

SOUTH CAROLINA

# State Ethics Commission

*Public Disclosure and Accountability Reporting System  
Electronic Filing: Statement of Economic Interest*



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## LOGIN

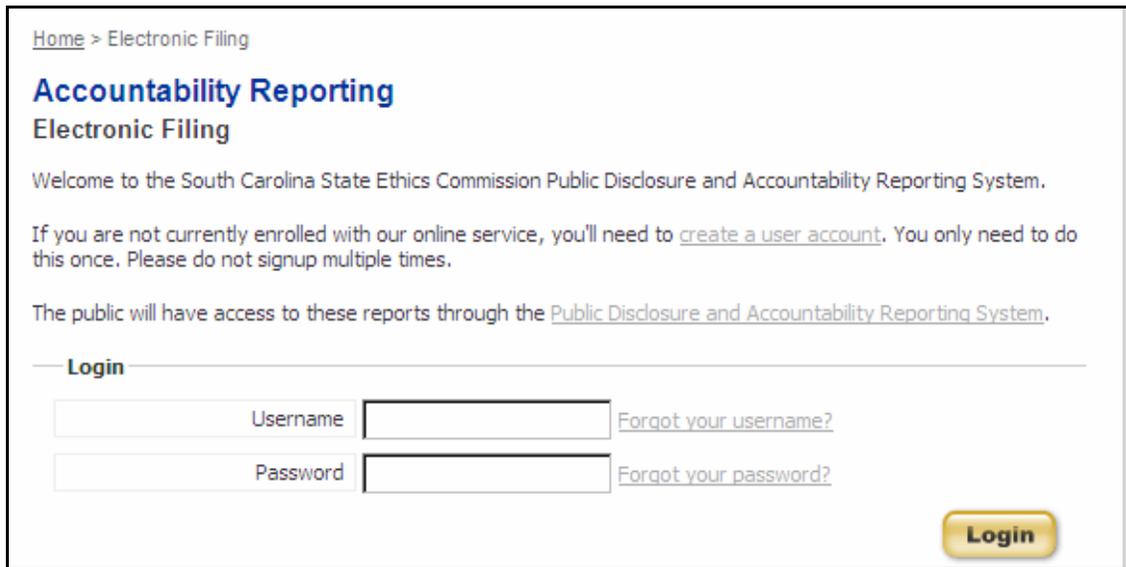
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In order to file your Statement of Economic Interest, you must login to your account.

To login to your account go to <https://ssl.sc.gov/EthicsRegistration/Login/Login.aspx>

Enter your username and password and click “Login”.

If you are a Candidate and need to file a Statement of Economic Interests, login to your candidate account and select Statement of Economic Interests from the menu on the left.



The screenshot shows the login page for the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System. At the top, there is a breadcrumb trail: [Home](#) > [Electronic Filing](#). Below this, the page title is "Accountability Reporting" in blue, followed by "Electronic Filing" in black. A welcome message reads: "Welcome to the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System." Below the welcome message, there is a paragraph: "If you are not currently enrolled with our online service, you'll need to [create a user account](#). You only need to do this once. Please do not signup multiple times." Another paragraph follows: "The public will have access to these reports through the [Public Disclosure and Accountability Reporting System](#)." Below this, there is a "Login" section with a horizontal line. Under the line, there are two input fields: "Username" and "Password". To the right of the "Username" field is a link: [Forgot your username?](#). To the right of the "Password" field is a link: [Forgot your password?](#). At the bottom right of the login section is a yellow "Login" button.

If you have not registered for an account, go to:

<https://ssl.sc.gov/EthicsRegistration/Login/Login.aspx> to create a new user account. For help with registering a new user account, please refer to the Registration User Guide.

## NAVIGATION

Once you have logged in to your account, you are able to navigate through the various sections of the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System by using the menu on the left of each page.

<a href="#">Public Disclosure</a>
<a href="#">Electronic Filing</a>
<ul style="list-style-type: none"> <li>▪ <a href="#">My Account</a></li> <li>▪ <a href="#">Profile</a></li> </ul>
<a href="#">Help With Filing</a>
<a href="#">SC State Ethics Commission</a>
<a href="#">Contact Us</a>
<a href="#">Logout</a>

Public Disclosure - this link provides online access to all Campaign Disclosure reports, Operating Disclosure reports, Statements of Economic Interest and Statements of Organization that have been filed electronically.

Electronic Filing - this will link to the Login Page for Electronic Filing of Campaign Disclosure reports, Operating Disclosure reports, Statements of Economic Interest and Statements of Organization

My Account - provides a menu of your filed and unfiled reports

Profile - here you can change your personal information

Help with Filing - this link will provide access to a glossary of terms and the user guides for filing reports online.

SC State Ethics Commission - direct link to the SC State Ethics Commission website

Contact Us - provides information on how to contact the SC State Ethics Commission and who to contact for questions regarding specific topics

Logout - this will end your session and close your account

## MY ACCOUNT

Once you have logged in to your account successfully, you will be able to do the following:

- View all Reports
- File a new Statement of Economic Interests
- Edit a saved Statement of Economic Interests
- Amend a Statement of Economic Interests
- Update profile

Your screen will appear as shown on the next page:

SC.GOV Online Services ■ Agency Listing ■

SOUTH CAROLINA  
**State Ethics Commission**  
 Public Disclosure and Accountability Reporting System

[Home](#)

**Electronic Filing**  
 My Account: Statement of Economic Interests

**Directions**  
 To review information you have entered, click each tab below. To view, edit a saved report, or amend a filed report, click the View, Edit, or Amend link.

**START A NEW FILING**

**Current Filings** Archived Filings

\*\*\* No Filings Reported. \*\*\*

Home | Filing | Help | SC State Ethics Commission | Contact

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**Current Filings:** This folder contains the most current filed version of your Statement of Economic Interests and any “Saved” version of reports. “Saved” reports are original or amendments that are in edit mode and have not yet been filed.

**Archived Filings:** This folder contains the outdated versions of all reports that have a more recent version located in the Current Filings folder. These reports can no longer be modified.

To view, edit a saved report, or amend a filed one, click the View, Edit or Amend link for the report you wish to work with.

**Electronic Filing**  
**My Account: Statement of Economic Interests**

**Directions**  
 To review information you have entered, click each tab below. To view, edit a saved report, or amend a filed report, click the View, Edit, or Amend link.

[START A NEW FILING](#) 

**Current Filings** Archived Filings

Date Filed	Status	Report Year	Filing Type	Report Type	View	Edit/Amend
Not Filed	 Saved	2009	Original	Statement of Economic Interests	<a href="#">View</a>	<a href="#">Edit</a>
6/20/2007	 <b>Filed</b>	2008	Original	Statement of Economic Interests	<a href="#">View</a>	<a href="#">Amend</a>

When you select View, Edit or Amend, you will be taken to the Summary tab of your report. The heading displays the year and report type or version that you are working in.

**Electronic Filing**  
**Statement of Economic Interests: Review**

Filing Report Review

**Name:** James Morris  
**Year:** 2008  
**Filing Type:** Original

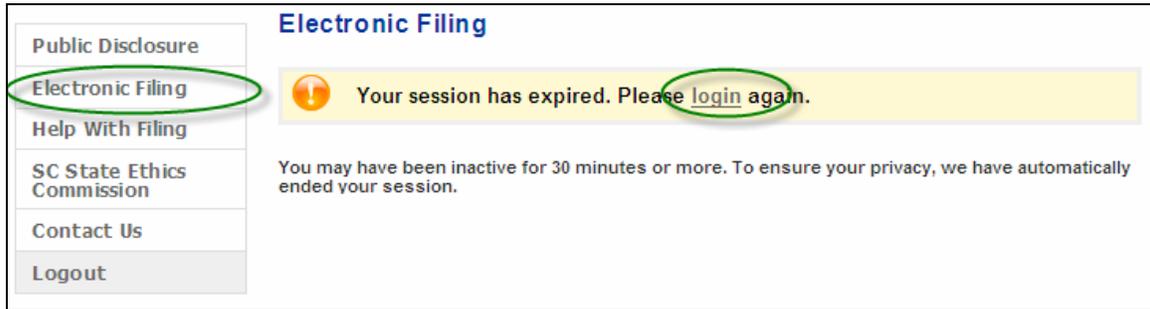
Select a tab to view entered information. To navigate between sections, use the "More" or "Back" tabs. To modify or delete an entry, click its corresponding link.

**Summary** Position Income & Benefits Reg. Bus. Assoc. Property More »

Name	Address	Phone	County
<a href="#">James Morris</a>	890 Wheat Street Columbia, SC 29205	803.222.2222	RICHLAND

## SESSION EXPIRED

Your session will expire after 30 minutes of inactivity. When your session expires, the system automatically logs you out of your session. To login to your account, you can use the link provided in the center of the page or click on 'Electronic Filing' from the menu on the left.



The screenshot displays the 'Electronic Filing' section of a web application. On the left is a vertical navigation menu with the following items: 'Public Disclosure', 'Electronic Filing', 'Help With Filing', 'SC State Ethics Commission', 'Contact Us', and 'Logout'. The 'Electronic Filing' menu item is circled in green. The main content area is titled 'Electronic Filing' and features a yellow warning banner with a red exclamation mark icon. The banner text reads: 'Your session has expired. Please [login again](#).' The word 'login' in the link is also circled in green. Below the banner, a message states: 'You may have been inactive for 30 minutes or more. To ensure your privacy, we have automatically ended your session.'

