

INFORMATION ABOUT E-FILING & CANDIDATE QUALIFYING FAQ'S

Beginning January 1, 2024, paper versions of the Form 1, Form 1X, and Form 1F will no longer be promulgated by the Commission and local filers will no longer file with their Supervisor of Elections.

All Form 1 and Form 6 disclosures will be filed electronically, with the Florida Commission on Ethics in 2024. All forms file in the Electronic Financial Disclosure Management System (EFDMS) will be published to the Commission's website, pursuant to law.

Please note that any filers who are eligible for a public records exemption and wish to have certain information redacted from their form, in accordance with the public records laws should download and complete the confidentiality form (<https://www.ethics.state.fl.us/Documents/Forms/PublicRecordsExemption.pdf?cp=20231121>) and mail the completed form to the Commission prior to submitting their disclosure. That way, their filer record will be noted accordingly and redactions applied prior to the form being published on the Commission's website.

Anyone wishing to file a Form 6 or a Form 1 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. EFDMS provides candidates and filers with a series of questions and prompts to help them navigate the disclosure process. 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 non-incumbent/non-filer candidate access to the system are included with this memo.

Individuals who e-filed a Form 6 in 2023 do not need to (re)create a registration and login credentials. They will continue to access the system using their previously-established username and password.

Candidate Qualifying in 2024

Q: I am a City Commissioner or Mayor qualifying for office in 2023 for an election in 2024 do I file a Form 1 or a Form 6?

A: A Form 1. The new law (CS/CS/SB 774, --- Laws of Florida) does not go into effect until January 1, 2024. Any qualifying in 2023 is under existing law.

Q: I am a teacher and I am qualifying in 2023 to run for County Commissioner in 2024. How do I file a Form 6 to qualify for office?

A: As a teacher, you do not have an existing requirement to file financial disclosure. Go to the EFDMS login page and click the "I am a Candidate" button. Follow the prompts to register and set up your User Profile and log in credentials. Then, log into EFDMS and follow the instructions to complete the 2022 Form 6. Once you have completed the form and reviewed your information for accuracy, PRINT the form, sign and date it, and file the form with your Qualifying Officer.

Q: I am a Planning & Zoning Board Member and I filed a 2022 Form 1 in June 2023. I am qualifying in 2023 to run for County Commissioner. How do I obtain and file a Form 6 to qualify for office?

A: You are considered a current public officer with a filing requirement. Call the Florida Commission on Ethics for an EFDMS invitation to register. The invitation will be emailed to you. Click the link in the email to set up your User Profile and register to file electronically. You will access the system via the "I am a (Form 6) Filer" button. Once you are logged in, follow the instructions to complete, review, and electronically file the 2022 Form 6. Once the form is submitted electronically, click the "Verification and Receipt of Filing" link on your filer Dashboard. Print the verification and take it to the Qualifying Officer for qualifying.

Candidate Qualifying in 2024

Q: I am a City Commissioner or Mayor who filed a 2022 Form 1 in June of 2023 and I need to qualify to run for re-election to the City Commission/Mayor in January 2024. I am confused about how to qualify for office in terms of what form I file and where/how I file the form.

A: As a City Commissioner or Mayor, your form requirement in 2024 is the Form 6, so you will need to register in EFDMS to file the 2023 Form 6 electronically as a part of the qualification process. Beginning January 1, 2024, you will be able to log into EFDMS. If you did not receive an emailed invitation to register on January 1, go to the EFDMS login page and click the "I am a Filer" button. Click the link to request a registration code, enter your email address and submit. Follow the instructions to access your registration invitation. However, if the system does not match the email address you entered, please call the Commission for an invitation to register.

Once you have followed the prompts to register and set up your User Profile and login credentials, complete the 2023 Form 6 and file it electronically in EFDMS. Then, go to your EFDMS Dashboard, click "Verification and Receipt of Filing," print that verification and take it to your Qualifying Officer. Chapter 99, as amended in CS/CS/SB 774, permits Qualifying Officers to accept the verification in lieu of the filer having to print and file a copy of the e-filed Form 6 with the Qualifying Officer.

Q: I am a member of a Board of Adjustment and I want to run for City Commissioner in 2024. Qualifying is in February. Do I file and Form 1 or a Form 6 to qualify and how do I provide that form to the Qualifying Officer?

A: You are considered a current public officer with a filing requirement (it has been a Form 1 for your service on the Board of Adjustment). Beginning January 1, 2024, you will be able to log into EFDMS. Go to the EFDMS login page and click the "I am a Filer" button. Click the link to request a registration code, enter your email address and submit. Follow the instructions to access your registration invitation. However, if the system does not match the email address you entered, please call the Commission for an invitation to register.

