

*State of South Carolina
State Ethics Commission
Herbert R. Hayden, Jr. – Executive Director*

*Electronic Filing Instructions
For
Statement of Economic Interests
&
Campaign Disclosure Reports*

(July 3, 2013)

*5000 Thurmond Mall, Suite 250
Columbia, SC 29201
(803) 253-4192*

Requirements for all Candidates
(Local or Statewide)



***PLEASE READ ALL
INFORMATION CAREFULLY BEFORE
FILING ANY REPORTS ONLINE***

All individuals who filed as a candidate with their local filing officer for an upcoming election must complete Campaign Disclosure reports with the State Ethics Commission. These reports must be filed electronically. Paper copies of these reports are no longer accepted. To file please go to our website <http://ethics.sc.gov>. This change is mandatory and failure to file required report(s) electronically will result in a minimum late filing penalty of \$100.00.

Statement of Economic Interests report

1. When is this report filed? The report is filed when an individual decides to be a candidate and meets the necessary requirements with the filing officer in his or her local area.

2. Where do you file this report online? Go to our website <http://ethics.sc.gov> and click on Electronic Filing.

Please note: Electronic Filing is located on our Home Page. It is listed above the Director's Message.



If you are a first time candidate and have never participated in an election: you must first create a username account. Go to our website <http://ethics.sc.gov> and click on Electronic Filing (above Director's Message on the Home Page). Read the information on that page carefully and click on create a user account. After you create a username and password, and enter a valid e-mail address, then click Next. There are several steps in creating a user account. Read and follow the instructions carefully. Make sure you select "I am a candidate or elected official." **DO NOT** select I only need to file a Statement of Economic Interests.

After you create a user account you will receive this message "You have successfully completed registration. Please click here to login to your account".

3. When do you create a new username account?

- A. A first time candidate
- B. Seeking a different position
- C. Filed a Final Campaign Disclosure report from a previous election.

4. What to do when your election date is not listed in the system?

Please call the State Ethics Commission: (803)253-4192.

Please note: If your election date is not listed in the system, **do not** select another election date. Call our office and we will enter the election date in the system.

5. How do you file the Statement of Economic Interests report online?

Go to our website <http://ethics.sc.gov>.

Click Electronic Filing.

Enter your username and password.

Click on login

Click on Statements of Economic Interests (located on the left side of the computer screen).

Click “start a new filing” and complete the report.

(There are several steps in completing this report, please read and follow the instructions carefully).

You will receive a confirmation number after you click File twice.

After printing your confirmation page, click on “continue” and the next screen will take you back to Current Filings. Click on View to look at or Print the report you just filed.

Please note: What type of candidate a filer is determines when a Statement of Economic Interests must be filed (see chart below).

Type of candidate or other filer	SEI filed when?
Candidates who file with a local or state political party	Statement of Economic Interests report is due March 30 th by noon or during the 14 day filing period, if not filing in March.
Candidates who file a petition for nomination	Statement of Economic Interests report is due within 15 days of submitting the petition.
Write-In Candidates	Statement of Economic Interests report is due within 24 hours of filing an initial campaign disclosure report or before taking the oath of office, whichever event occurs earlier.
All Other Candidates	Statement of Economic Interests report must be filed before taking the oath of office. (Section 8-13-1110)
Elected, Appointed and Employee filers	The Annual Statement of Economic Interests report is due by March 30 th at noon.
New or Interim Appointed and Employee filers	The Statement of Economic Interests report is due upon assuming the duties of the position.
Penalty	Failure to file timely requires the assessment of a fine pursuant to Section 8-13-1510

INCUMBENTS SEEKING RE-ELECTION

All incumbents must amend their current annual Statement of Economic Interests report, which is **due every year by March 30 at Noon** and indicate that they are a candidate for a new election term.

Instructions on how to amend report

Login to your account

Click on Statements of Economic Interests (located on the left side of the computer screen)

Go to the current annual report and click Amend

Click the Position tab

Click “Add a position”

Click “Candidate” for position status and click Next

Enter dates for term of office (month and year only)

Enter date filed as candidate (month and year only)

Select a state or local office

Click next

Enter position information

Click Save

Click “Review or edit information” and click Next

Click File and then click File again (**you will receive a confirmation number**).

Click on Continue

Campaign Disclosure Report

1. **When is the Initial report filed?** If an individual has spent or received \$500 or more **before, during or after** filing as a candidate, then an Initial Campaign Disclosure report must be filed **within ten days** after spending or receiving that amount.

