Statement of Economic Interests System

Form 700 E-Filer Guide - 2017/2018

Version 2

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Introduction

The NetFile Form 700 (SEI) E-Filing System

The Form 700 E-Filer Guide - 2017/2018 is designed to allow users to enter all the transactions needed to complete disclosure statements for filing electronically as well as on paper.

Once e-filed, the system provides users with the ability to print an exact duplicate of an e-filed document.

Requirements

The NetFile Form 700 (SEI) E-Filing System is a web-based service and you must have Internet access to use the system.

SYSTEM REQUIREMENTS

Because the NetFile Form 700 (SEI) E-Filing System is web browser-based, any computer with Internet access will work.

SOFTWARE REQUIREMENTS

- Web browser software such as Internet Explorer (7+), Mozilla Firefox (10+), Safari (5+) and some others.
- A compression utility such as WinZip or StuffIt Expander. (Windows 7, Vista and XP operating systems have a built-in compression utility so there is no need to install a compression utility.)
- PDF reader such as Adobe Reader or Foxit Reader.

Web browsers, compression utilities and PDF reader software are available free for download. (Links above will open a new window to the software home page.)

Users Guide - Conventions

This help manual uses the following conventions:

Note Icon

The note icon at left highlights information that can provide time saving tips or point out information that you may need to remember for future use.

Caution Icon

The caution icon at left warns of situations that can cause problems that may require time-consuming work to correct.

Tip Icon

The tip icon at left indicates helpful tips and short-cuts for using the system.

Links

Words that are in color and underlined are links to:

- Other areas of the help documentation e.g. "E-Filing" on page 11-29.
- Links to other helpful web sites e.g. WinZip (This link opens a new window to the software home page for this compression utility software).
- A link to your e-mail program to send an e-mail to NetFile Technical Support at filerhelp@netfile.com.

Terminology

The following labels, terms and concepts help you better understand the Form 700 E-Filer Guide - 2017/2018.

Page Help

Every page in the system displays the **Get help For this Page** button that opens a floating window containing information that is written specifically for the page you are viewing. The window allows you to move it, resize it and to interact with the page under it.

Get Help for this Page

Figure 1

Required Field

A red asterisk (*) on a field label or section denotes that the system requires you to enter information in the field or section.

Amount *

Enter value

Figure 2

Conditionally Required Fields

A blue asterisk (*) on a field or section label denotes that the system requires you to enter information in the field or section when certain conditions are present. See the section's Page Help or view the relevant section in this document for details.

Numeric Text Box

In a numeric text box you usually enter a dollar amount. You may use the increment and decrement icons (small triangles on the far right) to increase or decrease the amount.

Amount *

1002

Figure 3

Calendar Pop-Up

The pop-up calendar provides an easy way to select a date as an alternative to typing in a date. Click the calendar icon to view the calendar. Use the forward and back arrows to move between months.

Date *

Su	Mo	Tu	We	Th	Fr	Sa
	December 2012				◄	►
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Figure 4

Getting Started

LOGGING IN TO YOUR ACCOUNT

Using your web browser, browse to the NetFile Log In page at https://netfile.com/Filer.

1. **E-Mail Address** - Enter your e-mail address.
2. **Password** - Enter your password.
3. **Log In** - Click the Log In button. Your account opens to your SEI home page

LOGGING OUT OF YOUR ACCOUNT

To log out of your account, click the **Log Out** link on the main menu.

SEI Home Page

Once you log in, the system always opens to your account's home page. Your account's home page contains the following sections.

Menu System

MAIN MENU

The main menu displays on all pages in the system and contains three links:

- Home - Click this link to move back to this page - your account's home page.
- Log Out - Click this link to log out of your account.
- NetFile User - Displays your name. Click on your name to open the NetFile User Home page where you may change your NetFile User password and NetFile User e-mail address.

LINKS MENU

This section appears in the system on the right side of every page. The areas that appear in this section display links to videos, documentation and user information including:

- NetFile Video Tutorials - Lists links to short videos about the page you are viewing. The content of this area changes as you move through the system.
- NetFile Help Files - Lists links to download NetFile-produced documentation as PDF files and also displays information about how to get help with questions about the software.
- FPPC Help Files - Lists links to download FPPC-produced documentation as PDF files and also displays information about how to get help with reporting questions.
- NetFile User Links - Lists links to open your NetFile User Home page and to change your NetFile User password and e-mail address.

Main Content

YOUR FILING CATEGORY INFORMATION

This section lists information about the category or categories that define the level of disclosure you must meet when filing for the position or positions you occupy. Some agencies do not post this information. If you have questions about categories, contact your filing authority.

FILINGS TO COMPLETE

This section lists the filings your agency requires you to complete. You may combine some filing requirements into a single filing. Check with your filing authority before combining filing requirements or if you have questions about the filings your agency lists in this area.

Starting a Filing

To start a filing:

1. Select the filing's Create check box.
2. Click the Start Selected 700 Document button. The filing opens to the Cover Page.

