials for filing your SEI, click here: <https://www.oregon.gov/ogec/training/pages/default.aspx>.

Contact the Commission staff with questions or concerns at 503-378-5105 or by email at [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov). We are always happy to help.

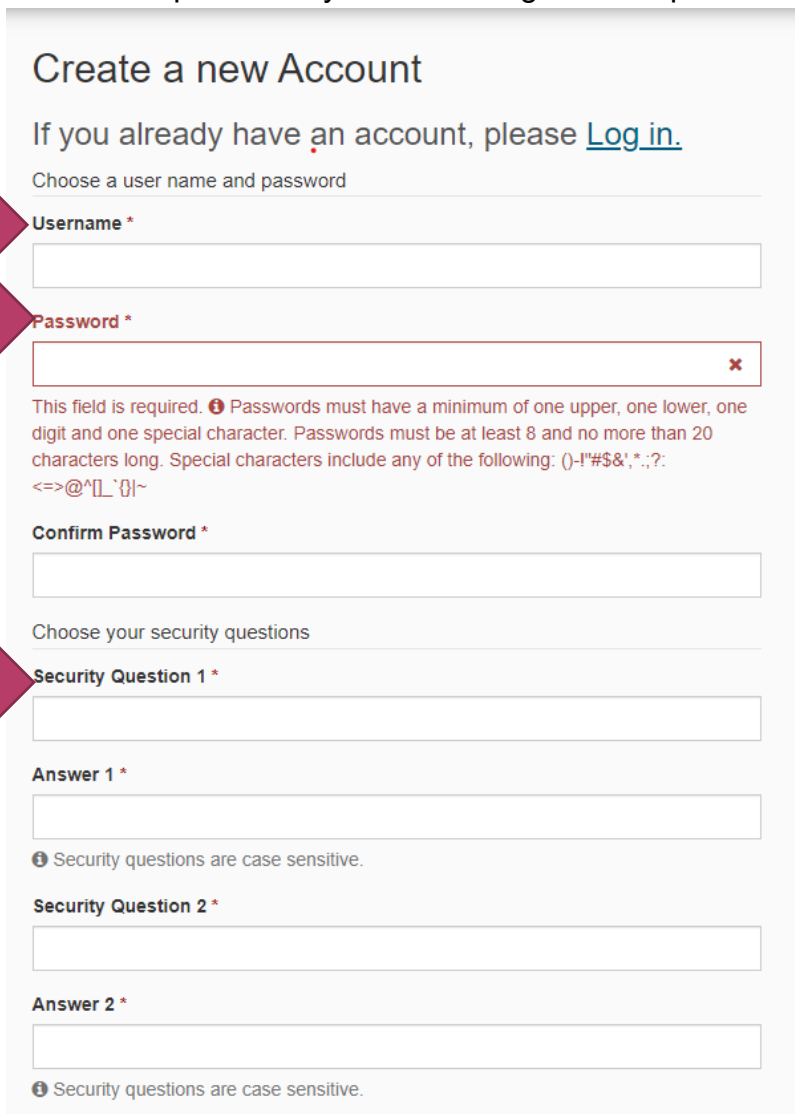
Do not reply to this email notification as it will not be delivered to the Commission.

Thank you,  
Oregon Government Ethics Commission  
3218 Pringle Rd SE, Ste 220  
Salem OR 97302

3. Click on the link or copy the link into your web browser address bar. This will direct you to the "Create a New Account" page of EFS.



Make sure to complete all fields. Many of the fields are prepopulated with information provided by the JC during the seat/position assignment process.



#### 4. Select Username.

Choose your username carefully, as the username field is permanent. The use of an email address as a username is **NOT** recommended.

5. **Select a password.** Passwords must have a minimum of:

- ✓ One upper case letter
- ✓ One lower case letter
- ✓ One numerical digit
- ✓ One special character (*See text help for special character list*)
- ✓ Must be at least 8 and not more than 20 characters long

**NOTE:** We recommend that you do not use an exclamation mark (!) as one of your special characters. This sometimes causes login errors.

6. **Security Questions.** Security questions enable you to retrieve your password if you are unable to remember it.

- Security question answers are **case and space sensitive**.
- If your security question answer contains more than a one word answer, you will need to remember to include all spaces, punctuation, and special characters that you used.
- We recommend using factual information. Examples: Model or year of first car, where you went to High School, grandmother's maiden name, etc.



## 7. Personal Profile Information.

Verify that the pre-populated personal profile information is correct. It is your responsibility as a SEI filer to maintain your own profile information, which includes mailing address, phone number and most importantly, the email address.

Security questions are case sensitive.

Personal Profile Information

Last Name \*

First Name \*

Middle Name

Email \*

Phone \*

Alternate Phone

Fax

Mailing Address \*

Address Line 2

City \* State \* Zip Code \*

OR

8. **Alternate Contact Information.** You have the option to identify an alternate contact person to receive the same system-generated email notifications that you will receive. It is recommended that you list your JC as an alternate contact.

**FIRST:** Be sure to check the box to include the designated alternate contact in email notifications. Then you can enter the contact's information. If you do not check the box first, they will not receive copies of the emails.

Alternate Contact Information

If you wish to designate another person to also receive notifications please complete the below information.

Include Alternate Contact in email notifications

Last Name

First Name

Alternate Contact Phone

Alternate Contact Email

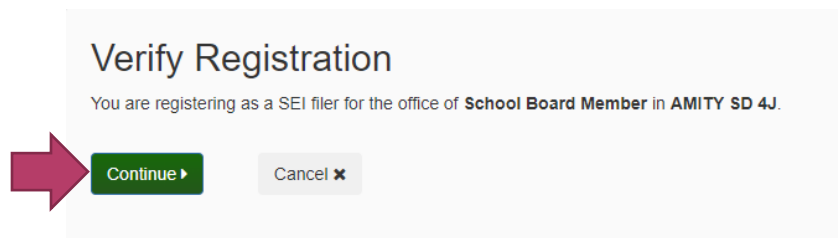
Continue > Cancel



9. After confirming all information is correct, select **CONTINUE**.

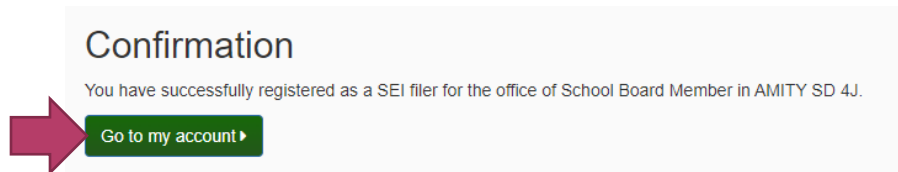
**10. Verify Registration.**

You will now be asked to verify your personal profile information. Select **CONTINUE**.



