STATE OF SOUTH CAROLINA
STATE ETHICS COMMISSION

PLEASE READ ALL INFORMATION CAREFULLY BEFORE FILING ANY REPORTS ONLINE

The 2016 Statement of Economic Interests (SEI) report is required to be filed electronically. Paper copies of this report are no longer accepted. To file this report, please go to our website http://ethics.sc.gov. Electronic filing is mandatory and failure to file the required report electronically will result in a minimum late filing penalty of $100.00. For new filers, please read the Users Guide found on our Home Page for (1) Registering an account and (2) filing the 2016 Statement of Economic Interests report.

1. **When is this report filed?**

   A. The annual report is filed annually by March 30, 2016. Interims and new filers should register an account and file "upon assuming the duties, regardless of the date."

   B. **Please note:** All filers who will no longer hold their positions as of March 30, 2016, should be removed from the Entity list, and will not be required to file the 2016 SEI.

   C. **Please note:** Any person who is added, due to promotion, new hire (including interims), change in staff organization, etc., is required to file the Statement of Economic Interests report immediately upon assuming the duties of the new position, regardless of the date.

2. **Where do you file this report online?** Go to our website http://ethics.sc.gov and click on "electronic filing." (Electronic filing is located on our Home page. It is listed above the Director's message).

If this is your first time filing online, you must **first create a user account**. Go to our website http://ethics.sc.gov and click on "electronic filing." Read the information on that page carefully and click on **"create a user account."** After you create a username, create a password, and enter a valid e-mail address, then click "next." **There are several steps in creating a user account. Read and follow the instructions carefully.** Please click on **"I am a candidate or elected official"** if you are elected, or click on **"I only need to file a Statement of Economic Interests"** if you are an appointed official or employee.

After you create a user account you will receive this message: "You have successfully completed registration. Please click here to login to your account." You are now ready to start filing your first report.

Reset Password

If you know your username but forgot your password, reset the password. If you don't know your username and password, contact our office.

Elected Officials

Instructions on how to reset your password
Go to our website http://ethics.sc.gov and click on "electronic filing."
Enter your username.
Click **"forgot your password."**
Enter your username again and click **"next"**.
Instructions on password retrieval will be sent to your e-mail address. Please read and follow the instructions to reset your password. After you reset your password, login to your account, click on "Statements of Economic Interests" (located on the left side of the computer screen), click **"start a new filing"** and complete the Statement of Economic Interests report.

Appointed Officials and Government Employees

Instructions on how to reset your password:
Go to our website http://ethics.sc.gov and click on "electronic filing."
Enter your username.
Click **"forgot your password."**
Enter your username again and click "next."
Instructions on password retrieval will be sent to your e-mail address. Please read and follow the instructions to reset your password. After you reset your password, login to your account, click **"start a new filing"** and complete the Statement of Economic Interests report.

How do you file the Statement of Economic Interests report online?

Go to our website: http://ethics.sc.gov.
Click **"electronic filing" in the Quick Links**.
Enter your username and password.
Click on **"login."**
Note: Candidates and elected officials will have to click on the second dot on the left side for "Statements of Economic Interests"
Note: Appointed Officials and Government Employees will just scroll down.

Click on **"start a new filing" (all elected officials, appointed officials and employees).**

There are several steps in completing this report. Please read and follow the instructions carefully.

> **Please Note:** When you file the 2016 Statement of Economic Interests report you must select the year 2016; however, the information you enter on that report is **from the previous calendar year (2015).**
> **For example:** The **2016** report is due by March 30, 2016. The filing year will be **2016, but the information you enter on this report will be events that happened from January 1 through December 31, 2015**.

Select the filing year 2016 and click **"next."**
Select position status and click **"next."**
For the next sections, please **read carefully** and enter the information concerning your position status.

Next the system will ask: "How would you like to continue?" Please read carefully, select one of the items listed and click "next."

If you have nothing to report in a section, go to the bottom of the screen and click on the "skip for now" box, and click "next." This indicates "N/A or zero" for that section.

Additional Information/Contact Us

For more general information about the Statement of Economic Interests Report please go to our website http://ethics.sc.gov and click on "Statement of Economic Interests" (located on the left side of the computer screen). You can also go to the User Guides for directions on how to file your report electronically (located on the homepage) or contact our office if you have any questions.

Questions about the Statement of Economic Interests Report
(803) 253-4192 and press 1

The State Ethics Commission staff members are available to assist you with electronic filing. Please don't hesitate to contact our office.

Office Hours:
Monday-Friday
8:30 AM – 5:00 PM