

THE CITY AND COUNTY OF SAN FRANCISCO



**STATEMENT OF ECONOMIC INTERESTS FORM 700
E-FILING GUIDE**

**San Francisco Campaign and Governmental Conduct Code, Article III, Chapter 1
San Francisco Ethics Commission Regulations 3.1-103-1 et seq.**

San Francisco Ethics Commission

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TABLE OF CONTENTS

INTRODUCTION.....	1
WHAT IS THE FORM 700?	1
WHO IS REQUIRED TO E-FILE?	1
WHAT ARE THE FILING DEADLINES?	2
1) ASSUMING OFFICE	2
2) ANNUAL.....	3
3) LEAVING OFFICE.....	3
ABOUT E-FILING	3
HOW DO I ESTABLISH AN E-FILING ACCOUNT?.....	4
HOW DO I LEARN TO USE THE ELECTRONIC FILING SYSTEM?	4
HOW DO I AMEND A PREVIOUSLY-FILED FORM 700?	5
IF YOU HAVE ADDITIONAL QUESTIONS	5

INTRODUCTION

Under San Francisco's Campaign and Governmental Conduct Code and Ethics Commission regulations, individuals who file their Statements of Economic Interests Form 700 with the Ethics Commission must do so electronically. This guide is designed to help those filers to navigate the e-filing process. However, this guide is by necessity general and to the extent that anything in it may conflict with state or local law, the law controls.

Questions about e-filing can be directed to the Ethics Commission, while specific questions about what is reportable on the Form 700 may be directed either to the Ethics Commission or to the Fair Political Practices Commission ("FPPC").

FPPC

1-866-ASK-FPPC (1-866-275-3772)
Telephone Advice available
Monday-Thursday, 9:00 a.m. to 11:30 a.m.
advice@fppc.ca.gov
www.fppc.ca.gov

San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220
San Francisco, CA 94102-5302
(415) 252-3100
Open Monday-Friday, 8:00 a.m. to 5:00 p.m.
ethics.commission@sfgov.org
www.sfethics.org

Reference pamphlets, fact sheets, tips and tutorials are also available on the FPPC and Ethics Commission websites.

WHAT IS THE PURPOSE OF FILING A STATEMENT OF ECONOMIC INTERESTS FORM 700?

The Statement of Economic Interests Form 700 is a form that public officials and designated employees must file to disclose their financial interests when assuming office, and upon leaving office. Financial disclosure serves two important purposes. First, it helps you monitor your financial interests, and detect and avoid conflicts when those interests might be affected by government decisions that you make. Second, it helps assure the public that, as decision makers, we are taking steps to avoid conflicts of interests. For these reasons, complete and timely SEI filings are an essential element of transparent and accountable City government.

WHO IS REQUIRED TO E-FILE?

All persons who are required to file a Form 700 with the Ethics Commission must do so electronically. The following positions must file the Form 700 electronically with the Ethics Commission:

- all elected City officials
- all members of City boards and commissions

- all City department heads

Additionally, members of the following boards and commissions must also file Form 700s with the Ethics Commission:

- Community College District Board of Trustees
- Health Authority Board
- Housing Authority Commission
- Law Library Board of Trustees (excluding *ex officio* members)
- San Francisco Unified School District Board of Education

Finally, the following department heads must also file Form 700s with the Ethics Commission:

- Chancellor of the Community College District
- Chief Executive Officer of the Health Authority
- Executive Director of the Housing Authority
- Law Librarian-Secretary
- Superintendent of the San Francisco Unified School District

(The full list of all specific positions required to file with the Ethics Commission may be found in Section 3.1-103 of the San Francisco Campaign and Governmental Conduct Code.)

WHAT ARE THE FILING DEADLINES?

There are three types of Form 700s, covering three distinct reporting periods: assuming office, annual, and leaving office.

Type of Form 700	Due Date
Assuming Office	Within 30 days of Assuming Office
Annual	April 1 st of each year
Leaving Office	Within 30 days of Leaving Office

1) Assuming Office

An assuming office Form 700 must be filed within 30 days of the date you were sworn in or were otherwise authorized to serve in your office or position. Ethics Commission staff will help you set up your account once your filing officer notifies us of your assuming office date.

In an assuming office Form 700, you will be required to disclose your financial interests for the 12 months prior to the date that you assumed your office or position (although you should carefully read the instructions to determine what financial interests are reportable).

2) Annual

An annual Form 700 is due no later than April 1 of each year. The period covered is January 1 through December 31 of the previous calendar year.



