



Jurisdictional Contact

Electronic Filing System
Instructional Handbook

Oregon Government Ethics Commission
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Salem OR 97302-1680

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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 Commission.

The following statutory references and administrative rules provide the basis for the responsibilities of the Jurisdictional Contact (JC):

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 requirements of ORS 244.050 shall inform the Oregon Government Ethics Commission of certain information related to individuals required to file an Annual Verified Statement of Economic Interest (SEI). The information shall be reported to the Commission via its Electronic Filing System (EFS), which is accessed through the Commission's website: <https://www.oregon.gov/ogec/Pages/index.aspx>. The website also contains training on the EFS for all users. Any questions concerning electronic filings should be directed to mail@ogec.oreong.gov or by phone to 503-378-5105.

- 1) Each public body shall provide in writing to the Commission the name, title, mailing address, phone number and e-mail address of a person to act as their jurisdictional contact (JC) on or before February 15. Any changes to the JC's identity or contact information shall be updated by the public body in the Commission's EFS within ten business days.
- 2) Each designated JC shall update the Commission's EFS no later than each February 15 with the name, position or office held and the email address of each individual required to file an SEI. Any subsequent changes, additions or deletions of this information that occurs before April 15 must be made by the JC in EFS within three business days.

NOTE: *All updates are to be completed online by the Jurisdictional Contact (JC) using the Electronic Filing System (EFS).*

Training

Jurisdictional Contacts can participate in live, online demonstrations presented by Oregon Government Ethics Commission training staff. Learn how to create and

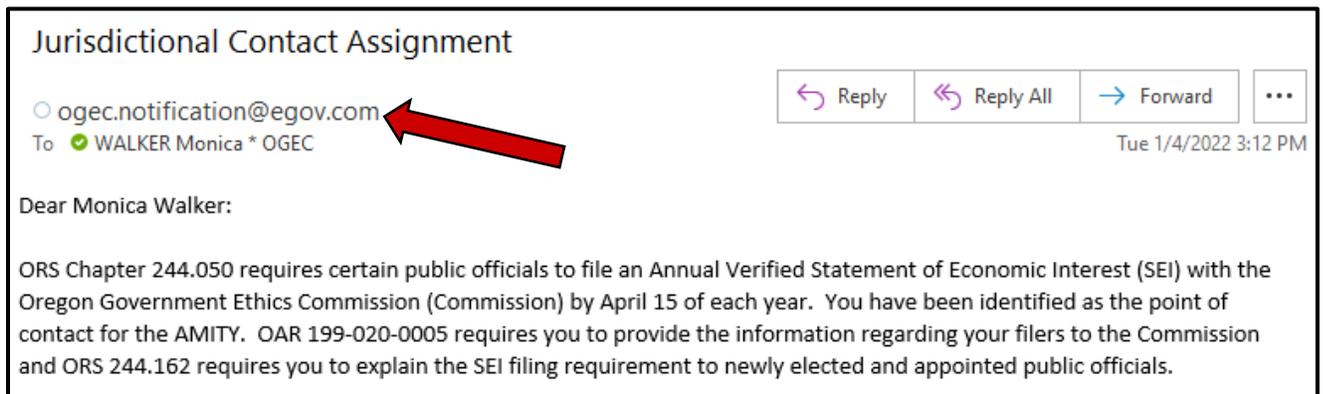
manage your user profile and about your responsibility to instruct filers about their filing requirements. These training sessions also offer a refresher course on how to manage the positions within the jurisdictions assigned to you. For more information on these sessions, please click on the following link: [Jurisdictional Contact Training](#)