Please note: An Initial report is not required to be filed for every \$500.00 that is received or spent. After you file your first Initial report, you must file Quarterly reports entering any contributions received or expenditures made after the Initial report. A Quarterly report is due until a Final report is filed. The Quarterly reports are due on January 10th, April 10th, July 10th, and October 10th.

2. **When is the Pre-election report filed?** 15 days before a general election or a primary if a candidate has primary opposition. This report is filed even if no funds are received and no expenditures are made. The Pre-election report may not be filed earlier than 20 days prior to an election.

Please note: The Pre-election report can be filed earlier than 20 days **only** if a municipal election was cancelled and those candidates were declared the winners. A written statement must be provided to the State Ethics Commission from the filing officer or those individuals who were declared the winners. This written statement can be mailed, faxed or e-mailed to our office.

3. **When do you file a Final report?** A Final report is filed when the campaign account is closed (no funds are in the account and no money is due or owed). An individual can file a Final report immediately after an election or by the next Quarterly report deadline.

Please note: An individual who wins the primary election and their name appears on the ballot for the general election must not file a Final report after the primary election. Another Pre-election report is required to be filed **15 days before** the general election. This report must be filed even if there is no opposition, no funds received and no expenditures made.

Please Note: You must always click “start a new filing” to file your next report. **Do not** amend the current report to add new contributions or expenditures.

4. **How do you file the campaign disclosure report online?**

Go to our website (<http://ethics.sc.gov>) and above Director’s Message on our Home Page click on Electronic Filing.

Enter your username and password

Click on login

Click on “tart a new filing.”

Click on the up-coming election date.



Please note: Individuals who are in an up-coming election and have an account from a previous election, click on start a new campaign (listed below the previous election date), select the new election year, click next, select the new election date, click next, click on the new election date and follow the instructions below.

Click next

Select the report type

Select the election type

Select the filing year

Click next

Enter all your contributions, expenditures, loans and loan payments

There are several steps in completing this report, please read and follow the instructions carefully.

After completing the report go to the summary page and review

Click file (bottom of summary page)

Click file again and you will receive a confirmation number.

Click on continue

Please note: If you don't have any contributions, expenditures, loans, loan repayments or disposition of assets to report click the "Skip for Now" box in each section and go to the summary page and click the File button.

Campaign Bank Accounts

Are candidates required to open a separate campaign bank account? If the filing fee is the only expense and is paid from the candidate's personal funds, a separate checking account is not required. If additional expenses are incurred or additional funds contributed to the campaign, a checking account must be opened immediately and the account location and number reported. The account information will not be provided to the public.

For more information on Campaign bank accounts go to our website <http://ethics.sc.gov>, click on Campaigns (located on the left side of the computer), click on Campaign Practices law and Penalties and scroll down to Section 8-13-1312: Campaign bank accounts.

Expenditures

Expenditures must be related to the campaign or the office held. Use of campaign funds for personal expenses is prohibited. Candidates should maintain a mileage log for reimbursement of expenses related to travel. Candidates may not purchase gas with campaign funds.

Reset Password

Please note: If you know your username and forgot your password, reset the password. If you don't know your username and password, contact our office.

Statement of Economic Interests report:

Instructions on how to reset your password

Go to our website <http://ethics.sc.gov> and click on Electronic Filing.

Enter your username.

Click "Forgot your password."

Enter your username again and click Next.

Instructions on password retrieval will be sent to your e-mail address. Please read and follow the instructions to reset your password. After you reset your password, login to your account, click on Statements of Economic Interests (located on the left side of the computer screen), click "**start a new filing**" and complete the Statement of Economic Interests report.

Campaign Disclosure Report:

Instructions on how to reset your password

Go to our website <http://ethics.sc.gov> and click on electronic filing.

Enter your username.

Click forgot your password.

Enter your username again and click next.

Instructions on password retrieval will be sent to your e-mail address. Please read and follow the instructions to reset your password. After you reset your password, login to your account, click "**start a new filing**" and complete the Campaign Disclosure report.

Additional Information/Contact Us

For more general information about the Statement of Economic Interests and Campaign Disclosure Reports please go to our website <http://ethics.sc.gov> and click on Campaigns or Statement of Economic Interests (located on the left side of the computer screen). You can also go to the User Guides for directions on how to file your reports electronically or contact our office if you have any questions.

**Questions about the Statement of Economic Interests Report
(803) 253-4192 and press 1**

**Questions about the Campaign Disclosure Report
(803) 253-4192 and press 2**

The State Ethics Commission staff members are available to assist you with the electronic filing. Please don't hesitate to contact our office.

**Office Hours:
Monday-Friday
8:30 AM – 5:00 PM**