
From: Wiggins, Karen
Sent: Thursday, May 12, 2016 12:37 PM
To: Wiggins, Karen
Subject: State Ethics Commission - 2016 Statement of Economic Interests "Saved" Report

Importance: High

As a recipient of this e-mail, please be advised that our records at the State Ethics Commission indicate your 2016 Statement of Economic Interests (also called "SEI") report is not "Filed"—it is "Saved." You will see it next to a little yellow pencil **at the bottom** of your "Current Filings" list under Statements of Economic Interests.

Go to our website at <http://ethics.sc.gov>
On our Home Page above Director's Message, click on "Electronic Filing";
Type in your username and password, and click on log in;

----If you are a candidate or elected official, go to the left side of your screen and under "Electronic Filing" click on the second little dot that says "Statements of Economic Interests" and then scroll down to **the bottom** of your "Current Filings" list;

----If you are a government employee or an appointed board/commission member: if you see "My Account" on the left side of your screen, just scroll down to **the bottom** of your "Current Filings" list;

Now find the little yellow pencil next to your 2016 "Saved" report;

Slide your mouse to the right and click on the blue word "Edit";

Now scroll down and click on the "File" button;

You will now see a list of sections that did not contain any information—Click inside the check box next to each section to confirm that you have nothing to report;

Now click "Next";

Now click "File";

The next screen will show that you have filed the 2016 SEI and show your confirmation number. Print this page, or—depending on your e-mail carrier—you should receive an e-mail with this confirmation number message.

Now click "Continue";

Under "Current Filings" you should now see at the top of your list the 2016 SEI you just filed—the yellow pencil has been removed and there should be a yellow file folder.

Karen A. Wiggins

State Ethics Commission

803/253-4192, ext. 1

<http://ethics.sc.gov> (Copy and use this for getting to our web site's Home Page)