Exception: If you assumed office between October 1 and December 31, *and* you filed an assuming Office statement, you may skip filing an annual Form 700 the following year, and file the *next* year after that. The e-filing system will schedule your filings automatically.

3) Leaving Office

A leaving office Form 700 must be filed no later than 30 days after leaving your office or position. The period covered is January 1 of the current year through the date you leave office. Ethics Commission staff will help you to access a leaving office Form 700 once your filing officer notifies us of the date that you are leaving office.

ABOUT E-FILING

To facilitate disclosure of the financial information that is reported by City officers and employees, local law and Ethics Commission regulations¹ require officers and employees who file their Form 700s with the Ethics Commission to file those forms electronically. The Ethics Commission uses NetFile as its e-filing system. NetFile's system allows the public to access the filed Form 700s on the Ethics Commission's website.

There are advantages to e-filing the Form 700:

- The system retains your entries from the prior year so that you do not need to re-enter any information that has not changed the next time you file.
- You can obtain a copy of your previous filings at any time by logging into your account.
- The system provides on-screen help and video tutorials at any time.

System Requirements -- To use the electronic filing system, you need a modern web browser such as Internet Explorer 8.0 or greater, Firefox, Safari, or Chrome. You also need a PDF reader such as Adobe Acrobat Reader.

¹ See, San Francisco Campaign and Governmental Conduct Code Sec. 2.1-103(a) and Ethics Commission Regulation 3.1-103-1.

HOW DO I ESTABLISH AN E-FILING ACCOUNT?

The filing officer for your board, commission or department will complete a "Notice of Appointment or Resignation" and submit it to the Ethics Commission. Your filing officer will need your contact information to complete the form. You may wish to provide a business address, phone number, and e-mail address as your contact information because anyone viewing your Form 700 at the Ethics Commission's offices will be able to view this information. Form 700s available through the Ethics Commission website will have your contact information redacted.

Once the form is received, staff will set up an account for you using the information provided by your filing officer, as well as schedule your recurring filings. Please allow three business days for your notification e-mail to arrive.



Important: Your Filing Officer is responsible for submitting the Notice of Appointment or Resignation to the Ethics Commission within 15 days of the date that you assume office. (This form is available on the Ethics Commission website.)



If you are an elected official or a candidate for a city office with a consolidated campaign finance and Form 700 account: When you log in, you may be prompted to sign campaign statements instead of filing your Form 700. Why is this happening? If you have unsigned campaign finance statements produced by your committee treasurer that are awaiting your approval, the system will prompt you to take action on these statements before taking you to your Form 700 account. If you do not want to take action on the campaign finance statements awaiting your approval, click "Netfile User Home" at the top of the page and then "Your Accounts" to access your Form 700 account.

HOW DO I LEARN TO USE THE ELECTRONIC FILING SYSTEM?

The electronic filing system provides videos and written instructions detailing how to use every page in the system. You must log into your account to access those videos and instructions. Quick start guides for getting a NetFile password and using the system are attached.

If you have questions, you may contact the Ethics Commission for help at (415) 252-3100 or ethics.commission@sfgov.org.

HOW DO I AMEND A PREVIOUSLY-FILED FORM 700?

If you filed the statement electronically, you will amend your statement electronically. Log in to your account and click the statement's "Amend" link in the the E-Filing History table on the Home page. The Amend a Previous Filing page opens.

If you need to amend a statement filed on paper (i.e., one filed before 2014), the amendment also has to be filed on paper. Prior year versions of the Form 700 are available at <http://www.fppc.ca.gov/Form700.html>.

IF YOU HAVE ADDITIONAL QUESTIONS . . .

