



# **JURISDICTIONAL CONTACT GUIDE 2026**

Oregon Government Ethics Commission

503-378-5105

Updated 01.23.2026

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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 resource 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 OGEC.

## STATUTORY REQUIREMENTS

### JURISDICTIONAL CONTACT STATUTORY REQUIREMENTS

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

#### **Information provided to persons required to file statements of economic interest. (ORS 244.162)**

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.

#### **Identification of Public Officials Required to File Annual Verified Statements of Economic Interest (SEI) (OAR 199-020-0005)**

Cities, counties, school districts, 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>. The website also contains training on EFS for all users. Any questions concerning electronic filings should be directed to [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.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 contact information shall be updated by the public body in the Commission's EFS within ten business days. Any changes to the JC's identity must be sent to OGEC staff, by phone or email, 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 JC using EFS. OGEC has prepared an informational flyer that the JC can use to inform new SEI filers before seating them in EFS. Download the [SEI Filer Notice](#).*

## TRAINING

### JURISDICTIONAL CONTACTS (JC)

JCs can participate in live, online trainings presented by OGEC training staff. Learn about your responsibilities to instruct filers about their filing requirements and how to update the account information. These training sessions also offer a refresher course on how to manage the positions within the jurisdictions assigned to you.

For those looking for written instructions, OGEC has created this Jurisdictional Contact Guide.

Registration for trainings, guides, and video tutorials, can be found at OGEC's website on the [Jurisdictional Contact Training](#) page.

### STATEMENT OF ECONOMIC INTEREST (SEI) FILERS

#### SEI Filer Resources

OGEC staff provides annual live webinars for SEI filers. This webinar is for those new to filing a SEI as well as those just needing a refresher. Some participants find it helpful to login and work on their statement while in the training.

OGEC has created a SEI Filer Guide with written instructions for filers on how to file.

There is also a video tutorial available to guide filers in creating and setting-up their account profiles in EFS.

More information can be found on OGEC's website on the [SEI Filer Training](#) page.

SEI filers can also contact OGEC staff for assistance with their EFS accounts and filing their SEI. [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov) or (503) 378-5105.

## IMPORTANT DATES

- **February 15** = JCs must have their jurisdiction's list current and verified
- **March 15** = SEI filing period opens
- **April 15** = SEI due date

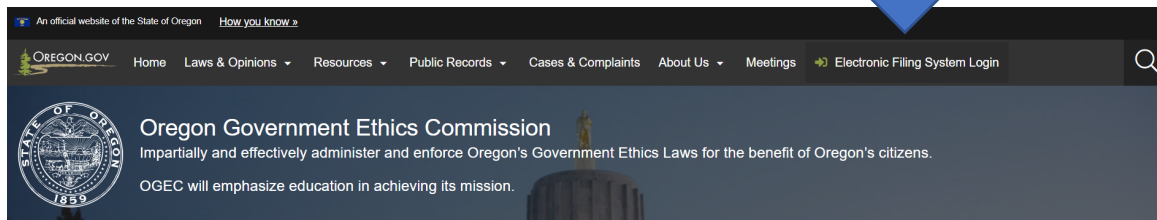
## HOW TO GET STARTED

**NOTE:** Jurisdictional Contact (JC) accounts belong to the governing body. If you have another Electronic Filing System (EFS) account, you will use a separate username and password to login as the JC. If someone else in your agency takes over the JC responsibilities, the account information will need to be updated to reflect the new person's contact information. Please contact OGEC staff to assist in the account transition.