COMBINING FILING TYPES

Consult your agency representative before you combine filing types.

To combine filing types into a single statement:

1. Select the first filing's Create check box.
2. Select the second filing's Create check box.
3. Click the Start Selected 700 Document button. The filing opens to the Cover Page. In the Type of Statement section, both filing types are selected.

Continuing a Filing

When you start a filing the system retains all the information in the statement when you log out of the system before completing the filing. To continue an incomplete filing, click the filing's Continue link in the Filings to Complete table on the Home page. The Cover Page opens and you may continue the filing as you require.

Deleting a Filing

You may find that you need to delete a filing that you have started. If so, go to the Home page and then click the filing's Delete button. Click the OK button on the dialog. The system deletes the filing, but does not delete the filing requirement.

IN-PROGRESS AMENDMENTS

This section appears only when you amend a previous filing. It lists all in-progress amendments. See "Amending an E-Filed Statement" on page 7 for information about creating an amendment.

Continue an In-Progress Amendment

When you start an amendment the system retains all the information in the amendment when you log out of the system before completing the amendment. To continue an incomplete amendment, click the amendment's **Edit** link in the In-Progress Amendment table on the Home page. The Cover Page opens and you may continue the amendment as you require.

E-FILING HISTORY

This section lists your e-filed documents along with the history of the document. The history displays:

- the Filing Date
- your agency Filer ID
- the filing's ID

Viewing an E-Filed Statement

To view an e-filed statement, click the statement's View link in the Filing History table. The system opens your e-filed statement as a PDF file.

Amending an E-Filed Statement

Before you create an amendment to a previously e-filed statement you need to know that the system will not create an amendment when you have any other in-progress draft either in the Filings to Complete table or in the In-Progress Amendment table.

To amend a previously e-filed statement:

1. Click the statement's **Amend** link in the Filing History table on the Home page. The Amend a Previous Filing page opens.
2. Review the information on the page before proceeding.
3. Click the **Yes - Proceed with Amendment** button. The system creates the amendment and opens the amendment.

View Full Filing History

The "View Full Filing History" link above the E-Filing History table on the right opens the Full Filing History page containing the All Filed Statements table. This table contains all previously paper-filed and e-filed statements. For paper-filed statements, your agency must have previously uploaded the paper-filed statements into your account. If your agency has not uploaded the statements, you will not see them listed in the All Filed Statements table. Contact your agency if you have questions about your paper-filed statements.

NetFile User Home Page

The NetFile User Home page allows filers to change the e-mail address and the password they use to log in to the system.

You open the NetFile User Home page in two ways:

- Click **your name** on the right-hand side of the main menu.
- Click the **Open NetFile User Home Page** link in the **NetFile User Links** menu at the bottom of the side menu.

CHANGE YOUR NETFILE USER PASSWORD

NetFile Users who use a valid, working e-mail address to log in to the system may change the password that they use to log in.

Filers who log in to the system using an "@bogus.zzz" e-mail address cannot use this feature. Contact your agency with questions.

You open the Change Your NetFile Password page in two ways:

- Go to the NetFile User Home page and then click the **Change Your NetFile User Password** link.
- Click the **Change NetFile User Password** link in the **NetFile User Links** menu at the bottom of the side menu.

To change your password:

1. **Current Password** - Enter your current NetFile User password.
2. **New Password** - Enter your new NetFile User password. The new password must be at least 6 characters long. It may contain both upper-case and lower-case letters, numbers and special characters (e.g., !, #, {, *, etc.) Note: NetFile passwords are case-sensitive.
3. **Confirm Password** - Enter your new password again as confirmation. The password you enter in this field must match the password you entered in the New Password field.
4. **Change Password** - Click the Change password button to change your password.

The system displays a password suggestion at the bottom of the page. This password is a suggestion only. It is NOT your current password, nor has the system changed your password to the password it displays. You may choose to use the suggested password or not as you desire.

CHANGE YOUR NETFILE USER E-MAIL ADDRESS

You open the Change Your NetFile E-Mail Address page in two ways:

- Go to the NetFile User Home page and then click the **Change Your NetFile User E-Mail** link.

- Click the **Change NetFile User E-Mail** link in the **NetFile User Links** menu at the bottom of the side menu.

To change your e-mail address:

1. **Current E-Mail Address** - The system displays the current e-mail address of your NetFile User profile. This is the e-mail address you currently use to log in to the NetFile system.

2. **User Password** - Enter your NetFile User password.

3. **New E-Mail Address** - Enter the new e-mail address for your NetFile User profile. This is the new e-mail address you want to use to log in to the NetFile system. See "Merging NetFile User Profiles" on page 9 if the new e-mail address is associated with a different NetFile User profile that you own.

4. **Confirm New E-Mail Address** - Enter the new e-mail address for your NetFile User profile again to confirm.

5. **Save Changes** - Click the Save Changes button to update your NetFile User e-mail address. The system sends a confirmation e-mail to the new e-mail address and the old e-mail address. You must confirm the change from both of the e-mail addresses. Follow the directions in the e-mail message.

