



Financial Disclosure Filing Instructions

Updated May 2021

The Pennsylvania Public Official and Employee Ethics Act (Ethics Act) and the Governor's Code of Conduct each require certain commonwealth employees to annually disclose personal financial information. Generally, employees required to file financial statements must complete forms for both. Employees under the Governor's jurisdiction are required to file using the filing website that generates the appropriate forms for you – and then automatically forwards them for review. Additionally, employees of the Pennsylvania Liquor Control Board will satisfy the financial disclosure requirements promulgated through the Pennsylvania Liquor Control Board Code of Conduct.

Filing Requirement

The requirement to file is determined based on the tasks and responsibilities of your job or your position. You are required to submit statements of financial interest 1) each year if you currently hold a designated job or position or 2) if you held a designated job or position during the previous year. The financial information to be disclosed is for the preceding calendar year.

You have the right to appeal the determination that your job or your position meets the policy requirements for financial disclosure filing. However, the appeal must be submitted to your agency HR office prior to your filing deadline.

For information on financial disclosure requirements or appeals, select "Links" > "Policy" within the Financial Disclosure navigation menu.

Filing Notification

Employees that are required to file will receive an email notification with a specified deadline. Former employees or those without email access will receive a notification letter at their primary address. Upon notification, you can visit this webpage again for more information, or you can login directly to the financial disclosure filing website.

You must submit your annual financial disclosure statements by May 1. However, filing is required within 30 days for any newly designated employees. Your agency HR office is required to take action, including notification to your agency head, if you do not meet the filing deadline.

Quick Login

If you have already reviewed the filing instructions and the financial disclosure filing requirements, you're ready to file online.

Current Employees

Employees with computer access are required to use the online filing website. You are encouraged to enter the filing website by first accessing Employee Self Service (ESS) (<http://www.myworkplace.state.pa.us>), then clicking the "Financial Disclosure" link on the left hand side of the ESS homepage under "Personal Information". If you cannot access ESS, you may visit the filing website directly at <https://www.fd.state.pa.us> to submit your disclosure. If you are using a computer that is connected to the commonwealth network, you will automatically be logged into the filing website using any of these options.

If you are accessing the filing website on a computer that is not connected to the commonwealth network, you will be redirected to a separate logon page. On this page, click the "CWOPA users click here" link. You will then be required to login using your CWOPA (Commonwealth of Pennsylvania) username and password. This is the same username and password you use to log into your work computer. However, you must manually type "cwopa\" prior to your user name. For example: cwopa\jdoe

If you do not have a CWOPA username, follow the instructions under "Former Employees" below.

Former Employees and Current Employees without CWOPA Accounts

Former employees and current employees without CWOPA accounts need to use a PALogin account or Keystone Login account in order to log into the filing website.

If you have an existing PALogin account:

You will use that to log in. If you previously created a PaLogin account and forgot your PALogin user ID and/or password, you may retrieve it by selecting this link: [Forgot Password](#). If you already have a PALogin user ID and password, go to <https://www.fd.state.pa.us/FD/Instructions.aspx> and click "Continue" button at the bottom of the page. On the next page, click "**USER & MUSER click here**" then enter your PALogin user ID and password. However, you must manually type "user\" prior to your user name. For example: **User name: user\jdoe**

If you do not already have a PALogin account:

You must create a **Keystone Login** account by selecting this link: [Create Account](#). If you previously created a Keystone Login account and you forgot your Keystone Login username and/or password, you may retrieve it by selecting either "Forgot Username" or "Forgot Password" at the bottom of this page: [Forgot Username](#) or [Forgot Password](#). Once you have created a Keystone Login account, go to <https://www.fd.state.pa.us/FD/Instructions.aspx> and click "Continue" button at the bottom of the page. On the next page, click "Commonwealth of Pennsylvania - Citizen Login" then enter your Keystone Login username and password.

Contact Information

Agency Financial Disclosure Coordinator

Your agency HR office has a financial disclosure coordinator who is familiar with both the policies governing the requirement to file and the specific types of information that may need to be reported. Select the "Agency Coordinator List" link for contact information; you can ask your agency's coordinator these types of questions:

- Why must I do this?
- What happens if I don't complete my forms?
- Do I have to disclose my spouse's income?
- Do I need to list all of my individual stocks or just the name of the brokerage firm I use?
- Where do I list [vacation home, second job, self-employment income, etc.]?
- What gifts must I disclose?
- Can I file paper forms?
- How do I appeal my requirement to file?

