

## **Instructions for New County Employees Who Have To File an Initial Financial Disclosure Statement**

As a new employee of Montgomery County you are required, by virtue of the particular position you hold, to file a financial disclosure statement with the Montgomery County Ethics Commission.

The filing is done **electronically**—that is, you log in to a computer and complete the statement on line.

To log in, you will enter the User Name and password that you use to access the County's computer system. The address to log in to is [www.montgomerycountymd.gov/financialdisclosure](http://www.montgomerycountymd.gov/financialdisclosure). You should log in using Microsoft Internet Explorer as your browser. It is possible to complete the form in separate sessions, logging out in between.

The form contains thirteen sections. In order to submit the form electronically, you will need to make an entry for each of the thirteen sections. You do this by clicking on the name of the section in the MAIN MENU PAGE, *reading the instructions*, and clicking on **Yes** if you have something to report or **No** if you don't. If you click on **No**, you will be returned to the main menu page and a red X will appear in the row for the section you have just completed. If you click on **Yes**, you will see a blank form. When you have filled this out, click on **Save** (or **Update**) at the bottom of the page. You will see a new page with a blank form and a box near the top of the page summarizing the page you just filled out. If you have nothing else to report in that category, click on the button at the very top of the page that says **Section Complete**; you will be returned to the main menu page and you will see a green check mark for the section you have just completed. You will repeat this process for all thirteen sections.

At the bottom of the main menu page, there is a button that says **Submit finalized form**. This button will not work unless you have either a red X or a green check mark in each of the thirteen rows above it.

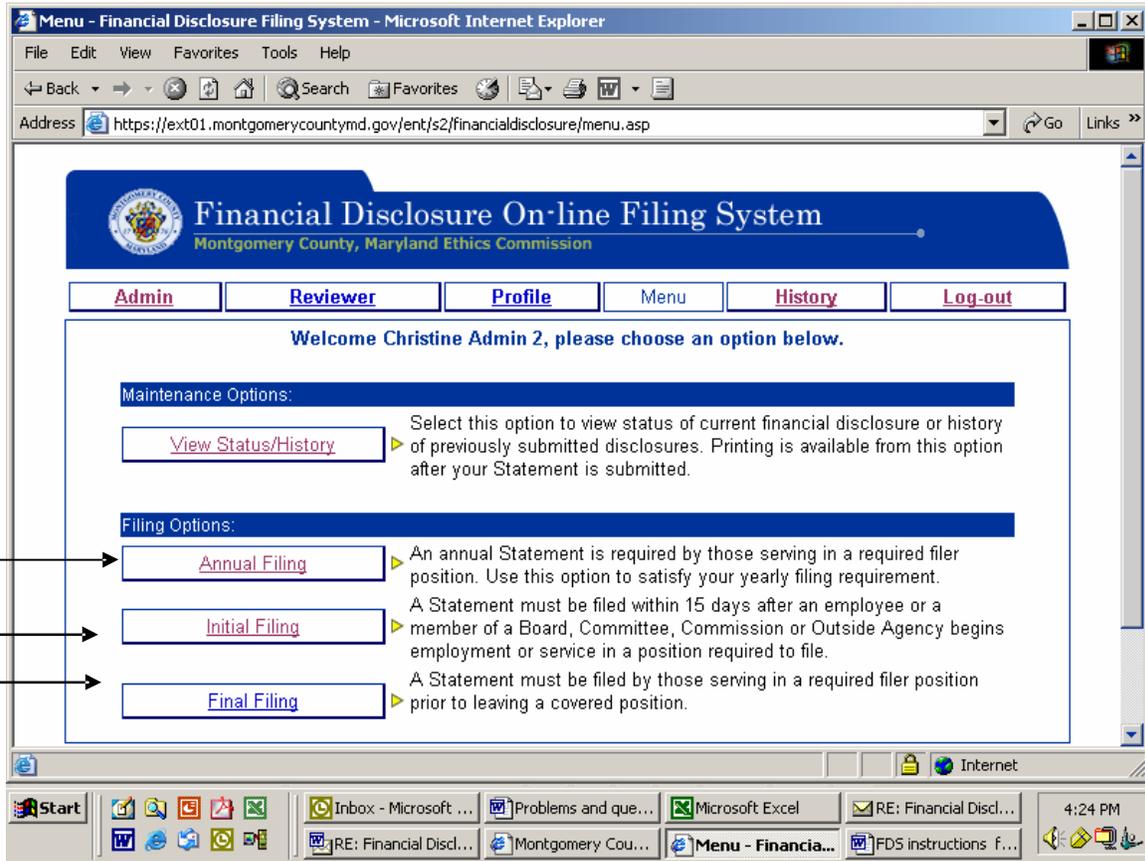
When you submit your finalized form, it is sent to your departmental reviewer. After this reviewer approves it, it is sent on to the Ethics Commission.