# START A NEW FILING

To start a new filing, click the “Start a New Filing” button.



The first step is to select the Filing Year for your Statement of Economic Interest. Select the year from the options provided. Click ‘Next’ to continue or ‘Back’ to return to your My Account page. You may not file a report for the same year more than once.



## POSITION

### General Information

1. If you are filing for more than one position, you must enter each position separately.

2. If you are a Candidate for any office, you must register as a Candidate to file your Statement of Economic Interests.
3. If you are a local Board/Commission member, you only need to file a Statement of Economic Interests if you receive compensation for this position.

Step 1 - Select the Position Status and click 'Next' to continue



The screenshot shows a web form titled "General Information". It features a "Position Status" label above a list of four radio button options: "Appointed", "Candidate", "Elected", and "Employee". At the bottom right of the form, there are two yellow buttons: "← Back" and "Next →".

### Appointed Official Position

Step 2 - Select the month and enter the year of the date of your appointment. Click 'Next' to continue.



The screenshot shows a web form titled "Electronic Filing" with the subtitle "Statement of Economic Interests: Position". Below the subtitle, it says "Please indicate your appointment date." The form is divided into a section titled "Appointed Official Information". It contains a "Date of Appointment" label followed by a dropdown menu showing "February" and a text input field containing "2007". At the bottom right, there are two yellow buttons: "← Back" and "Next →".

Step 3 - Your position is associated with a specific Entity (Agency, District, etc.) which belongs to a particular Entity Category. Select the Entity Category that your Entity belongs to. Click 'Next' to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

Please select an Entity Category.

**Appointed Official Information**

Entity Category: College and University

- Aviation Commission/Authority
- Authority/Commission
- College and University**
- Conservation District
- Development Board
- Hospital
- Library
- Public Service or Special Purpose
- Registration and Election Board
- State Agency
- Tourism Commission

← Back      Next →

Step 4 - Select the Entity with which your position is associated. Click 'Next' to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

Please select an Entity.

**Appointed Official Information**

Entity Category: COLLEGE AND UNIVERSITY

Entity:

- AIKEN TECHNICAL COL
- CENTRAL CAROLINA TECHNICAL COL
- CITADEL
- CLEMSON UNIVERSITY
- COASTAL CAROLINA UNIVERSITY
- COLLEGE OF CHARLESTON
- DENMARK TECHNICAL COL
- FLORENCE-DARLINGTON TECHNICAL COL
- FRANCIS MARION UNIVERSITY
- GREENVILLE TECHNICAL COL
- HORRY-GEORGETOWN TECHNICAL COL
- LANDER UNIVERSITY
- MIDLANDS TECHNICAL COL
- MUSC
- NORTHEASTERN TECHNICAL COL
- ORANGEBURG-CALHOUN TECHNICAL COL
- PIEDMONT TECHNICAL COL
- SOUTH CAROLINA STATE UNIVERSITY
- SPARTANBURG TECHNICAL COL

Next →

Step 5 - Select your Position Title and click 'Save'.

**Electronic Filing**  
Statement of Economic Interests: Position

Please select a Position.

— **Appointed Official Information** —

Entity Category: COLLEGE AND UNIVERSITY

Entity Name: UNIVERSITY OF SOUTH CAROLINA

Title:    
Board Member  
Board of Visitors  
Trustee

In the event that there is no Appointed position for the Entity you have selected, you will see “No Position Available”. Click ‘Back’ to modify the Entity or Entity Category.

**Electronic Filing**  
Statement of Economic Interests: Position

Please select a Position.

— **Appointed Official Information** —

Entity Category: COLLEGE AND UNIVERSITY

Entity Name: CENTRAL CAROLINA TECHNICAL COL

Title:    
No Position Available

Step 6 - Your Position has been saved successfully. Select from the options provided and click 'Next' to continue.

### Electronic Filing

Statement of Economic Interests: Position

 **Position saved successfully.**

How would you like to continue?

- Add another position
- Continue to Income and Benefits
- Review or edit information

[Next →](#)

#### Candidate Position

Step 2 - Select the month and year of the beginning and ending term of the office you are seeking.

Step 3 - Select the month and year of the date you filed the declaration of candidacy for this office or petition to appear on the election ballot.

Step 4 - Select the type of office you are seeking

Step 5 - Click 'Next' to continue

## Electronic Filing

### Statement of Economic Interests: Position

Please complete the entire form below. All fields are required.

#### Candidate Information

Term of Office

Enter the month and year of the beginning and ending term of the office you are seeking.

From

To

Date Filed as Candidate

Please select the type of office below.

State Office  Constitutional Office

Local Office  State House of Representatives

State Senate

County Official

City or Municipal Official

School Board Trustee

Public Service or Special Purpose

Conservation District

← Back

Next →

#### Step 6 - Office Title and Related Information

If you selected **Constitutional Office**, select the Office and then click 'Save' to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

Please select the office.

**Position Information**

Office

- Adjutant General
- Attorney General
- Commissioner of Agriculture
- Comptroller General
- Governor
- Lieutenant Governor
- Secretary of State
- State Superintendent of Education
- Treasurer

[← Back](#) [Save](#)

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If you selected **State House of Representatives** or **State Senate**, select the District Number and click 'Save' to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

Please enter the district.

**Position Information**

District Number

[← Back](#) [Save](#)

If you selected **County Official**, select the Office and County and click 'Save' to continue.

### Electronic Filing

#### Statement of Economic Interests: Position

Please select the office, and then enter the county. Fields marked by an asterisk (\*) are required.

---

**Position Information**

\*Office

\*County

If you selected **City or Municipal Official**, select the Office and City/Municipality and click 'Save' to continue.

### Electronic Filing

#### Statement of Economic Interests: Position

Please select the office, and then enter the city or municipality. Fields marked by an asterisk (\*) are required.

---

**Position Information**

\*Office  Mayor  
 City Council

\*City/Municipality

If you selected **School Board Trustee**, select the School District and click ‘Save’ to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

Please select the school district.

— **Position Information** —

School District

If you selected **Public Service or Special Purpose**, select the District OR the Hospital Board and the Title of your position and click ‘Save’ to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

Please select the name of the district or Hospital Board and your title. Fields marked by an asterisk (\*) are required.

— **Position Information** —

\*District

OR

\*Hospital Board

\*Title

Board/Commission Member  
Trustee

If you selected **Conservation District**, select the Title of your position and the District and click 'Save' to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

Please enter the title and the district. Fields marked by an asterisk (\*) are required.

**Position Information**

\*Title

\*District

[← Back](#) [Save](#)

Step 7 - Your Position has been saved successfully. Select from the options provided and click 'Next' to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

 **Position saved successfully.**

How would you like to continue?

Add another position

Continue to Income and Benefits

Review or edit information

[Next →](#)

## Elected Position

### Electronic Filing

#### Statement of Economic Interests

Please complete the entire form below. All fields are required.

---

#### Elected Official Information

Term of Office

Enter the month and year of the beginning and ending date of your current term.

From

To

**Please select the type of office below.**

State Office  Constitutional Office

Local Office  State House of Representatives

State Senate

County Official

City or Municipal Official

School Board Trustee

Public Service or Special Purpose

Conservation District

Step 2 - Select the month and year of the beginning and ending date for the term of the office you currently hold.

Step 3 - Select the type of office you are seeking

Step 4 - Click 'Next' to continue

Step 5 - Office Title and Related Information

If you selected **Constitutional Office**, select the Office and then click ‘Save’ to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

Please select the office.

— **Position Information** —

Office

- Adjutant General
- Attorney General
- Commissioner of Agriculture
- Comptroller General
- Governor
- Lieutenant Governor
- Secretary of State
- State Superintendent of Education
- Treasurer

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If you selected **State House of Representatives** or **State Senate**, select the District Number and click ‘Save’ to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

Please enter the district.

— **Position Information** —

District Number

If you selected **County Official**, select the Office and County and click 'Save' to continue.

**Electronic Filing**  
**Statement of Economic Interests: Position**

Please select the office, and then enter the county. Fields marked by an asterisk (\*) are required.

— **Position Information** —

\*Office

\*County

If you selected **City or Municipal Official**, select the Office and City/Municipality and click 'Save' to continue.

**Electronic Filing**  
**Statement of Economic Interests: Position**

Please select the office, and then enter the city or municipality. Fields marked by an asterisk (\*) are required.

— **Position Information** —

\*Office  Mayor  
 City Council

\*City/Municipality

If you selected **School Board Trustee**, select the School District and click ‘Save’ to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

Please select the school district.

— **Position Information** —

School District

If you selected **Public Service or Special Purpose**, select the District OR the Hospital Board and the Title of your position and click ‘Save’ to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

Please select the name of the district or Hospital Board and your title. Fields marked by an asterisk (\*) are required.

— **Position Information** —

\*District

OR

\*Hospital Board

\*Title

Board/Commission Member  
Trustee

If you selected **Conservation District**, select the Title of your position and the District and click 'Save' to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

Please enter the title and the district. Fields marked by an asterisk (\*) are required.

**Position Information**

\*Title

\*District

[← Back](#) [Save](#)

Step 6 - Your Position has been saved successfully. Select from the options provided and click 'Next' to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

 **Position saved successfully.**

How would you like to continue?

Add another position

Continue to Income and Benefits

Review or edit information

[Next →](#)

## Employee Position

Step 2 - Select the month and enter the year of your Date of Hire and click 'Next' to continue.