HR Service Center

The HR Service Center is your primary contact for any technical questions about using the financial disclosure filing website. You can contact the HR Service Center for these types of questions:

- I can't log in, what should I do?
- How do I complete each category?
- How do I submit my completed forms? How do I log out?
- I accidentally created an amendment, how do I get rid of it?
- How do I print my forms?
- I forgot to disclose something, what should I do?
- I don't know who my agency financial disclosure coordinator is - who should I contact?

HR Service Center*

Monday-Friday
7:30AM-5PM EST

Call: 866.377.2672

PA Relay: 711
Interpreter services available

** Employees of the Office of the Attorney General, Gaming Control Board, Public Utility Commission and other agencies **not** under the Governor's jurisdiction should contact their local HR office for assistance. Liquor Control Board employees may contact the HR Service Center.*

Paper Forms

Employees with computer access are required to file financial interest statements electronically. Paper forms are available for your information. If you are a current employee and you do not have computer access, please contact your agency financial disclosure coordinator. Remember, designated current employees are generally required to submit both forms.

Generally, former employees are only required to file the State Ethics Commission financial interest statement the year after leaving commonwealth employment.

[OA Code of Conduct Form](#)
[State Ethics Commission Form](#)

Past Forms

If forms are needed for a prior filing period, contact the HR Service Center at 866.377.2672 or your agency financial disclosure coordinator.

Financial Disclosure Appeal

If you disagree with the determination regarding your requirement to file financial disclosure statements, you can appeal this determination by completing and submitting the appeal form to your agency HR office by your filing deadline. Please reference the policy documents page if you have any questions prior to submitting your appeal.

[Financial Disclosure Appeal Form](#)

Getting Started

The filing instructions provide detailed information to assist current employees with accessing and utilizing the financial disclosure filing website. If you have technical questions or need assistance with the website, please contact the HR Service Center at 866.377.2672.

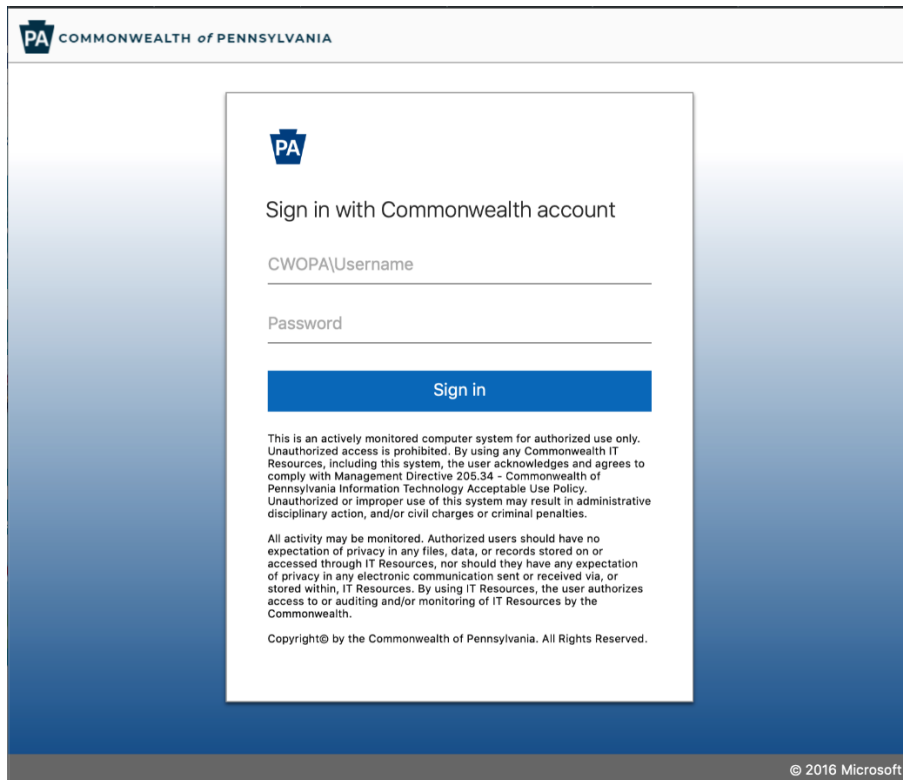
Current Employees

Employees with computer access are required to use the online filing website. You are encouraged to enter the filing website by first accessing Employee Self Service (ESS) (<https://www.myworkplace.pa.gov/>), and then scrolling down to the "Personal" section and clicking the "Financial Disclosure" link/button. If you cannot access ESS, you may visit the filing website directly at <https://www.fd.state.pa.us> to submit your disclosure. If you are using a computer that is connected to the Commonwealth network, you will automatically be logged into the filing website using any of these options. You may occasionally be redirected to a login page similar to the screenshot below. If so, click "CWOPA users click here" to be logged into the filing website.