HOW TO CREATE YOUR USER PROFILE

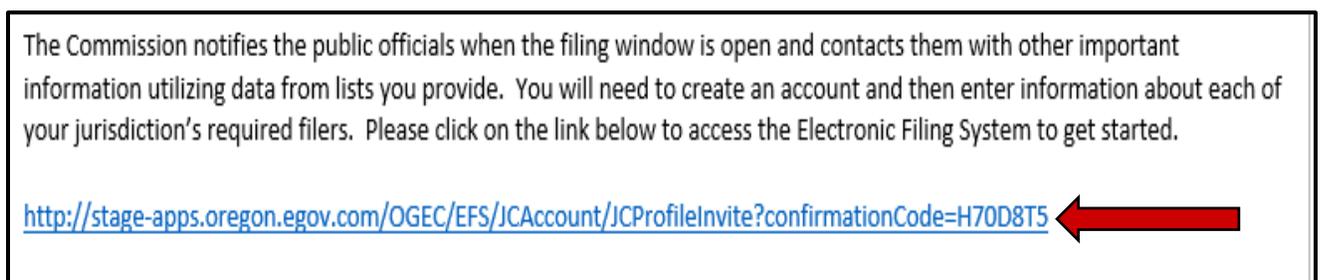
NOTE: You have 90 days after receiving an Invitation Token to create your personal account. You will only need one user profile, even if you have multiple roles in the system.

How to get started?

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



2. Locate the system link within the email.



3. Click on the 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.

Create a new Account

If you already have an account, please [Log in.](#)

Choose a user name and password

Username *

Password *

i Passwords must have a minimum of one upper, one lower, one digit and one special character. Passwords must be at least 8 and no more than 20 characters long. Special characters include any of the following: ()!#\$%&'*,:;<=>@[_`{}|~

Confirm Password *

Choose your security questions

Security Question 1 *

Answer 1 *

i Security questions are case sensitive.

Security Question 2 *

Answer 2 *

i Security questions are case sensitive.

4. To complete the new account process you will:

- Select a username.
Note: Your username will be permanent and cannot be changed.
- Select a password. Passwords must have a minimum of:
 - ✓ One upper case letter
 - ✓ One lower case letter
 - ✓ One numerical digit, and
 - ✓ One special character- *See text help for special character list.*
 - ✓ 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 and space 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.*
- Verify that the pre-populated personal profile information is correct. It is your responsibility as a Jurisdictional Contact to maintain your own profile information, which includes mailing address, phone number and most importantly, the email address.
- You have the option of identifying an alternate contact person to receive the same system-generated email reminder notices that you receive. Be sure to check the box to include the designated alternate contact in email notifications. *Note: It is recommended that you list an alternate contact to ensure that important dates are not missed and tasks are completed on time.*

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 ✓

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 registered for. You will receive a system-generated email notification that you have successfully registered.
8. Once you have created your personal profile, you will now select **GO TO MY ACCOUNT** to be able to manage or assign required filers.

NOTE: You can only edit your own personal profile information. You cannot substitute another individual to your assignment. If your position changes and you will no longer be the Jurisdictional Contact, please notify Commission staff of your replacement prior to leaving.

HOW TO ASSIGN REQUIRED FILERS TO THEIR JURISDICTIONAL SEATS

If you are assigned to more than one jurisdiction, use the dropdown arrow, under the Assignments by Jurisdiction field, to select the jurisdiction you wish to work in.

1. From the Electronic Filing System sign in page, log in.
2. Select “**SEI Jurisdictional Contact**” role.
3. Under the “**Assignment by Jurisdiction**”, verify that the correct jurisdiction is in the display.



4. The system will default to the “**Assign SEI Filers**” tab. If this tab is not active, select that tab.



5. For each seat in the Assign SEI Filers tab, you will select the **+** icon under the Commands header to enter the statutorily-required filer information.



- a. Enter or select the date of appointment, i.e. month, day and year.
 - b. Last name. Key in the last name of the appointed individual.
Note: All registered filers with the same last name will appear in a dropdown list. Scroll through the names to see if the individual already has an account. (*See diagram on the next page)*
 - If they DO, confirm that the email address and prefilled information matches your filer before selecting them from the list.
 - If they DO NOT, select the “Add” option at the top of the list (next page).
 - c. First name.
 - d. Email address. It is important to confirm the accuracy of the email address for each filer. *NOTE: Do not use upper case letters.*
 - e. Phone number.
 - f. Mailing Address – Street/PO Box, Ste/Rm/Apt. #, City, ST, Zip Code
6. Once you have keyed in the information, you will select the “**Assign**” button. A system-generated email will be sent to the individual, advising them to create their personal profile account. The SEI filer will have **90** days from the date they are assigned in the system to create their personal profile account. *Note: It is recommended that you reach out to each filer to ensure they create their accounts prior to March 15 so they will begin to receive system notifications when the filing window opens.*

Assign Seat



Please enter the following information to assign a SEI.