### Electronic Filing

#### Statement of Economic Interests: Position

Please indicate your hire date.

---

**Employee Official Information**

Date of Hire

[← Back](#) [Next →](#)

Step 3 - Your position is associated with a specific Entity (Agency, District, etc.) which belongs to a particular Entity Category. Select the Entity Category that your Entity belongs to. Click 'Next' to continue.

### Electronic Filing

#### Statement of Economic Interests: Position

Please select an Entity Category.

---

**Employee Official Information**

Entity Category

- Alcohol & Drug Abuse Committee
- Authority/Commission
- Aviation Commission/Authority
- City
- College and University
- Council of Governments
- County
- Development Board
- Hospital
- Housing Authority
- Library
- Public Service or Special Purpose
- Recreation and Parks
- Regional Transportation Authority
- Registration and Election Board
- School District
- State Agency
- Tourism Commission

[← Back](#) [Next →](#)

Step 4 - Select the Entity with which your position is associated. Click 'Next' to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

Please select an Entity.

**Employee Official Information**

Entity Category: COUNCIL OF GOVERNMENTS

Entity

- APPALACHIAN COG
- BERKELEY-CHARLESTON-DORCHESTER COG
- CATAWBA REGIONAL COG
- CENTRAL MIDLANDS COG
- LOW COUNTRY COG
- LOWER SAVANNAH REGIONAL COG
- PEE DEE REGIONAL COG
- SANTEE-LYNCHES REGIONAL COG
- UPPER SAVANNAH REGIONAL COG
- WACCAMAW REGIONAL COG

Next →

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South Carolina

Step 5 - Select your Position Title and click 'Save'.

**Electronic Filing**  
Statement of Economic Interests: Position

Please select a Position.

**Employee Official Information**

Entity Category: COUNCIL OF GOVERNMENTS

Entity Name: CENTRAL MIDLANDS COG

Title

- Chief Administrative Official
- Chief Financial Official
- Chief Procurement Official

← Back Save

In the event that there is no Employee position for the Entity you have selected, you will see "No Position Available". Click 'Back' to modify the Entity or Entity Category.

Step 6 - Your Position has been saved successfully. Select from the options provided and click 'Next' to continue.

**Electronic Filing**  
Statement of Economic Interests: Position

 **Position saved successfully.**

How would you like to continue?

Add another position

Continue to Income and Benefits

Review or edit information

**Next →**

If you need to file a Statement of Economic Interests for more than one position, you must enter each position separately. Once you have added each of your positions, you can choose to continue to the Income and Benefits section or to review or edit the information you have entered.

## GENERAL INFORMATION

1. Directions for each section are included on the page for that section. Please be sure to read the directions when completing your Statement of Economic Interests.
2. You may choose not to enter information for any of the sections of the Statement of Economic Interest. To do so, check the box with the label **“SKIP FOR NOW”**. You will be taken to the next page to determine how you would like continue with your electronic filing.
3. If you do not enter any information and click ‘Save’ you will receive a message as such that references the section you are working in:

 **To continue without disclosing any creditors at this time, please check the 'Skip for Now' box below.**

4. If you enter information and check the **“SKIP FOR NOW”** box, you will receive a message as such that references the section you are working in:

 **You have chosen NOT to disclose any creditors this time. If you would like to file this information, please clear the checkbox below.**

If you do want to skip this section, clear any information you may have entered in the fields on the page, make sure the **Skip for Now** checkbox is marked and click 'Save' to continue.

If you do not want to skip this section, make sure all of the required fields are completed, make sure the **Skip for Now** checkbox is **not** marked and click 'Save' to continue.

5. If you enter any of the information incorrectly or an error occurs on the page while you are working, an error message will display informing you of what corrections you may take to save this information correctly.

### Electronic Filing

#### Statement of Economic Interests: Regulated Business Associations

 **Relationship is required.**  
**Source of Involvement is required.**

Employees of regulatory agencies associated with businesses regulated by the agency must indicate the name(s) of all such businesses and how they are associated with that business. Disclose how that business is regulated by the regulatory agency.

Please complete the form below. To skip this section, use the checkbox below.

---

**Business**

Business Name	Jake's Plumbing
Relationship	
Source of Regulatory Involvement	

**SKIP FOR NOW**

[< Back](#)   [Next >](#)

6. After each entry that has been saved successfully you will receive a message indicating the information you just entered has been saved. The heading and verbiage will apply to the section of the entry you just completed.

## Electronic Filing

### Statement of Economic Interests: Income and Benefits



Income or benefit has been saved successfully.

7. After each entry or each item you skip, you will have the option to enter another item in that section, go on to the next section or review or edit the information you have entered up to that point.

How would you like to continue?

- Add another position
- Continue to Income and Benefits
- Review or edit information

Next →

You can also choose to review or edit your information at any time by selecting My Account from the menu on the left and Edit next to the report you wish to edit.

## INCOME AND BENEFITS

### Personal

## Electronic Filing

### Statement of Economic Interests: Income and Benefits

Any income or benefit received by you from state and local agencies in South Carolina during the prior calendar year must be disclosed. Generally, this amount is the same as the gross amount reported on your W-2 form. If you receive a W-2 form or 1099 MISC for use of a publicly-owned vehicle or a government residence, then it must also be disclosed. State retirement is not disclosed.

Please disclose the source, type, and amount of any income or benefits. To skip this section, use the checkbox below.

#### Income or Benefit

Name of Source

Type

Amount/Value \$

SKIP FOR NOW

← Back

Save

- Step 1 - Enter the Name of the Source of the income or benefit.
- Step 2 - Enter the Type of income or benefit received.
- Step 3 - Enter the Amount or Value of the income or benefit received. This field must be numeric and not include the '\$'.
- Step 4 - Click 'Save' to save the information you have entered.

Family

### Electronic Filing

#### Statement of Economic Interests: Family Income and Benefits

Any income or benefit received by a member of **your immediate family** from state and local agencies in South Carolina during the prior calendar year must be disclosed. Generally, this amount is the same as the gross amount reported on your W-2 form. If you receive a W-2 form or 1099 MISC for use of a publicly-owned vehicle or a government residence, then it must also be disclosed. State retirement is not disclosed.

Please disclose the source, type, and amount of any income or benefits received by a member of your immediate family. To skip this section, use the checkbox below.

---

**Income or Benefit**

Name of Source	
Type	
Amount/Value \$	

**SKIP FOR NOW**

← Back
Save

- Step 1 - Enter the Name of the Source of the income or benefit.
- Step 2 - Enter the Type of income or benefit received.
- Step 3 - Enter the Amount or Value or the income or benefit received. This field must be numeric and not include the '\$'.
- Step 4 - Click 'Save' to save the information you have entered.

## REGULATED BUSINESS ASSOCIATIONS

### Electronic Filing

#### Statement of Economic Interests: Regulated Business Associations

Employees of regulatory agencies associated with businesses regulated by the agency must indicate the name(s) of all such businesses and how they are associated with that business. Disclose how that business is regulated by the regulatory agency.

Please complete the form below. To skip this section, use the checkbox below.

**Business**

Business Name	<input type="text"/>
Relationship	<input type="text"/>
Source of Regulatory Involvement	<input type="text"/>

SKIP FOR NOW

[← Back](#) [Next →](#)

- Step 1 - Enter the Business Name of which you are associated.
- Step 2 - Enter your Relationship with the regulated business.
- Step 3 - Enter how the business is regulated by the agency.
- Step 4 - Click 'Save' to save the information you have entered.

## REAL OR PERSONAL PROPERTY INTERESTS

### Electronic Filing

#### Statement of Economic Interests: Real or Personal Property Interests

**Part I**

Real estate interests held by you or a member of your immediate family in South Carolina must be disclosed if:

- (A) the interest can be reasonably expected to be a conflict of interest with your public position, or
- (B) there have been public improvements (i.e., addition of sidewalks, road paving, water and/or sewer service etc.) of more than \$200 on this or adjoining property.

Identify the nature of the potential conflict of interest. Describe the nature and value of any public improvements.

Please complete the form below. To skip this section, use the checkbox below.

---

**Property Interests Held**

Property Description	<input type="text"/>
Property Value \$	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="SC"/>
Zip Code	<input type="text"/>
Please Select:	<input type="radio"/> <b>Public improvements of more than \$200</b> <input type="radio"/> <b>Potential conflict of interest</b>
Description	<input type="text"/>
Public Improvements Value \$	<input type="text"/> <i>For Public Improvements ONLY</i>

**SKIP FOR NOW**

- Step 1 - Enter the Property Description. [House, Office, Land, etc.]
- Step 2 - Enter the Property Value. Information must be numeric; do not include the '\$'.
- Step 3 - Enter the Street Address of the property.
- Step 4 - Enter the City in which the property is located.
- Step 5 - Enter the Zip Code in which the property is located. Information must be numeric.
- Step 6 - Select whether this property has had public improvements done valued at more than \$200 or if the property is a potential conflict of interest.
- Step 7 - Enter a description of the improvements or the potential conflict of interest.

Step 8 - If you selected 'Public improvements of more than \$200' in Step 6, enter the value of the public improvements. Information must be numeric and more than \$200.

Step 9 - Click 'Save' to save the information you have entered.