If you are accessing the filing website on a computer that is not connected to the Commonwealth network, you will be redirected to a separate logon page similar to the screenshot below. On this page, click the "CWOPA users click here" link.



You will then be required to login using your CWOPA (Commonwealth of Pennsylvania) username and password. This is the same username and password you use to log into your work computer. However, you must manually type "cwopa\" prior to your user name. For example: cwopa\jdoe



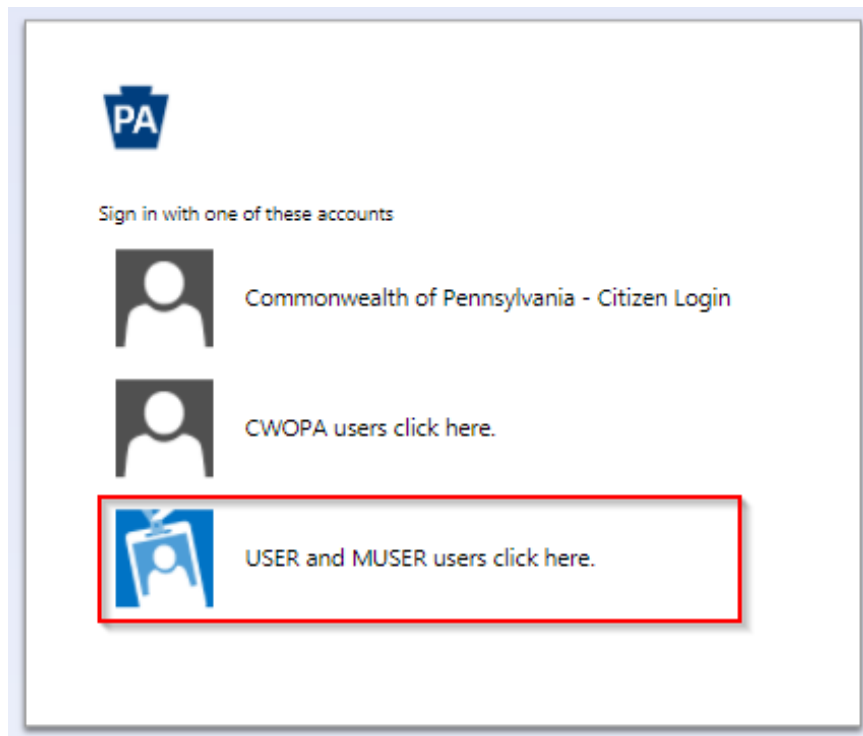
If you do not have a CWOPA account, follow the instructions under "Former Employees and Current Employees Without a CWOPA Account" below.