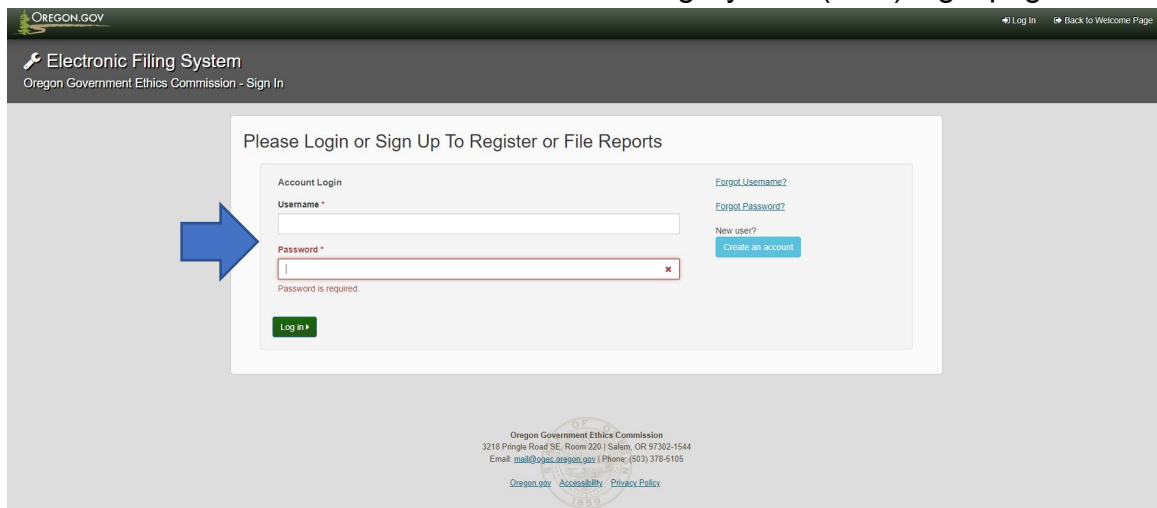
## LOGIN

**NOTE:** You will need to update your contact information in your account after logging in for the first time.

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

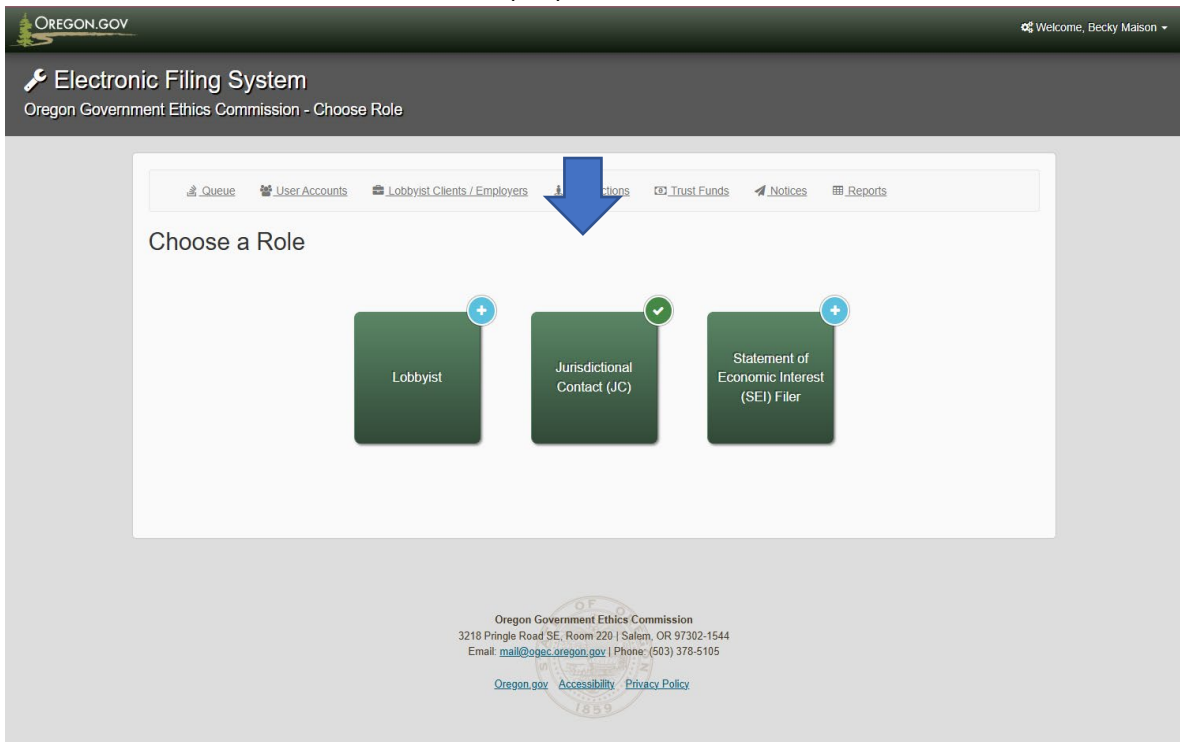


3. You will be re-directed to the Electronic Filing System (EFS) login page.



4. Enter your login information provided to you by OGEC staff and click on the green "Log in" button.

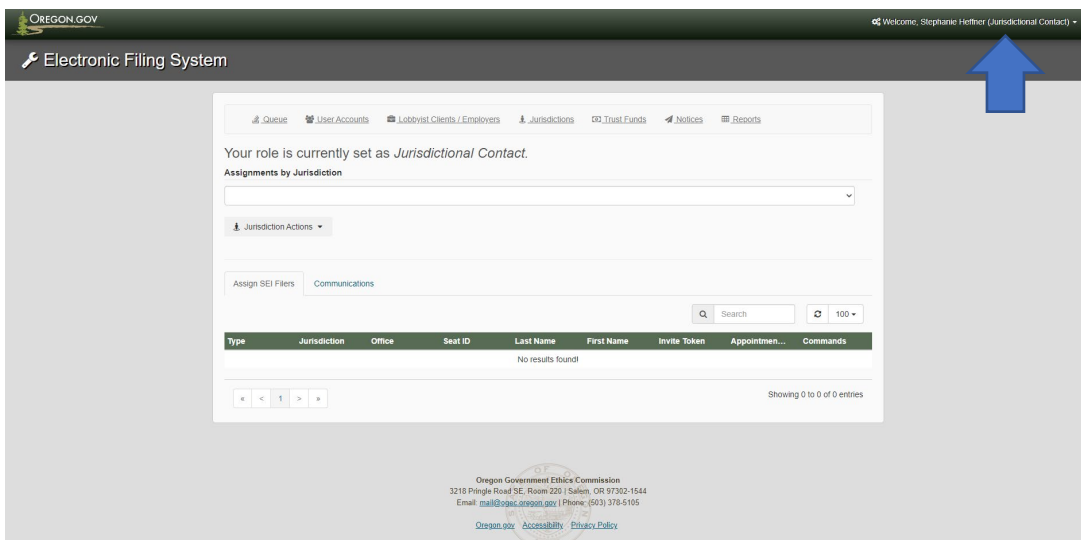
## 5. Click on the “Jurisdictional Contact (JC)” Role.