**11. Confirmation.**

If you have successfully registered, the **CONFIRMATION** page will appear naming the jurisdiction you have registered for. You will receive a system-generated email confirming that you have successfully registered.



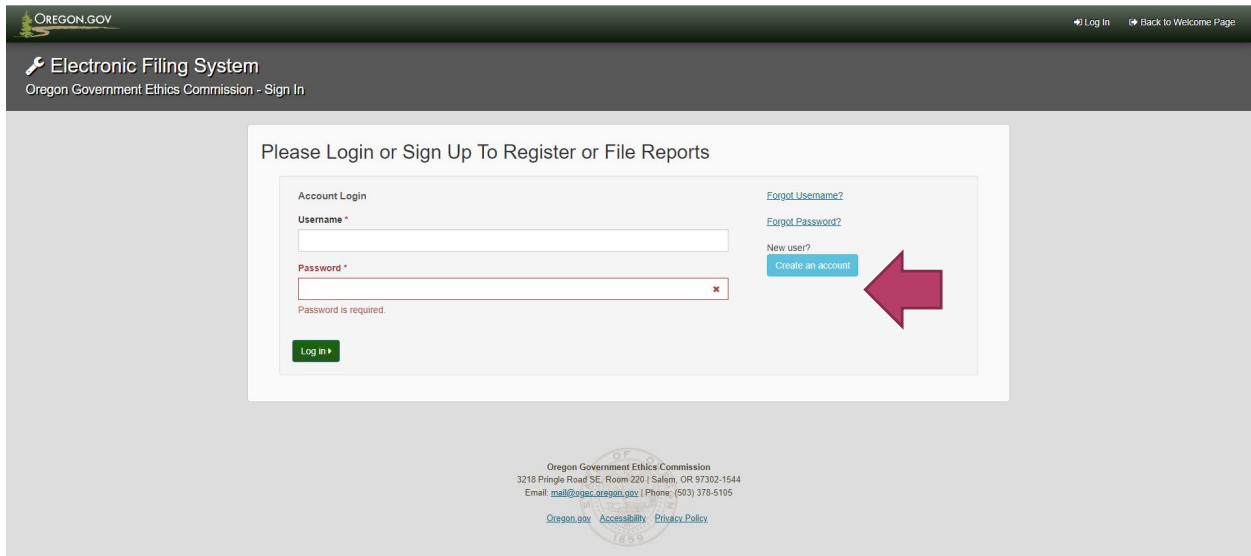
12. Once you have created your personal profile, you will now select **GO TO MY ACCOUNT** to view your account.

## GETTING STARTED USING REGISTRATION CODE/ TOKEN ID

If you are unable to locate the system-generated email from the Oregon Government Ethics Commission: [ogec.notification@egov.com](mailto:ogec.notification@egov.com), please contact your JC. Your JC can provide you with the registration code (also known as the Token ID).

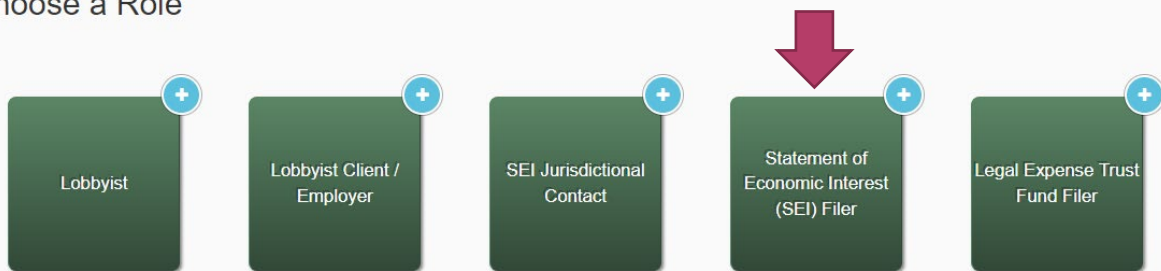
**Please confirm that they entered your email address correctly before using the registration code.** If the JC has not entered your email address correctly, they will need to delete your invitation and re-seat you. This will generate a new email invitation and registration code.

1. Once you have gotten the registration code/token ID from your JC, go to the EFS login page.



2. Click on the blue “Create an account” button.
3. **Choose a role.** Click on the green box labeled “Statement of Economic Interest (SEI) Filer”

Choose a Role



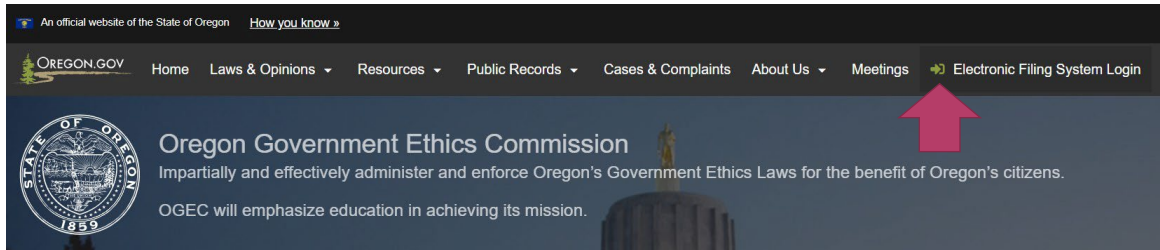
4. **Registration Code.** You can now enter the registration code (shown as the invite Token ID in the JC’s account).

