



# Statement of Economic Interest Filer

## Electronic Filing System Instructional Handbook

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## TABLE OF CONTENTS

Introduction .....	2
How to create your user profile .....	3-5
Logging into the Electronic Filing System.....	6
Dashboard.....	6
Forgot password .....	7
Forgot username.....	7-8
Forgot security question answers.....	8
How to request resignation of position .....	9
How to request appointment of position .....	9
Token ID instructions for SEI filer.....	9-10
Date of appointment.....	10
Filing a report .....	10-13
System requirements .....	13
FAQ's .....	14
Annual Verified Statement of Economic Interest (SEI).....	15-21

### **DISCLAIMER**

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There are approximately 5,500 Oregon public officials who must file an Annual Verified Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission by **April 15<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. As well as some members of the board of directors for certain special districts.
- ❖ **Candidates:** Individuals running for some elected public offices. are also required to file.

The Commission staff has identified the positions held by public officials who must file the SEI form and has them listed 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, otherwise known as the **Jurisdictional Contact, or JC**, for each jurisdiction has an important role in the annual filing of the SEI forms. It is through this contact person that the Commission 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 **Jurisdictional Contact** 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.

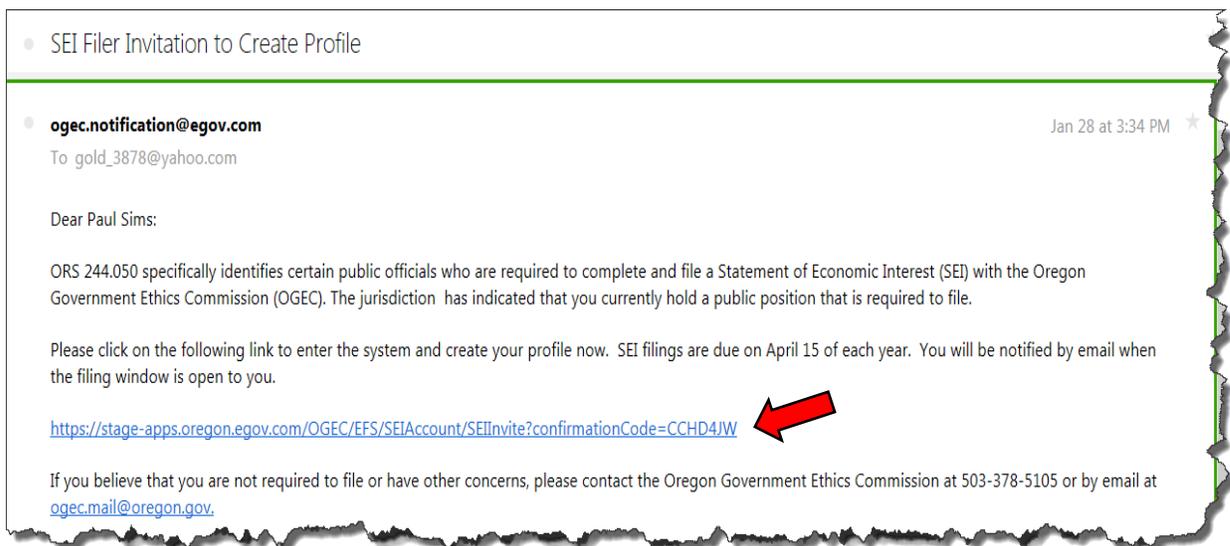
As with other provisions in Oregon Government Ethics law, it is each public official's personal responsibility to ensure they comply with the requirement to complete and submit the SEI form by April 15<sup>th</sup>. Those public officials who must file a SEI form are well served if the **Jurisdictional Contact** ensures that the email address entered upon seating of the filer is accurate and one that is checked regularly by the SEI filer. It can be a personal email address.

## HOW TO CREATE YOUR USER PROFILE

**NOTE:** You will only have 90 days after receiving an invitation to create your personal profile account. You will only need one (1) user profile, even if you have multiple roles or seat assignments in the EFS. If you have additional filing requirements under ORS Chapter 244, each assignment by a Jurisdictional Contact will list your positions in the one (1) personal account profile you have set-up. Once you have created your initial profile account, if you hold more than one position, all positions held should be listed under the Current Positions Held section upon logging in. Please verify that they are listed. If not, notify the Jurisdictional Contact (JC) to report the missing position(s).