### **Some important tips**

- Remember that this statement is for the year **preceding** the present one.
- For Section 4, Sources of Income, Question 1, "Who received the income?" means "Who was paid" (not who else, like family members, might have benefited from it).
- For any section that gives a two- or three-way choice like "Less than \$1000", "More than \$1000", or "Actual Amount", it is perfectly legitimate to answer "More than \$1000" and leave the actual amount blank.
- **Read the instructions!**

If you have questions or experience difficulties, please contact the Ethics Commission by telephone (240 777-6670) or e-mail <[financial.disclosure@montgomerycountymd.gov](mailto:financial.disclosure@montgomerycountymd.gov)> Once you have logged in, select the appropriate filing.

- If you are a new employee, select Initial Filing
- If you are filing your yearly filing, select Annual Filing
- If you are retiring, or leaving MC employment, select Final Filing



This image shows the **Main Menu** page.

The filer has clicked on **Gifts**, read the instructions, and decided that they have nothing to report under this heading.

There is now a red X in row 5:

Financial Disclosure On-line Filing System  
Montgomery County, Maryland Ethics Commission

Admin Reviewer Profile Menu History Log-out

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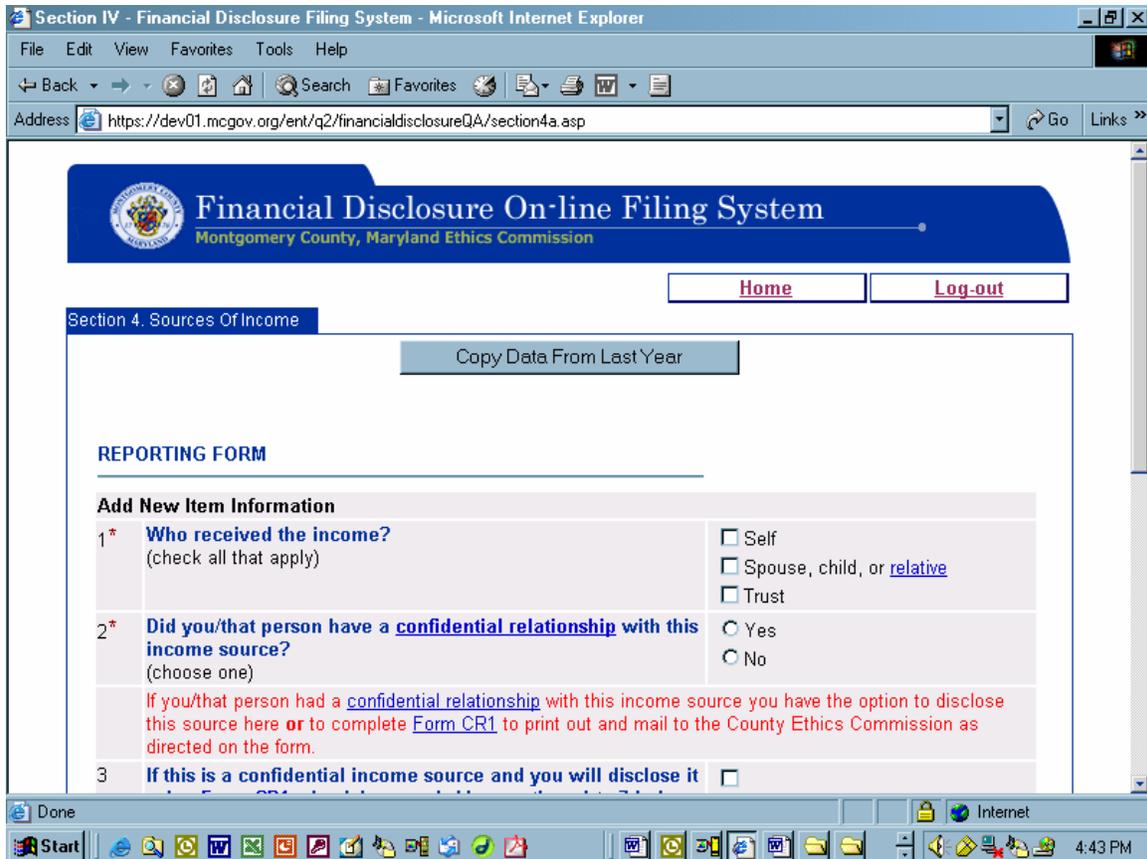
You must select each link below to verify that information does or does not apply to you. As you complete individual sections check marks will be displayed. All sections must be completed prior to submitting form.