5. You will be taken to the **Create a new Account** screen. Please follow the instructions above.

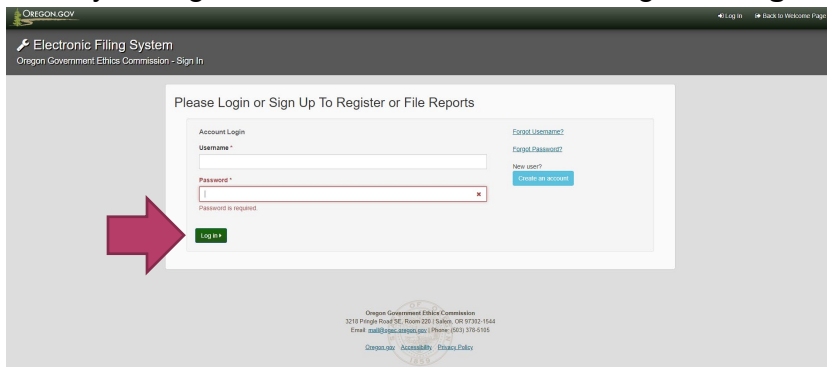
# MANAGING YOUR EFS ACCOUNT

## LOGIN

1. Go to OGE's website [www.oregon.gov/ogec](http://www.oregon.gov/ogec)
2. Click on "Electronic Filing System Login" at the top right of the screen.



3. You will be re-directed to the Electronic Filing System (EFS) login page.
4. Enter your login information and click on the green **Log in** button.



5. **Choose Role.** Select your role. Available roles have a green checkmark. Roles that may be added have a blue plus mark.

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



## DASHBOARD

The Dashboard provides access to your SEI, any **Documents** uploaded to support your SEI, and all email **Communications** sent by the EFS.

Your role is currently set as *SEI Filer*.

Your report status is **CURRENT**

Current Positions Held:

- School Board Member, AMITY SD 4J - Appointed 11/8/2022

Reports Penalties & Sanctions (0) Documents Communications

Current Reports and Amendments

Search [ ] [ ] 10 [ ] [ ]

Year	Confirmation Number	Filing Date	Documents	Status	Commands
No results found!					

« < 1 > » Showing 0 to 0 of 0 entries

+ File a New Report

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

1. Navigate between views, i.e. Reports, Documents and Communications, of your dashboard by clicking on the tab names. The default view will be the **Reports** tab.

Your role is currently set as *SEI Filer*.

Your report status is **CURRENT**

Current Positions Held:

- School Board Member, AMITY SD 4J - Appointed 11/8/2022

Reports Penalties & Sanctions (0) Documents Communications

Current Reports and Amendments

Search [ ] [ ] 10 [ ] [ ]

Year	Confirmation Number	Filing Date	Documents	Status	Commands
No results found!					

« < 1 > » Showing 0 to 0 of 0 entries

+ File a New Report

2. Email notices sent by the EFS can be viewed in the **Communications** tab. Click on the **Subject** link to view the text of the communication.

Your role is currently set as *SEI Filer*.

Your report status is **CURRENT**

Current Positions Held:

- School Board Member, AMITY SD 4J - Appointed 11/8/2022

Reports Penalties & Sanctions (0) Documents **Communications**

---

Communication History

Search [ ] [ ] 10 [ ] [ ]

Date/Time Sent	Sender	Subject
11/14/2022 - 02:09:46 pm	Admin	<a href="#">SEI Filer Invitation to Create Account</a>

« < 1 > » Showing 1 to 1 of 1 entries

3. **Documents** are anything provided to the agency as part of your report filing. If the system does not allow you to directly upload your required documents you will need to electronically send them to the Commission at: [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov) noting the SEI filer name, jurisdiction, report year, and a request that the document be attached to your filing. The OGEC Administrator will then attach the document to the filed report. Documents may be viewed through the **Documents** tab.

Your role is currently set as *SEI Filer*.

Your report status is **CURRENT**

Current Positions Held:

- School Board Member, AMITY SD 4J - Appointed 11/8/2022

Reports Penalties & Sanctions (0) **Documents** Communications

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View Uploaded Documents

Search [ ] [ ] 10 [ ] [ ]

Associated Filing	Title	Date Uploaded
No results found!		


## FORGOT PASSWORD

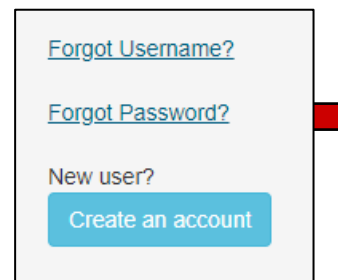
Contact OGEC staff at: 503-378-5105 / [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov) to request a password reset. You will then be able to change your password and update the security questions on your account.

**OR**

1. From EFS login page, select the **Forgot Password?** navigation link.

2. **Forgot Your Password** window displays.

3. **Enter your username.** Select 



4. **Answer security questions.** Security question answers are case and space sensitive.

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

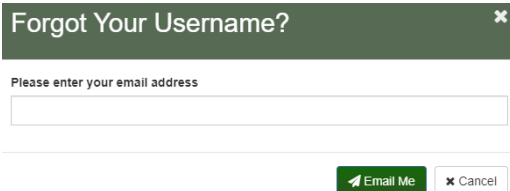
5. **Select a new password.** Passwords are case sensitive and must contain at least:
- 8 characters
  - one upper case letter
  - one lower case letter
  - one number
  - one special character

**NOTE:** We recommend that you do not use an exclamation mark (!) as one of your special characters. This sometimes causes login errors.

## FORGOT USERNAME

1. From EFS login page, select the **Forgot Username?** navigation link.

2. In the **Forgot Your Username?** pop-up, enter your email address and click on **Email Me.**



3. You will be routed back to the login 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). An email will be sent to that address.”**

4. The system will generate an email from [ogec.notification@egov.com](mailto:ogec.notification@egov.com). It will list all of the usernames associated with the email address used.

5. Any questions or issues, please contact OGEC staff.

## EDITING/UPDATING ACCOUNT INFORMATION

It is your responsibility to keep your personal information, such as mailing address or email address, current in your EFS account.