How to get started?

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.



3. Click on the link or copy the link into your web browser address bar. It will open the default web browser on your system and present the "Create a New Account" interface. Make sure to complete all fields. Be aware that many of the fields are prepopulated with information provided by the JC during the seat/position assignment process. In addition, choose your User Name carefully, as the User Name field is not changeable due to security reasons. The use of an email address as a User Name is **NOT** recommended. Contact the Oregon Government Ethics Commission administration if you have any questions.

## Create a new Account

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

Choose a user name and password

**Username \***

**Password \***

**ⓘ** 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 \***

**ⓘ** Security questions are case sensitive.

**Security Question 2 \***

**Answer 2 \***

**ⓘ** Security questions are case sensitive.

4. To complete this process you will:

- Select a user name.  
*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 question answers are **case and space sensitive**. *Note: If your security question answer contains more than a one word answer, you will need to remember to include all spaces, punctuation, special characters, etc. that you used.*

- Verify 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.
- You also have the option of identifying an alternate contact person who will 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, such as your JC, 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 information. 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 confirming that you have successfully registered.
8. Once you have created your personal profile, you will now select **GO TO MY ACCOUNT** to view your 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. When you need to change personal information, such as mailing address or email address, click on the drop down arrow next to your name in the upper right corner of your account page and choose “Edit My Profile.”

## LOGGING INTO THE ELECTRONIC FILING SYSTEM

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

Future logins will direct you to the “**Choose Role**” page first, where you will 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 **Reports**, any **Documents** uploaded to support your SEI report, and all email **Communications** sent by the EFS. Upon initial login after the creation of your profile, you will be taken directly to your SEI dashboard; thereafter, you must select your role before entering the dashboard.

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

1. You may navigate between views, i.e. Reports, Documents and Communications, of your dashboard by using the tab based system. The default view will be the **Reports** tab.
2. Any email notices sent by the EFS will be viewable in the **Communications** tab. Click on the **Subject** link to view the text of the communication.
3. **Documents** are anything provided to the agency as part of your report filing. 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.

## 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 OGE staff at: 503-378-5105 / [mail@ogec.oregon.gov](mailto: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.

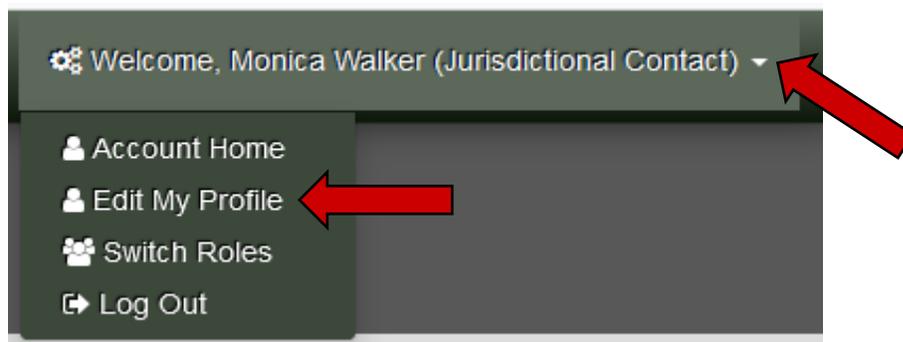
2. **“Forgot Your Username”** window displays.

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](mailto:ogec.notification@egov.com). The message states the purpose of receipt of this email is to respond to a request for your username. This email will provide all usernames listed under the email address used.
6. Review the usernames and select the username for your SEI account.  
*Note: Usernames 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 OGEC staff at: 503-378-5105 / [mail@ogec.oregon.gov](mailto: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 REQUEST RESIGNATION OF POSITION

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

You will not have the option of resigning and removing yourself in the Electronic Filing System (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.

*Example:* If you held a position anytime during the period of April 16<sup>th</sup> of the previous year through April 15<sup>th</sup> of the current year, you would be required to file the annual SEI report. If however, you resigned and vacated your position on or before April 14<sup>th</sup> of the current year, you would not have a SEI filing requirement. If you have any questions regarding the filing requirements found in ORS Chapter 244, contact staff at the Oregon Government Ethics Commission: 503-378-5105 / [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov).

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

## HOW TO REQUEST APPOINTMENT OF POSITION

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

You will not have the option of adding yourself in the Electronic Filing System (EFS).

