



Financial Disclosure Frequently Asked Questions

Updated March 2021

Any questions regarding the filing of financial disclosure statements should be directed to your agency financial disclosure coordinator.

- 1. I have entered the Web address but get an error message stating: *The page you are looking for is currently unavailable. The Web site might be experiencing technical difficulties, or you may need to adjust your browser settings.* What should I do?**

This is a secure website and you need to make sure that you type "https" prior to the web address:

<https://www.fd.state.pa.us>

- 2. I recently entered a position that is required to file, why must I disclose for the prior year when I did not work in this position?**

Per Management Directives 205.9 and 205.10, employees are required to file by May 1st of each year they hold the position. So, even though they may not have held that position during the previous year, they still must file.

- 3. I entered my secondary employment under Direct or Indirect Sources of Income, why isn't the information populated in the Employment section of the Code of Conduct Statement of Financial Interest?**

Because not all sources of income are directly related to additional employment, you must also complete the Employment In Any Business Entity section to properly populate both the Ethics and Code of Conduct forms.

- 4. I have followed the directions to complete my financial disclosure forms but the submit button is not active, what should I do?**

The submit button will only be active if all sections have been completed. You should make sure the word [COMPLETE] appears after each section on the instructions page. If the word [COMPLETE] does not appear, this is an indicator that information is missing; you must open that category and complete the required information.

- 5. I am a former employee required to file financial disclosure, and I am also working as an annuitant in a position required to file financial disclosure. How can I meet both of these requirements?**

When logging into the website, you should follow the current employee instructions and login using your current CWOPA credentials (you will not need to register for access to PALogin). Completing the information in this manner will fulfill your requirements to file as a former employee and an annuitant.

6. When do I have to list my spouse's income on financial interest statements?

You should only list your spouse's income if it is something that you do jointly, such as owning a business together. If it is simply your spouse's employment and you are not involved in that employment, you should not list it as a source of income.

7. When I fill out the Real Estate Interest section regarding purchased land, it shows up on the Code of Conduct form and not on the Ethics form.

Real estate interests only show up on the Ethics form if the transaction involves the Commonwealth of Pennsylvania or other government body.

8. I attempted to login unsuccessfully too many times and was locked out.

If you become locked out due to multiple unsuccessful login attempts, try again later. The website should reset your login in about an hour.

9. What happens if I do not complete my forms?

The commonwealth is required to report non-filers to the State Ethics Commission. The State Ethics Commission has the authority to impose fines, notify your current employer and other penalties, including incarceration of current/former employees who are not in compliance.