



## San José SEI E-Filer Tutorial

Welcome to the NetFile SEI E-Filer System. This system allows users to:

- Enter transactions
- Create disclosure statements
- E-File disclosure statements

### Getting Started

Your filing agency grants you access to the Filer System and provides you with the URL to the SEI Filer Access Portal.

*Note: For San José Filers, the URL is <http://nf4.netfile.com/filer/Default.aspx?aid=csj>.*

You receive your password in one of two ways:

1. **From the NetFile SEI E-Filer System** - Individuals whose filer accounts were created using their county e-mail addresses must receive their password directly from the NetFile SEI System. See the [Need to Register?](#) section below for further details.
2. **From your filing agency** - If your agency did not have a valid e-mail address for you when creating your filer account, your account was created using a "bogus" e-mail address (e.g., jdoe@bogus.zzz). Since the system can't use a bogus e-mail address to e-mail your password, your agency will provide you with your password as well as the bogus e-mail address used to create your account.

### Requirements

Before logging into your account, you need the following hardware and software:

- Computer with Internet access
- Microsoft Internet Explorer (6+), Mozilla Firefox (1+), Safari (1+)

*Note: We recommend turning on Compatibility View if you use Microsoft Internet Explorer 8.*

- Compression utility (WinZip, Stuffit Expander, 7Zip)
- PDF reader (Adobe Reader, Foxit Reader)

### Logging In

To log in to your account:

1. Open your browser and browse to the Filer Access Portal. The Filer Login page opens.
2. Enter the e-mail address you have on file with your Filing Agency. This is your e-mail address or the "bogus" e-mail address used to create your account.
3. Enter your Password. Passwords are not case-sensitive, so you don't have to worry about capital letters.

4. Click the Login button. The NetFile SEI E-Filer System home page opens.

### Need to Register?

If you have not received a password to log into the NetFile SEI E-Filer System from your Filing Officer, click the Need to Register? link. The Register to use SEI form opens. Enter the e-mail address on file with your Filing Officer and then click the Register button.

The system sends an e-mail message containing your new password.

*Note: The Need to Register? feature does not work with "bogus" e-mail addresses. If you have a "bogus" e-mail address (e.g., jdoe@bogus.zzz), your filing agency should have provided you with your password.*

### Lost Password?

If you have lost your password, click the Lost Password? link on the SEI Filer Login page. The Lost Password form opens. Enter the e-mail address you have on file with your Filing Agency and then click the Submit button.

The system sends you an e-mail message with a new password.

*Note: The Lost Password? feature does not work with "bogus" e-mail addresses. If you have a "bogus" e-mail address (e.g., jdoe@bogus.zzz), contact your filing agency to retrieve your password.*

### SEI Filings

The SEI system contains the following sections:

- [Cover Page Information](#)
- [Schedules Information](#)
  - [Schedule A: Investments](#)
  - [Schedule B: Interests in Real Property](#)
  - [Schedule C: Income and Loan Received](#)
  - [Schedule D: Income-Gifts](#)
  - [Schedule E: Travel Payments, Advances & Reimbursements](#)

### Cover Page Information

The Cover Page contains information about the filer, the office the filer seeks or holds, and the type of statement you are filing.

To complete the Cover Page information click the Next button to get started.

The **Cover Page - Filer Information** form opens.

1. Review and update your contact information in the form. All fields except Middle Name, Address Line 2, and Fax require information.
2. Click the Enter button to continue.

The **Cover Page - Office** form opens.



1. Office, Agency, or Court - Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court.)
2. Division, Board, or District - Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45.)
3. Your Position - Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst.)

*Note: If you hold multiple positions (for example, a city council member who also is a member of a county board or commission), enter the first position, then click the Enter button. The data will be added and placed in the Positions List at the bottom of the screen. Enter the second position and click the Enter button to add the data. Once all positions are entered, click the Next Section button to proceed to the Cover Page - Jurisdiction Of Office form.*

4. Click the Next Section button to continue.

The Cover Page - Jurisdiction of Office form opens.

1. Jurisdiction is STATE - If your jurisdiction is a State jurisdiction, click this check box.
2. Judge (Statewide) - If you are a judge whose jurisdiction is statewide, click this check box.
3. County of - Enter your county if you are an elected county officer, a candidate for county office, or if you are an official or employee of, or a consultant to, a county agency or any agency with jurisdiction solely within a single county.
4. City of - Enter your city if you are an elected city officer, a candidate for city office, or you are an official or employee of, or a consultant to, a city agency or any agency with jurisdiction solely within a single city.
5. Multi-County - If you are an elected officer, candidate, official or employee of, or a consultant to, a multi-county agency, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. (Example: A water district has jurisdiction in a portion of two counties. Members of the board are only required to report interests located or doing business in that portion of each county in which the agency has jurisdiction.) If your agency is a multi-county office list each county in which your agency has jurisdiction.
6. Other - If you are an elected officer, candidate, official or employee of, or a consultant to, an agency not covered above, your jurisdiction is the region, district, or other geographical area in which

the agency has jurisdiction. See the multi-county example above.

7. Click the Enter button to enter the jurisdiction(s).

The Cover Page - Statement Type form opens.

The Statement Type and Period Statement Covers are set automatically based on the administrative information in your account. Review the information before proceeding. If you feel the Statement Type is incorrect, contact your filing agency. After consultation and permission to alter the Statement Type, click the 'Allow Editing' button and then edit the Statement Type.