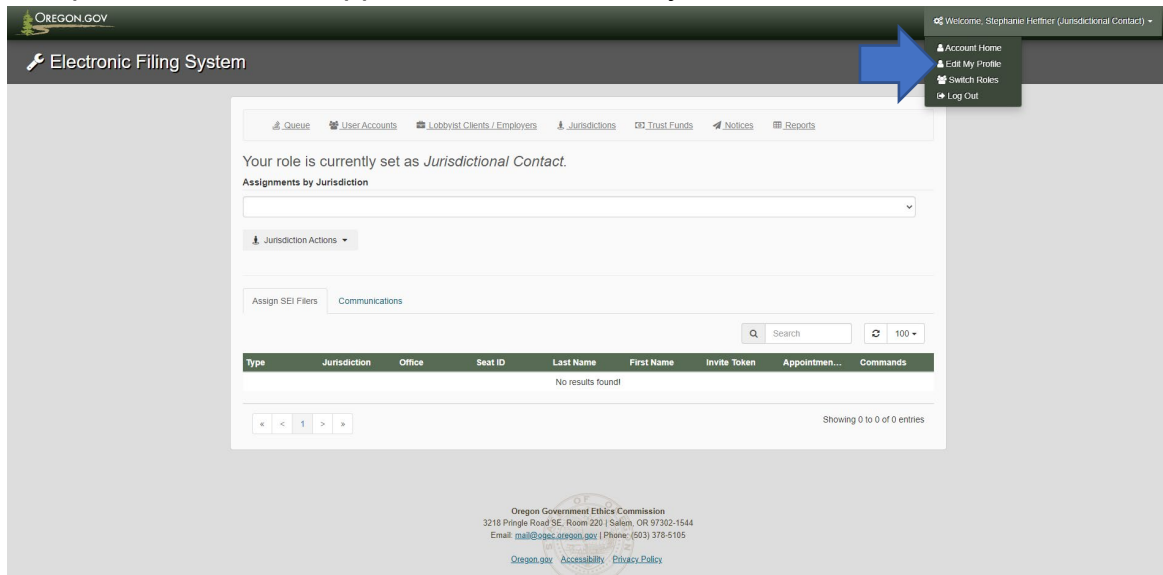
## UPDATING ACCOUNT CONTACT INFORMATION

You are now in your jurisdiction’s account. Please make sure the information in this account is current.

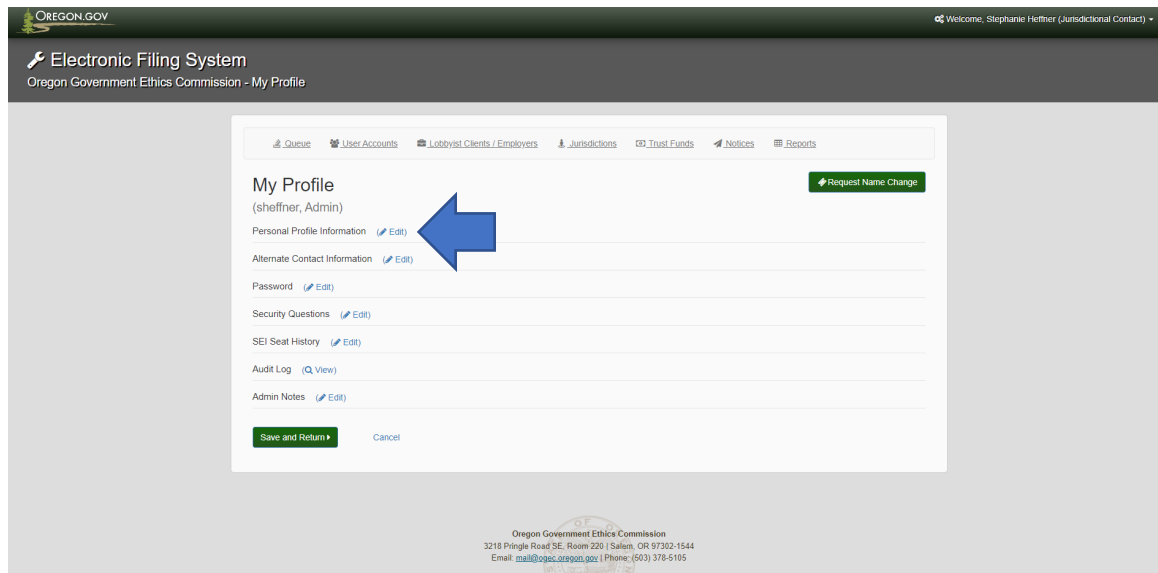
1. Click on the down arrow next to the Welcome, First Name Last Name (Jurisdictional Contact) line on the upper right-hand side of the screen.