## REAL OR PERSONAL PROPERTY INTERESTS

### Electronic Filing

#### Statement of Economic Interests: Real or Personal Property Interests II

**Part II**  
Identify any real or personal property sold, leased, or rented by you or a member of your immediate family to a state or local public agency in South Carolina. Identify the type of property and the name of the agency(s) involved in the transaction(s) as well as the amount of value of the transaction(s).

Send a copy of the sale contract, lease or rental agreement to the following address:

If you are a State Representative and do not hold any other position, then:

House Ethics Committee  
P.O. Box 11867  
Columbia, SC 29211

If you are a State Senator and do not hold any other position, then:

Senate Ethics Committee  
P.O. Box 142  
Columbia, SC 29201

All other filers:

South Carolina State Ethics Commission  
5000 Strom Thurmond Mall, Suite 250  
Columbia, SC 29205

Depending on your position(s), send a copy of the sale contract, lease or rental agreement here.

Please complete the form below. To skip this section, use the checkbox below.

**Property Interest Sold, Leased, or Rented**

Please Select:  Sold  
 Leased  
 Rented

Street Address

City

State

Amount of Transaction \$

Agency

SKIP FOR NOW

- Step 1 - Select if you have Sold, Leased or Rented the property.
- Step 2 - Enter the Street Address of the property.
- Step 3 - Enter the City in which the property is located.
- Step 4 - Enter the Amount of the Transaction [monthly rent, sale price, etc.]
- Step 5 - Enter the Agency with which the transaction was made.
- Step 6 - Click 'Save' to save the information you have entered.

**BUSINESS INTERESTS**

**Electronic Filing**

**Statement of Economic Interests: Business Interests**

Identify every business or entity in which you or a member of your immediate family held or controlled, in the aggregate, securities or interests constituting five percent or more of the total issued and outstanding securities and interests which constitute a value of \$100,000 or more. Identify your relationship to that business (officer, stockholder of more than \$100,000).

Please complete the form below. To skip this section, use the checkbox below.

---

**Business Interests**

Business Name	
Relationship	

**SKIP FOR NOW**

← Back
Save

- Step 1 - Enter the Business Name that you or a member of your immediate family holds or held interest in.
- Step 2 - Enter the relationship you have with the business.
- Step 3 - Click 'Save' to save the information you have entered.

## CREDITORS

### Electronic Filing

#### Statement of Economic Interests: Creditors

List by name and address, each creditor to whom you or any member of your immediate family owed a debt in excess of \$500 at any time during the reporting period if the credit or loan is from some person which is regulated by the agency with which you are associated or from some person which is seeking a business or financial relationship with the agency with which you are associated. Disclose the original amount of the debt, the rate of interest, and the amount outstanding as of the end of the reporting period.

**Do not disclose amounts on credit cards or retail installment contracts. Also, do not disclose debt promised or loaned by a bank, savings and loan or other licensed financial institution which loans money in the ordinary course of business and on terms and interest rates generally available to a member of the general public, without regard to status as a public official, public member, or public employee.**

Please complete the form below. To skip this section, use the checkbox below.

#### Creditor

Creditor Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Rate of Interest %	<input type="text"/>
Original Amount \$	<input type="text"/>
Outstanding Amount \$	<input type="text"/>

SKIP FOR NOW

← Back

Save

- Step 1 - Enter the Creditor Name.
- Step 2 - Enter the Street Address of the creditor.
- Step 3 - Enter the City in which the creditor is located.
- Step 4 - Select the state in which the creditor is located.
- Step 5 - Enter the Zip Code in which the creditor is located.
- Step 6 - Enter the Rate of Interest as a percentage for the credit or loan.
- Step 7 - Enter the Original Amount of the Credit or Loan. Information must be numeric.
- Step 8 - Enter the Outstanding Amount of the Credit or Loan. Information must be numeric.
- Step 9 - Click 'Save' to save the information you have entered.

## LOBBYISTS

### Electronic Filing

#### Statement of Economic Interests: Lobbyist/Lobbyist's Principal

Identify the name and relationship of any lobbyist who is an immediate member of your family or an individual or business with which you or a member of your immediate family is associated. Identify any lobbyist or lobbyist's principal who has purchased goods or services of more than \$200 from you, a member of your immediate family, or an individual or business with which you are associated. Identify the type of goods or services purchased, the amount, and from whom the material was purchased.

To skip this section, use the checkbox below.

---

#### Lobbyists

Please Select the Type:  Lobbyist  
 Lobbyist's Principal

SKIP FOR NOW

[← Back](#) [Next →](#)

- Step 1 - Select if you would like to enter a Lobbyist or a Lobbyist's Principal
- Step 2 - Click 'Next' to enter additional information for the Lobbyist or Lobbyist's Principal

## Lobbyist

### Electronic Filing

#### Statement of Economic Interests: Lobbyist/Lobbyist's Principal

Identify the name and relationship of any lobbyist who is an immediate member of your family or an individual or business with which you or a member of your immediate family is associated. Identify any lobbyist or lobbyist's principal who has purchased goods or services of more than \$200 from you, a member of your immediate family, or an individual or business with which you are associated. Identify the type of goods or services purchased, the amount, and from whom the material was purchased.

Please complete the form below.

**Lobbyist**

Lobbyist Name

Please check all that apply:

**Relationship**  
Nature of Relationship

**Goods or Services**  
Description   
Amount \$   
Purchased From

[← Back](#) [Save](#)

- Step 3 - Enter the Lobbyist Name
- Step 4 - If the Lobbyist is related to you by family or business relationship, check the box next to Relationship and enter the Nature of the Relationship
- Step 5 - If the Lobbyist has purchased goods or services of more than \$200, check the box next to Goods or Services and
- (1) Enter a description of the goods or services purchased
  - (2) Enter the amount of the sale
  - (3) Enter the name of the person or business from whom the purchase was made.
- Step 6 - Click 'Save' to save the information you have entered.

If you mistakenly selected Lobbyist from the previous page, click 'Back' and select Lobbyist's Principal or Skip for Now.

## Lobbyist's Principal

### Electronic Filing

#### Statement of Economic Interests: Lobbyist/Lobbyist's Principal

Identify the name and relationship of any lobbyist who is an immediate member of your family or an individual or business with which you or a member of your immediate family is associated. Identify any lobbyist or lobbyist's principal who has purchased goods or services of more than \$200 from you, a member of your immediate family, or an individual or business with which you are associated. Identify the type of goods or services purchased, the amount, and from whom the material was purchased.

Please complete the form below.

**Lobbyist**

Lobbyist's Principal Name

Enter goods or services purchased from you, an immediate family member, an individual with whom you are associated, or a business with which you are associated.

Description

Amount \$

Purchased From

[← Back](#) [Save](#)

Step 3 - Enter the Lobbyist's Principal Name

Step 4 - The Lobbyist's Principal has purchased goods or services of more than \$200,

(1) Enter a description of the goods or services purchased

(2) Enter the amount of the sale

(3) Enter the name of the person or business from whom the purchase was made.

Step 5 - Click 'Save' to save the information you have entered.

If you mistakenly selected Lobbyist's Principal from the previous page, click 'Back' and select Lobbyist or Skip for Now.

## GOVERNMENT CONTRACTS

### Electronic Filing

#### Statement of Economic Interests: Government Contracts

Identify each individual or business from which you receive compensation, if that individual or business also contracts with the governmental entity with which you serve or which employs you. Report the name and address of that individual or business and the amount of compensation paid to you by that individual or business. Identify further your relationship to that individual or business, and the public agency involved in the contract.

Please complete the form below. To skip this section, use the checkbox below.

---

**Government Contract**

Contractor Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value=""/>
Zip Code	<input type="text"/>
Relationship	<input type="text"/>
Nature of Business	<input type="text"/>
Amount of Filer's Compensation \$	<input type="text"/>
Public Agency Involved	<input type="text"/>

**SKIP FOR NOW**

- Step 1 - Enter the Contractor Name. [individual or business name]
- Step 2 - Enter the Street Address of the contractor.
- Step 3 - Enter the City in which the contractor is located.
- Step 4 - Select the state in which the contractor is located.
- Step 5 - Enter your Relationship with the individual or business contracted.
- Step 6 - Enter the Nature of the Business for the contract.
- Step 7 - Enter your Compensation. Information must be numeric.
- Step 8 - Enter the name of the Public Agency involved in the Contract.
- Step 9 - Click 'Save' to save the information you have entered.

## GIFTS

### Electronic Filing

#### Statement of Economic Interests: Gifts

Provide the source and a brief description of any gifts, including transportation, lodging, food, or entertainment, received during the preceding calendar year from:

(A) a person if there is reason to believe the donor would not give the gift, gratuity, or favor but for your office or position; or

(B) an officer or director of a person, if you have reason to believe the person:

1. has or is seeking to obtain contractual or other business or financial relationship with your agency; or
2. conducts operations or activities which are regulated by your agency if the value of the gift is \$25 or more in a day or if the value totals, in the aggregate, \$200 or more in a calendar year.

Identify the type of gift, its value, as well as the donor and your relationship to that donor.

Please complete the form below. To skip this section, use the checkbox below.

---

**Gift**

Nature of Gift	<input type="text"/>
Value \$	<input type="text"/>
Donor	<input type="text"/>
Relationship to Donor	<input type="text"/>

SKIP FOR NOW

[← Back](#) [Save](#)

- Step 1 - Enter the Nature of the Gift received.
- Step 2 - Enter the Value of the gift received.
- Step 3 - Enter the Donor Name of the person or business who gave the gift.
- Step 4 - Enter your Relationship to the Donor you entered in Step 3.
- Step 5 - Click 'Save' to save the information you have entered.

