





SELECT COMMITTEE ON ETHICS

eFD FEATURES

Members, officers, and certain employees of the United States Senate, commission personnel, and candidates for the Senate are required to file Financial Disclosure Reports with the Secretary of the Senate, Office of Public Records. Electronic financial disclosure (eFD) allows you to complete and file your financial disclosure report online.

eFD FILER BENEFITS

- Secure, online account allows you to file Annual, New Filer, Termination, and Periodic Transaction Reports (PTRs), request extensions, and submit amendments
- Filer's guide and instructions are always available
- Common exclusions “” and examples “” are provided in the reports
- Reports are automatically saved as you edit them
- A question and answer format guides you through the completion of the reports
- You may designate Filer Assistants (e.g., outside counsel, an accountant, a spouse, etc.) to help complete your reports
- Assurance that you have completed all required parts of the report before filing
- Easy lookup for stocks and mutual funds
- Ability to make your draft report visible to Ethics staff for review
- Immediate confirmation that your report has been filed
- Ability to print your completed report
- After the first year, import information from your previous online reports, saving time and reducing errors

ACCOUNT SETUP

All financial disclosure report filers must setup an eFD account. To request an account, visit the eFD account request page on the Committee's website at <http://www.ethics.senate.gov/>.

ACCOUNT LOG-IN

To sign-in to your account, go to <http://efd.senate.gov> and type in either your primary or alternate email and password. You can also manage the details of your account by selecting “My Profile” from the menu under your name. Please keep your contact information current.

HOW TO FILE

You can begin filling out your reports anytime. Filing instructions are provided on the screen.

WHEN TO FILE

For information about filing deadlines, please visit the Select Committee on Ethics website or sign into your account. Please complete your reports by the due date. Timely extension requests may be submitted online.



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How to set-up your eFD Account:

- Visit <http://www.ethics.senate.gov/public/index.cfm/efd-account-request> to fill out the account request form on the Committee's website.
- You will receive an email at the primary email account you provided from financial_disclosure@ethics.senate.gov. This email will contain a link to the U.S. Senate's Financial Disclosures' website ("eFD"). **Click** on the link.
- You will be directed to a website asking you to verify certain information such as your name and office. Additionally, you will be prompted to enter and confirm your primary email address and provide an alternate email address that you may use to log into eFD.
- Next, you will need to create and verify your password. You must also provide a phone number and home mailing address. Click **save and continue**. You will be asked to confirm that the information is correct. If everything is correct, click **complete**.
 - *Your home address, personal phone number, and email address will not be publicly disclosed and are only used for the purpose of receiving communications from the Ethics Committee about financial disclosure.*
- Once you have confirmed that your account information is correct, a form will pop up. This will contain the page that requires you to submit a signature to the Ethics Committee. The form with your signature may be hand delivered to the Ethics Committee office (220 Hart Senate Office Building), emailed (efd_admin@ethics.senate.gov), faxed (202-224-7416), or sent via postal mail to the Select Committee on Ethics; 220 Hart Senate Office Building; Washington, DC 20510.
 - *Your eFD account will not be activated until your signature page has been received and your account is approved.*
- The Ethics Committee will approve and activate your account within approximately **48 hours of receiving your signature**. You will receive an email notification that your account has been activated. Now you can start using eFD to file your disclosure statements.
- To log-in to your account, go to <http://efd.senate.gov> and enter your email (either your primary or alternate) and your password. You can manage your account by selecting "My Profile" from the menu under your name.