ASSUMING OFFICE Form 700 + Ethics/Sunshine Training | Appointing Authorities & Filing Liaisons | City Officers

**Appointing Authority**

- **Start**

**Department Filing Liaison**

- **Upon Receipt, complete Filer Electronic Account Set-up Form via DocuSign**

**Filer**

- **Complete Notice of Appointment / Reappointment Form via DocuSign**

**Ethics Commission**

- **Assist with Dissemination of Notices/Information**
- **Help Ensure Timely Filing of Form 700 and ETH/SUN Training**

**Complete Assuming Office Form 700 & ETH/SUN Training**

- **Filed w/i 30 days after Assuming Office?**
  - **Yes**
    - **Review Statement**
      - **Passed Review?**
        - **Yes**
          - **End**
        - **No**
          - **Send Non-Participation Notice (Comm/Board Mbr)**
            - **Start Late Filer Notice Protocol**
              - **Refer Non-Compliant Filer to Enforcement Agency > 90 days**
            - **Send Amendment Request to Filer**
    - **No**
      - **Send Non-Participation Notice (Comm/Board Mbr)**
        - **Start Late Filer Notice Protocol**
          - **Refer Non-Compliant Filer to Enforcement Agency > 90 days**
      - **End**

- **No**
  - **Modify Existing Netfile Filer Account**
    - **Send Assuming Office Notice to Filer (cc Liaison)**
      - **Send Non-Participation Notice (Comm/Board Mbr)**
        - **Start Late Filer Notice Protocol**
          - **Refer Non-Compliant Filer to Enforcement Agency > 90 days**
        - **End**
      - **End**
    - **Create New Netfile Filer Account (if applicable; review exceptions)**
      - **New to City and/or Form 700 req?**
        - **Yes**
          - **End**
        - **No**
          - **Initiate Filer Electronic Account Set-up Form and send to Filing Liaison via DocuSign**
            - **End**