## 2. A drop down menu will appear. Click on “Edit My Profile”

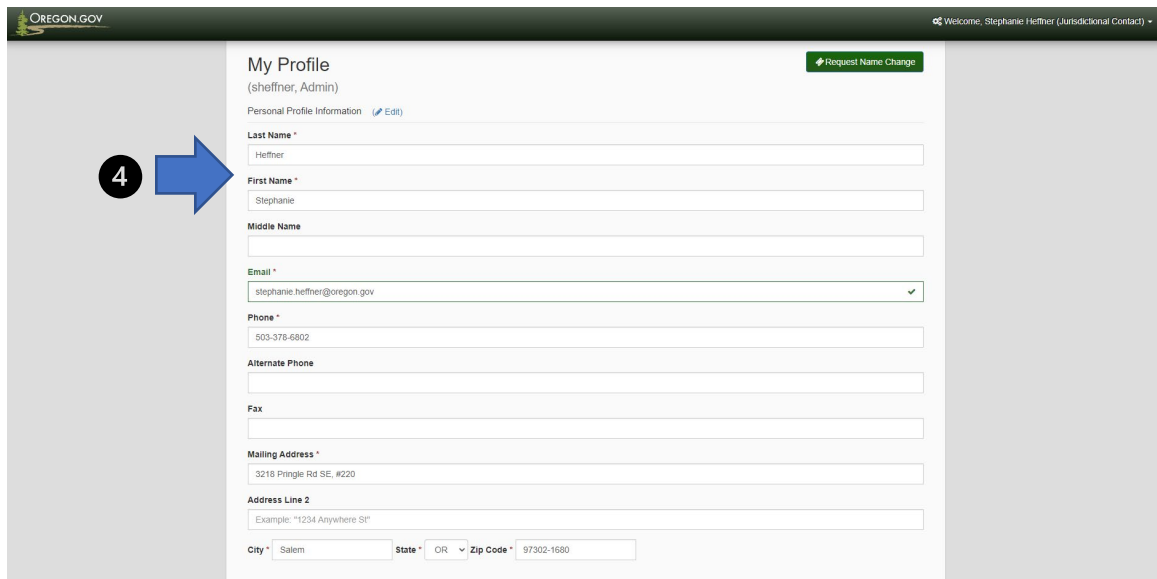


## 3. In “My Profile” Click on the “Edit” next to Personal Profile Information





4. Update your profile information. Please make sure your name, email, phone number, and mailing address are correct. You are only able to update your email, phone number, and mailing address. You will need to click the green **Request Name Change** button or contact OGEc directly to update the first or last name in your account.



My Profile  
(sheffner, Admin) [Request Name Change](#)

Personal Profile Information [Edit](#)

Last Name \*  
Heffner

First Name \*  
Stephanie

Middle Name

Email \*  
stephanie.heffner@oregon.gov ✓

Phone \*  
503-376-6802

Alternate Phone

Fax

Mailing Address \*  
3215 Pringle Rd SE, #220

Address Line 2  
Example: "1234 Anywhere St"

City \* Salem State \* OR Zip Code \* 97302-1680

5. Password: If you want to update your password, this is where you can make changes. 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.



**My Profile** Request Name Change

(sheffner, Admin)

Personal Profile Information [Edit](#)

Alternate Contact Information [Edit](#)

Password [Edit](#)

Security Questions [Edit](#)

Audit Log [View](#)

Admin Notes [Edit](#)

**5** → **7** → **6** → **8** → Save and Return Cancel

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.
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.

Alternate Contacts will only receive copies of system-generated notifications sent to your account. These copies will not contain any live links. The alternate contact will not be able to access your account or reset your password.

**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.

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

**NOTE:** You can only edit your own personal contact information. You cannot update your First or Last Name. If you will no longer be the JC for the jurisdiction, please contact OGEC staff before you leave to ensure the account is transitioned to your replacement before leaving.

## YOUR JURISDICTION LIST

1. Under the “**Assignment by Jurisdiction**”, verify that the correct jurisdiction is in the display.
2. The system will default to the “**Assign SEI Filers**” tab. If you are in the Communications tab, click on “Assign SEI Filers” tab.
3. You will see the list of the offices required to file an SEI in your jurisdiction. If you have any questions regarding these specific seats or need to make changes to the actual seats in your jurisdiction, please contact OGEC staff. Example: your jurisdiction changes the number of seats on a commission, board, or council.

Your role is currently set as *Jurisdictional Contact*.

Assignments by Jurisdiction

GOVERNMENT ETHICS COMM

Jurisdiction Actions

Assign SEI Filers Communications

Search 100

Type	Jurisdiction	Office	Seat ID	Last Name	First Name	Invite Token	Appointmen...	Commands
State	GOVERNMENT...	DIRECTOR	1834	VACANT				+
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1827</a>	Johnson	Robert		11/19/2021	✕ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1828</a>	McAuley	Alicia		11/19/2021	✕ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1829</a>	Mason	Dan		07/01/2017	✕ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1830</a>	Edwards	Karly		05/25/2018	✕ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1831</a>	Fiskum	David		05/03/2017	✕ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1832</a>	Hollister	Amber		07/01/2020	✕ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1833</a>	Lindsay	Shawn		10/01/2020	✕ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">7071</a>	Thompson	Jonathan		11/19/2021	✕ 📅
State	GOVERNMENT...	GOVERNMENT...	7072	VACANT				+

## COMMANDS FEATURES

In EFS, you can hover over the icons in the Commands column to see the function of each icon.



The calendar icon is there to allow you to change the date of appointment.

**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.




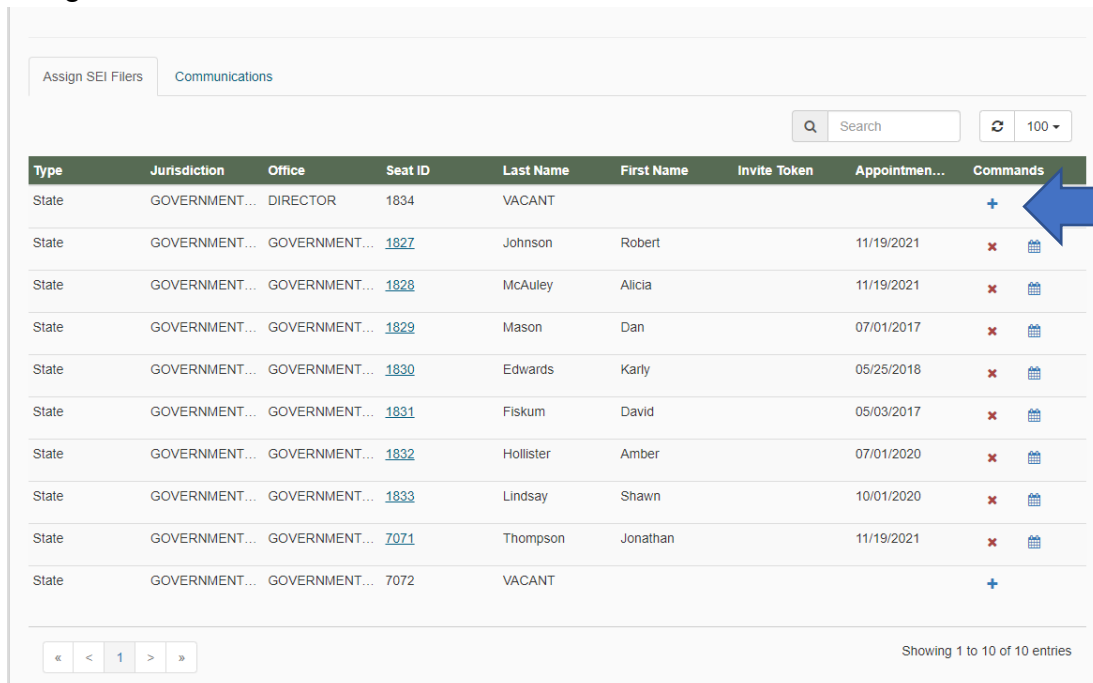
The “Cross” icon allows you to vacate a seat.