## TRAVEL REIMBURSEMENT

### Electronic Filing

#### Statement of Economic Interests: Travel Reimbursement

Identify the organization which paid for or reimbursed your actual expenses, the amount of such payment or reimbursement, and the purpose, date, and location of the speaking engagement.

Please complete the form below. To skip this section, use the checkbox below.

---

#### Travel Reimbursement

Provider	<input type="text"/>
Amount \$	<input type="text"/>
Purpose	<input type="text"/>
Date	<input type="text"/> <input type="text"/> <input type="text"/>
City	<input type="text"/>
State	<input type="text"/>

SKIP FOR NOW

[← Back](#) [Save](#)

- Step 1 - Enter the name of the organization which paid for or reimbursed your expenses.
- Step 2 - Enter the Amount of the reimbursement. Information entered must be numeric.
- Step 3 - Enter the Purpose for travel.
- Step 4 - Select the month, day and year of the travel.
- Step 5 - Enter the City to which you traveled.
- Step 6 - Select the State to which you traveled.
- Step 7 - Click 'Save' to save the information you have entered.

If you are NOT a candidate for or elected member of the State House of Representatives or State Senate, you will see this page:

**Electronic Filing**  
**Statement of Economic Interests: Travel Reimbursement**

**How would you like to continue?**

- Add another travel reimbursement
- Review or edit information
- Review your report

**Next →**

Since this is the last section of the Statement of Economic Interest that you have to file, you have the option to “Review your report”. This option will take you to the beginning of your Statement of Economic Interest so that you can review and edit information. The “Review or edit information” option takes you to the review page for the Travel Reimbursement section.

If you are a candidate for or elected member of the State House of Representatives or State Senate, you will see this page:

**Electronic Filing**  
**Statement of Economic Interests: Travel Reimbursement**

**How would you like to continue?**

- Add another travel reimbursement
- Continue to Association with Any Person Represented for Compensation
- Review or edit information
- Review your report

**Next →**

If you have an association with any person represented for compensation, select that option. You will be taken to the next section. You have the option to “Review your report”. This option will take you to the beginning of your Statement of Economic Interest so that you can review and edit information. The “Review or edit information” option takes you to the review page for the Travel Reimbursement section.

## PERSONS REPRESENTED FOR COMPENSATION

### Members of and Candidates for the General Assembly Only

### Electronic Filing

#### Statement of Economic Interests: General Assembly

**Members of and Candidates for the General Assembly Only**

Identify any person represented for compensation before any governmental entity by you, an individual with whom you are associated, or a business with which you are associated. Disclose the nature of the services rendered in such representation and the nature of any contacts made with governmental agencies regarding such representation. Fees earned for such representations must be fully disclosed. Matters of representation required by law or before courts in the unified judicial system do not require disclosure.

**NOTE:** You are not required to disclose economic interest information concerning:

1. A spouse separated from you by court order;
2. A former spouse;
3. A campaign contribution that is permitted and reported under Article 13; or
4. Matters determined to require confidentiality pursuant to Section 2-17-90 (E).

Please complete the form below. To skip this section, use the checkbox below.

**Association with any person represented for compensation**

Person Represented	<input type="text"/>
Services Rendered	<input type="text"/>
Nature of Contact with Government Agency	<input type="text"/>
Fees Earned \$	<input type="text"/>
Outstanding Amount \$ <i>If none, enter "0".</i>	<input type="text"/>

**SKIP FOR NOW**

- Step 1 - Enter the name of the person represented for compensation.
- Step 2 - Enter the services rendered in representation.
- Step 3 - Enter the nature of any contacts with governmental agency(s).
- Step 4 - Enter the fees earned for representation. Information must be numeric.
- Step 5 - Enter the outstanding amount of fees not yet paid. If none, enter "0".
- Step 6 - Click 'Save' to save the information you have entered.

The next screen you will see is:

### Electronic Filing

#### Statement of Economic Interests: General Assembly

**How would you like to continue?**

- Add another association with any person represented for compensation
- Review or edit information
- Review your report

**Next →**

Since this is the last section of the Statement of Economic Interest that you have to file, you have the option to “Review your report”. This option will take you to the beginning of your Statement of Economic Interest so that you can review and edit information. The “Review or edit information” option takes you to the review page for Any Persons Represented for Compensation.

# REVIEW YOUR REPORT

## GENERAL INFORMATION

(1) After each section of the Statement of Economic Interests you have the option to “Review or edit information”. If you select this item you will be taken to the review tab of that section.

(2) If you select “Review your report”, you will be taken to the Summary tab of your report. The heading displays the year and report type or version that you are working in. The Summary tab displays your demographic information.



**Electronic Filing**  
**Statement of Economic Interests: Review**

Filing Report Review

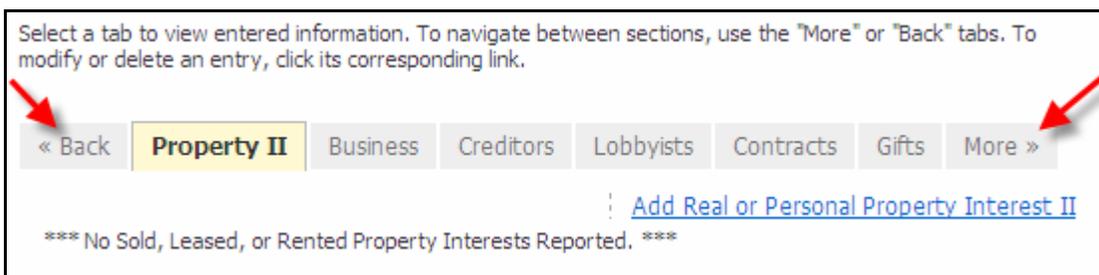
**Name:** James Morris  
**Year:** 2008  
**Filing Type:** Original

Select a tab to view entered information. To navigate between sections, use the "More" or "Back" tabs. To modify or delete an entry, click its corresponding link.

**Summary** Position Income & Benefits Reg. Bus. Assoc. Property More »

Name	Address	Phone	County
<a href="#">James Morris</a>	890 Wheat Street Columbia, SC 29205	803.222.2222	RICHLAND

(3) Once you are in the report review, you can navigate between sections of the Statement of Economic Interests using the tabs. To navigate to sections of the Statement of Economic Interests that are not shown on your screen, use the ‘More’ and ‘Back’ tabs.



Select a tab to view entered information. To navigate between sections, use the "More" or "Back" tabs. To modify or delete an entry, click its corresponding link.

« Back **Property II** Business Creditors Lobbyists Contracts Gifts More »

: [Add Real or Personal Property Interest II](#)

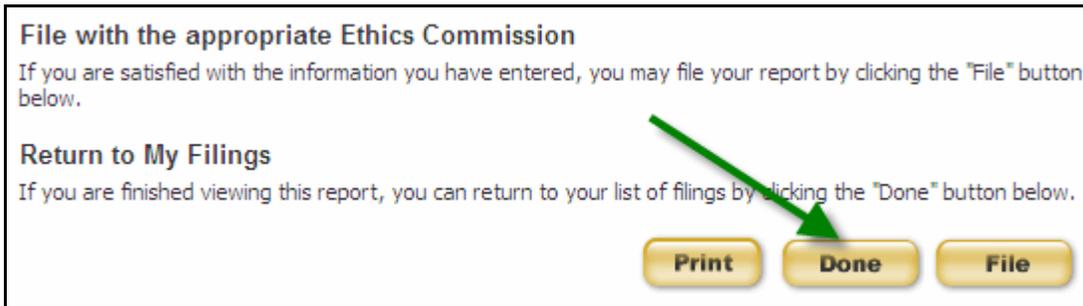
\*\*\* No Sold, Leased, or Rented Property Interests Reported. \*\*\*

(4) You can add, edit and delete positions or items in each section. You cannot change the filing year you selected when you started your report. If you need to change the filing year of this report, you must contact SC.gov at 1-866-340-7105 x102 for support.

(5) If you have not entered any items in a section, the tab will be empty. The tab will contain a link for you to add an item to that section.



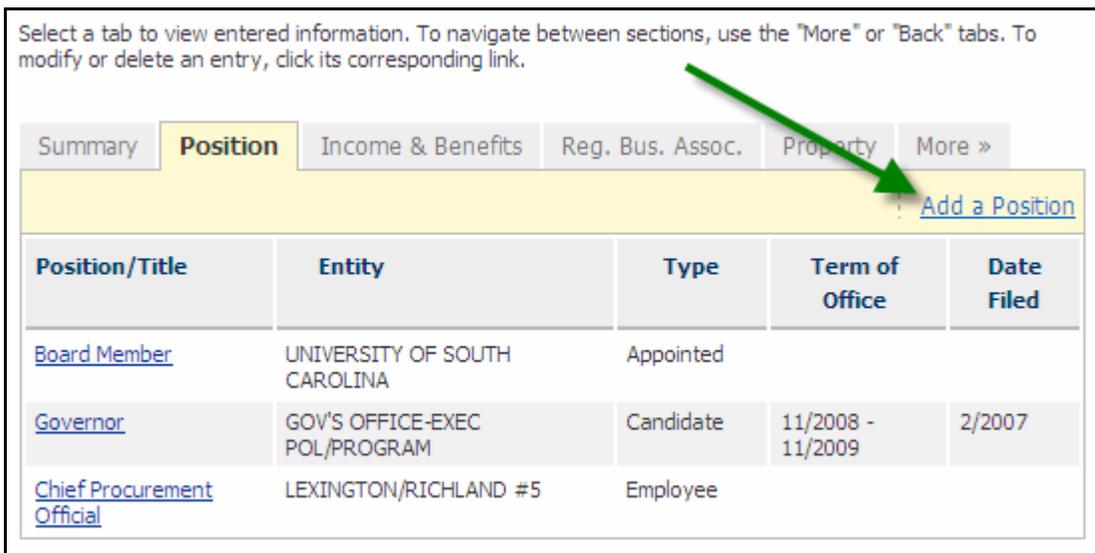
(6) If at any time you are done working with your report and want to return to your account page, you can click 'Done' at the bottom of each of the review tab pages or click 'My Account' from the menu on the left.