Once the JC has assigned you to your position in the system, you will receive a system-generated email invitation to create your personal profile account.

*Note: It is highly recommended that you verify your preferred email with the JC to ensure it is correct and one that you access on a regular basis.*

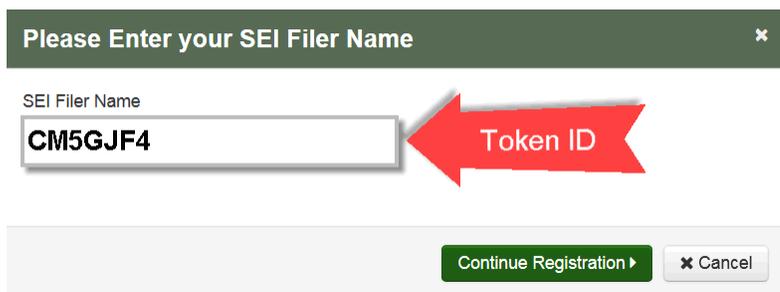
## TOKEN ID INSTRUCTIONS FOR SEI FILERS

The “Invite Token” is a system-generated confirmation code. If you cannot locate your system-generated email invitation from the Oregon Government Ethics Commission, i.e. from [ogec.notification@egov.com](mailto:ogec.notification@egov.com), that contains your invitation to create your profile link, the following instructions will guide you through the registration process using the “**Invite Token**”.

To obtain the **Invite Token**, contact the JC assigned to the jurisdiction(s) in which you are elected or appointed or the Oregon Government Ethics Commission: 503-378-5105 / [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov). You will use the system-generated **Invite Token** to register. Once you have this code, follow these steps:

**NOTE:** You will only have 90 days to create your account profile. Account profiles must be created before **March 15<sup>th</sup>** in order to receive all notifications from the OGEC.

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.

## 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.

## FILING A REPORT

Reports are filed annually. If you have a SEI reporting requirement, and when the filing window is open, you will receive an email notice from the system sent to the email address you have on file in your account. If you do not hold the office on April 15<sup>th</sup> of the current year, and the JC has removed/vacated you from the seat assignment prior to April 15<sup>th</sup>, you will not have a requirement to file an SEI report.

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

1. Log into the Oregon Government Ethics Commission- Electronic Filing System (EFS): <https://apps.oregon.gov/OGEC/EFS>

2. Select the “Statement of Economic Interest (SEI) Filer” role – (See page 6 above for a diagram). Once on the dashboard, verify that your role is set as “SEI Filer”, then ensure you are under the “Reports” tab and select the **File a New Report** button at the bottom of the screen.

Your role is currently set as *SEI Filer*.



Your report status is **DELINQUENT**

Current Positions Held:

- **COUNCIL, HALFWAY** - Appointed 1/1/2017

You have outstanding penalties or sanctions! Our records indicate that you currently have a balance of **\$2,700.00** in penalties.

[View Penalties and Sanctions](#)



Reports Penalties & Sanctions (2) Documents Communications

### Current Reports and Amendments

Search [ ] [ ] 10 [ ] [ ]

Year	Confirmation Number	Filing Date	Documents	Status	Commands
<a href="#">2021</a>	AMT67T5		No	<a href="#">Pending</a>	<a href="#">✎</a> <a href="#">✕</a>
<a href="#">2018</a>	755337	04/10/2018	No	<a href="#">Filed</a>	<a href="#">+</a>
<a href="#">2017</a>	C6J8M94	04/09/2017	No	<a href="#">Filed</a>	<a href="#">+</a>

« < 1 > »

Showing 1 to 3 of 3 entries



[+ File a New Report](#)

3. If you have filed electronically in past years, this report will pre-populate with the information you entered for the previous year’s SEI report. Thoroughly review and make any necessary changes.
4. Complete all sections of the form. If you have nothing to report for a section, select the **Check here for none** checkbox. Note that for each section where you do have information to add, click the **Add an Item** button. You may enter as many items as necessary. Each new row will be added to your report independently.
5. For additional help on any section of the form, select the  icon and a pop-up window will open with additional information.