Former Employees and Current Employees without CWOPA Accounts

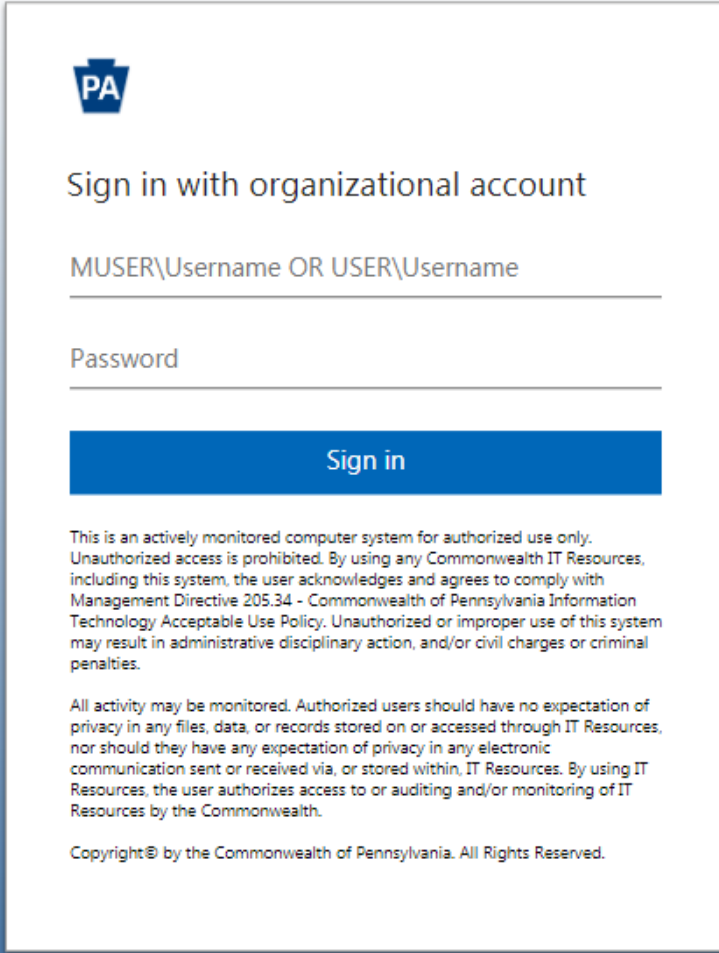
Former employees and current employees without a CWOPA account who are required to file statements of financial interest should go to <https://www.fd.state.pa.us/FD/Instructions.aspx>.

If you have an existing PLogin account:

You will use that to log in. If you previously created a PaLogin account and forgot your PLogin user ID and/or password, you may retrieve it by selecting this link: [Forgot Password](#). If you already have a PLogin user ID and password, go to <https://www.fd.state.pa.us/FD/Instructions.aspx> and click "Continue" button at the bottom of the page. On the next page, click **"USER & MUSER click here"**



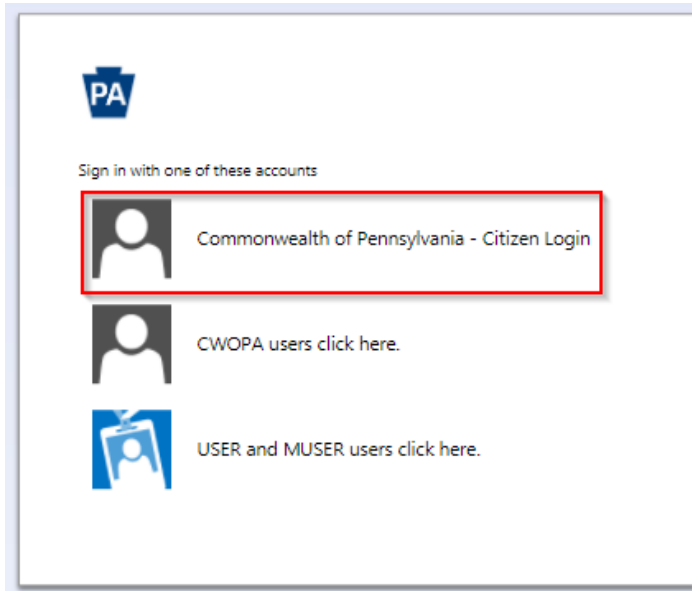
Next, enter your PLogin user ID and password. However, you must manually type "user\" prior to your user name. For example: **User name: user\jdoe**



The screenshot shows a sign-in page for organizational accounts. At the top left is the PA logo. The main heading is "Sign in with organizational account". Below this are two input fields: "MUSER\Username OR USER\Username" and "Password". A blue "Sign in" button is positioned below the password field. Underneath the button is a disclaimer: "This is an actively monitored computer system for authorized use only. Unauthorized access is prohibited. By using any Commonwealth IT Resources, including this system, the user acknowledges and agrees to comply with Management Directive 205.34 - Commonwealth of Pennsylvania Information Technology Acceptable Use Policy. Unauthorized or improper use of this system may result in administrative disciplinary action, and/or civil charges or criminal penalties." Below the disclaimer is another paragraph: "All activity may be monitored. Authorized users should have no expectation of privacy in any files, data, or records stored on or accessed through IT Resources, nor should they have any expectation of privacy in any electronic communication sent or received via, or stored within, IT Resources. By using IT Resources, the user authorizes access to or auditing and/or monitoring of IT Resources by the Commonwealth." At the bottom, it says "Copyright © by the Commonwealth of Pennsylvania. All Rights Reserved."