The system sends only one e-mail to users who change their bogus (ending in "@bogus.zzz") e-mail address to a valid, working e-mail address.

Merging NetFile User Profiles

If you have multiple NetFile User profiles and want to merge them so that you have access to all of your Form 700 Filer accounts (or any other NetFile Filer account type including Campaign, Lobbyist, etc.) with just one e-mail address, you follow the directions listed in "Change Your NetFile User E-Mail Address" on page 9. The *New E-Mail Address* must be associated with a valid NetFile User that you control.

When you save the changes, the system recognizes the that the *New E-Mail Address* belongs to a different NetFile User profile than the one you are currently logged in with and opens the *Merge NetFile User Profiles* page. The page lists:

- The *Source E-Mail* address for the NetFile User profile you are currently logged into.

- The *Target E-Mail* address that you want to use as your main NetFile User profile e-mail address and the profile that you want all accounts from the Source Netfile User profile merged into.

You must enter the password for the *Source E-Mail* address along with the password for the *Target E-Mail* address. Click the *Merge NetFile User Profiles* button to merge the Source profile into the Target profile. The system merges the profiles, deletes the Source profile and logs you out. You must then log in with the e-mail address and password for the Target NetFile User profile.

Validation Errors

The system requires you to enter information in all fields that display a red asterisk (*) at the end of the field's label. The system requires other fields when you meet a certain condition. These conditionally required fields display a blue asterisk (*) at the end of the field's label. For example, on the Schedule A-2 if you select the entity type "Business Entity", you must further define the business entity by completing several additional fields.

If you do not enter required or conditionally required information, the system displays a list of validation errors in red text above the form. You must then enter the information in the corresponding fields and save the form.

Cover Page

You must complete the cover page before the system allows you to continue with your statement. Each area of the cover page contains either a red "X" image or a green check mark image. When you complete the information in an area displaying a red "X" image, the system changes the image to a green check mark.

Filer Information

Review your personal information:

- **First Name** - Verify or enter your first name.
- **Middle Name** - This is an optional field. If you use your middle name or middle initial, verify or enter it in this field.
- **Last Name** - Verify or enter your last name.
- **Mailing Address** - Verify or enter your address. The FPPC recommends that you use your business or agency mailing address.
- **Daytime Telephone Number** - Verify or enter your daytime telephone number.
- **E-Mail Address** - As of the 2014/2014 form, the e-mail address field is now a required. The system automatically populates this field with your NetFile User e-mail address — your log-in e-mail address. If you entered an e-mail address on your most recently e-filed Form 700, the system uses that e-mail address instead of your NetFile User e-mail address.

If you add or change any of your personal information, click the **Save Filer Information** button.

Office, Agency, or Court

Review your positions. Delete duplicate and extraneous positions. Add positions.

POSITIONS

Positions listed in this table reflect your positions as recorded by your agency's staff and positions that you have reported on your most recently e-filed Form 700 statement. You may add positions to this table, and you may edit or delete existing positions after consulting with your filing officer/liaison.

ASSUMING, LEAVING, AND CANDIDATE STATEMENTS

You may now add assuming, leaving and candidate statement dates for all positions *that you add*. Only your agency staff adds these dates to positions that your agency staff tracks.

Primary Position

You may have only one primary position. This is the position that prints on the cover page of the Form 700. When you have multiple positions, the system displays the primary position on the cover page and all additional positions on an attachment.

Edit your primary position and make sure that the "Is this your Primary Position?" section is set to "Yes, this is my Primary Position".

Editing a Position

To edit a position, click the position's **Edit** link. The system displays an edit field in each of the position's three columns. Edit the fields as you require and then click the position's **Update** button to save the changes. Do not use acronyms.

Deleting a Position

To delete a position, click the position's **Delete** button and then click the **OK** button on the resulting dialog. The system removes the position from the table.

⚠️ You must have at least one position in the Office, Agency, or Court section.

Adding a Position

To add a new position:

1. Click the **Add new record** button above the table. A dialog opens.
2. **Agency** - Enter the name of your agency. Do not use acronyms.
3. **Division/Board/Department/District** - Enter the Division, Board, Department, or District to which the new position belongs. Do not use acronyms.
4. **Position** - Enter the name of your position.
5. **Is this your Primary Position** - Positions that you are usually not your primary position, so do not place a check mark in the check box. See "Primary Position" on page 12 for more information.
6. **Assuming Office Date** - If you have an assuming office filing requirement for the position, enter the date you are assuming the position.
7. **Leaving Office Date** - If you have a leaving office filing requirement for the position, enter the date you are leaving the position.

8. **Candidate - Election Year** - If you need to file a Candidate Statement for this position, select the Election Year.

9. **Update** - Click the new position's Update button to save the new position.

Jurisdiction of Office

Select at least one of the jurisdictions. If your filing covers multiple jurisdictions, select all that apply.

