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## MEMORANDUM

TO: Supervisors of Elections

FROM: Kerrie Stillman, Executive Director 

RE: Launch of Electronic Filing -- Full & Public Disclosure of Financial Interests (Form 6)

DATE: December 15, 2021

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As you may be aware, recent changes to the financial disclosure laws provide that beginning January 1, 2022, the Full and Public Disclosure of Financial Interests (Form 6) is available only by utilizing the Commission's electronic filing system. Paper versions of the Form 6, Form 6X (to amend a Form 6), and Form 6F (due within 60 days of leaving office) will no longer be promulgated by the Commission.

Section 112.3144(4), F.S. provides in part:

Beginning January 1, 2022, an incumbent in an elective office or a candidate holding another position subject to an annual filing requirement may submit a copy of the full an public disclosure of financial interests filed with the commission.....with the officer before whom he or she qualifies. A candidate not subject to an annual filing requirement does not file with the commission, but may complete and print a full and public disclosure of financial interests to file with the officer before whom he or she qualifies.

The Electronic Financial Disclosure Management System (EFDMS) will provide candidates/filers with a series of questions and prompts to help them navigate the disclosure process. Anyone wishing to file a Form 6 for qualifying purposes MUST register in the system to access the disclosure form. A valid email is required to register. Within the system, filers and candidates will find helpful pop ups, FAQs, and tutorials. Those individuals wishing to have their CPA or Attorney assist them with completing the disclosure will be able to share their disclosure with their CPA/Attorney electronically, through the system. Instructions for candidate access to the system are included with this memo.

Form 1 Statement of Financial Interests will continue to be filed on paper in 2022.

Visit [www.ethics.state.fl.us](http://www.ethics.state.fl.us) for more information or contact us at 850-488-7864.

## CANDIDATE ACCESS TO ELECTRONIC FILING OF FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS (FORM 6)

The Form 6 disclosure requires detailed financial information. **CANDIDATES ARE URGED TO ALLOW AMPLE TIME TO REGISTER, CREATE A PROFILE, USERNAME/PASSWORD, AND COMPLETE THE DISCLOSURE.** Waiting until the last day of qualifying may not provide sufficient time to access the system, accurately complete the disclosure, print and file it with the Qualifying Officer.

There are two paths for candidates to access the e-filing system (EFDMS):

### **Incumbent candidates and candidates who currently hold another position subject to an annual filing requirement**

- **IMPORTANT FIRST STEP!** Add [EthicsFDMSinfo@mail.disclosure.floridaethics.gov](mailto:EthicsFDMSinfo@mail.disclosure.floridaethics.gov) to their e-mail "safelist."
- Invitations to register will be e-mailed to the filer's government e-mail address on March 1, 2022. If an e-mail is not received, check the SPAM or Junk e-mail folder.  
**OR**
- Candidates requiring earlier access may request an access code prior to March by visiting [www.ethics.state.fl.us](http://www.ethics.state.fl.us), and click on the E-filing link.
  - Click "I am a filer," to request registration. The candidate should utilize their government e-mail address to register.
  - Click "request registration e-mail."
  - Candidate will receive an e-mail from [EthicsFDMSinfo@mail.disclosure.floridaethics.gov](mailto:EthicsFDMSinfo@mail.disclosure.floridaethics.gov).
  - If an e-mail is not received, check the SPAM or Junk e-mail folder.
- Register account information.
- Log in and complete the verification process.
- Complete the disclosure in the e-filing system.
- File/submit the disclosure electronically.
- Print a copy of the completed disclosure.
- File the disclosure with the Qualifying Officer.

### **Candidates who *do not* currently hold a Form 6 office or a position with a Form 1 requirement:**

- **IMPORTANT FIRST STEP!** Add [EthicsFDMSinfo@mail.disclosure.floridaethics.gov](mailto:EthicsFDMSinfo@mail.disclosure.floridaethics.gov) to their e-mail "safelist." Visit [www.ethics.state.fl.us](http://www.ethics.state.fl.us), and click on the E-filing link.
- Click "I am a candidate."
- Click "request registration e-mail."
- Candidate will receive an e-mail from [EthicsFDMSinfo@mail.disclosure.floridaethics.gov](mailto:EthicsFDMSinfo@mail.disclosure.floridaethics.gov).
- If they don't receive the e-mail, they should check their SPAM or Junk folder.
- Register account information.
- Log in and complete the verification process.
- Complete the disclosure in the e-filing system.
- Print the completed disclosure .
- File the disclosure with the Qualifying Officer.

Thank you for your patience as we transition to e-filing. We anticipate there will a learning curve and plenty of questions about using the new system. Commission staff is ready to assist Candidates with access to the new system and the completion of the disclosure for qualification purposes. Please contact us at 850-488-7864 or [disclosure@leg.state.fl.us](mailto:disclosure@leg.state.fl.us), if we can provide further assistance.