The “No” icon allows you to cancel an invite.

## ASSIGN VACANT SEATS

1. You can only assign people to vacant seats. To assign someone to a vacant seat, select the  under the Commands column that corresponds to the row that needs to be assigned.



The screenshot shows the 'Assign SEI Filers' tab in the EFS system. It displays a table with columns: Type, Jurisdiction, Office, Seat ID, Last Name, First Name, Invite Token, Appointments, and Commands. The first row is a vacant seat (Type: State, Jurisdiction: GOVERNMENT..., Office: DIRECTOR, Seat ID: 1834, Last Name: VACANT). A blue arrow points to the plus icon in the Commands column for this row. The table also shows several other rows with names and dates, each with a red 'x' and a calendar icon in the Commands column. The bottom of the table shows pagination: 'Showing 1 to 10 of 10 entries'.

Type	Jurisdiction	Office	Seat ID	Last Name	First Name	Invite Token	Appointments	Commands
State	GOVERNMENT...	DIRECTOR	1834	VACANT				+
State	GOVERNMENT...	GOVERNMENT...	1827	Johnson	Robert		11/19/2021	x 
State	GOVERNMENT...	GOVERNMENT...	1828	McAuley	Alicia		11/19/2021	x 
State	GOVERNMENT...	GOVERNMENT...	1829	Mason	Dan		07/01/2017	x 
State	GOVERNMENT...	GOVERNMENT...	1830	Edwards	Karly		05/25/2018	x 
State	GOVERNMENT...	GOVERNMENT...	1831	Fiskum	David		05/03/2017	x 
State	GOVERNMENT...	GOVERNMENT...	1832	Hollister	Amber		07/01/2020	x 
State	GOVERNMENT...	GOVERNMENT...	1833	Lindsay	Shawn		10/01/2020	x 
State	GOVERNMENT...	GOVERNMENT...	7071	Thompson	Jonathan		11/19/2021	x 
State	GOVERNMENT...	GOVERNMENT...	7072	VACANT				+

A new window will pop-up, “Assign Seat”.

Electronic Filing System

Assign Seat

Please enter the following information to assign a SEI.

Date Appointed

Last Name

First Name

Email

Phone

Mailing Address

Address Line 2

City  State

Zip Code

Assign Cancel

1. Date Appointed: Select the date of appointment using the calendar icon.  
**NOTE:** Please make sure to seat individuals appointed prior to April 15<sup>th</sup> BY April 15<sup>th</sup> to avoid potential late filing penalties.

2. 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.*

*Example:*

Last Name

Heim

Hebb, Sybil shebb@oregonlawcenter.org

Heim, Nan nanheim@nanheim.com

Henkin, Zach zachh@forthmobility.org

Heatherington, Jeff jeffh@familycareinc.org

Hess, Amanda amanda@nwpublicaffairs.com

Henderson, Andrea ahenderson8@gmail.com

Herron, Deborah deborah.herron@walmart.com

Herron, David david.herron@comcast.net

- If they DO appear, click on the name, and then confirm that the email address and prefilled information matches your filer before “Assigning” them to the seat.
  - Email addresses are attached to individual accounts.
  - Filers should only have one account in the system, otherwise it will cause filing errors and can result in late penalties.

- If the email does not match the one in your records, please contact the appointed individual to confirm they do not have already have an account in the system.
- If they DO NOT appear in the list, select the “Add” option at the top of the list.

Last Name

Heffn|

Add Heffn...

Heffner, Stephanie stephanie.heffner@oregon.gov

3. First Name: Enter first name of filer.
4. Email Address: It is important to confirm the accuracy of the email address for each filer. Please enter the email address that the filer actually checks. It does not need to be the email associated with their position and can be their personal email.

**NOTE:** Do not use upper case letters.

5. Phone Number: Enter the phone number for the filer.
6. Mailing Address: Enter the Street/PO Box, Ste/Rm/Apt. #, City, State, Zip Code

**NOTE:** The system has two lines for street address. Only use the first line for street address, PO Box AND the Ste/Rm/Apt #.

7. Once you have entered the information, click on the green “Assign” button at the bottom of the screen.
  - A system-generated email will be sent to the individual, advising them to create their personal profile account.
  - The Invitation Token is valid for **90 days**. [See Token ID/ Registration Code section](#).
  - If they do not create their personal profile account within 90 days, the assignment will be canceled. You will need to re-assign them to the seat to generate a new token and registration email.
8. If you entered the SEI Filer’s email address wrong, you will need to cancel the invite and reseat the filer. See the [Looking Up SEI Filer Information section](#) for more information on how to check the email address.