- Select **State** if at least one of your positions is a state jurisdiction position.
- Select **Judge or Court Commissioner (Statewide Jurisdiction)** if at least of your positions is a judge or court commissioner with a statewide jurisdiction.
- If you select **Multi-County**, you must also enter the name of the multi-county jurisdiction.
- If you select **City of**, you must also enter the name of the city.
- If you select **County of**, you must also enter the name of the county.
- If you select **Other**, you must also define the other jurisdiction.

Some agencies automatically select and enter the city or county jurisdiction.

Click the **Save Jurisdiction Information** button to save the jurisdiction(s).

Type of Statement

Review the statement type and the period that the statement covers.

Warning: Do not edit the information without the permission of your filing officer/liaison (an official representative of your city or county). If your filing officer/liaison gives you permission to edit the information, click the Allow Editing button to enable the form. Make sure to click the **Save Statement Information** button if you edit your Type of Statement section.

When you have completed the cover page, click the **Next** button at the bottom of the page to continue with your statement.

Schedule A-1

Investments - Stocks, Bonds, and Other Interests

Entering Schedule A-1 Transactions

To enter a Schedule A-1 transaction:

1. **Name of Business Entity** - Enter the name of the business entity in which you have an ownership interest of less than 10%.

2. **General Description of this Business** - Enter a general description of the business entity.

3. **Fair Market Value** - Select the fair market value of your ownership interest in the business entity.

4. **Nature of Investment** - Select the nature of your investment in the business entity.

   a. If **Other**, enter a description.

   b. If **Partnership**, select the amount of income you received. If you select *Income Received of $500 or More* you must also report the income of $500 or more received from the partnership on the Schedule C, Part 1. The *Name of Source of Income* on the Schedule C, Part 1 must match exactly the *Name of Business Entity* on the Schedule A-1. If you do not report the income on the Schedule C, Part 1, you will receive a validation error when you click the *Review Draft & E-File* link in the *Form 700 Links* menu.

5. **Dates Acquired or Disposed** - If applicable, enter the date during the reporting period that you acquired or disposed of the investment.

6. **Save Transaction** - Click the Save Transaction button to save the transaction. The Saved Schedule A-1 Transactions list updates to display the transaction. Continue to add transactions as needed following the same steps.

Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule A-1 Transactions

To edit a Schedule A-1 transaction:

1. Click the transaction's **Edit** link in the Saved Schedule A-1 Transactions list. The Schedule A-1 - Edit page opens.

2. Edit the transaction as you require.

3. Click the **Save Changes** button to update the transaction. The Schedule A-1 page opens.

Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule A-1 Transactions

To delete a Schedule A-1 transaction:

1. Click the transaction's **Delete** link in the Saved Schedule A-1 Transactions list. The system opens a confirmation dialog.

2. Click the **OK** button on the confirmation dialog. The Saved Schedule A-1 Transactions list updates to remove the transaction.

Entering Schedule A-1 Comments

To enter comments for the Schedule A-1:

1. Click the **Add Comments** link in the **Form 700 Links** menu. The Schedule Comments page opens.

2. Enter your comments in the Schedule A-1 Comments field.

3. Click the **Save Comments** button to save the comments.

Schedule A-2

Investments, Income, Assets of Business Entities/Trusts

Entering Schedule A-2 Transactions

To enter a Schedule A-2 transaction:

1. **Name of Business Entity or Trust** - Enter the name of the business entity or trust in which you have an ownership interest of 10% or greater.

2. **Address** - Enter address of the business entity or trust (business address acceptable).

3. **Business Type** - Select the business type. If you select **Business Entity**, complete the business entity information section:

   a. **General Description of this Business** - Enter a general description of the business entity.

   b. **Your Business Position (if any)** - Enter your business position, if any, in the business entity's organization.

   c. **Fair Market Value** - Select the fair market value of your ownership interest in the business entity.

   d. **Nature of Investment** - Select the nature of your investment in the business entity.

      i. If you select **Other**, provide a description.

   e. **Dates Acquired or Disposed** - If applicable, enter the date during the reporting period that you acquired or disposed of the investment.

4. **Gross Income Received** - Select the gross income you received from your investment in the trust of business entity.

5. **Reportable Sources of $10,000 or More** - To add a source of income of $10,000 or more:

   a. **Add new record** - Click the Add new record button. A dialog opens.

   b. **Income Source Name** - Enter the name of the source if income.

   c. **Update** - Click the dialog's Update button to save the source of income. The Sources table updates to display the source of income. Continue to add sources of income of $10,000 or more as needed following the same steps.