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

1. Click on the down arrow next to the **Welcome, First Name Last Name (SEI)** line on the upper right-hand side of the screen.

OREGON.GOV

Welcome, Stephanie Trainer (SEI)

Electronic Filing System  
Oregon Government Ethics Commission - Documents

Your role is currently set as *SEI Filer*.

Your report status is **CURRENT**

Current Positions Held:

- School Board Member, AMITY SD 4J - Appointed 11/8/2022

Reports Penalties & Sanctions Documents Communications

Current Reports and Amendments

Search 10

Year	Confirmation Number	Filing Date	Documents	Status	Commands
No results found					

Showing 0 to 0 of 0 entries

File a New Report

Oregon Government Ethics Commission  
3218 Pringle Road SE, Room 220 | Salem, OR 97302-1544  
Email: [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov) | Phone: (503) 378-5105

[Oregon.gov](#) [Accessibility](#) [Privacy Policy](#)

2. A drop down menu will appear. Click on **Edit My Profile**.

OREGON.GOV

Welcome, Stephanie Trainer (SEI)

Electronic Filing System  
Oregon Government Ethics Commission - Documents

Your role is currently set as *SEI Filer*.

Your report status is **CURRENT**

Current Positions Held:

- School Board Member, AMITY SD 4J - Appointed 11/8/2022

Reports Penalties & Sanctions Documents Communications

View Uploaded Documents

Search 10

Associated Filing	Title	Date Uploaded
No results found		

Oregon Government Ethics Commission  
3218 Pringle Road SE, Room 220 | Salem, OR 97302-1544  
Email: [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov) | Phone: (503) 378-5105

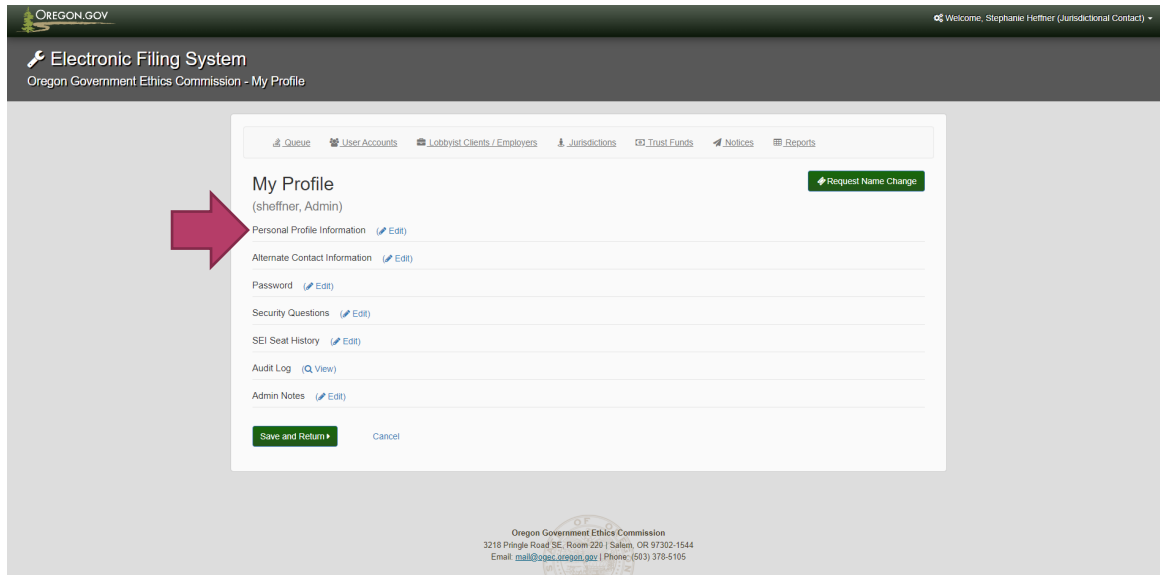
[Oregon.gov](#) [Accessibility](#) [Privacy Policy](#)

- Account Home
- Edit My Profile
- Switch Roles
- Log Out



## UPDATING CONTACT INFORMATION

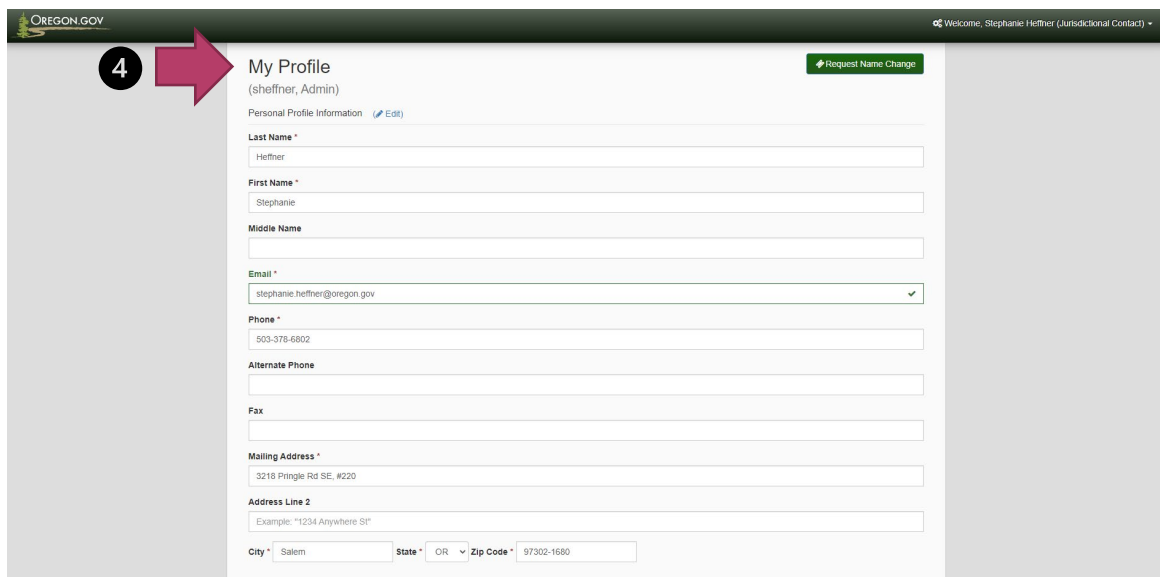
3. In **My Profile** click on the **Edit** next to **Personal Profile Information**.