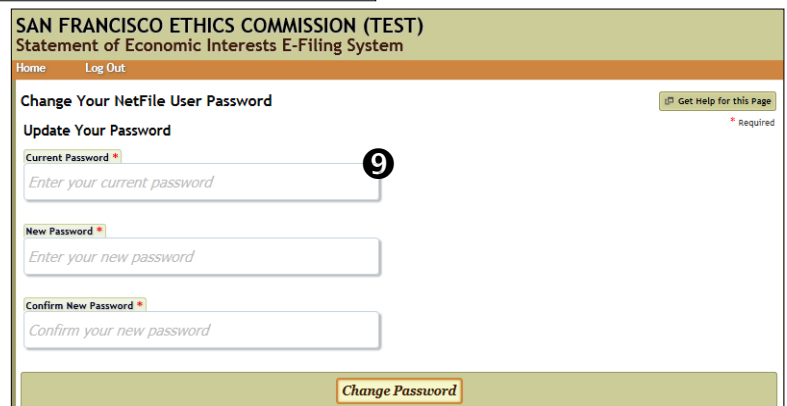
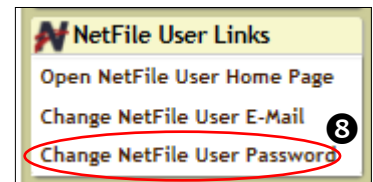
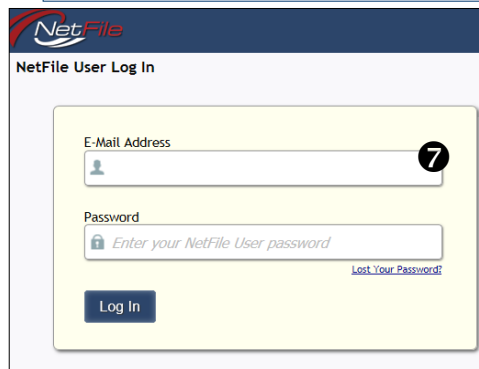
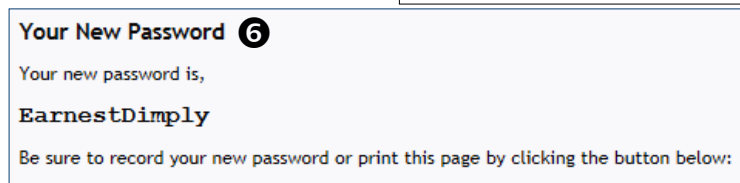
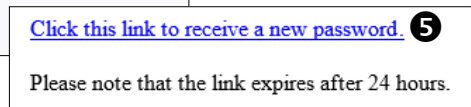
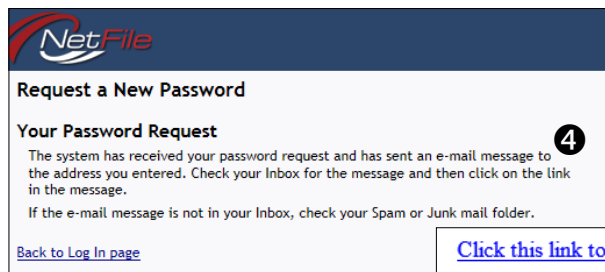
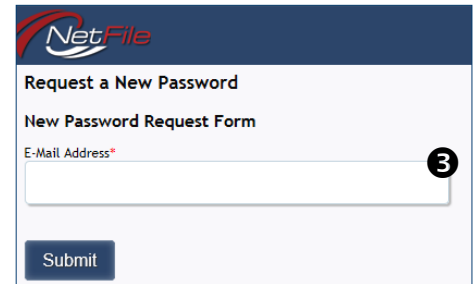
This guide is intended to answer the most frequently-asked questions about laws applicable to e-filing. If you have additional questions regarding electronic filing, please contact the Ethics Commission staff at (415) 252-3100.

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How to Request A NetFile Password

Whether you're a new user or you've simply forgotten your password, here's how to obtain a new system-generated password.

- 1 Go to the Ethics Commission website (sfethics.org.) Under "E-File Statements," click "Log in."
- 2 Click "New User? Request a Password."
- 3 Enter your e-mail address.
- 4 NetFile will e-mail you a link.
- 5 Open your e-mail and click on the link you were sent.
- 6 NetFile will generate a new password for you.
- 7 Go back to the NetFile User Log In page, and log in using your new password.
- 8 Once you log in, you have the option to change your system-generated password. (The link is on the right, at the bottom)
- 9 Enter and confirm your new password.



How to File a Form 700

Using NetFile

Elected officials, department heads, and members of decision-making boards or commissions must file the assuming, annual, and leaving office Statement of Economic Interests electronically. (SFEC Regulation 3.1-103-1)

1 Go to the Ethics Commission website (<https://sfethics.org>). Under “E-File” select “Log In” from the pull-down menu and log in.

2 Netfile will open. Check the box next to the filing that you want to complete, and click “Start Selected 700 Document.”

3 Fields with a red asterisk must be completed. Click “Save Filer Information” as you proceed.

4 Complete any schedules needed. Be sure to click on “Save Transaction” before proceeding.

5 **IMPORTANT:** Use the “Back” and “Next” buttons to navigate the schedules. Using your browser’s back arrow won’t work.

6 Almost there! In the column on the right, click “Review Draft & E-File.” A draft PDF will open. Review the draft, and close the tab or window (to return to NetFile).

7 Click “E-File Statement.” You’ll receive confirmation of your e-filing.