6. **Investments and Interests in Real Property Held or Leased by the Business Entity or Trust** - To add an investment in real property:

   a. **Add new record** - Click the Add new record button. The Edit dialog opens.

   b. **Investment Type** - Select the investment type.

   c. **Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property** - Enter the name of the business entity if you selected the Investment option as the Investment type. Enter the assessor's parcel number or street address if you selected the Investment option of Real Property.

    d. **Description of Business Activity or City or Other Precise Location of Real Property** - Enter a general description of the business entity's business activity or enter the city of the real property.

    e. **Fair Market Value** - Select the fair market value of your investment in the business entity or real property.

    f. Dates Acquired or Disposed - Enter the date you acquired or disposed of the investment if it was within the reporting period.

    g. **Nature of Investment** - Select the nature of your investment.

        i. If **Leasehold**, enter the number of years remaining on the lease.

       ii. If **Other**, enter a description.

    h. **Update** - Click the dialog's Update button to save the source of income. The Sources table updates to display the source of income. Continue to add investments and interests as needed following the same steps.

7. **Save Transaction** - Click the Save Transaction button to save the transaction. The Schedule A-2 Transactions List updates to display the transaction. Continue to add transactions as needed following the same steps.

Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule A-2 Transactions

To edit a Schedule A-2 transaction:

1. Click the transaction's **Edit** link in the Saved Schedule A-2 Transactions list. The Schedule A-2 - Edit page opens.

2. Edit the transaction as you require.

3. Click the **Save Changes** button to update the transaction. The Schedule A-2 page opens.

Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule A-2 Transactions

To delete a Schedule A-2 transaction:

1. Click the transaction's **Delete** link in the Saved Schedule A-2 Transactions list. The system opens a confirmation dialog.

2. Click the **OK** button on the confirmation dialog. The Saved Schedule A-2 Transactions list updates to remove the transaction.

Entering Schedule A-2 Comments

To enter comments for the Schedule A-2:

1. Click the **Add Comments** link in the **Form 700 Links** menu. The Schedule Comments page opens.

2. Enter your comments in the Schedule A-2 Comments field.

3. Click the **Save Comments** button to save the comments.

Schedule B

Interests in Real Property

Entering Schedule B Transactions

To enter a Schedule B transaction:

1. **Street Address or Assessor's Parcel Number** - Enter either the street address or the assessor's parcel number of the real property.

2. **City** - Enter name of the city in which the property exists.

3. **Fair Market Value** - Select the fair market value of your in the real property.

4. **Nature of Interest** - Select the nature of your interest in the real property.

   a. If **Leasehold**, enter the number of years remaining on the lease.

   b. If **Other**, enter a description.

5. **Dates Acquired or Disposed** - If applicable, enter the date during the reporting period that you acquired or disposed of the investment.

6. **Gross Income Received** - Select the amount of gross income you received if the property is a rental property.

   a. **Source of Rental Income** - If you own a 10% or greater interest and select $1,001 - $10,000, $10,001 - $100,000, or Over $100,000, list the name of each tenant that is a single source of income of $10,000 or more:

      i. **Add new record** - Click the Add new record button. A dialog opens.

      ii. **Income Source Name** - Enter the name of the source if income.

      iii. **Update** - Click the dialog's Update button to save the source of income. The Sources table updates to display the source of income. Continue to add sources of income of $10,000 or more as needed following the same steps.

7. **Loans** - You are not required to report loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status.

   To report a loan click *Need to report a Loan? - Yes, open the Loan section.*

   Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

   a. **Name of Lender** - Enter the name of the lender.

   b. **Business Activity of Lender** - Enter the business activity of the lender, if any. This is an optional field.

   c. **Address** - Enter the address of the lender.

   d. **Highest Balance During the Reporting Period** - Select the highest balance of the loan during the reporting period.

e. **Term** - Enter the numeric term of the loan and then select the term type (*Month(s)* or *Year(s)*). If there is no term, select *No Term* as the term type.

f. **Interest Rate** - Enter the interest rate of the loan. Do not include the "%" (percent) sign. If there is not interest rate, select *None*.

g. **Guarantor** - Enter the name of the loan guarantor, if any.

8. **Save Transaction** - Click the Save Transaction button to save the transaction. The Saved Schedule B Transactions list updates to display the transaction. Continue to add transactions as needed following the same steps.

Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule B Transactions

To edit a Schedule B transaction:

1. Click the transaction's **Edit** link in the Saved Schedule B Transactions list. The Schedule B - Edit page opens.

2. Edit the transaction as you require.

3. Click the **Save Changes** button to update the transaction. The Schedule B page opens.

Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule B Transactions

To delete a Schedule B transaction:

1. Click the transaction's **Delete** link in the Saved Schedule B Transactions list. The system opens a confirmation dialog.

2. Click the **OK** button on the confirmation dialog. The Saved Schedule B Transactions list updates to remove the transaction.

Entering Schedule B Comments

To enter comments for the Schedule B:

1. Click the **Add Comments** link in the Form 700 Links menu. The Schedule Comments page opens.

2. Enter your comments in the Schedule B Comments field.

3. Click the **Save Comments** button to save the comments.

Schedule C, Part 1

Income Received

Entering Schedule C, Part 1 Transactions

To enter a Schedule C, Part 1 transaction:

1. **Name of Source of Income** - Enter the name of the income source.