The screenshot shows the 'My Profile' page for Stephanie Heffner. The page title is 'My Profile (sheffner, Admin)'. There is a green 'Request Name Change' button in the top right. The main content area lists several sections, each with an 'Edit' link: 'Personal Profile Information', 'Alternate Contact Information', 'Password', 'Security Questions', 'SEI Seat History', 'Audit Log', and 'Admin Notes'. At the bottom left of this section is a 'Save and Return' button, and at the bottom right is a 'Cancel' button. The footer contains the Oregon Government Ethics Commission contact information: 3218 Pringle Road SE, Room 220 | Salem, OR 97302-1544, Email: mail@ogec.oregon.gov | Phone: (503) 378-5105.

4. **Update your profile information.** Please make sure your name, email, phone number, and mailing address are correct. You will only be able to update your email, phone number, and mailing address. If you need a name change, please contact OGEC.

**NOTE:** You will only be able to update your email, phone number, and mailing address. If you need a name change, please contact OGEC or click on the green **Request Name Change** button.



The screenshot shows the 'My Profile' page with the 'Personal Profile Information' form expanded. A red arrow and a circle with the number '4' point to the 'Edit' link. The form fields are: 'Last Name' (Heffner), 'First Name' (Stephanie), 'Middle Name' (empty), 'Email' (stephanie.heffner@oregon.gov), 'Phone' (503-378-6802), 'Alternate Phone' (empty), 'Fax' (empty), 'Mailing Address' (3218 Pringle Rd SE, #220), 'Address Line 2' (Example: "1234 Anywhere St"), 'City' (Salem), 'State' (OR), and 'Zip Code' (97302-1680). A green 'Request Name Change' button is visible in the top right.

---

## UPDATING PASSWORD

5. **Passwords** must have a minimum of:

- ✓ One upper case letter
- ✓ One lower case letter
- ✓ One numerical digit
- ✓ One special character (*See text help for special character list*)
- ✓ Must be at least 8 and not more than 20 characters long

**NOTE:** We recommend that you do not use an exclamation mark (!) as one of your special characters. This sometimes causes login errors.

The screenshot shows a user profile update interface. On the left, a vertical sidebar contains a list of menu items: 'Alternate Contact Information (Edit)', 'Password (Edit)', 'Security Questions (Edit)', 'SEI Seat History (Edit)', 'Audit Log (View)', and 'Admin Notes (Edit)'. A red arrow points from the number '5' in a black circle to the 'Password (Edit)' link. Below the menu items, a 'Save and Return' button is highlighted with a red arrow and the number '8' in a black circle. At the bottom of the page, there is a footer for the Oregon Government Ethics Commission, including the address '3218 Pringle Road SE, Room 220 | Salem, OR 97302-1544', email 'mail@ogec.oregon.gov', phone '(503) 376-5105', and links for 'Oregon.gov', 'Accessibility', and 'Privacy Policy'.

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## UPDATING SECURITY QUESTIONS

6. **Security Questions.** These are used for password retrieval purposes. The security questions are **case and space sensitive**. 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.

---

## UPDATING ALTERNATE CONTACT

7. **Alternate Contact Information.** You have the option to identify an alternate contact person to receive the same system-generated email notifications that you will receive.

The Alternate Contact will only receive copies of your notices. They will not receive any links, nor will they be able to login to your account.

**FIRST:** Be sure to check the box to include the designated alternate contact in email notifications. Then you can enter the contact's information. If you do not check the box first, they will not receive copies of the emails.

#### Alternate Contact Information

If you wish to designate another person to also receive notifications please complete the below information.

Include Alternate Contact in email notifications

#### Last Name

Spears ✓

#### First Name

Joanne ✓

#### Alternate Contact Phone

503-123-4567 x8910 ✓

#### Alternate Contact Email

monica.walker@ogec.oregon.gov ✓

It is recommended that you list an alternate contact to ensure that important dates are not missed, and tasks are completed on time.

## SAVE CHANGES

8. **Save and Return.** Click on this green button when you have finished updating your account information.

The screenshot shows a user interface for account settings. On the left, a vertical menu contains several options: 'Alternate Contact Information (Edit)', 'Password (Edit)', 'Security Questions (Edit)', 'SEI Seat History (Edit)', 'Audit Log (View)', and 'Admin Notes (Edit)'. The 'Alternate Contact Information' option is selected. At the bottom of this menu, a green button labeled 'Save and Return' is highlighted with a red arrow and a circled number '8'. To the right of the menu is a 'Cancel' button. Below the menu, the footer contains the following text: 'Oregon Government Ethics Commission', '3218 Pringle Road SE, Room 220 | Salem, OR 97302-1544', 'Email: mail@ogec.oregon.gov | Phone: (503) 378-5105', and 'Oregon.gov Accessibility Privacy Policy'.

## DATE OF APPOINTMENT

The JC enters the date of appointment information when inviting you to create an account profile. If you believe that it is incorrect, contact the JC for your jurisdiction and ask them to make the correction.

Because EFS started in 2016, no one will have an appointment date prior to 2016.

All school board members will have an appointment date of 1/1/2023 or later. This is because 2023 was the first year that school board members were required to file.

## RESIGNING FROM POSITION

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

You will not have the option of resigning and removing yourself in the EFS.

If you hold the position and are seated on April 15<sup>th</sup> of the required filing period, you will be responsible for filing the required SEI report for that year.

Examples:

- If you held a position anytime starting April 16<sup>th</sup>, 2023 and were still in the position on April 15<sup>th</sup>, 2024, you are required to file an SEI.
- If you held a position anytime starting April 16<sup>th</sup>, 2023 BUT resigned and vacated your position on or before April 14<sup>th</sup> of 2024, you are not required to file.

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

## FILING AN SEI

SEIs are filed annually. The due date is April 15<sup>th</sup> of every year.