## ADD ANOTHER ENTRY

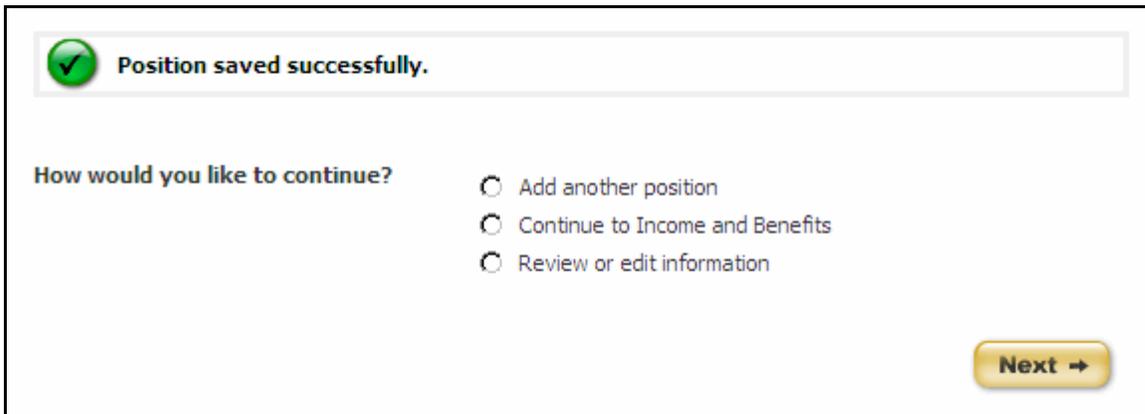
### Positions

To add a position click on the 'Add a Position' link on the Positions tab.



Follow the steps previously outlined in this user guide to select Position Status, Entity Category, Entity and Position Title and any other information related to the specific position.

When you have successfully added a position, you will see a successful message. Make a selection and click 'Next' to continue.



**Position saved successfully.**

How would you like to continue?

- Add another position
- Continue to Income and Benefits
- Review or edit information

**Next →**

### Items

To add an item to a section, click on the tab for that section. Once you are viewing the existing entries for that section, click on the link to add an item.



Property Description	Property Value	Location	Type	Description
<a href="#">Land</a>	\$80,000.00	200 Sumter Street Columbia, SC 29201	Potential Conflict of Interest	Parking Lot

Follow the steps previously outlined in this user guide to enter the information required for this section.

When you have successfully added the item, you will see a successful message. Make a selection and click 'Next' to continue.

## EDIT OR DELETE AN ENTRY

### Positions

(1) To edit or delete a Position, click on the Position/Title link of the position you wish to edit or delete in the Position tab.

Position/Title	Entity	Type	Term of Office	Date Filed
Board Member	UNIVERSITY OF SOUTH CAROLINA	Appointed		
Governor	GOV'S OFFICE-EXEC POL/PROGRAM	Candidate	11/2008 - 11/2009	2/2007
Chief Financial Official	ANDERSON	Employee		
Chief Procurement Official	LEXINGTON/RICHLAND #5	Employee		

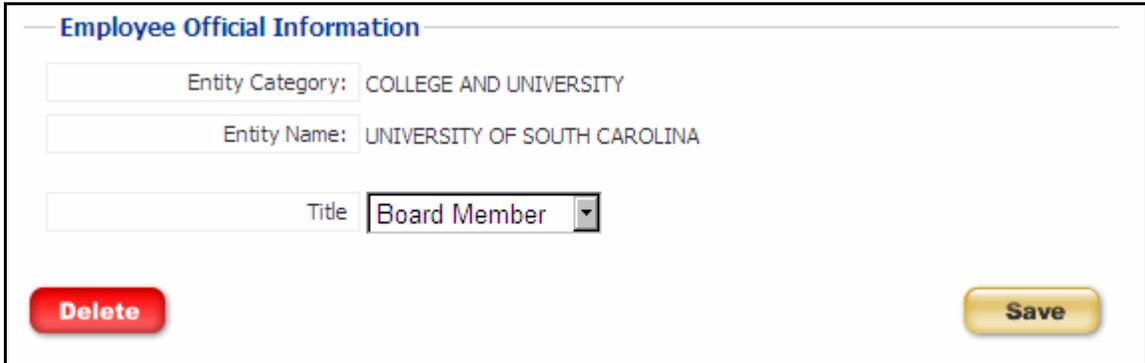
(2) If you choose to edit a position a constitutional office position, you will only be able to edit the Office.

(3) If you choose to edit a position that requires you to specify a district, you can only edit the district.

**Position Information**

District Number

(4) For all other positions, you can only edit the Position Title/Office. You cannot change the Entity or Entity Category that you previously selected.



**Employee Official Information**

Entity Category: COLLEGE AND UNIVERSITY

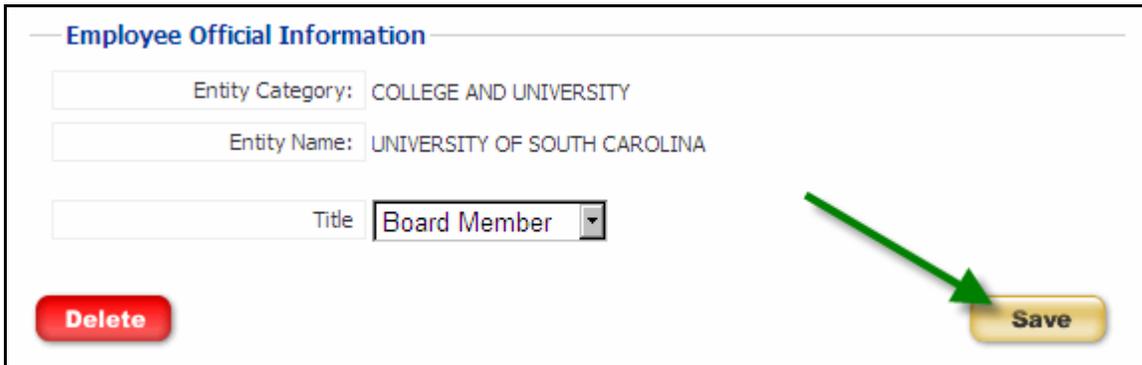
Entity Name: UNIVERSITY OF SOUTH CAROLINA

Title: Board Member

Delete Save

(5) If you need to edit position information that the system does not allow you to edit, you must delete the position and add a new one with the correct information.

(6) Once you have modified the information necessary or want the position to remain in your report without making changes, click 'Save' to update or keep this position information.



**Employee Official Information**

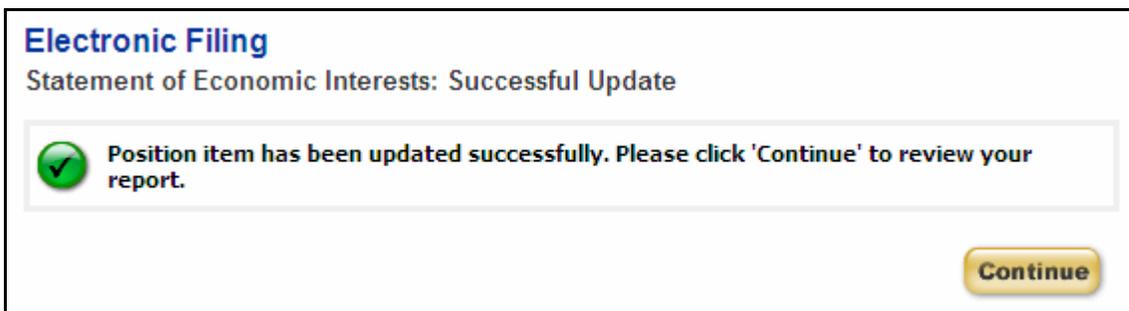
Entity Category: COLLEGE AND UNIVERSITY

Entity Name: UNIVERSITY OF SOUTH CAROLINA

Title: Board Member

Delete Save

(7) You will see a message indicating that your position has been updated successfully. Click 'Continue' to return to the review section of your report.