2. **Business Activity of Source** - Enter business activity of the source, if any. This is an optional field.

3. **Your Business Position (if any)** - Enter your business position, if any, with the source of the income.

4. **Address** - Enter the address of the source of income.

5. **Gross Income Received** - Select the amount of gross income you received from the source of income. Use the new option *No Income - Business Position only* if you have a business position with the source, but have received less than $500 of income from the source in the reporting period.

6. **Consideration for which Income was Received** - Select the consideration for which the income was received.

    a. If you select **Sale**, enter the item sold.

    b. If you select **Other** describe the other consideration.

    c. If you select **Commission or Rental Income**, list each source of $10,000 or more using the controls in the Commission or Rental Income Sources table:

        i. **Add new record** - Click the Add new record button. A dialog opens.

        ii. **Income Source Name** - Enter the name of the source of income.

        iii. **Update** - Click the dialog's Update button to save the source of income. The Sources table updates to display the source of income. Continue to add sources of income of $10,000 or more as needed following the same steps.

7. **Save Transaction** - Click the Save Transaction button to save the transaction. The Saved Schedule C, Part 1 Transactions list updates to display the transaction. Continue to add transactions as needed following the same steps.

Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule C, Part 1 Transactions

To edit a Schedule C, Part 1 transaction:

1. Click the transaction's **Edit** link in the Saved Schedule C, Part 1 Transactions list. The Schedule C, Part 1 - Edit page opens.

2. Edit the transaction as you require.

3. Click the **Save Changes** button to update the transaction. The Schedule C, Part 1 page opens.

Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule C, Part 1 Transactions

To delete a Schedule C, Part 1 transaction:

1. Click the transaction's **Delete** link in the Saved Schedule C, Part 1 Transactions list. The system opens a confirmation dialog.

2. Click the **OK** button on the confirmation dialog. The Saved Schedule C, Part 1 Transactions list updates to remove the transaction.

Entering Schedule C Comments

To enter comments for the Schedule C:

1. Click the **Add Comments** link in the **Form 700 Links** menu. The Schedule Comments page opens.

2. Enter your comments in the Schedule C Comments field. This field is shared with the Schedule C, Part 2.

3. Click the **Save Comments** button to save the comments.

Schedule C, Part 2

Loans Received or Outstanding During the Reporting Period

Entering Schedule C, Part 2 Transactions

To enter a Schedule C, Part 2 transaction:

1. **Name of Lender** - Enter the name of the lender.

2. **Business Activity of Lender** - Enter the business activity of the lender, if any.

3. **Address** - Enter the address of the lender.

4. **Highest Balance During Reporting Period** - Select the highest balance of the loan during the reporting period.

5. **Term** - Enter the numeric term of the loan and then select the term type (*Month(s)* or *Year(s)*). If there is no term, select *No Term* as the term type.

6. **Interest Rate** - Enter the interest rate of the loan. Do not include the "%" (percent) sign. If there is not interest rate, select *None*.

7. **Security for Loan** - Select the type of security for the loan.

    a. **None** is selected by default.

    b. Select **Personal Residence**, if the security for the loan is your personal residence.

    c. If **Guarantor**, enter the name of the guarantor.

    d. If **Other**, enter a description.

    e. If **Real Property**, enter the address of the property.

8. **Save Transaction** - Click the Save Transaction button to save the transaction. The Saved Schedule C, Part 2 Transactions list updates to display the transaction. Continue to add transactions as needed following the same steps.

Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule C, Part 2 Transactions

To edit a Schedule C, Part 2 transaction:

1. Click the transaction's **Edit** link in the Saved Schedule C, Part 2 Transactions list. The Schedule C, Part 2 - Edit page opens.

2. Edit the transaction as you require.

3. Click the **Save Changes** button to update the transaction. The Schedule C, Part 2 page opens.

Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule C, Part 2 Transactions

To delete a Schedule C, Part 2 transaction:

1. Click the transaction's **Delete** link in the Saved Schedule C, Part 2 Transactions list. The system opens a confirmation dialog.

2. Click the **OK** button on the confirmation dialog. The Saved Schedule C, Part 2 Transactions list updates to remove the transaction.

Entering Schedule C Comments

To enter comments for the Schedule C:

1. Click the **Add Comments** link in the Form 700 Links menu. The Schedule Comments page opens.

2. Enter your comments in the Schedule C Comments field. This field is shared with the Schedule C, Part 1.

3. Click the **Save Comments** button to save the comments.

Schedule D

Gifts

Entering Schedule D Transactions

To enter a Schedule D transaction:

1. **Name of Source** - Enter the name of the source of the gift(s).

2. **Business Activity of Source** - Enter the business activity of the source of the gift(s), if any. This is an optional field.

3. **Address** - Enter the address of the source of the gift(s).