The reporting period opens March 15<sup>th</sup>. If you have a SEI reporting requirement, you will not be able to file until the reporting period opens.

You will receive an email notice from EFS sent to the email address you have on file in your account to let you know the filing period has opened.

If you do not hold the office on April 15<sup>th</sup> of the current year, you will not be required to file an SEI report. Please make sure that the JC has removed you from the seat assignment prior to April 15<sup>th</sup>, otherwise you could receive late filing penalties.

**NOTE:** Filing requirements are based on the appointment date entered by the JC. 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. **Login.** Login to EFS at: <https://apps.oregon.gov/OGEC/EFS>
2. **Choose a Role.** Select the “Statement of Economic Interest (SEI) Filer” role.



## FILING TIPS

1. To answer each question on the report, click the **Add an Item** button. You may enter as many items as necessary. Each new row will be added to your report independently. Some questions may have multiple sections, each section will require information to be added separately. See below Question 1A and 1B.

1. BUSINESS OFFICE OR DIRECTORSHIP; BUSINESS NAME:

Check here for none

A. If you or a member of your household were an officer or director of a business during 2021, please indicate that information below.

Business Name	Address Line	City	State	ZIP	Description of Business	Title of Office	Held by Whom	Edit	Delete
No Data to Report									

+Add an Item

---

Check here for none

B. List the names under which you or members of your household did business during 2021.

Business Name	Address Line	City	State	ZIP	Description of Business	Held by Whom	Edit	Delete
No Data to Report								

+Add an Item

2. **Nothing to report.** If you have nothing to report for a section, select the “**Check here for none**” checkbox. If the question has multiple sections, and you have nothing to report, you will need to select the “**Check here for none**” boxes for each section.

1. BUSINESS OFFICE OR DIRECTORSHIP; BUSINESS NAME:

Check here for none

A. If you or a member of your household were an officer or director of a business during 2021, please indicate that information below.

Business Name	Address Line	City	State	ZIP	Description of Business	Title of Office	Held by Whom	Edit	Delete
No Data to Report									

+Add an Item

---

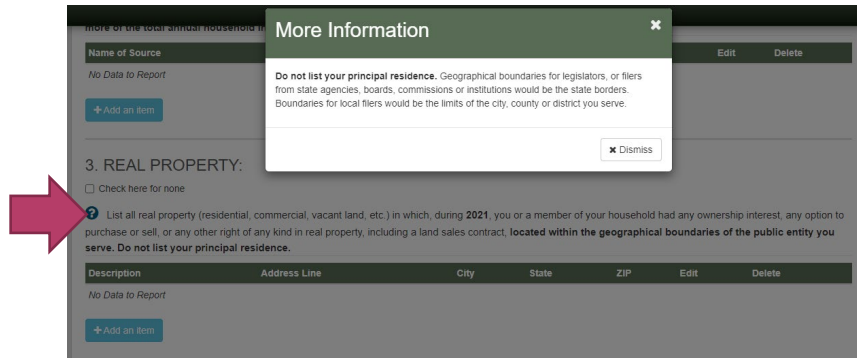
Check here for none

B. List the names under which you or members of your household did business during 2021.

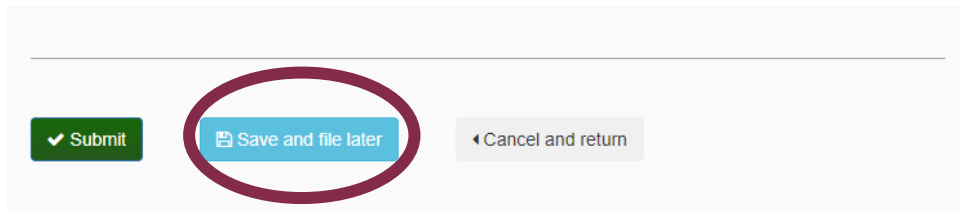
Business Name	Address Line	City	State	ZIP	Description of Business	Held by Whom	Edit	Delete
No Data to Report								


+Add an Item

3. 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, scroll to the bottom and select **Save and file later**. The system does time out after fifteen minutes of inactivity and **does not automatically save**. If you step away from filing, please make sure to save so you do not lose your completed answers.



- 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.

Current Reports and Amendments

Year	Confirmation Number	Filing Date	Documents	Status	Commands
2021	AMT67T5		No	Pending	 

**NOTE:** Completed reports are due by April 15<sup>th</sup>. A Pending report will not qualify as a completed and filed SEI report.

### QUESTION 1: BUSINESS OFFICE OR DIRECTORSHIP; BUSINESS NAME:

*NEW in 2024: HB 2038 set new requirements for SEI filers reporting businesses in 1A and 1B. These requirements include reporting clients, customers, investors, or any other entity who your business has a legal, contractual, or other business relationship if:*

- They have contributed 10% or more of your business' total gross annual income; and*



- *They have a legislative or administrative interest in your public official position, or they have been or could reasonably be doing business with the governmental agency you are associated.*

*For those who have a statutory obligation to keep their client information private, there will be a process for requesting permission to share that information and affirming that you have taken the needed steps.*

*While we have some information available below, we are still testing the system to enable this requirement. We will be updating this guide by March 15, 2024 with the specific step-by-step instructions and screenshots, and will send an email to all registered SEI filers within EFS of the updated guide.*

SEI filers are required to list any businesses in which they or a member of their household maintained a position as an officer or director during the preceding calendar year.

- These would be personal business ventures, **not the public position you hold.**
- A business is not a government entity/public body, or a 501(c)(3) nonprofit corporation if you are in a non-compensated capacity.

**A.** If you or a member of your household were an officer or director of a business (see definition of "business") during 2023, please indicate that information below.

You will list the:

- 1. Business Name**
- 2. Title of Office**
- 3. Business Address**
- 4. Held by Whom**
- 5. Description of the Business**

If you have nothing to report, click the box **Check here for none.**

**B.** List the names under which you or members of your household did business (see definition of "business") during 2023:

- Items A and B may be the same and Item B may be subsidiary of parent company listed in Item A. [ORS 244.060(1) & (2)]

You will list the:

- 1. Business Name**
- 2. Title of Office**

3. **Business Address**

4. **Held by Whom** (relationship to the Public Official, i.e. self, spouse, son, daughter, etc.)