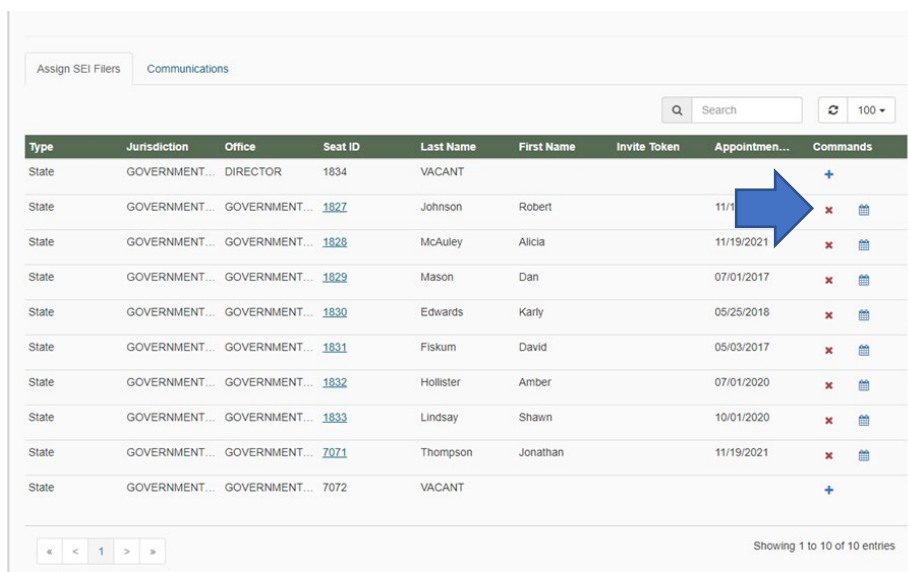
**NOTE:** It is your responsibility to reach out to each filer who has not created their account before March 15. If they have not created their accounts, they will not receive email notifications from OGE. [See Token ID section](#) for information on how to see who in your jurisdiction still needs to create an account.

## REMOVE SEI FILERS

The JC is responsible for making sure the list of public officials required to file an SEI in their jurisdiction is up to date. When someone leaves a position, their role must be terminated in EFS to vacate the seat. Once the seat has been vacated, you can now seat the new person.

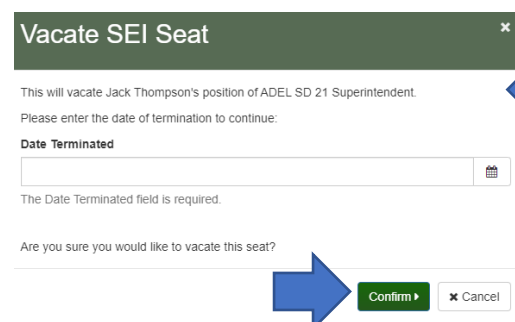
### To Vacate Current SEI Filers' Seats

1. Under the Command column, click on the **✖** in the corresponding role for the seat you want to vacate.



Type	Jurisdiction	Office	Seat ID	Last Name	First Name	Invite Token	Appointmen...	Commands
State	GOVERNMENT...	DIRECTOR	1834	VACANT				+
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1827</a>	Johnson	Robert	11/1		✖ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1828</a>	McAuley	Alicia	11/19/2021		✖ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1829</a>	Mason	Dan	07/01/2017		✖ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1830</a>	Edwards	Karly	05/25/2018		✖ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1831</a>	Fiskum	David	05/03/2017		✖ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1832</a>	Hollister	Amber	07/01/2020		✖ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">1833</a>	Lindsay	Shawn	10/01/2020		✖ 📅
State	GOVERNMENT...	GOVERNMENT...	<a href="#">7071</a>	Thompson	Jonathan	11/19/2021		✖ 📅
State	GOVERNMENT...	GOVERNMENT...	7072	VACANT				+

2. Date Terminated: Click on the calendar icon in the pop-up box to select the date of the person's last day in this role.
3. Click on the green "Confirm" button.



**Vacate SEI Seat** ✕

This will vacate Jack Thompson's position of ADEL SD 21 Superintendent.  
Please enter the date of termination to continue:

**Date Terminated**

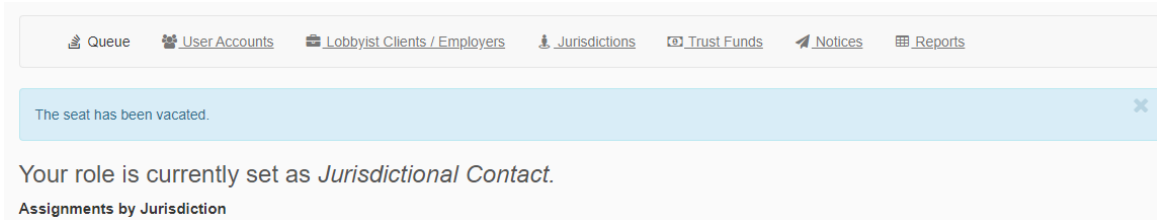
📅

The Date Terminated field is required.

Are you sure you would like to vacate this seat?

**Confirm** ✕ Cancel

4. You will be taken back to the main screen. The seat will now be vacated.



The screenshot shows a navigation bar with links: Queue, User Accounts, Lobbyist Clients / Employers, Jurisdictions, Trust Funds, Notices, and Reports. Below the navigation bar is a light blue notification box that says "The seat has been vacated." with a close button (X). Below the notification box, it says "Your role is currently set as *Jurisdictional Contact*." and "Assignments by Jurisdiction".

**NOTE:** This will trigger an automatic email to be sent to the SEI filer you have just removed. If the position is vacated prior to April 15, the filer is not required to file an SEI (see example email below). If the seat is vacated on or after April 15, the filer is required to file a SEI for the previous year.