4. **Gifts** - Enter the gift(s) you received from the source:

    a. **Add new record** - Click the Add new record button to define a gift. The top row of the Gifts table displays fields for defining a gift.

    b. **Date of Gift** - Enter the date the source gave you the gift.

    c. **Amount of Gift** - Enter the fair market value of the gift.

    d. **Description of Gift** - Enter a description of the gift.

    e. **Update** - Click the Update button to save the gift. Continue entering gifts for the source as you require.

5. **Save Transaction** - Click the Save Transaction button to save the transaction from the source. The Saved Schedule D Transactions list updates to display the transaction. Continue entering gifts from other sources as you require, following the same steps.

Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule D Transactions

To edit a Schedule D transaction:

1. Click the transaction's **Edit** link in the Saved Schedule D Transactions list. The Schedule D - Edit page opens.

2. Edit the transaction as you require.

3. Click the **Save Changes** button to update the transaction. The Schedule D page opens.

Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule D Transactions

To delete a Schedule D transaction:

1. Click the transaction's **Delete** link in the Saved Schedule D Transactions list. The system opens a confirmation dialog.

2. Click the **OK** button on the confirmation dialog. The Saved Schedule D Transactions list updates to remove the transaction.

Entering Schedule D Comments

To enter comments for the Schedule D:

1. Click the **Add Comments** link in the **Form 700 Links** menu. The Schedule Comments page opens.

2. Enter your comments in the Schedule D Comments field.

3. Click the **Save Comments** button to save the comments.

Schedule E

Income or Gifts of Travel Payments, Advances or Reimbursements

Entering Schedule E Transactions

To enter a Schedule E transaction:

1. **Name of Source** - Enter the name of the source of the income or gift. Do no use an acronym.

2. **Business Activity of Source** - Enter the business activity of the source of the income or gift, if any. This is an optional field.

3. **Non-Profit** - Select the check box if the source of the income or gift is a non-profit entity exempt from taxations under Internal Revenue Code Section 501(c)(3).

4. **Address** - Enter the address of the source of the income or gift.

5. **Date(s) (if gift)** - Enter the date(s) if the payment was a gift.

6. **Payment Amount** - Enter the amount of the income or gift.

7. **Type of Payment** - Select either Gift or Income as the payment type. You may describe the payment by selecting one or more of the appropriate options:

    a. **Made a Speech/Participated in a Panel** - Select this option if you made a speech or participated in a panel.

    b. **Other** - If you select this option, enter a description.

8. **If Gift, Enter Travel Destination** - If the travel was a gift, enter the destination.

9. **Save Transaction** - Click the Save Transaction button to save the transaction from the source. The Saved Schedule E Transactions list updates to display the transaction. Continue entering income or gifts from other sources as you require, following the same steps.

Tip: Use the **Back** and **Next** buttons to move to the previous or next schedule. If you want to skip schedules, use the links on the **Form 700 Links** menu on the right side of the page.

Editing Schedule E Transactions

To edit a Schedule E transaction:

1. Click the transaction's **Edit** link in the Saved Schedule E Transactions list. The Schedule E - Edit page opens.

2. Edit the transaction as you require.

3. Click the **Save Changes** button to update the transaction. The Schedule E page opens.

Tip: Use the **Cancel Edit** button to cancel your edit and to move back to the add transaction form.

Deleting Schedule E Transactions

To delete a Schedule E transaction:

1. Click the transaction's **Delete** link in the Saved Schedule E Transactions list. The system opens a confirmation dialog.

2. Click the **OK** button on the confirmation dialog. The Saved Schedule E Transactions list updates to remove the transaction.

Entering Schedule E Comments

To enter comments for the Schedule E:

1. Click the **Add Comments** link in the Form 700 Links menu. The Schedule Comments page opens.

2. Enter your comments in the Schedule E Comments field.

3. Click the **Save Comments** button to save the comments.

E-Filing

Reviewing Your Draft Statement of Economic Interests

STEP 1 - You must review your draft statement before the system enables the E-File Statement button in STEP 2. To review your draft Statement of Economic Interests:

1. **Review Draft Statement** - Click the Review Draft Statement button. The system opens your statement as a PDF file according to your browser's settings. Review the PDF file for accuracy and completeness.

   a. If you are not satisfied with the contents of the statement, use the links in the Form 700 Links menu to alter the appropriate schedule(s).

   b. If you are satisfied with the contents of the statement, continue to STEP 2.

E-Filing Your Statement of Economic Interests

STEP 2 - To e-file your statement:

1. Verify the information in the pre-populated fields. Change the information if necessary:

   a. **Signature Date** - Enter the date you are signing the statement.

   b. **Signature** - Enter your name as signed.

   c. **Response E-Mail** - Enter the e-mail address you want to use to receive information about your e-filing.

2. **E-File Statement** - Click the E-File Statement button to e-file your statement. The E-File Statement page opens displaying the status of your e-filing.

You must review your draft in STEP 1 to activate the E-File Statement button!