Once you have followed the prompts to register and set up your User Profile and login credentials, complete the 2023 Form 6 and file it electronically in EFDMS. Then, go to your EFDMS Dashboard, click "Verification and Receipt of Filing," print that verification and take it to your Qualifying Officer. Chapter 99, as amended in CS/CS/SB 774, permits Qualifying Officers to accept the verification in lieu of the filer having to print and file a copy of the e-filed Form 6 with the Qualifying Officer.

Q: I am a County Commissioner who filed my 2022 Form 6 in June of 2023, in EFDMS. I am qualifying to run for the Florida House of Representatives in 2024. How do I file my Form 6 in 2024 to qualify for office?

A: As an existing disclosure filer, log into EFDMS using your username/password you established in 2023. You must now complete the 2023 Form 6 and file it electronically in EFDMS. Then, go to your EFDMS Dashboard, click "Verification and Receipt of Filing," print that verification and take it to your Qualifying Officer. Chapter 99, as amended in CS/CS/SB 774, permits Qualifying Officers to accept the verification in lieu of the filer having to print and file a copy of the e-filed Form 6 with the Qualifying Officer.

Q: I am a School Board Member who filed my 2022 Form 6 in June of 2023, in EFDMS. I am qualifying for in 2024. How do I file my Form 6 to qualify for office?

A: As an existing disclosure filer, log into EFDMS using your username/password you established in 2023. Complete the 2023 Form 6 and file it electronically in EFDMS. Then, go to your EFDMS Dashboard, click "Verification and Receipt of Filing," print that verification and take it to your Qualifying Officer. Chapter 99, as amended in CS/CS/SB 774, permits Qualifying Officers to accept the verification in lieu of the filer having to print and file a copy of the e-filed Form 6 with the Qualifying Officer.

ACCESS TO ELECTRONIC FILING OF FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS (FORM 6) OR STATEMENT OF FINANCIAL INTERESTS (FORM 1)

The Form 1 and 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.

- Filers who filed a Form 6 electronically in EFDMS in 2023 will use the same username and password for 2024.
- Filers who are eligible for a public records exemption and wish to have certain information redacted from their form, in accordance with the public records laws should download and complete the confidentiality form (<https://www.ethics.state.fl.us/Documents/Forms/PublicRecordsExemption.pdf?cp=20231121>) and mail the completed form to the Commission prior to submitting their disclosure. That way, their filer record will be noted accordingly and redactions applied prior to the form being published on the Commission's website.

Filers accessing the system for the first time, including Candidates, access EFDMS in one of two ways:

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

- **IMPORTANT FIRST STEP!** Add EthicsFDMSinfo@mail.disclosure.floridaethics.gov to their e-mail "safelist."
 - Invitations to register for filers qualifying in January will be e-mailed to the filer's e-mail address on January 1, 2024. If an e-mail is not received, check the SPAM or Junk e-mail folder.
- OR**
- Filers and Incumbent Candidates requiring access may request an access code beginning January 1, by visiting disclosure.floridaethics.gov.
 - Click "I am a filer," to request registration. The candidate should utilize their government e-mail address, whenever possible, to register.
 - Click "request registration e-mail."
 - Candidate will receive an e-mail from 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.
 - Filers who are not already designated as a confidential filer in the system can mail a signed, notarized public records exemption request if they qualify for confidentiality under s. 119. 071,

F.S. (<https://www.ethics.state.fl.us/FinancialDisclosure/DownloadAForm.aspx>). Once the request is on file with the Commission, agency staff will be able to redact certain information on the filer's form that is exempt under public records laws.

- Complete the disclosure in the e-filing system.
- File/submit the disclosure electronically.
- Print a copy of the "Verification and Receipt of Filing" OR print a copy of the completed disclosure.
- File the verification OR the printed copy of the disclosure with the Qualifying Officer.
 - Filers who do not need to qualify for office in January will receive an invitation to register in April. If a filer requires earlier access for qualifying purposes or if they want to get a head start on completing the form, can visit disclosure.floridaethics.gov, click "I am a filer," and "Request Registration Email."

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

- **IMPORTANT FIRST STEP!** Add EthicsFDMSinfo@mail.disclosure.floridaethics.gov to their e-mail "safelist." Visit disclosure.floridaethics.gov.
- Click "I am a candidate."
- Click "request registration e-mail."
- Candidate will receive an e-mail from 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 all disclosure filers to e-filing. We anticipate there will be 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, if we can provide further assistance.