*Example: If the filer left position on April 16, 2026, they were required to file a SEI for 2025 by April 15, 2026.*

From: ogec.notification@egov.com <ogec.notification@egov.com>

Sent: Monday, November 7, 2022 1:29 PM

To: SEI FILER

Cc: Alternate Contact

Subject: Cancellation of SEI Seat Assignment Without Filing

Dear (Name of SEI Filer):


Our records indicate that you held one or more position(s) identified in ORS 244.050 that required the filing of a Statement of Economic Interest (SEI) during 2022.

5. You can now add the new person serving in that role to the seat, [Assign Vacant Seats](#).

## TOKEN ID / REGISTRATION CODE

The Invite Token is a system-generated confirmation code. It is unique to each filer you add to the jurisdiction. The Invite Token will only show in your list for filers who have not yet created their personal accounts.

The "Invite Token" is listed under the Invite Token column in the corresponding row for the person who has not yet created their account.

Type	Jurisdiction	Office	Seat ID	Last Name	First Name	Invite Token	Appointment Date	Commands
City	YONCALLA	COUNCIL	<a href="#">5414</a>	Cox	Carl	JC2XHC7	08/10/2021	

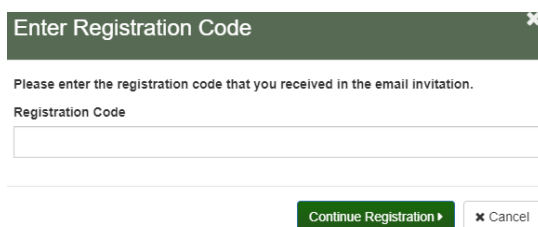


The Invite Token is embedded in the link in the email invitation to create a profile that filers receive once you have added them to your jurisdiction. When a filer creates their account using this link, their account will automatically be linked to your jurisdiction and the Invite Token will no longer show in the column.

You will need to make sure there are no outstanding Invite Tokens in your jurisdiction by **March 15**. If filers still have an Invite Token listed, they have not created an account and they are not registered. They **WILL NOT** receive notification emails with instructions on how to file their SEI.

## REGISTRATION CODE- INSTRUCTIONS FOR SEI FILERS

If the SEI filer creates an account without using the link they received in the email, they will be prompted to enter a registration code. **The Registration Code and the Invite Token are the same thing.** The filer will need to contact the JC to get the Registration Code/Invite Token.



1. Registration Code: Enter the Invite Token.
2. Continue Registration: Click on green Continue Registration button.
3. Filers will now be able to enter their contact information, set-up their password, security questions, and assign an alternate contact.

## NOTIFICATIONS & DEADLINES

### LOOKING UP SEI FILER INFORMATION

JCs are responsible for assisting SEI filers in creating their profiles and setting-up their accounts within EFS.

To ensure receipt of important reminders from OGE, it is recommended that JCs periodically login to EFS to review the contact information listed for SEI filers in their jurisdiction. You can view a filer's information, by clicking on the corresponding Seat ID.

Type	Jurisdiction	Office	Seat ID	Last Name	First Name	Invite Token	Appointmen...	Commands
School District	AMITY SD 4J	BUSINESS MA...	<a href="#">78</a>	Adams	Ann		03/07/2016	✕ 📅
School District	AMITY SD 4J	SUPERVISOR	<a href="#">79</a>	Clark	Jeff		07/01/2012	✕ 📅

This will give you the filers assignment information, date appointed, name, email, phone, and mailing address in a pop-up window.

If a filer needs to update their information, the JC will not be able to update it. The JC will need to reach out to the filer to remind the filer to update their own information in their account.

JCs are encouraged to review and maintain all information listed for their jurisdiction throughout the year so that all EFS records are current and accurate year-round.

## ANNUAL REQUIREMENTS

Annually, on **February 1st**, JCs receive an email notification reminding them to verify that the jurisdiction's listing is accurate in EFS. JCs must verify 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 EFS **within three (3) working days**.

1. Review list and make any necessary changes.
2. Finalize List: Click on the "Finalize List" button.

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



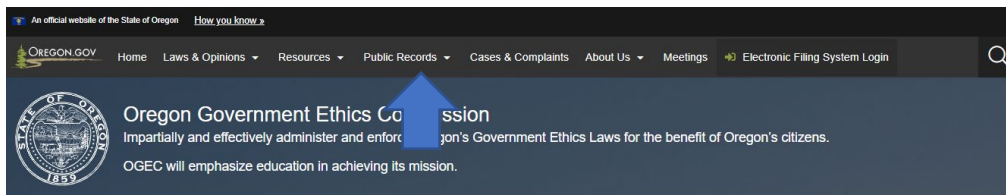
100 ▾

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

## HOW TO LOOKUP WHO HAS FILED SEI

The JC will want to check to see who has completed the SEI periodically between March 15 – April 15. You need to reach out to SEI filers in your jurisdiction BEFORE April 15<sup>th</sup> to remind anyone who hasn't filed.

1. Go to [www.oregon.gov/ogec](http://www.oregon.gov/ogec)
2. Click on Public Records section in the top menu bar.



### Oregon Government Ethics Commission

The OGEC office is open to the public during normal business hours, Monday - Friday from 8 a.m. to 5 p.m.

Many OGEC services remain online or can be accessed via email, fax, or telephone. Please contact our staff at (503) 378-5105 or [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov) for assistance.