5. **Description of the Business.**

If you have nothing to report, click the box **Check here for none.**

C. NEW 2024 ORS 244.060(9)

a. Client- source of income for your business?

i. 10% (yes/no)

ii. Legislative or admin interest

iii. Confidentiality (3 parts)

Q#	Question	Validation
1	Does the Client contribute 10% or more of the business' total gross annual income?	Yes/No
2	Does this client have a legislative or administrative interest or has it been doing business, does it do business, or could it reasonably be expected to do business with the governmental agency in which the public official, or the candidate if elected, holds an official position or over which they exercise any authority.	Yes/No
3	Do you have a statutory duty to keep client information privileged or confidential?	Yes/No
4	Have you made a formal request to the client to disclose their information?	Yes/No
5	Did the client give you authorization to disclose their information?	Yes/No

**QUESTION 2: SOURCES OF INCOME**

SEI filers are required to list all sources of income (not the amount of income) that made up 10% or more of their total annual household income in 2023. This includes any household member who is 18 years of age or over. [ORS 244.060(3)]

- Businesses are sources of income, not the individual clients of the business.
- Do not leave this question unanswered. Everyone should have some source of income from an employer, a business, Social Security benefits, retirement benefits, Veteran benefits, etc.

You will list:

1. **Name of the Source**
2. **Address of the Source**
3. **Description of the Source**

Examples:

*Salem Hospital; 1234 Oak St., Salem OR; Husband's salary*

*ABC LLC; 1234 Pine St, Medford OR; Rental Property income*

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### QUESTION 3: REAL PROPERTY

List all real property (*residential, commercial, vacant land, etc.*) located within the geographical boundaries of the jurisdiction you serve, **other than your principal residence**, in which you the SEI filer or your household member 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 in 2023. [ORS 244.060(4)]

- 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.

You will list:

1. **Description of the real property**
2. **Address**

- Examples of real property descriptions: Rental property, farmland, vacant land, vacation home, etc.

If you have nothing to report, click the box **Check here for none**.

---

### QUESTION 4: OFFICE RELATED EVENTS

SEI filers are required to list the amount of any expenses with an aggregate value exceeding \$50 that were paid by a source other than the jurisdiction they serve during the preceding calendar year.

- A.** List the amount of any expenses with an aggregate value exceeding \$50 provided to you during **2023**, where the expenses were paid by a government entity, Native American tribe, membership organization or nonprofit organization where the public

official was participant in a convention, mission, trip, or other meeting as described in ORS 244.020(7)(b)(F), which is an exception to gift restrictions. [ORS 244.060(5)]

- Do not list expenses that were paid by the public body you represented.
- This is one of the two instances in which the SEI filer is required to upload a receipt to their annual SEI. The paying entity should provide the public official a receipt of the costs within 10 days of the date that the expense occurred. [ORS 244.100]. You will have the opportunity to upload the document at the end of the SEI.

You will list:

1. **Date(s) of Event**
2. **Organization Name** (who paid for the expenses)
3. **Address**
4. **Nature of Event**
5. **Amount** (as listed in the receipt)

If you have nothing to report, click the box **Check here for none**.

**B.** List the amount of any expenses with an aggregate value exceeding \$50 provided to you during 2023 when participating in a mission, negotiations, or economic development activities described in ORS 244.020(7)(b)(H), which is an exception to the gift restrictions. [ORS 244.060(6)]

- 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.)

You will list:

1. **Date(s) of Event**
2. **Organization Name** (who paid for the expenses)
3. **Address**
4. **Nature of Event**
5. **Amount**

If you have nothing to report, click the box **Check here for none**.

---

### QUESTION 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 2023. [ORS 244.060(7)]

You will list:

1. **Date**
2. **Organization Name**
3. **Nature of Event**
4. **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.

- This is the second of the two instances in which the SEI filer is required to upload a receipt to their annual SEI. You will have the opportunity to upload the document at the end of the SEI.

If you have nothing to report, click the box **Check here for none**.

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### QUESTION 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 2023. If any business or sources of income from questions one and two paid a lobbyist registered in Oregon, the SEI filer would list those businesses here. [ORS 244.090(1)]

- Owning stock in a publicly traded company in which the lobbyist also owns stock is not a relationship that requires disclosure.
- *Example: The public official or household member is an employee or owner of a private company that also employs a lobbyist.*

You will list:

1. **Name of the Lobbyist**
2. **Name of the Business**
3. **Type of the Business**

If you have nothing to report, click the box **Check here for none**.

**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.**

### **QUESTION 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 2023, 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 list:

- 1. Income Source**
- 2. Address**
- 3. Description**

If you have nothing to report, click the box **Check here for none.**

### **QUESTION 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"*) during 2023, 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. [ORS 244.070(1)]

- Do not list loans from state or federally regulated financial institutions (banks, etc.) or retail credit accounts and do not list the amounts owed.

You will list:

- 1. Name of Creditor**
- 2. Date of Loan**
- 3. Interest Rate of Loan**

If you have nothing to report, click the box **Check here for none.**

### QUESTION 9: BUSINESS INVESTMENT OF \$1,000 OR MORE

Respond only if you or a member of your household had a personal, beneficial interest or investment in a business (*see definition of "business"*) of more than \$1,000 during 2023, 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. [ORS 244.070(2)]

- 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.

You will list:

1. **Business Name**
2. **Address**
3. **Description of the Business**

If you have nothing to report, click the box **Check here for none**.

### QUESTION 10: SERVICE FEE OF \$1,000 OR MORE

Respond **only if you** (not your business) received a fee of more than \$1,000 in 2023 from a person (see definition of "person") 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. [ORS 244.070(3)]

- Do not list fees if you are prohibited from doing so by law or a professional code of ethics.

If you have nothing to report, click the box **Check here for none**.