## SEI Report for 2020

Current Positions Held

- **COUNCIL, HALFWAY** - Appointed 1/1/2017

### 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 **2019**, please indicate that information below.

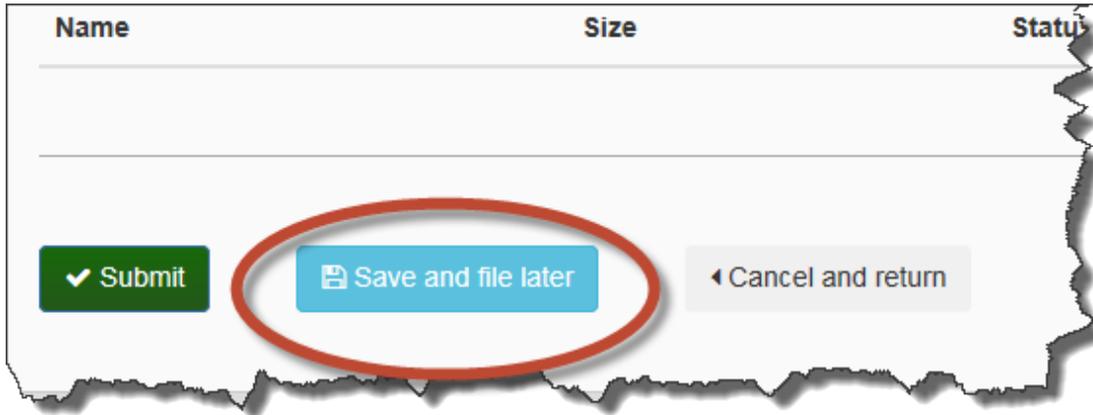
Business Name	Address Line	City	State	ZIP	Description of Business	Title of Office	Held by Whom	Edit	Delete
---------------	--------------	------	-------	-----	-------------------------	-----------------	--------------	------	--------

No Data to Report



[+ Add an Item](#)

6. If you must stop before completing the form, and would like to return to file later, select **Save and file later**.



7. 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
<a href="#">2021</a>	AMT67T5		No	<a href="#">Pending</a>	 

**NOTE:** It is important to remember that completed reports are due by April 15<sup>th</sup>. A **Pending** report will not qualify as a completed and filed SEI report.

8. When the form is complete, select **Submit**. (See diagram above under #6)
9. **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. 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



10. The screen will change to “**Report Successfully Filed.**” 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 change 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](#)

*NOTES: If you are assigned to more than one jurisdiction, you will be req. red to complete only one SEI report and you will see all positions held listed on the dashboard when logged into your account.*

*During the reporting period beginning March 15<sup>th</sup>, you will have access to complete the current year's SEI report disclosure information. If you try to file a new report and it is NOT during a reporting period or you have already completed your current report, the following message will display: “No new reports are due at this time.”*

*It is important to note that 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.*

## 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 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 invitation for a SEI filer to create an account in the EFS valid?

90 days.

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

The SEI filer would need to contact their JC to request a new, active token. If a filer does not create their account within the 90 days, 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 token.

When is the deadline for filing an annual SEI report?

April 15<sup>th</sup> 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 15<sup>th</sup>. 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 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 the EFS. In addition, JCs should reach out to their jurisdictional seats and act as the local support person to aid SEI filers in completing and filing their annual SEI reports.

*NOTE: JCs are **NOT** responsible for filing. SEI filers are responsible for filing their own SEI reports.*

