

# State Ethics Commission

## Statement of Financial Interests Electronic Filing Manual

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### **Key Information:**

- 1) Browser Requirements: **Internet Explorer 9** and above, **Google Chrome** or **Mozilla Firefox**.
- 2) All fields with an asterisk (\*) are required fields and must be completed.
- 3) If amending a form which was previously filed on the Commission's website, choose that option (see Step 5 below).
- 4) After submitting the form, the filer can obtain an official copy from the State Ethics Commission's eLibrary at: [www.ethics.pa.gov](http://www.ethics.pa.gov) then clicking on the e-library icon. The filer may also supply their e-mail address when submitting the form for an official copy to be sent via e-mail.
- 5) The filer can print this form from their web browser; however, it does not constitute an official copy of their filing.

**Note:** Any filings made by other Public Officials/Public Employees will be considered voluntary. All filers will still need to submit a paper version and/or a copy of their electronically filed form to all required filing locations other than the State Ethics Commission.

### **“How to” Instructions for Electronic Filing:**

**Step 1:** Access the State Ethics Commission Website as follows: <http://www.ethics.pa.gov>

**Step 2:** Click “Program and Services” then the arrow under “File a Statement of Financial Interests”:

The screenshot displays the State Ethics Commission website interface. On the left is a vertical navigation menu with the following items: 'State Ethics Commission', 'About the Commission', 'Newsroom', 'Programs and Services' (highlighted in blue), 'Laws, Acts, and Regulations', 'Publications Library', 'Contact Us', 'Ethics Search', and 'Educational Materials'. To the right of the menu is a large heading 'Programs and Services'. Below this heading are two service cards. The first card, 'File a Statement of Financial Interests', features a blue icon of a document with a pencil and contains text explaining that the Ethics Act requires public officials, public employees, solicitors, candidates, and nominees to file this form. A blue arrow points to a right-pointing arrow icon at the bottom of this card. The second card, 'Request Ethics Training', features a blue icon of a graduation cap and contains text stating that the Commission provides guidance to public officials and employees regarding their duties under the Ethics Act. It also has a right-pointing arrow icon at the bottom.


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**Step 3:** The page below will appear; click on the link as shown below:

### Additional resources

[Web Statement of Financial Interests Form](#) 

[Web Form Filing Instructions](#)

### PDF Form

[Statement Of Financial Interests REV 01\\_24 - PDF](#)

**Step 4:** The page below will be displayed; read the text and then check the box below:

THIS FORM MUST BE COMPLETED AND FILED BY:

A: Candidates - Persons seeking elected state, county and local public offices, including first-time candidates, incumbents seeking re-election, and write-in candidates who do not decline nomination/election within 30 days of official certification of same.

B: Nominees - Persons nominated for public office subject to confirmation.

C: Public Officials - Persons serving as current state/county/local public officials (elected or appointed). The term includes persons serving as alternates/designees. The term excludes members of purely advisory boards.

D: Public Employees - Individuals employed by the Commonwealth or a political subdivision who are responsible for taking or recommending official action of a non-ministerial nature with regard to: contracting or procurement; administering or monitoring grants or subsidies; planning or zoning; inspecting, licensing, regulating or auditing any person; or any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person. The term does not include individuals whose activities are limited to teaching.

**A former public official or former public employee must file the year after termination of service with the governmental body.**

E: Solicitors - Persons elected or appointed to the office of solicitor for political subdivision(s).

**Important:** Please read all instructions carefully prior to completion of form. To see detailed instructions, hover the cursor over the "(?)" icon in each section or, to view the entire set of instructions in a second browser window, click "[here](#)". Any questions may be directed to the State Ethics Commission at (717) 783-1610 or Toll Free at 1-800-932-0936.

This Form is required to be filed pursuant to the provisions of the Public Official and Employee Ethics Act, 65 Pa C.S. § 1101 et seq.

Please check below if you have read and understand the above terms.\*

Yes I have read and understand the above the terms.

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**Step 5:** Answer the box entitled “Are you amending a prior filing?”; Answer “Yes” only if amending a form which was previously filed on the Commission’s website for that calendar year. If the answer is “No”, the blank form will appear. Any field that has a (?), will reveal additional instructions once a cursor is hovered over as shown below:

Are you amending a prior filing?\*

No

01 Name

First Name\* (?)

Last Name\* (?)

Middle Initial

Suffix

02 Address

Business, Governmental, Home, or Postal Address\* (?)

Address Line 1

Address Line 2

City

State

Zip Code

Telephone\* (?)

Telephone Number ###-###-####

**Step 6:** Some fields, such as field 3 “Status” shown below, will have a drop-down box for selection. For field 6, if there is a need to enter another occupation, click on the “link” circled below and an additional field will appear for input:

03 - 05 Public Position or Public Office and Governmental Entity in which you are/were an Official, Employee, Candidate, Nominee, or Solicitor

Status\* (?)

State or County/Local\* (?)

Do you have an additional Governmental Entity to add to this filing?\*

Selecting "Yes" will allow for additions below.

06 Occupation or Profession

Current Occupation or Profession\* (?)

" Add " - For block 6, you need only list one occupation or profession. If you have additional current occupation(s) or profession(s) that you wish to list, click here.

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**Step 7:** Continue to fill out all fields as required. All fields that contain an asterisk must be completed. For field 7, the year is already defaulted (see screen shot below); however, if filing for previous years and not the current year, the year should be updated accordingly.

**Note: Forms due May 1, 2025 are for calendar year 2024.**

07 Year

Year \* (?)

The calendar year for which this form is being filed.

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**Step 8:** If at any time there is a need to exit the form and access it later, click on the box circled below titled “Save unfinished form to complete later”, enter a valid e-mail address, create a password and click on the “Save” button.

12 Transportation, Lodging, Hospitality

Do you have any reportable transportation, lodging, or hospitality? \* (?)

13 Office, Directorship, or Employment in any Business

Did you hold any office, directorship, or employment in any business for the calendar year for which you are reporting? \* (?)

14 Financial Interest in any Legal Entity in Business for Profit

Do you have a reportable financial interest in any legal entity in business for profit? \* (?)

15 Business Interests Transferred to Immediate Family Member

Did you transfer any business interests to an immediate family member during the calendar year which you are reporting? \* (?)

Save unfinished form to complete later

Enter your email address

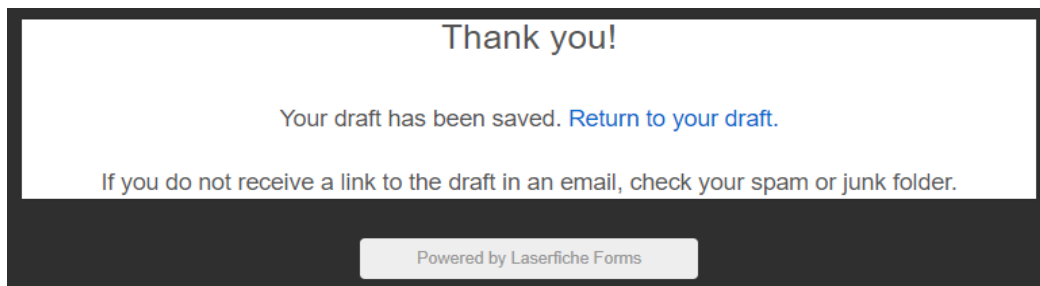
Create a password

**Step 9:** The screen below will appear and an e-mail will be sent to the e-mail address provided:

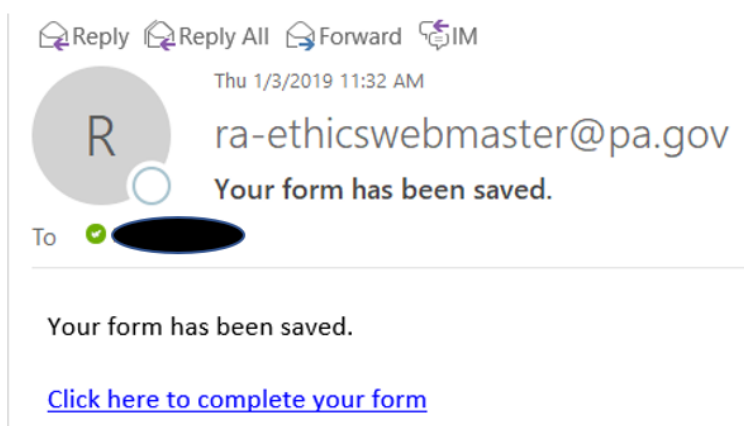
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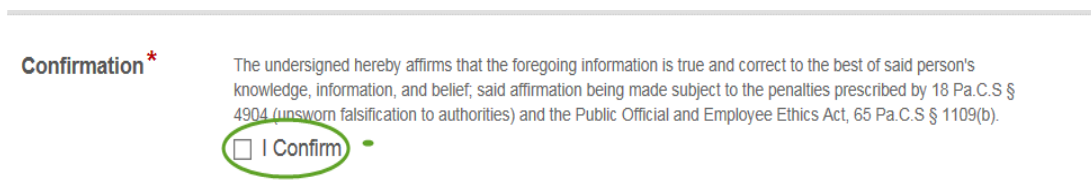
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Here's a copy of the e-mail:



**Step 10:** To re-access the form, click on either the link in the webpage or the link in the e-mail (step 9 above). If an e-mail does not appear within a few minutes, the filer should check their “spam” folder. Once the form is complete, click on the box circled below:



**Step 11:** The following screen will now appear; the filer should type their name and the last 4 digits of their social security number in the boxes circled below. The filer should enter their e-mail address and confirm it in the 2 boxes indicated with an arrow below. Once finished, the filer should click on the “Submit” button at the bottom of the screen:

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Signature* (?)	Last 4 digits of Social Security Number*	Date
<input type="text" value="John X. Brown"/>	<input type="text" value="****"/>	Date captured on form submission

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

This field will be hidden once the form is submitted.

Enter your valid e-mail address and an official copy of your filing will be emailed to you upon submission. **Your email address will remain private.**

E-mail

Confirm E-mail

**Step 12:** If a field was missed when completing the form, the system will prompt the filer to fill it in as shown below; once completed, click on the “Submit” button again:

### 06 Occupation or Profession

Current Occupation or Profession\* (?)

Please fill out this field.

" Add " - For block 6, you need only list one occupation or profession. If you have additional current occupation(s) or profession(s) that you wish to list, click here.

### 07 Year

Year\* (?)

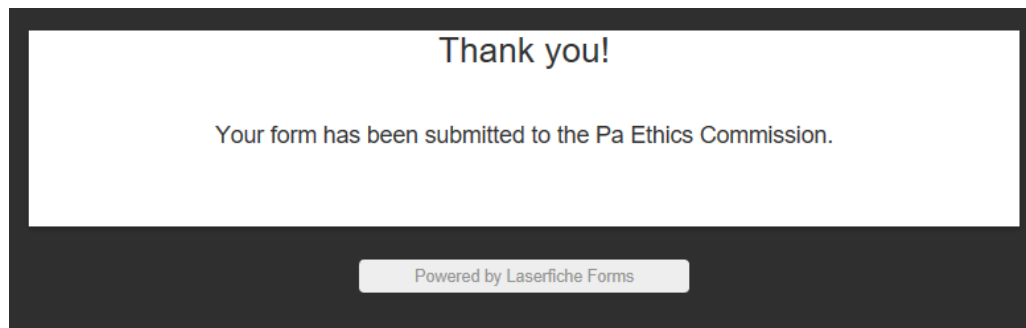
The calendar year for which this form is being filed.  
Please fill out this field.

**Step 13:** The screen below will appear when the filing is successful. After submitting the form, an official copy can be accessed from the State Ethics Commission’s eLibrary at: <http://www.ethicsrulings.state.pa.us>. The filer may also supply their e-mail address when submitting the form (Step 11 above) for an official copy to be sent via e-mail:

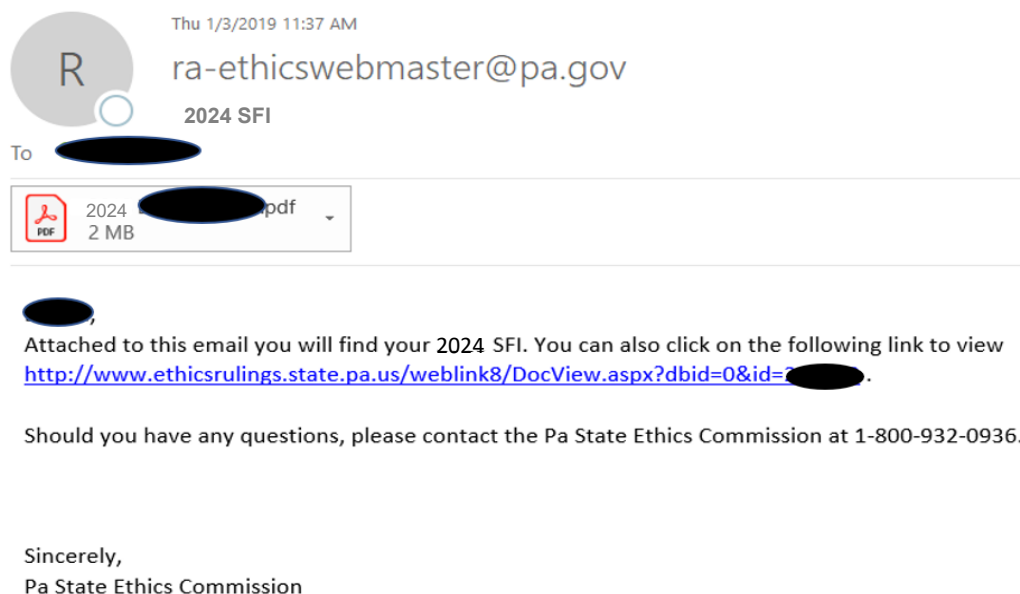
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**Step 14:** Here's a copy of the e-mail that will be sent (if the filer provided an e-mail address in Step 11 above), which will have an attached PDF copy of the completed form. If the e-mail isn't received within a few minutes, the filer should check their spam folder. The link provided in the e-mail below will also bring up a copy of the completed form which can be printed or saved:



**Step 15:** If the filer has any problems or questions using the online filing system, please contact the PA State Ethics Commission by calling 1-800-932-0936 or 717-783-1610 or email at [ra-ethicswebmaster@pa.gov](mailto:ra-ethicswebmaster@pa.gov).