### VERIFY AND SAVE

1. **Supporting Documentation:** Uploading your files


Only questions 4A. Office Related Events and 5. Honoraria require documentation to be uploaded.



Upload Notices provided to Public Officials

Supporting Documentation

Please upload your supporting documentation in the form of .JPG, .JPEG, .PNG, .GIF, .PDF, .DOC, or .DOCX. Max file size is 100 MB



Upload your files

Choose files to upload. You can select more than one file at a time. You can also **drag and drop** files anywhere in this block to start uploading.

Choose files

My Uploads

Name	Size	Status	Remove
------	------	--------	--------

Click on “Choose Files” to select files saved to your device to attach or you can drag and drop files to upload.

If the system does not allow you to directly upload your required documents you will need to electronically send them to the Commission at: [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov)

Please include:

1. Name used for your SEI account
2. Jurisdiction you serve
3. Report year (2023)
4. Request that the document be attached to your filing.


The OGEC Administrator will then attach the document to the filed report. Once uploaded, the documents may be viewed through the **Documents** tab.

2. **Submit:** When the form is complete, select **Submit**.


Upload Notices provided to Public Officials

Supporting Documentation

Please upload your supporting documentation in the form of .JPG, .JPEG, .PNG, .GIF, .PDF, .DOC, or .DOCX. Max file size is 100 MB





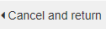
Upload your files

Choose files to upload. You can select more than one file at a time. You can also  
 **drag and drop** files anywhere in this block to start uploading.

Choose files

My Uploads

Name	Size	Status	Remove

3. **Electronic Signature.** You will be prompted to sign your name to complete the filing. Type your first and last name as it appears in your personal profile (it is displayed on the upper right-hand side of your screen). Click **Confirmed** then select **File Report**.



Submit Report?
✕

Please confirm that you wish to submit this report

I certify under penalty of false affirmation that the information is true and correct.

**Electronic Signature \***

Confirmed

4. The **Report Successfully Filed** screen will appear. If you do not see this prompt, the system may return you to the portion of the report that needs more information. Once corrected, you can successfully file. If you complete a **Pending** report, you will see the status has changed from **Pending** to **Filed** in the **Reports** tab of the dashboard.

## Electronic Filing System - SEI Filer Report Confirmation

### Report Successfully Filed

Thank you, your **Oregon Government Ethics Commission E-Filing Report for 20** has been successfully submitted.

- Your confirmation number is: **ABC123**
- An email receipt has been sent to the email address provided.
- You can also print this receipt for your records.

 [Go to my account](#)

 [Print This Page](#)

**NOTE:** The **filing deadline is always April 15<sup>th</sup>**, even if that date falls on a weekend or holiday. The electronic filing system is available 24-hours a day and 7 days a week for your convenience.

### MOST COMMON FILING ERRORS

1. Failing to list all sources of household income on question 2. Sources of Income. All sources of income exceeding 10% of the total annual **household** income must be listed.
    - a. The term “total annual household income” as used in ORS 244.060(3) means the collective income of all members of the public official’s household for the prior calendar year, but excluding the income of any household member under the age of 18. (OAR 199-020-0023(3))
    - b. This includes any income from the public position you hold.
    - c. Salary, pensions, disability benefits, veterans benefits, and social security benefits are all examples of household income.
  2. Adding information to questions 7 to 10 when not necessary. Please carefully read the instructions in the box. The questions need to be answered only if the conditions described in the instructions apply to your responses.
    - a. If you have nothing to add to the individual questions 7 to 10, make sure to click on the “Check here for none” box under each question title.
- **Please do not ignore the email notifications!** ORS 244.350(4)(c) prescribes assessment of a penalty of \$10.00 for each of the first 14 days the SEI is late and \$50.00 for each day thereafter that passes after the filing deadline date, up to a maximum of \$5,000.00.

- You are required to electronically file **no later than April 15**. Please contact OGE 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)]

## FAQS

***Once logged in to the account, do the sessions time out?***

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

***Can filers file a paper Statement of Economic Interest (SEI)?***

No. Since 2016, all required filers must file electronically.

***Can anyone get a password to file electronically?***

No. Only those statutorily identified as required filers who have been assigned to a seat in the system can access the Electronic Filing System (EFS) for filing purposes.

***How long is the link in the email invitation valid?***

90 days. If the account is not created within 90 days, the link expires.

***What if an SEI filer attempts to create their account after the 90 days?***

The SEI filer would need to contact their JC to request a new email invitation. The JC will need to reassign the filer to generate a new email invitation and active link.

***When is the deadline for filing an annual SEI report?***

April 15<sup>th</sup> of each year. The Electronic Filing System (EFS) is available 24/7.

***When does the “window” for filing the SEI report open?***

Annually on March 15<sup>th</sup>. This gives SEI filers 30 days to complete their SEI filing on time.

***NOTE: SEI filers, who have an account profile, will receive an email notification***

*on March 15<sup>th</sup> letting them know the filing window is open and reminding them that they are required to file.*

***Are Jurisdictional Contacts (JCs) responsible for assisting filers?***

Yes. JCs are responsible for assisting SEI filers in creating their profiles and setting up their accounts within EFS. JCs should reach out to the SEI filers in their jurisdiction to remind them of the filing deadline.

**NOTE:** *SEI filers are responsible for filing their own SEI reports.*

***Are the disclosure questions different from year to year?***

Typically, no as the questions are statutorily mandated. However, in 2023 the legislature passed HB2038, which changed the filing requirement to include information about clients of businesses.

***The system is not accepting my email address the way I entered it?***

Try entering your email address in all lowercase letters.

## SYSTEM REQUIREMENTS

To ensure the safety & security of your browsing experience, Oregon.gov websites are compatible with most popular browsing software. For more information, please visit [Supported Browsers](#) on Oregon.gov.

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, please call or email the OGEC staff.

### **Oregon Government Ethics Commission**

3218 Pringle Rd SE, STE 220

Salem, OR 97302-1680

Phone: 503-378-5105

Website: [www.oregon.gov/OGEC](http://www.oregon.gov/OGEC)

Email: [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov)