

eDisclosure for Filing Officials

Each filing official (agency contact person) will receive an automatic email notifying them of their user login id and a temporary password when they are entered into the electronic filing system as the agency contact person. If you are a filing official and a filer, you will use the same user login and have access to the Contact Person menu and Filer menu.

Login Screen

The screenshot shows the login interface for the County of Fresno eDisclosure system. The page header includes the County of Fresno logo and the text "County Of Fresno". The main content area is titled "Welcome to eDisclosure" and contains the following text: "You can now complete and electronically submit your Form 700 Statement of Economic Interests online via eDisclosure. If you need assistance, contact your [Filing Official](#)." Below this, there is a "Loading..." icon and the text: "County of Fresno ATTN: Clerk to the Board 2281 Tulare Street, Room 301 Fresno, CA 93721-2198". A red box with an arrow points to the "Filing Official" link, with the text "Provides list of all Filing Officials & their contact information". Another red box with an arrow points to the "Clerk to the Board" link, with the text "Opens email to send to Clerk's office". The "Log In" button is also visible.

Login

Login ID:
alex

Password:

Log In

[Forgot Password?](#)
[Forgot Login ID?](#)

DEPARTMENT/AGENCY

[Department/Agency Contact List](#)

CLERK TO THE BOARD

Clerk to the Board
Form 700 Personnel
Telephone Number:

County Of Fresno

Welcome to eDisclosure

You can now complete and electronically submit your Form 700 Statement of Economic Interests online via eDisclosure.

If you need assistance, contact your [Filing Official](#).

County of Fresno
ATTN: Clerk to the Board
2281 Tulare Street, Room 301
Fresno, CA 93721-2198

Loading...

If you encounter any problems, please email us at [Clerk to the Board](#).

We hope that you enjoy the ease of completing your application online.

Fair Political Practices Commission Hotline

Contact the Fair Political Practices Commission Toll Free Help Line at 1-866-ASK-FPPC (1-866-275-3772) to speak with a Political Reform Consultant to receive advice and ask technical questions. [FPPC web site >>](#)

Provides list of all Filing Officials & their contact information

Opens email to send to Clerk's office

Filer Management Screen

This screen will list each agency and its filers for the contact person logged in.

The screenshot shows the Filer Management interface. At the top left is the logo for 'THE COUNTY OF FRESNO'. A navigation menu on the left includes 'Home', 'Change Password', 'Change Login ID', 'Change Email', 'Sign Out', 'Contact Person', 'Filer Management', 'Filer Reports', 'Contact Person Profile', 'Agency Profile', 'COI Code', 'Current Code Amendments', 'Previous Code Amendments', and 'Contact Us'. The main area features a search bar with 'Agency' selected, a filter for 'Active' filers, and a 'Position in agency' dropdown. A table lists filers for the 'Agency: Test' with columns for Last Name, First Name, Middle Name, Position, Filer's disclosure category (BCC: AAB), Start Date, and End Date. Below the table are buttons for 'Account Info', 'Filer Positions', and 'View Forms'. A 'Welcome Kelley Hancock' message is visible in the top right.

Callouts and their descriptions:

- Lists current filers in an agency
- Lists filers who have a leaving date
- List to include current & past filers
- Agency Name
- Position in agency
- Filer's disclosure category; click on disclosure category for details
- Start date with agency
- Leaving office date
- Boxes used for searches by field info

Select a filer (click on filer name) to activate buttons: account info, filer positions and view forms. Demos of buttons on next page

Account Info Screen - Account info for specific filer

The screenshot shows the 'Account Info' window with the following fields and callouts:

- Name of filer in system:** Points to the 'Filer' field containing 'Joe Panik'.
- Email address on file for all notifications:** Points to the 'E-mail' field containing 'khancock@co.fresno.ca.us'.
- Usually the same as the filer's email address:** Points to the 'Login ID' field containing 'Joe.Panik'.
- Nick Name:** Points to the empty 'Nick Name' field.
- Buttons:** 'Add a Nick Name' and 'Close'.

Filer Positions Screen – Positions for specific filer

The screenshot shows the 'Filer Positions' screen with the following callouts:

- Filer account information:** Points to the 'Filer' tab.
- Filer's mailing address:** Points to the 'Last Name' field containing 'Panik'.
- Position held in each agency:** Points to the 'Position' column in the table.
- Each agency the filer serves:** Points to the 'Agency' column in the table.
- Start date for each agency:** Points to the 'Start Date' column in the table.
- Click on link for disclosure category details:** Points to the 'Disclosure Category' column in the table.

Position	Agency	Start Date	Disclosure Category
Board Member	Test	08/31/2016	BCC: AAB
Board Member	Test 2	08/31/2016	BCC: AAB

View Forms Screen – Forms for specific filer

The screenshot shows the 'View Forms' screen with the following callouts:

- All forms associated with filer:** Points to the 'Form Description' column header.
- Select document to view:** Points to the radio button next to the first row.
- Date & time of communication:** Points to the 'Filed Date' column containing '8/31/2016 8:29:55 AM'.
- View selected document:** Points to the 'View' button.
- List of any outstanding filings for filer:** Points to the 'Outstanding Filings' button.

#	Form Description	Filing Year	Filing Type	Due Date	Filed Date	No of Pages
<input checked="" type="radio"/>	Filer Email - Assuming Office Email Filing Notification	2016	Assuming		8/31/2016 8:29:55 AM	1

Filer Reports Screen

Reports take the place of the Form 700 log. All information that was maintained on the Form 700 log, can be found by running reports.

The screenshot shows the 'Filer Report' interface. A dropdown menu is open, displaying a list of reports with their names and descriptions. Red boxes and arrows highlight key elements:

- Name of Report:** Points to the 'Name' column header in the dropdown menu.
- Brief description of report:** Points to the 'Description' column header in the dropdown menu.
- Most commonly used reports:** A box containing 'Agency:' and 'Filing Type:' with arrows pointing to the corresponding fields on the main form.

Name	Description
List of Filers	Shows a list of designated agency filers.
Filed	Provides a view of forms which either 1) have been submitted to our office via "Electronically Submit" or 2) have been sent to our office, received and processed by Filing Officer.
General Status	Show General Status of filing.
Filers Yet to File	Provides a list of Filers who have either not filed or the Filing Officer has not yet processed their form 700.
Late Filers	Provides a view of filers who filed after the due date.
eDisclosure - Not Started Filings	Provides a view of filers who have not started their filings online.
eDisclosure - Started Not Finalized	Provides a view of filers who started their filing but have not finalized them.

The screenshot shows the 'Filer Report' form with various fields and annotations. Red boxes and arrows highlight key elements:

- Name of Report:** Points to the report name dropdown menu.
- Run by Filing Year*:** Points to the 'Filing Year' radio button.
- Select agency for report - only access to agencies you serve as the contact person:** Points to the 'Agency' dropdown menu.
- Narrow report by Assuming, Annual, Leaving or Amendment:** Points to the 'Filing Type' dropdown menu.
- Run report by form due date:** Points to the 'Due Date' radio button.
- Due Date Range for report:** Points to the 'From' and 'To' date fields.
- Run report per criteria selected:** Points to the 'Get Report' button.

*Filing Year – use the year that is being covered/reported on the Form 700. Example: To run a report for the Annual Form 700s that were due April 1, 2016, use the filing year 2015. Although the form was due in 2016, the filer was reporting on financial interests for the 2015 calendar year.

Contact Person Profile Screen

Contact Person Tab – information for person logged in to e-Disclosures

The screenshot shows the 'Contact Person Profile Screen' for Alex Franco. The 'Contact Person' tab is selected and circled in red. The page displays personal information in a form:

Last Name	Franco
First Name	Alex
Middle Name	
E-mail Address	alex.franco@southtechsystems.com

The left sidebar contains a 'Login' menu with options: Home, Change Password, Change Login ID, Change Email, Sign Out. Below it is a 'Contact Person' menu with options: Filer Management, Filer Reports, Contact Person Profile (highlighted), and Agency Profile.

Contact Information Tab – contact information for the contact person

The screenshot shows the 'Contact Information Tab' selected and circled in red. The page displays contact information in a form:

Address 1	<input type="text"/>		
Address 2	<input type="text"/>		
City	<input type="text"/>	State	CA
Phone Number	() - - ext:	Zip	- -
		Fax Number	() - -

The left sidebar is identical to the previous screenshot, with 'Contact Person Profile' highlighted.

Agencies Tab – agencies the contact person is associated with

The screenshot shows the 'Agencies Tab' selected and circled in red. The page displays a list of agencies:

Name
Test

The left sidebar is identical to the previous screenshots, with 'Contact Person Profile' highlighted.

Agency Profile Screen

Agency Address Tab – agency address on file with the Clerk’s office

The screenshot shows the Agency Profile screen with the 'Address' tab selected. The 'Agency' dropdown is set to 'Test -- Boards, Commission, and Committees'. The 'Address' form contains the following information:

Address 1:	1234 ABC Street				
Address 2:					
City:	Fresno	State:	CA	Zip:	93721-____
Phone:	(559)555-1234 ext: _____				

Divisions Tab – any divisions in an agency

The screenshot shows the Agency Profile screen with the 'Divisions' tab selected. The 'Agency' dropdown is set to 'Test -- Boards, Commission, and Committees'. The 'Divisions' table is empty, displaying 'No data to display'.

#	Name
No data to display	

Contact Persons Tab – contact person(s) for an agency with their info

The screenshot shows the Agency Profile screen with the 'Contact Persons' tab selected. The 'Agency' dropdown is set to 'Test -- Boards, Commission, and Committees'. The 'Contact Persons' table lists the following individuals:

#	Last Name	First Name	Phone	Email	Official Type	Role
	Franco	Alex		alex.franco@southtechsystems.com	Primary	Agency Contact Person
	Hancock	Kelley		khancock@co.fresno.ca.us	Primary	Agency Contact Person

A red box highlights the 'Official Type' column, with an arrow pointing to the text: 'Primary or secondary – secondary is back-up to primary contact'.