Date Appointed



Last Name

Add Walker...

- Walker, Kevin ORStgJobs@egov.com
- Walker, Christine ORStgJobs@egov.com
- Walker, Christine ORStgJobs@egov.com
- Walker, Josh ORStgJobs@egov.com
- Walker, Cheryl ORStgJobs@egov.com
- Walker, Lisa ORStgJobs@egov.com
- Walker, Kenneth ORStgJobs@egov.com

Mailing Address

Address Line 2

City

State

Zip Code

Assign

Cancel

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 and space 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. *(For details see page 4)*

6. If the system does not recognize your security question responses, call or email OGEC staff at: 503-378-5105 / mail@ogec.oregon.gov and a password reset will be sent to you. You will then be able to change your password and update the security questions/responses on your account.

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 

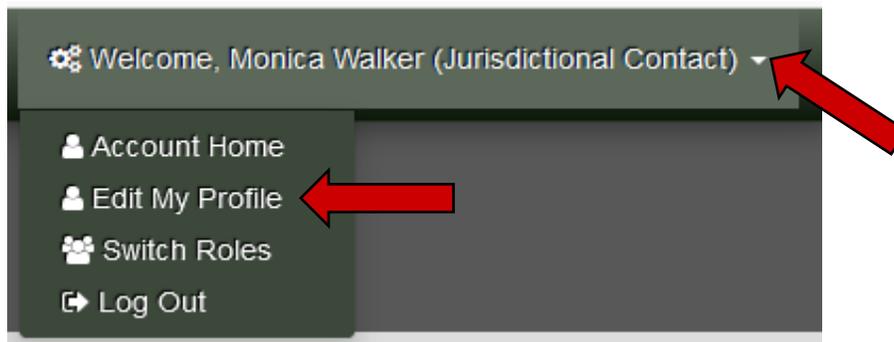
4. You will be routed back to the sign in page. A system-generated message will appear in the body of the page. The message should read: “We found an account for, *(your email address appears here.)* An email will be sent to that address.”

5. The system will generate an email from ogec.notification@egov.com. 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

1. You will need to request a password reset. Call or email OGE staff at: 503-378-5105 / mail@ogec.oregon.gov.
2. If emailing, your request must specifically request a “password reset”.
3. A system-generated email will notify you of a request to reset the password. You will receive instructions in this email to log into the Electronic Filing System (EFS) and create a new password. *NOTE: This reset request is only active for 24 hours.*
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.
7. Select save and return.

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 required to maintain the responsibilities of a Jurisdictional Contact until notified by the Commission.

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 the Commission 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 each user/filer.
- 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 (EFS) <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 “**Invite Token**” in the header row.
 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.
 8. If you see an Invite Token listed for a filer, it means that the filer **HAS NOT** yet created their account, and they are not receiving system notifications. Please alert them to create their account right away.

Type	Jurisdiction	Office	Seat ID	Last Name	First Name	Invite Token	Appointment Date	Commands
City	YONCALLA	COUNCIL	5414	Cox	Carl	JC2XHC7	08/10/2021	⊘

TOKEN ID - INSTRUCTIONS FOR SEI FILERS

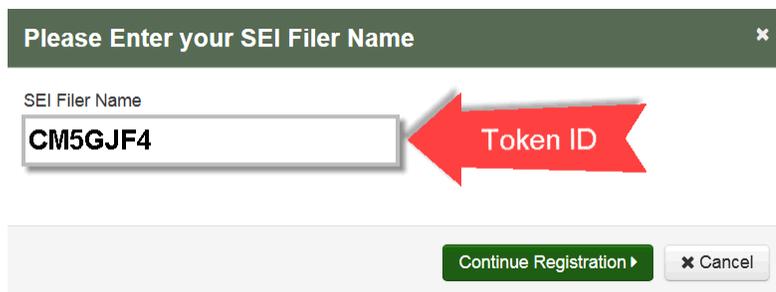
The “Invite Token” is a system-generated confirmation code. If the filer cannot locate their system-generated email invitation from the Oregon Government Ethics Commission that contains their invitation link, the following instructions will guide them through the registration process using the “Invite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

The SEI filer will use the system-generated invite token to register. Provide the filer with this code located on your jurisdictional assignment list. *(Diagram on pg. 10)*

The Invite Token is active for 90 days after the invitation is issued to create an account.