If you do not already have a PLogin account:

You must create a **Keystone Login** account by selecting this link: [Create Account](#). Keep this login information. Should you need to make corrections to your forms or if your forms are returned for any reason, you will need your login information to access your forms again. If you previously created a Keystone Login account and you forgot your Keystone Login username and/or password, you may retrieve it by selecting either "Forgot Username" or "Forgot Password" at the bottom of this page: [Forgot Username](#) or [Forgot Password](#). Once you have created a Keystone Login account, go to <https://www.fd.state.pa.us/FD/Instructions.aspx> and click "Continue" button at the bottom of the page. On the next page, click "Commonwealth of Pennsylvania - Citizen Login."



Next, enter your Keystone Login username and password.

Navigation

After your login is complete, you will be directed to the home page. You can select "Continue" or "My Forms" to open the My Forms page.

If presented with the authentication screen below, enter the information requested to link your login with your records within the filing website. Information must be entered in the formats shown to the right of each entry field. For example, personnel number must be entered as 8-digits (00123456); therefore you must add zeros to the left of your 5 or 6 digit personnel number to make it 8 digits in length. When completed, select the "Search" button at the bottom of the screen and you will be directed to the My Forms page.

The screenshot shows a web browser window with the address bar displaying "PA Financial Disclosure Filing Website". The page header includes the Pennsylvania Office of Administration logo and the text "human resources financial disclosure". A navigation menu on the left lists "Home", "FAQ", "Filing Instructions", "Forms", and "My Forms", with a "Log off" button below. The main content area contains the following text: "Please enter your Commonwealth personnel number, your date of birth, the zip code for your home address at the time you were last employed by the Commonwealth, and the Commonwealth Agency at which you were last employed." Below this is a "Search Criteria" section with four input fields: "Personnel #:" with a red "(00123456)" format hint, "Date of Birth:" with a red "(MM/DD/YYYY)" format hint, "Zip Code:" with a red "(99999)" format hint, and "Agency:" with a dropdown arrow. A "Search" button is located at the bottom center of the form area. The footer of the page contains the text "Office of Administration | Privacy Policy | Security Policy".

As you navigate the site, the left-hand menu provides links back to the home page and to the financial disclosure frequently asked questions by selecting the "FAQ" link. You can use the "My Forms" menu item to return to the forms list at any time.

You also will have access to the "Attach Supporting Documents" menu item while you are on the Statement of Financial Interest page. Select this link to provide copies of any required documents as noted in the site or as requested by your agency financial disclosure reviewer.

As you enter information into the Statement of Financial Interest page, remember to **apply your changes** and save your work before closing each category. Prior to submitting your forms, you can leave the site or re-open the categories as often as needed to accurately complete your statements. Once you are satisfied with your completed statements, you will select the "Submit" button at the bottom of the page.

Entering Data

My Forms

The My Forms page lists your financial interest statements, including statements filed for previous years. You will notice the column titled "Filing Period" that defines the financial disclosure filing year. Keep in mind that forms are always filed for the **previous** calendar year.

To begin, select the "Edit" button in the row for the calendar year you would like to complete. To log out at any time, select the "Log-out" button on the left.

My Forms Page

Select the Edit button for the appropriate filing period to complete or update your statements of financial interest.

User	Filing Period	Status	Status Message	Submit Date	
Name: Employee Num:	2011	Pending			Edit
Name: Employee Num:	2010	Amendment			Edit Delete Amendment View Conduct View Ethics
Name: Employee Num:	2010		If your forms are returned, comments will appear in the Status Message field.		
Name: Employee Num:	2010			6/30/2011 3:26:46 PM	View Conduct View Ethics

Office of Administration | Privacy Policy | Security Policy

The My Forms page allows you to view the status of your forms:

- **Pending** - your forms have not yet been submitted.
- **Completed** - your forms have been reviewed by your agency's HR and legal offices.
- **Submitted** - your forms have been submitted by you and are awaiting review by your agency's HR and/or legal office.
- **Returned** - your forms have been returned to you for additional information. See the "Status Message" field for specific information/direction. Questions should be directed to your agency financial disclosure coordinator unless otherwise noted in the comments.
- **Amendment** - the "Amend" button was selected to create an amendment. However, the amendment has not yet been submitted.
- **Amended** - an amendment was submitted. Submitting an amendment changes the status of your original form for the same filing period to "Amended."