*Warning: Changing the Statement Type and/or Period Statement Covers can have disastrous effects on your filing. Make sure you contact your filing agency before altering any information on this page!*

### Statement Type Definitions

- **Annual** - You must file an annual statement each year. Your annual statement is used for reporting the previous year's economic interests. Economic interests for your annual filing covering January 1, 2009, through December 31, 2009, will be disclosed on your statement filed in 2010.
- **Assuming Office** - If you are a newly appointed official or are newly employed in a position designated in a state or local agency's conflict-of-interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.  
For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.
- **Leaving Office** - Generally, the period covered is January 1, 2009, through the date you stopped performing the duties of this position. If the period covered differs from January 1, 2009, through the date you stopped performing the duties of this position (for example, you assumed office between October 1, 2008 and December 31, 2008, or you are combining statements), the period covered must be specified.
- **Candidate** - If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) the date of received during the 12 months prior to filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.



Candidates running for special district offices (for example, school board trustees and water district board members) should consult the agency's Filing Officer to determine if candidate statements are required.

*Note: Certain types of statements may be combined. For example, if you leave office after January 1 but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Contact your filing agency if you feel you should combine statement types.*

#### Period Statement Covers

Review the start and end dates for your statement. If you feel the start and/or end dates are incorrect, contact your filing agency.

#### Complete Cover Page

Click the Enter button to complete the cover page information section and continue on to the schedules sections.

#### Schedules Information

For each of the FPPC Form 700 schedules, you have the option to enter information pertaining to that schedule, or bypass the schedule completely.

Choose YES to enter information into the schedule being offered or choose NO to skip the schedule being offered and continue to the next schedule. You will have an opportunity to add the skipped over schedule at the end of the data entry process.

When you have completed entering information for all the schedules, you will have the opportunity to review your entries and view a paper copy of the filing. You will have an opportunity to correct any errors before e-filing or printing a paper copy of your filing.

The following schedules are available for data entry:

#### Schedule A: Investments

- **A-1: Investments** - Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required in the interest is not a stock or corporate bond. "Investment" means a financial interest in any business entity which is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period.
- **A-2: Investments** - Use Schedule A-2 to report investments in a business entity or trust (including a living trust), in which you, your spouse or registered domestic partner and your dependent chil-

dren together had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

#### Schedule B: Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period.

#### Schedule C: Income and Loan Received

- **C-1: Income Received** - Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. Also report your job title with each reportable business entity, even if you received no income during the reporting period. You must also report the source of income to your spouse or registered domestic partner if your community property share is \$500 or more during the reporting period. You are not required to report: Salary, reimbursement for expenses or per diem, social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency. A source of income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Ref. Pamphlet, page 12 for more information about doing business in the jurisdiction.) Reportable sources of income may be further limited by your disclosure category located in your agency's conflict-of-interest code.
- **C-2: Loan Received** - Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. Also report your job title with each reportable business entity, even if you received no income during the reporting period. You must also report the source of income to your spouse or registered domestic partner if your community property share



is \$500 or more during the reporting period. You are not required to report: Salary, reimbursement for expenses or per diem, social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency. A source of income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Ref. Pamphlet, page 12 for more information about doing business in the jurisdiction.) Reportable sources of income may be further limited by your agency's conflict-of-interest code.

### Schedule D: Income-Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported. Gifts are reportable regardless of where the donor is located.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted in the page directions, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is not known, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary.

### Schedule E: Travel Payments, Advances & Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you may have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans," which can be obtained from your filing officer or the FPPC at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Add Data or Comments Page

Click the Add Data or Comment link to open the document review page.

To open a specific Schedule, click on the button with the name of the Schedule you wish to work on.

Enter comments for a schedule in the box for that schedule.

*Note: You must click the Create Draft/E-file Preparation button at the bottom of the page to save your comments.*

### Section 87200 Filers

If you are an 87200 filer, select the check box to designate that you are this type of filer.

When finished with entering all transactions on the form, click the **Create Draft/E-file Preparation** button at the bottom of this page. The next screen will allow you to print draft copies of your filing for review and, when you are confident your filing is ready, e-file.

### Verify Data Page

Once you enter a transaction on any of the schedules, the Verify Data link appears on the main menu to the left of the Add Data or Comments link.

### View and Verify Data

Click this menu item to view a summary of each transaction you have entered. To edit an existing transaction, click the transaction's Edit link. To delete a transaction, click the transaction's Delete link.

### Edit Cover Page Information

You also have the ability to review and edit the Cover "Page Information by clicking the Edit link to the left of Personal Info" in the Cover Page Information section.

### Add Transactions

To add a transaction, click the Add Transaction button at the top of the page.

### Create a Draft or E-File

When you are ready to create a draft or e-file, click the Create a Draft or E-file button to the right of the Add Transaction button.

### Review and E-File

Click the **Review Draft** button to generate a PDF draft of your filing document.

*Caution for 87200 Filers: This is not the version you paper file! This is for review purposes only.*

If the document appears to be correct, continue to E-File. If the document does not appear to be correct, use the **Review Page** link to return to the document review page to make corrections.



### E-File

Once you have reviewed your document and you believe it is ready to e-file, click the E-File button below. Once you select this option, you have officially submitted an e-filed statement of economic interest form.

An electronic version of your document will be transmitted to the agency, then you will be directed to a page where you can print the filed version of your document.