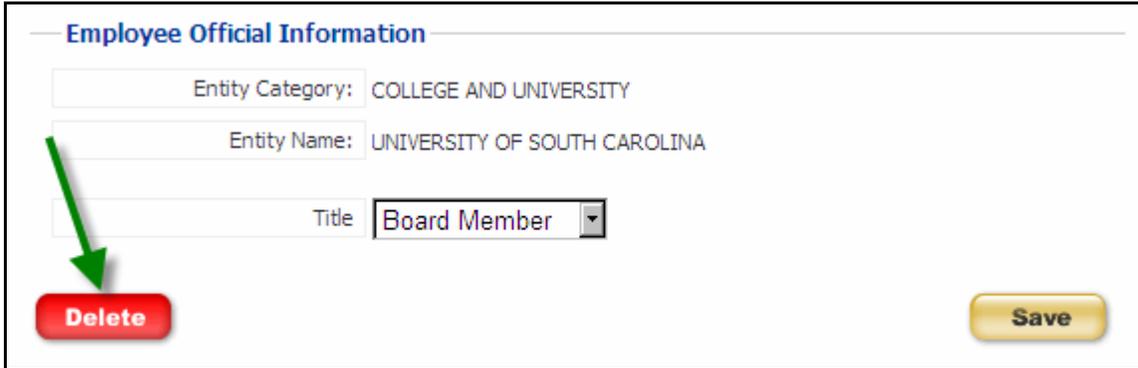
**Electronic Filing**

Statement of Economic Interests: Successful Update

Position item has been updated successfully. Please click 'Continue' to review your report.

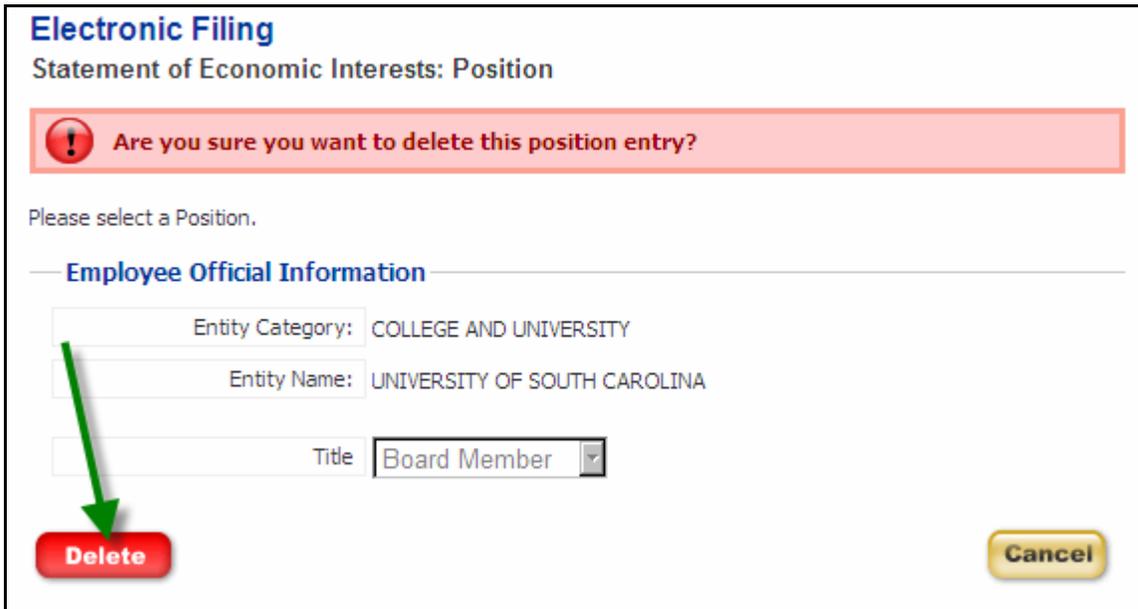
Continue

(8) To delete the position, click 'Delete'.



The screenshot shows a form titled "Employee Official Information". It contains three input fields: "Entity Category" with the value "COLLEGE AND UNIVERSITY", "Entity Name" with the value "UNIVERSITY OF SOUTH CAROLINA", and "Title" with a dropdown menu showing "Board Member". At the bottom left, there is a red "Delete" button with a green arrow pointing to it. At the bottom right, there is a yellow "Save" button.

(9) You will be asked to confirm that you really want to delete this position. Click 'Delete' on this page to delete the position or 'Cancel' to return to the review section of your report.



The screenshot shows a confirmation page titled "Electronic Filing" with the subtitle "Statement of Economic Interests: Position". A red warning banner at the top contains an exclamation mark icon and the text "Are you sure you want to delete this position entry?". Below the banner, it says "Please select a Position." and then "Employee Official Information". The form fields are identical to the previous screenshot: "Entity Category" (COLLEGE AND UNIVERSITY), "Entity Name" (UNIVERSITY OF SOUTH CAROLINA), and "Title" (Board Member). At the bottom left, there is a red "Delete" button with a green arrow pointing to it. At the bottom right, there is a yellow "Cancel" button.

(10) If you have chosen to delete the position, you will see a message that the position has been deleted successfully. Click 'Continue' to return to the review section of your report.

**Electronic Filing**  
Statement of Economic Interests: Successful Deletion

 Position item has been deleted successfully. Please click 'Continue' to review your report.

[Continue](#)

Items

(1) To edit or delete an item that you have entered, click on the link of the item you wish to edit or delete in the tab of that section.

<a href="#">« Back</a>	<a href="#">Property II</a>	<a href="#">Business</a>	<a href="#">Creditors</a>	<a href="#">Lobbyists</a>	<a href="#">Contracts</a>	<b>Gifts</b>	<a href="#">More »</a>
							<a href="#">Add a Gift</a>
Donor	Relationship	Nature of Gift	Value				
<a href="#">Maggiano's</a>	Lobbyist	Dinner	\$25.00				

(2) Once you have modified the information necessary or want the item to remain in your report without making changes, click 'Save' to update or keep this item information.

**Gift**

Nature of Gift

Value \$

Donor

Relationship to Donor

[Delete](#) [Save](#)

(3) You will see a message indicating that the entry has been updated successfully. Click 'Continue' to return to the review section of your report.

**Electronic Filing**  
Statement of Economic Interests: Successful Update

 Gift item has been updated successfully. Please click 'Continue' to review your report.

[Continue](#)

(4) To delete the entry, click 'Delete'.

**Gift**

Nature of Gift	Dinner
Value \$	25.00
Donor	Maggiano's
Relationship to Donor	Lobbyist

**Delete**  **Save**

(5) You will be asked to confirm that you really want to delete this entry. Click 'Delete' on this page to delete the item entered or 'Cancel' to return to the review section of your report.

**! Are you sure you want to delete this gift entry?**

Provide the source and a brief description of any gifts, including transportation, lodging, food, or entertainment, received during the preceding calendar year from:

(A) a person if there is reason to believe the donor would not give the gift, gratuity, or favor but for your office or position; or

(B) an officer or director of a person, if you have reason to believe the person:

1. has or is seeking to obtain contractual or other business or financial relationship with your agency; or
2. conducts operations or activities which are regulated by your agency if the value of the gift is \$25 or more in a day or if the value totals, in the aggregate, \$200 or more in a calendar year.

Identify the type of gift, its value, as well as the donor and your relationship to that donor.

Please complete the form below.

**Gift**

Nature of Gift	Dinner
Value \$	25.00
Donor	Maggiano's
Relationship to Donor	Lobbyist

**Delete**  **Cancel**

(6) If you have chosen to delete the item, you will see a message that the entry has been deleted successfully. Click 'Continue' to return to the review section of your report.

**Electronic Filing**  
Statement of Economic Interests: Successful Deletion

 **Gift item has been deleted successfully. Please click 'Continue' to review your report.**

Continue

## RETURNING TO YOUR SAVED REPORT

To view, edit a saved report, or amend a filed one, click the View, Edit or Amend link for the report you wish to work with.

**Electronic Filing**  
My Account: Statement of Economic Interests

**Directions**  
To review information you have entered, click each tab below. To view, edit a saved report, or amend a filed report, click the View, Edit, or Amend link.

START A NEW FILING 

Current Filings
Archived Filings

Date Filed	Status	Report Year	Filing Type	Report Type	View	Edit/Amend
Not Filed	 <i>Saved</i>	2009	Original	Statement of Economic Interests	<a href="#">View</a>	<a href="#">Edit</a>
6/20/2007	 <b>Filed</b>	2008	Original	Statement of Economic Interests	<a href="#">View</a>	<a href="#">Amend</a>

When you select View, Edit or Amend, you will be taken to the Summary tab of your report. The heading displays the year and report type or version that you are working in.

## Electronic Filing

### Statement of Economic Interests: Review

#### Filing Report Review

**Name:** James Morris

**Year:** 2008

**Filing Type:** Original

Select a tab to view entered information. To navigate between sections, use the "More" or "Back" tabs. To modify or delete an entry, click its corresponding link.

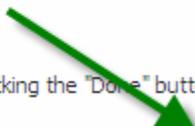
<b>Summary</b>	Position	Income & Benefits	Reg. Bus. Assoc.	Property	More »
Name	Address	Phone	County		
<a href="#">James Morris</a>	890 Wheat Street Columbia, SC 29205	803.222.2222	RICHLAND		

## FILING YOUR REPORT

When you are ready to file your report, you can do so from any of the tabs in report review. At the bottom of each page you will have a 'File' button. Click 'File' if you are ready to file your report.

**File with the appropriate Ethics Commission**  
If you are satisfied with the information you have entered, you may file your report by clicking the "File" button below.

**Return to My Filings**  
If you are finished viewing this report, you can return to your list of filings by clicking the "Done" button below.



**Print**   **Done**   **File**

If any section of your Statement of Economic Interest has no entries, you must acknowledge that you have nothing to disclose in that section. You will be given a list of the sections that do not contain any items. Mark the checkboxes next to each item to acknowledge that you have nothing to disclose.