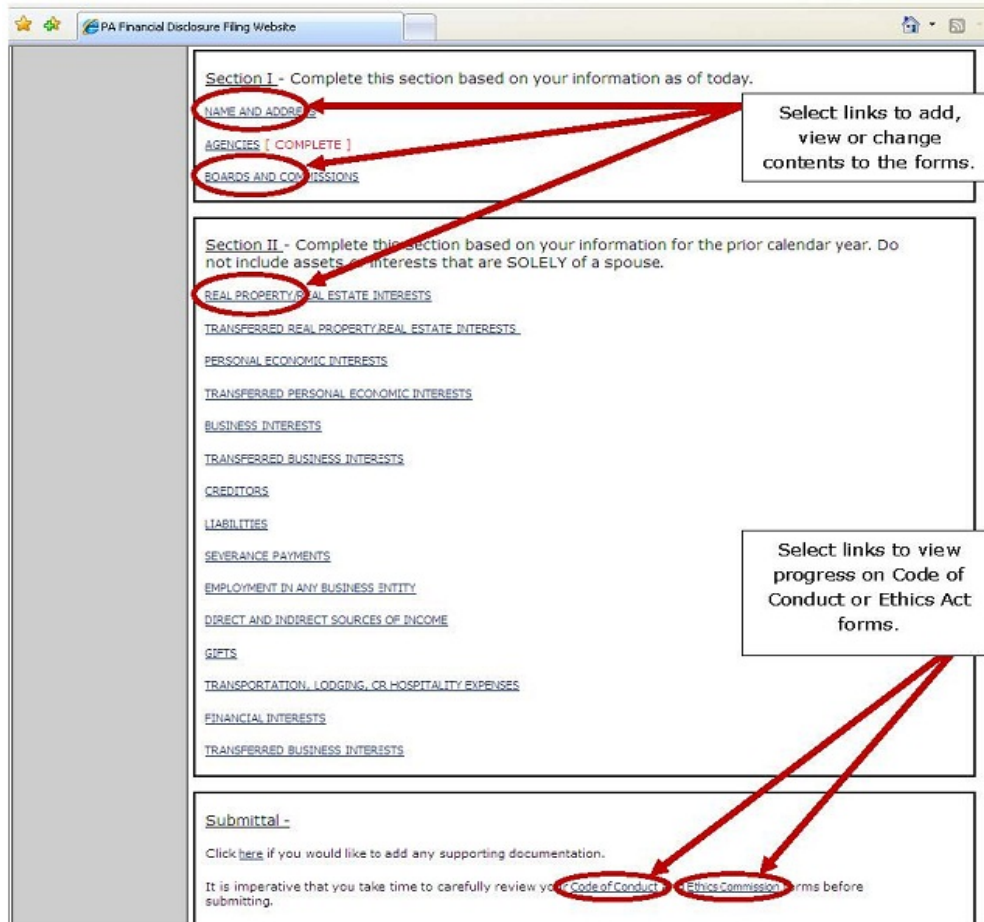
Options on the My Forms page include:

- **Edit** - used to update and submit forms.
- **View Conduct** - available once you submit your forms. It allows you to view and/or print your submitted Governor's Code of Conduct forms.
- **View Ethics** - available once you submit your forms. It allows you to view and/or print your submitted Ethics Act forms.
- **Amend** - used to change or amend a statement that has already been submitted.
- **Delete Amendment** - after selecting the Amend option, you have the ability to delete the amendment if it was selected in error.

Input Screens

As you begin your financial disclosure online filing, you'll be working from the Statement of Financial Interest page, which provides hyperlinks to each category required to complete the Governor's Code of Conduct and/or Ethics Act forms.

Statement of Financial Interest Page



Each category must be opened and completed before you will be able to submit your form(s), even if you don't have any information to provide. Simply select each of the category hyperlinks to add, view and/or change the personal financial data requested within each category. In some cases, data from previous years may be pre-populated. If the information listed is no longer applicable, select the "Remove" button to delete the entire entry or use the "Edit" button to correct the entry. When using the "Edit" feature you must select the "Update" button to retain your corrections.