Lobbying

[Lobby Laws & Administrative Rules](#)

[Lobby Registrations](#)



Public Officials

[Government Ethics Laws & Rules](#)

[Guide for Public Officials](#)

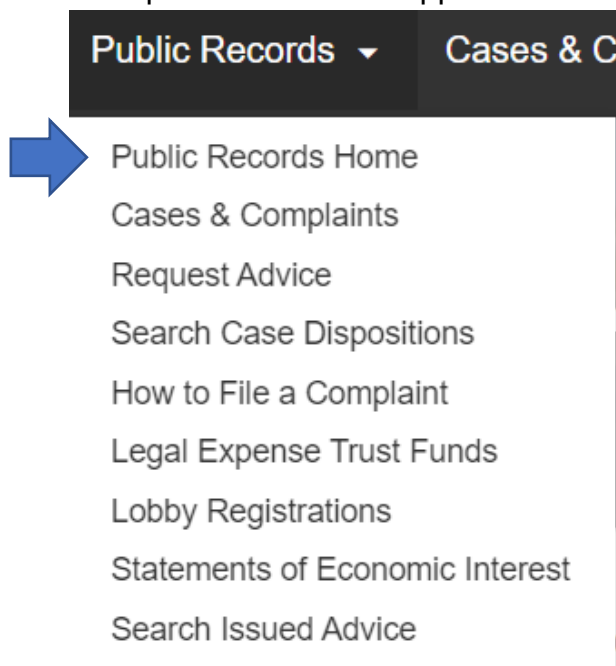


Public Meetings Law

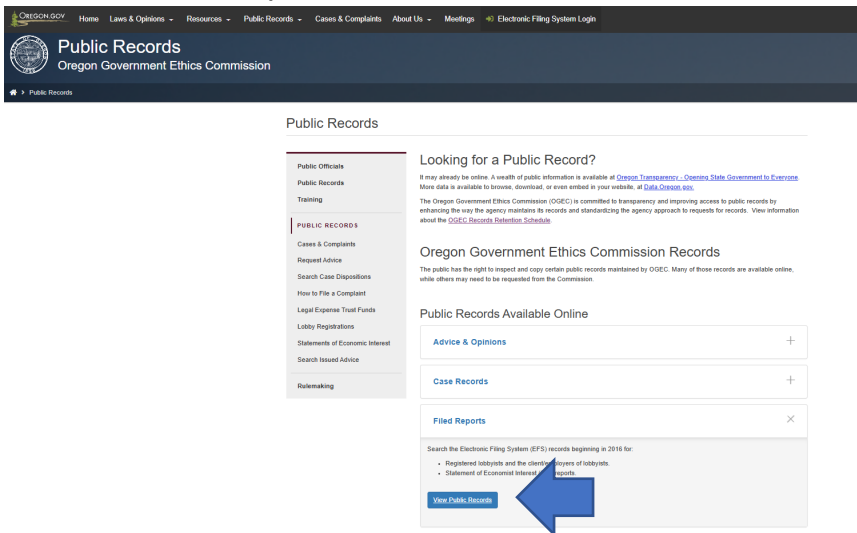
[Public Meetings Law](#)

[Executive Sessions](#)

3. A drop-down menu will appear. Click on Public Records Home.



4. On the Public Records Home page, click on the blue **“View Public Records”** button under the Filed Reports header.



5. You will be redirected to EFS Public Records Lookup. Under Select Report Type, choose **“Filers”**.

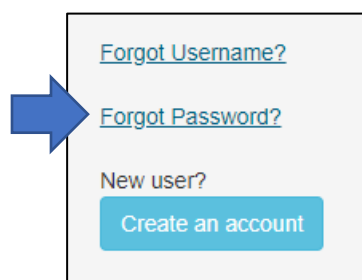
6. Select Filer Type: Choose **“SEI”**.  
7. Set Year: Select year the SEI filers are required to file in (2025).  
8. Skip First Name and Last Name fields.  
9. Select Category: Choose the type of public body.  
10. Select Jurisdiction: Choose your jurisdiction.  
11. Select Office: **“All”**.  
12. Click on green **“+ Generate Report”** button.

13. Scroll down. The report results will appear under the “+ Generate Report” button. It will list everyone in your jurisdiction that has filed for the year selected.

## FORGOT PASSWORD

Contact OGE 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 **Reset Password**

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.

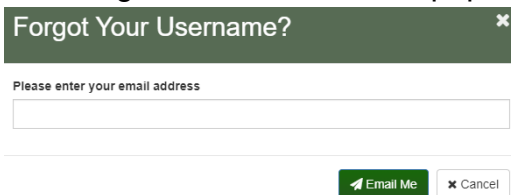
5. Select a new password. Passwords are case sensitive and must contain at least:
  - a. 8 characters
  - b. one upper case letter
  - c. one lower case letter

- d. one number
- e. 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”.

A screenshot of a web form titled "Forgot Your Username?". The form has a dark green header bar with the title and a close button (X). Below the header, there is a text input field with the placeholder text "Please enter your email address". At the bottom of the form, there are two buttons: a green button with a white envelope icon and the text "Email Me", and a white button with a grey border and the text "Cancel".

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.

## 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.

## 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.

### **When do JCs need to have their jurisdictional lists completed and verified?**

The annual deadline date is February 15<sup>th</sup>. However, it is highly recommended that JCs maintain all information listed for their jurisdiction throughout the year so that all EFS records are accurate year-round.

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

### **Are JCs responsible for filing the SEI for filers in their jurisdiction?**

No. JCs are responsible for notifying SEI filers in their jurisdiction of their requirement to file and ensuring that SEI filers create their personal profile accounts in EFS before March 15.

### **Are all public officials assigned to jurisdictional seats required to file a SEI?**

Yes. Public officials listed under ORS 244.050 are required to file an SEI.

### **Can a filer file a paper SEI?**

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

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

You cannot file before March 15 of each year.

**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 15.

### **When is the deadline for filing an Annual Verified SEI?**

To avoid penalties, SEIs must be filed by April 15 of each year, even if April 15 falls on a weekend or holiday. EFS is online and open 24/7.

**NOTE:** If it is after April 15, and an SEI filer has not filed, they must file as soon as possible.

## **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)