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

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

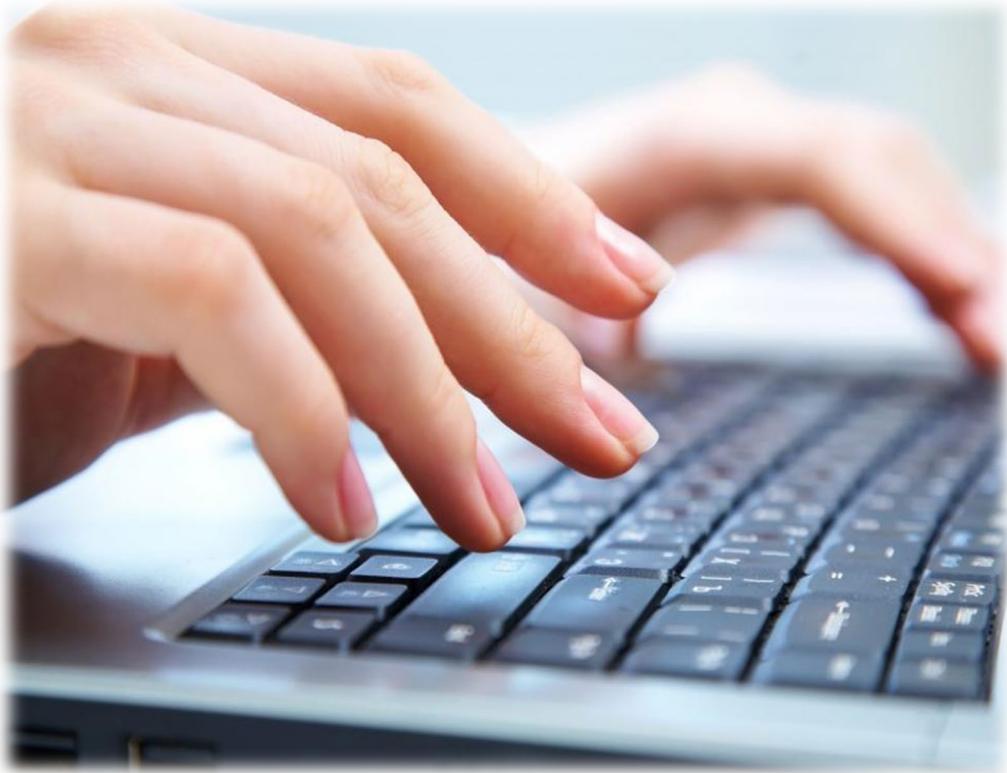
Are the disclosure questions different from year to year?

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

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

Try entering your email address in all lowercase letters.

# Statement of Economic Interest



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

## ANNUAL VERIFIED STATEMENT OF ECONOMIC INTEREST

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 90 days from the date you receive a system-generated email from the Oregon Government Ethics Commission (Commission) to create a username, password, 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 electronically file only one report.

The most common errors officials make in filing are:

- (a) Failing to list all sources of household income for question 2. All sources of income exceeding 10% of the total annual household income must be listed. (*The question does include 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.
  - (b) Completing items 7 to 10 when not necessary. Please carefully read the instructions in the box prior to question 7. 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<sup>th</sup>**. Please contact the Commission at: 503-378-5105 / [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov) if you have questions.
  - The electronic filing system is available 24-hours a day and 7 days a week. **There is no exception to the April 15<sup>th</sup> filing deadline, if it falls on a holiday or weekend.**

## **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 the previous year, 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, Business Address, Title of Office, Held by Whom,** and a **Description of the Business.**

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

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

2. **SOURCES OF INCOME:** Identify the sources of income received by you or a member of your household, 18 years of age or over, who during the previous year 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; Spouse's salary.

3. **REAL PROPERTY:** List all real property (residential, commercial, vacant land, etc.) in which, during the previous year, 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 the **Address.**

4. **OFFICE RELATED EVENTS:**

**A.** List the amount of any expenses with an aggregate value exceeding \$50 provided to you during the previous year when participating in a convention, mission, trip, or other meeting as described in ORS 244.020(7)(b)(F), 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.

**B.** List the amount of any expenses with an aggregate value exceeding \$50 provided to you during the previous year 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. *(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 the previous year. **[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 the previous year. *(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 the previous year, 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 during the previous year, 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 of more than \$1,000 during the previous year, 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 during the previous year from a 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<sup>th</sup>.

If you have any questions regarding the Annual Verified Statement of Economic Interest please contact the Oregon Government Ethics Commission.

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)

### **Additional Training Resources:**

The following additional training resources can be found on the OGEC website at:

#### **[SEI Filer Training & Resources](#)**

- **Training on How to File an SEI report** - This FREE online training covers how to file the annual Statement of Economic Interest (SEI) report in the Electronic Filing System (EFS). We'll demonstrate how to navigate the EFS and discuss the information required in the SEI report. Participants will also have the opportunity to ask questions and hear questions asked by others.

To register for an upcoming training, click on the link above.

- **Video Tutorial** - This video will guide Statement of Economic Interest (SEI) filers in creating and setting-up their account profiles within the Electronic Filing System (EFS) provided by the OGEC.

**Questions** - If you have questions about the trainings or resources available, please contact us at: 503-378-5105 or via email at: [training@ogec.oregon.gov](mailto:training@ogec.oregon.gov).