Data Entry Pages

1. Select this box if the required information in this category does not apply to you.

2. Enter data in each field as required. You must select "Add" before saving or your information will not be saved!

3. Select "Save" or "Save and Close" to complete the category.

Real Property/Real Estate Interests

This information is relevant to both statements of financial interests.

Property interests including revenue producing leased facilities and interests in gas, oil, coal or other miner royalty producing interest held during the calendar year of the reporting period, whether or not the interest is held in the reporting person's residential residence unless residence was involved in condemnation proceedings.

Transactions (leasing, purchasing, or condemnation proceedings of real estate interest) with the Commonwealth or any other governmental body within the reporting period, whether or not the reporting person is involved in transactions with the Commonwealth or any other governmental body within the Commonwealth.

When finished save your data by clicking the Save button.

If you have no interests to report, you must declare so by checking this box

Description	Address	Nature of Interest	Date Acquired	Name/Address from whom acquired	Manner of acquisition	Transactions with governmental body?
Shopping Mall	123 Oakhurst Blvd. Harrisburg, PA 17199	Owner	01/07/2008	Jane Doe 567 Haner Ave. Harrisburg, PA 17199	Purchase	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="button" value="Add"/>

1. If the information requested on the data input screen is not applicable to you, check the box indicating you have no interests to report.
2. To add a new line, enter the required data in the empty fields and select the "Add" button. You will be prompted to select "Add" prior to saving the screen.
3. If changes are needed to data already contained on the category input page:
 - a. Select the "Edit" or "Remove" button on the right that corresponds to the action you want to perform.
 - b. When using the edit feature, correct the data in the required field(s) and select the "Update" button to complete the edit.
4. Select "Save and Close" to exit the completed input screen and continue on to the next category.

Note: The "Save and Close" button will not operate if you have added data AND have selected the checkbox declaring you have no interests to report. In order to complete the category, either remove the checkbox or remove the detailed information, whichever is applicable.

Continue through each category hyperlink until all categories are marked [**COMPLETE**].

Final Steps

Check for Accuracy

You can view your progress on either form by selecting the "Code of Conduct" or "Ethics" links at the bottom of the Statement of Financial Interest page. Select the links to review the documents for accuracy and completeness before you submit your forms.

Prior to submission (even if the record has been saved and is marked complete), if a form needs to be edited, you can do so by selecting the appropriate category and making the necessary changes. You cannot make corrections to the original statements after the forms have been submitted.

Submission

Once all sections are complete and accurate, select the "Submit" button. If the "Submit" button is grayed out or not active, review each category to ensure each one is marked "Complete." Your statements are not filed until you have submitted them. If your filing deadline passes before you submit your financial interest statements, you will be considered non-compliant.

After submission, you will be returned to the My Forms page. All forms are automatically routed to the appropriate staff. **Changes cannot be made to your submitted forms.** However, if you need to make changes or corrections, the "Amend" feature can be used to submit amended forms.

The screenshot shows the PA Financial Disclosure Filing Website interface. The main content area lists various sections, each with a status indicator in red brackets: [COMPLETE]. The sections listed are: REAL PROPERTY/REAL ESTATE INTERESTS, TRANSFERRED REAL PROPERTY/REAL ESTATE INTERESTS, PERSONAL ECONOMIC INTERESTS, TRANSFERRED PERSONAL ECONOMIC INTERESTS, BUSINESS INTERESTS, TRANSFERRED BUSINESS INTERESTS, CREDITORS, LIABILITIES, SEVERANCE PAYMENTS, EMPLOYMENT IN ANY BUSINESS ENTITY, DIRECT AND INDIRECT SOURCES OF INCOME, GIFTS, TRANSPORTATION, LODGING, OR HOSPITALITY EXPENSES, FINANCIAL INTERESTS, and TRANSFERRED BUSINESS INTERESTS. Below this list is a 'Submittal -' section with instructions on how to submit and verify the information. At the bottom, there is a 'Submit' button. Red circles and arrows highlight the 'COMPLETE' status next to the first section link, the 'Code of Conduct' and 'Ethics Commission' links in the submittal instructions, and the 'Submit' button. Three text boxes provide additional guidance: the first explains that the word 'COMPLETE' appears next to the page link when information is saved; the second instructs to select links to view progress on Code of Conduct or Ethics Act forms; the third states that when all sections are completed accurately, the 'Submit' button should be selected, and if it is not active, all sections should be reviewed to ensure each is marked 'COMPLETE'.