NOTE: All SEI filers must create their profile account before **March 15**.

1. Navigate to the Oregon Government Ethics Commission- Electronic Filing System (EFS): <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 invite token code.



5. Select Continue Registration.

COMMANDS FEATURE FUNCTIONALITY

Hover over the Commands feature icons to see what the icons are for:

 The calendar icon is there to allow you to change the date of appointment. If the individual is re-elected/appointed, the calendar will allow you to enter that new date.

NOTE: If this individual is beginning a consecutive term with no break in service, **DO NOT** change the original assignment date.

-  The “Plus” icon allows you to assign an individual to a vacant seat.
-  The “Cross” icon allows you to vacate a seat.
-  The “No” icon allows you to cancel an invite.

NOTIFICATION & DEADLINE

Annually, on **February 1st**, Jurisdictional Contacts (JCs) are sent an email notification reminding them to verify that the jurisdiction's listing is accurate and up to date in the Electronic Filing System (EFS). JCs must certify that they have updated this listing by **February 15th** of each year. Any changes, additions or deletions of information that occur after the February 15th deadline and prior to April 15th must be made in the EFS within three (3) working days.

Note: JCs are responsible for assisting SEI filers in creating their profiles and setting-up their accounts within the EFS and should have a process in place to aid SEI filers in completing and filing their SEI reports. To ensure receipt of important reminders from the OGEC, it is recommended that JCs periodically login to the EFS system to review their contact information and verify that it is current. In addition, JCs are encouraged to review and maintain all information listed for their jurisdiction/jurisdictional seats throughout the year so that all EFS records are current and accurate year-round.

Once a JC has keyed in all information, updated, reviewed and verified their jurisdictional list, they must select the **"Finalize List"** button to ensure all information/updates will be saved.

Your role is currently set as *Jurisdictional Contact*.

Assignments by Jurisdiction

AMITY

Jurisdiction Actions

⚠ Please click on the "Finalize List" button to the right after you have verified that your list of filers is correct.

✓ Finalize List

Assign SEI Filers

Communications

Search

100

Type	Jurisdiction	Office	Seat ID	Last Name	First Name	Invite Token	Appointmen...	Commands
City	AMITY	CITY ADMINIST...	62	Walker	Monica		12/31/2021	✕ 📅
City	AMITY	CITY ADMINIST...	7639	Spears	Joanne	XFH4BU	12/31/2021	🗑️
City	AMITY	COUNCIL	63	Heffner	Stephanie		01/06/2022	✕ 📅
City	AMITY	COUNCIL	64	VACANT				+

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

Although, one can view the Electronic Filing System (EFS) on any mobile device that is connected to the internet. Due to tabularized data displays, this application may not translate well to all mobile devices. Therefore, it is recommended that a tablet device or larger be used for the best experience.

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 I tab between fields when assigning a seat?

Yes.

Can a filer 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 invitation for the SEI filer valid?

90 days.

If the SEI filer attempts to respond to their system-generated invitation after 90 days, what is the next step?

They would need to contact their Jurisdictional Contact to request a new, active token. If they have failed to create their account, the system will generate an email reminder the first part of March. The JC will need to vacate the seat and reassign the filer to generate an active code.

When is the deadline for filing an annual SEI report?

April 15th of each year.

NOTE: The Electronic Filing System (EFS) is available 24/7.

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

Annually on March 15th. Giving SEI filers 30 days to access and file their SEI reports.

NOTE: SEI filers, who have an account profile, will receive an email notification letting them know the filing window is open and reminding them that they are required to file. This notification is sent on March 15th.

When do Jurisdictional Contacts (JCs) need to have their jurisdictional lists completed/updated?

The annual deadline date is February 15th. However, it is highly recommended that JCs maintain all information listed for their jurisdiction throughout the year so that all Electronic Filing System (EFS) records are current and accurate year-round.