Returning Filers

Returning Filers with Transactions

For your convenience, this page displays a summary of all of the transactions that you reported on your most recent filing. These transactions are automatically included in your current filing, so you should review these previous transactions with the following in mind:

- Edit the previous transactions that require changes for the current reporting period.
- Delete the previous transactions that are not relevant in the current reporting period.
- Keep the previous transactions that require no changes and are still relevant in the current reporting period.
- Add new transactions that you need to report for the current reporting period. Use the links above each table to add a transaction, or use the links on the Form 700 Links menu to add transactions.

EDITING PREVIOUS TRANSACTIONS

To edit a previous transaction:

Click the transaction's **Edit** link to open the Schedule's edit page. Make sure to click the **Save Changes** button after changing the details of the transaction.

DELETING PREVIOUS TRANSACTIONS

To delete a previous transaction that is not relevant in the current reporting period:

1. Click the transaction's **Delete** link. The system opens a confirmation dialog.
2. Click the **OK** button on the confirmation dialog. The list updates to remove the transaction.

ADDING NEW TRANSACTIONS

You have two options for adding new transaction:

- Click the link above the table for the schedule for which you want to add a transaction.
- Click the link in the **Form 700 Links** menu for the schedule for which you want to add a transaction.

REVIEW DRAFT & E-FILE

If you are ready to e-file, click the **Review Draft & E-File** button.

NEXT BUTTON

If you want to step through each schedule, click the **Next** button to open the Schedule A-1.

Returning Filers with No Transactions

When your most recent filing contains no transactions on any of the Form 700 Schedules the system opens to Returning Filers, No Previous Transactions page.

Use the links in the **Form 700 Links** menu at right to:

EDIT PERSONAL INFORMATION

If you need to change your personal information on the cover page, click the **Cover Page** link.

ADD TRANSACTIONS

If you need a transaction, click the link for the appropriate schedule.

REVIEW DRAFT & E-FILE

If you have no transactions to report and your personal information has not changed since you last e-filed, click the **Review Draft & E-File** button.

NEXT BUTTON

If you want to step through each schedule, click the **Next** button to open the Schedule A-1.

Redevelopment Agency Disclosure Statement

Except for the interests described below, I do not have any direct or indirect financial interest in any property or business within any of the following Redevelopment Project Areas:

1. Airport Area Revitalization Redevelopment Project
2. Central Business District Project Urban Renewal Area
3. Central City, Commercial Revitalization
4. Chinatown Expanded Redevelopment Project Area
5. Convention Center Redevelopment Project Area
6. Fresno Air Terminal Redevelopment Project Area
7. Fruit/Church Redevelopment Project Area
8. Fulton Redevelopment Project Area
9. Freeway 99- Golden State Corridor Redevelopment Project Area
10. Jefferson Redevelopment Project Area
11. Mariposa Project Urban Renewal Project Area
12. Roeding Business Park Redevelopment Project Area
13. South Van Ness Industrial Revitalization Redevelopment Project Area
14. Southeast Fresno Revitalization Redevelopment Project Area
15. South Fresno Industrial Revitalization Redevelopment Project Area
16. Southwest Fresno General Neighborhood Renewal Area
17. West Fresno Project I Urban Renewal Project Area
18. West Fresno Project II Urban Renewal Project Area
19. West Fresno Project III Urban Renewal Project Area

Should this information change, I will immediately disclose the change to the Successor Agency to the Redevelopment Agency of the City of Fresno and the City Council.

Adding Financial Interests

To add financial interests:

1. **Financial Interests** - Enter your direct or indirect financial interest in any property or business within any of the Redevelopment Project Areas:
   a. **Add new record** - Click the Add new record button. A new window opens.
   b. **Project Area** - Select the redevelopment project area in which you hold a direct or indirect financial interest.

c. **Nature of Interest** - Enter the nature of your financial interest (e.g., property owner/tenant, business, income).

d. **Address** - Enter the full address of the financial interest.

e. **Update** - Click the Update button on the new widow to save the financial interest. The table updates to display the new record. Enter other financial interests as you require following the same steps.

2. **Signature** - Enter your full name as you sign it.

3. **Name of Department, Board or Commission** - Enter your department, board or commission.

4. **Date** - Enter the date you are completing your filing.

5. **Save Statement** - Click the Save Statement button to save the disclosure statement.

Editing a Financial Interest

To edit a financial interest:

1. Click the financial interest's **Edit** button in the Financial Interests table. The Edit window opens.

2. Edit the information for the financial interest as needed.

3. Click the **Update** button to save your changes.

4. Continue editing financial interests as needed.

5. Click the **Save Statement** button when you are done editing financial interests.

6. Click the **Next** button to continue with your SEI filing.

Deleting a Financial Interest

To delete a financial interest:

1. Click the financial interest's **Delete** button in the Financial Interests table.

2. Click the **OK** button on the resulting dialog. The system immediately deletes the financial interest and removes it from the Financial Interests table.

3. Continue to delete financial interest as needed.

4. Click the **Save Statement** button when you are done deleting financial interests.

5. Click the **Next** button to continue with your SEI filing.