View/Save/Print Your Forms

You may view, print and/or save a copy of your Governor's Code of Conduct and/or Ethics Act forms for your records at any time.

- Prior to submitting your forms, use the links at the bottom of the Statement of Financial Interests page to view each form.
- Following your submission, go to the My Forms page and select the "View Conduct" or "View Ethics" button on the right for the appropriate filing period.

Once each form opens, select the "View/Save as PDF" link at the top left side of the page and perform a File > Save As or a File > Print.

Open Your Submitted Forms

The image contains two screenshots of the Pennsylvania Human Resources financial disclosure website. Both screenshots show the top navigation bar with the Pennsylvania Office of Administration logo and the text 'human resources financial disclosure'. Below the navigation bar, the text 'pennsylvania PA' and 'Financial Disclosure - Display Form' are visible. In both screenshots, the link 'View/Save as PDF (Printer-friendly)' is circled in red. A red arrow points from this link to a callout box that reads: 'Select here to print or save a copy for your records, or to view your form in PDF format.'

The top screenshot shows the '2012 CODE OF CONDUCT STATEMENT OF FINANCIAL INTEREST' form. Below the title, it states 'THIS FINANCIAL INTEREST STATEMENT IS REQUIRED UNDER THE'. The bottom screenshot shows the 'STATEMENT OF FINANCIAL INTERESTS' form. Below the title, it says 'PLEASE PRINT NEATLY'. On the right side of the bottom screenshot, the text 'PENNSYLVANIA STATE ETHICS COMMISSION (717) 762-1810 TOLL FREE 1-800-932-0806' is visible. At the bottom of the bottom screenshot, there are labels for 'LAST NAME', 'FIRST NAME', 'MI', and 'SUFFIX'.

Returned Forms

As your forms are reviewed, your agency financial disclosure coordinator or legal reviewer may return your forms to request that you correct data or provide additional information. If you are notified that your forms have been returned, open the My Forms page and select the "Edit" button for the appropriate filing period. Comments regarding your returned form will be visible in the "Status Message" field.

Correcting Forms

If you discover that you made an error or forgot to disclose relevant financial information but **your forms were not returned to you**, you can use the "Amend" button to make any necessary corrections to your previously submitted forms.

Selecting the "Amend" button creates a second record, titled Amendment, for the filing period. If you have created an Amendment record in error, you can select the "Delete Amendment" button on the right to remove the record.

To complete or update your Amendment, you must select the "Edit" button on the right side of the Amendment record. Each category must be opened and completed before you will be able to submit your amendment. Refer to the Entering Data instructions page if you need help.

Once all sections are complete and accurate, select the "Submit" button. If the "Submit" button is grayed out or not active, review each category to ensure each one is marked "Complete." Until the Amendment is submitted through the filing website, your original submission remains your statement of record.

Once the amendment is submitted, your original status will read "Amended" and your amendment status will read "Submitted" until it is reviewed. Once reviewed, the status will change to "Completed" and your new submission will become your statement of record. Your original submission will remain in the filing website as an amended record. Submitted amendments cannot be deleted, but you can add amendments if additional corrections are needed.

Policy

Commonwealth employees bear the responsibility of meeting certain standards of conduct as outlined in the Governor's Code of Conduct, Executive Order 1980-18. For Pennsylvania Liquor Control Board employees, these standards are found in the Pennsylvania Liquor Control Board Code of Conduct. These policies describe those job titles and positions which are designated as required to file, notes filing procedures and reviews areas where designated employees are required to disclose personal financial information. The Office of Administration's Management Directive 205.9 gives further details about the job duties and responsibilities that determine an employee's filing requirement. It also contains the policy, responsibilities and procedures for financial disclosure.

The State Ethics Commission's requirement for current employees to file financial interest statements is reviewed in Management Directive 205.10. This directive contains definitions for "public employees" and "public officials" along with the financial disclosure policy, responsibilities and procedures, including the appeal process.

The 2009 Ethics Act Guidance Memorandum discusses the Supreme Court of Pennsylvania's decision that non-profit entities are considered a business. Therefore, public officials and public employees under the Governor's jurisdiction must list non-profit entities with which they are "associated" (as that term is defined by the Ethics Act) in their annual financial disclosure statements.