✓ - Section Complete; ✗ - No Information to Report; Blank - Section Incomplete.

| Section # | Section Name   | Status |
|-----------|--|--------|
| 1         | <a href="#">Direct Real Property Holdings and Transfer</a>                   |        |
| 2         | <a href="#">InDirect Real Property Holdings and Transfer</a>                 |        |
| 3         | <a href="#">Business Holdings, Acquisitions or Transfers (stocks, bonds)</a> |        |
| 4         | <a href="#">Sources Of Income</a>  |        |
| 5         | <a href="#">Gifts</a>  | ✗      |
| 6         | <a href="#">Offices</a>  |        |
| 7         | <a href="#">Debts You Owe</a>  |        |
| 8         | <a href="#">Debts Owed To You</a>  |        |
| 9         | <a href="#">County Employment Held By An Immediate Family Member</a>         |        |
| 10        | <a href="#">Interested Parties</a>   |        |
| 11        | <a href="#">Government Bonds</a>   |        |
| 12        | <a href="#">Solicitation of Gifts To Charitable Organizations</a>            |        |
| 13        | <a href="#">Additional Information</a>                                       |        |

This image shows a blank form for **Section 4, Sources of Income**.

To get to this page, the filer has clicked on **Sources of Income** on the **Main Menu** page, read the instructions, and clicked **Yes** they have something to report.



#### A sample answer for Section 4.

(An example of an income source with which one might have a **confidential relationship** is a settlement in a lawsuit for which one of the conditions was confidentiality. In practice, it is **extremely rare** for someone to answer Yes to this question.)

The screenshot shows a Microsoft Internet Explorer browser window titled "Section IV - Financial Disclosure Filing System". The address bar contains the URL: <https://dev01.mcgov.org/ent/q2/financialdisclosureQA/section4a.asp>. The form contains the following questions and answers:

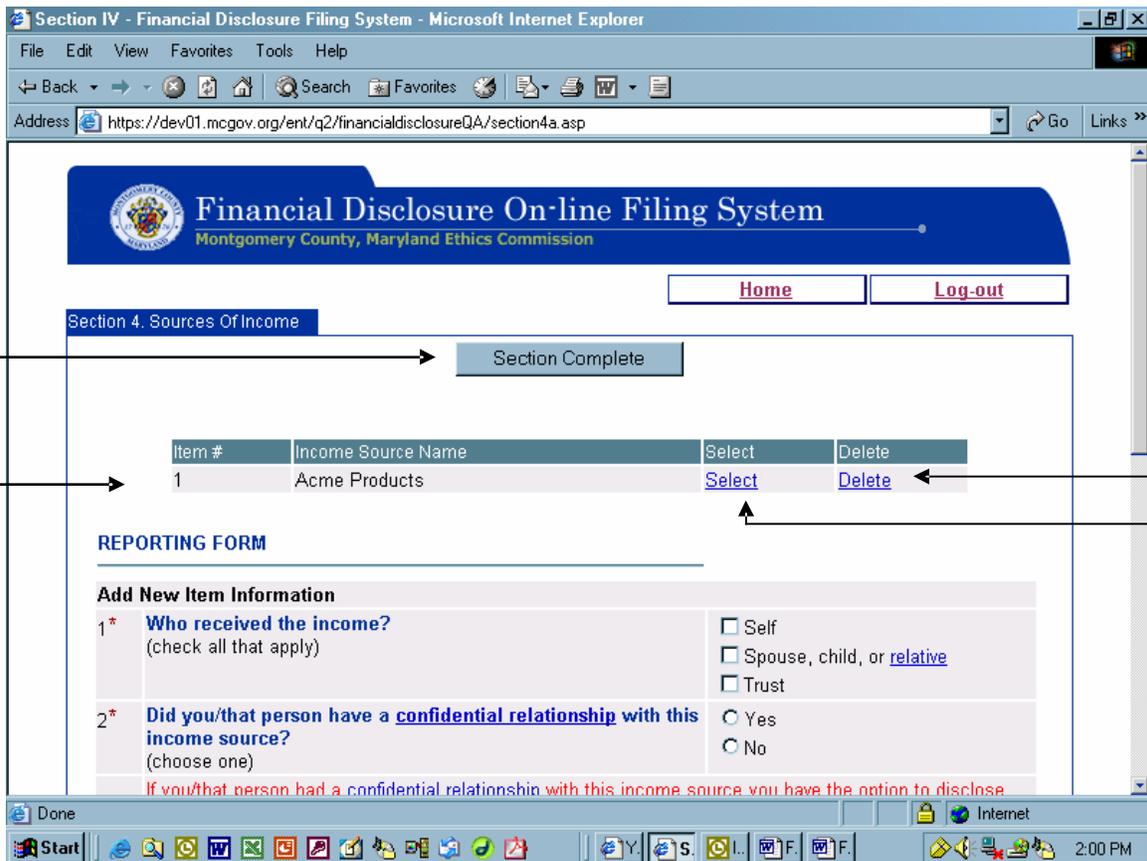
|   |   |  |
|---|---|--|
| 1*  | <b>Who received the income?</b><br>(check all that apply)   | <input checked="" type="checkbox"/> Self<br><input type="checkbox"/> Spouse, child, or <a href="#">relative</a><br><input type="checkbox"/> Trust  |
| 2*  | <b>Did you/that person have a confidential relationship with this income source?</b><br>(choose one)  | <input type="radio"/> Yes<br><input checked="" type="radio"/> No   |
| <p>If you/that person had a <a href="#">confidential relationship</a> with this income source you have the option to disclose this source <a href="#">here</a> or to complete <a href="#">Form CR1</a> to print out and mail to the County Ethics Commission as directed on the form.</p> |   |  |
| 3   | <b>If this is a confidential income source and you will disclose it using <a href="#">Form CR1</a>, check here and skip questions 4 to 7 below.</b> | <input type="checkbox"/>   |
| 4   | <b>What is the name of this income source?</b>  | Acme Products  |
| 5   | <b>What is the address of the principal office, if a <a href="#">business</a>, or residence, if an individual, of this income source?</b>           | Roswell, New Mexico  |
| 6   | <b>What type of income did you/that person receive?</b><br>(check all that apply)   | <input checked="" type="checkbox"/> Salary or Wages<br><input type="checkbox"/> Fees<br><input type="checkbox"/> Interest<br><input type="checkbox"/> Dividends<br><input type="checkbox"/> Rent<br><input type="checkbox"/> Royalties<br><input type="checkbox"/> Other |
| 7   | <b>How much income did you/that person receive from this</b>  | <input checked="" type="radio"/> \$500 to \$5000   |

This image shows the **Section 4 page** after the filer clicked on **Save** for the report of the job they held with Acme Products last year.

This job is listed near the top of the page.

If the filer wants to modify something they said about that job, they will click on **Select**. Or if the filer remembers, say, that the Acme Products job was not last year but the year before, they will click on **Delete**.

If the filer is satisfied with the report on the Acme Products job, and if neither the filer nor one of the filer's family members held some other job last year, then they would click on **Section Complete**.



This image shows the **Main Menu** page after the filer clicked **Section Complete** for Section 4.

There is now a green check mark in row 4.

A filer who wanted to modify or delete something they reported for Section 4 would click on **Sources of Income** again.

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You must select each link below to verify that information does or does not apply to you. As you complete individual sections check marks will be displayed. All sections must be completed prior to submitting form.

✓ - Section Complete; ✗ - No Information to Report; Blank - Section Incomplete.

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| 3         | <a href="#">Business Holdings, Acquisitions or Transfers (stocks,bonds)</a> |        |
| 4         | <a href="#">Sources Of Income</a>   | ✓      |
| 5         | <a href="#">Gifts</a>   | ✗      |
| 6         | <a href="#">Offices</a>   |        |
| 7         | <a href="#">Debts You Owe</a>   |        |
| 8         | <a href="#">Debts Owed To You</a>   |        |
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This image shows the bottom half of the form shown on the preceding page.

Clicking on **View/Print This Form** will produce a printout for the filer, but *it will not submit the form officially*.

To do that, the filer must click on **Submit Finalized Form**, and this can be done *only* if there is either a red X or a green check mark in every row of the **Status** column.