NOTE: Any changes, additions or deletions of information that occur after the February 15th deadline and prior to the April 15th SEI filing deadline must be made in the EFS within three (3) working days.

Are Jurisdictional Contacts responsible for assisting filers?

Yes. JCs are responsible for assisting SEI filers in creating their profiles and setting up their accounts within the Electronic Filing System (EFS). In addition, JCs should have a process in place for reaching out to their jurisdictional seats and act as the local support person to aid SEI filers in completing and filing their annual Verified Statement of Economic Interest reports.

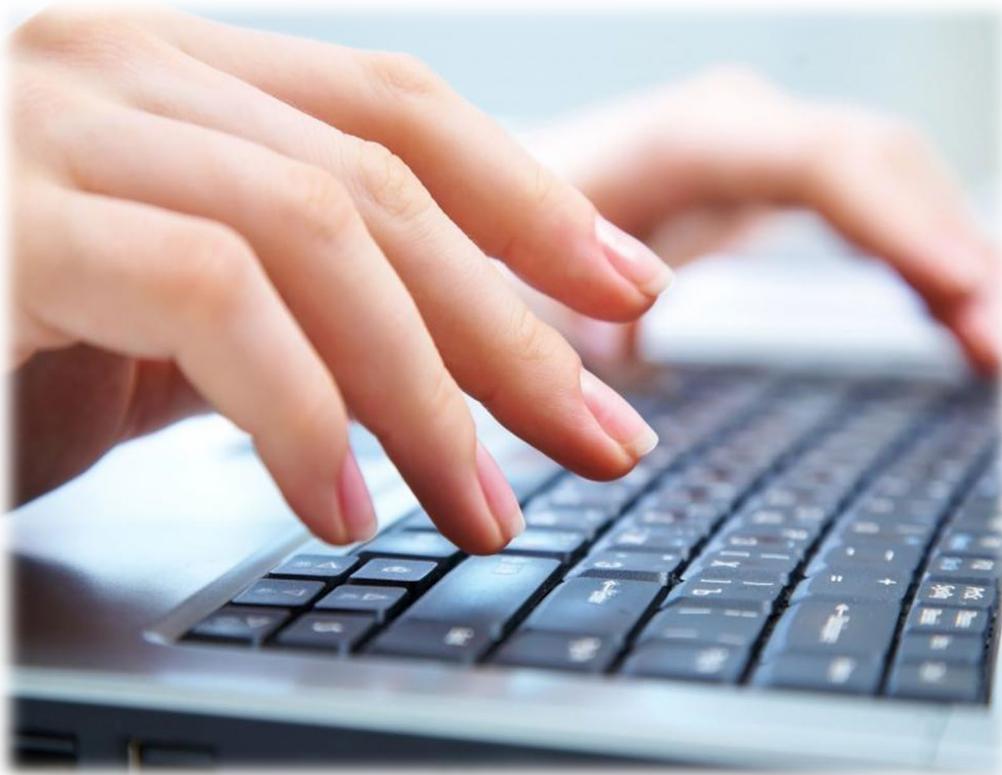
Are all public officials assigned to jurisdictional seats required to file a Statement of Economic Interest (SEI)?

No. Only public officials listed under ORS 244.050 are required to file an SEI report.

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 97302-1680
Phone: 503-378-5105
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 electronically 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 includes 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. 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 April 15**. 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 **2021**, 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"*) during **2021**:

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"*) received by you or a member of your household, who is 18 years of age or over, during the **2021** 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**. For example: *Salem Hospital, 1234 Oak St., Salem OR; Husband's salary.*

3. **REAL PROPERTY:** List all real property (*residential, commercial, vacant land, etc.*) in which, during **2021**, 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 **2021** when participating in a convention, mission, trip, or other meeting as described in ORS 244.020(7)(b)(F), (*see reference*), 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. This notification may be uploaded when filing.

4. **OFFICE RELATED EVENTS continued:**

B. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during **2021** when participating in a mission, negotiations, or economic development activities described in ORS 244.020(7)(b)(H), (*See reference*), 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 **2021**. **[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 **2021**. (*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 **2021**, 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") during **2021**, 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") of more than \$1,000 during **2021**, 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 **2021** 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. (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, please call or email the Commission staff.

Oregon Government Ethics Commission
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