**Electronic Filing**  
Statement Of Economic Interest: Filing Acknowledgement

 **The following sections of your report are blank.**

Please acknowledge that you have nothing to disclose in these sections, or go back to complete your filing.

**Acknowledgements**

- I have no **Family Income & Benefits** items to disclose.
- I have no **Reg. Bus. Assoc.** items to disclose.
- I have no **Property Interest II** items to disclose.
- I have no **Creditor** items to disclose.
- I have no **Lobbyist/Lobbyist's Principal** items to disclose.
- I have no **Gov. Contract** items to disclose.
- I have no **Travel** items to disclose.



**← Back**   **Next →**

Once you have acknowledged each section on the list, click 'Next' to continue. If you need to enter an item in one of these sections, click 'Back' and go to the tab for that section to add an item.

After you click 'Next' you will be asked to confirm that you want to file your report. Click 'File' if you are ready to file your report. Click 'Back' if you do not want to file your report at this time. All of your information will be saved.

**Electronic Filing**  
Statement of Economic Interests: Filing Confirmation

**CERTIFICATION:** I certify that the contents of this statement are true, correct, and complete to the best of my knowledge and belief. I understand that if this statement is not received within five (5) days of the deadline, a late filing penalty of \$100.00 will be levied.

Are you sure you want to file now?



Once you have filed your report, you will receive a confirmation on your screen. Click 'Continue' to return to your My Account page. You can now view or amend this report or start a new filing.

**Electronic Filing**  
Statement of Economic Interests: Filing confirmation

 You report has been filed successfully on 6/20/2007 11:19:24 AM. Your confirmation number is SEI38-R181-961606bb. Your confirmation has been sent to the email address on record. Please print this page for your records.

Click 'Continue' to return to your Statement of Economic Interests Filings or logout if you are finished.

You will also receive an email confirmation that you have filed your report. The email message will be sent to the address you have on record with your account. It will be similar to:

Subject: Filing Confirmation

State Ethics Commission  
Public Disclosure and Accountability Reporting

Filing Year: 2008

Statement of Economic Interests Report, Original

You have successfully filed your report as of 6/20/2007 11:19:24 AM. Your confirmation number is SEI38-R181-961606bb.

Please print this page for your records.

## PRINTING A REPORT

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You can print a filed or unfilled copy of your report at any time. To print your report, click 'Print' at the bottom of any of the review tab pages.

**File with the appropriate Ethics Commission**  
If you are satisfied with the information you have entered, you may file your report by clicking the "File" button below.

**Return to My Filings**  
If you are finished viewing this report, you can return to your list of filings by clicking the "Done" button below.



**Print** **Done** **File**

The report will be shown in a print layout. Scroll down the page to preview the print layout and click 'Print' to print your report. Click 'Go Back' if you do not want to print your report and return to the report review.

**Gifts**

Donor	Relationship	Nature of Gift	Value
Maggiano's	Lobbyist	Dinner	\$25.00

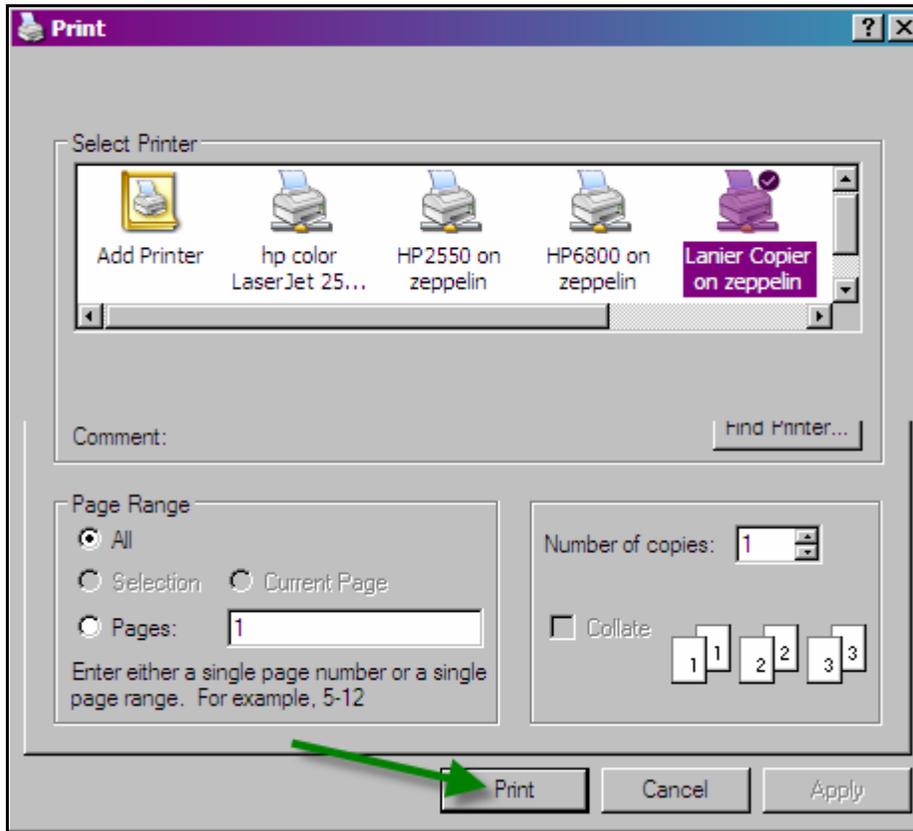
**Travel Reimbursement**

\*\*\* Filer does not have any travel items to disclose. \*\*\*



**Print** **Go Back**

After you click 'Print' on the print preview, the print set-up window will appear. Select your printer and the number of copies you want to print and click 'Print'.



## AMENDING A REPORT

In order to make a change to a report that has already been filed, you must file an amendment. To file an amendment, go to your My Account page and click 'Amend' next to the report that you wish to amend.

### Electronic Filing

**My Account: Statement of Economic Interests**

**Directions**  
To review information you have entered, click each tab below. To view, edit a saved report, or amend a filed report, click the View, Edit, or Amend link.

[START A NEW FILING](#) 

**Current Filings** Archived Filings

Date Filed	Status	Report Year	Filing Type	Report Type	View	Edit/Amend
Not Filed	 <i>Saved</i>	2009	Original	Statement of Economic Interests	<a href="#">View</a>	<a href="#">Edit</a>
6/20/2007	 <b>Filed</b>	2008	Original	Statement of Economic Interests	<a href="#">View</a>	<a href="#">Amend</a>

To update your report, follow the steps previously outlined to add, edit or delete positions and items. Once you have made the necessary changes to your report, file the report again.

The most current version of the report will appear in the Current Filings tab and the original or previous version is stored in the Archived Filings tab. Reports stored in Archived Filings can no longer be modified.

If necessary, you can amend a report more than once. However, you can only work on one amendment at a time.

## UPDATING YOUR PROFILE

If you need to update your profile you can do so at any time. You can update your profile by selecting Profile from the menu on the left of the page or by clicking into your profile from the link of your name on the summary page of a report.

The screenshot shows the SC Ethics Commission website interface. On the left is a navigation menu with options: Public Disclosure, Electronic Filing (with a sub-menu containing 'My Account' and 'Profile'), Help With Filing, SC Ethics Commission, Contact Us, and Logout. A green arrow points to the 'Profile' link in the 'Electronic Filing' sub-menu. The main content area shows the breadcrumb 'Home > Electronic Filing > Initial Filing', the title 'Electronic Filing', and the subtitle 'Statement of Economic Interests: Review'. Below this is a 'Filing Report Review' section with fields for Name (James Morris), Year (2009), and Filing Type (Original). A note at the bottom of this section says: 'Select a tab to view entered information. To navigate between sections, use the "More" or "Back" tabs. To modify or delete an entry, click its corresponding link.'

Below the main content area is a 'Summary' page for James Morris. It features a tabbed interface with tabs for Summary, Position, Income & Benefits, Reg. Bus. Assoc., Property, and More. A green arrow points to the 'Name' column in a table below. The table has columns for Name, Address, Phone, and County. The data row shows: James Morris (with a blue link), 890 Wheat Street, Columbia, SC 29205, 803.222.2222, and RICHLAND.

The location of how you enter into your profile will have the following effects on the reports in your account and any reports that you start after you update your profile.

### For Filed Reports

- If you change the profile it is an amendment, therefore you need to choose Amend for that specific report and change the profile within that report. The profile change only applies to that specific report.

### For Saved Reports

- If you enter into the profile and modify it from an ORIGINAL report in edit mode, the profile change applies to the report you are working in and the master profile.
- If you enter into the profile and modify it from an AMENDED report in edit mode, the profile change applies to the report only

### For the Master profile

- If the profile is changed from the selecting Profile from the left menu, the profile change applies only to reports started after that change is made.
- No reports in edit or filed mode are updated.

After you have chosen to update your profile, either through a report or the left menu and you have modified the information necessary or want your profile to remain as shown without making changes, click 'Save' to update or keep your profile information.

### Electronic Filing

#### Statement of Economic Interests Profile

Please complete the form below. Fields marked by an asterisk (\*) are required.

**Personal Information**

*First Name	James
Middle Initial	
*Last Name	Morris
Suffix	
*Mailing Address	890 Wheat Street
*City	Columbia
*State	SC
*County	RICHLAND <small>SC Residents Only</small>
*Zip Code	29205
*Phone Number	803 222 2222



**Save**

You will receive a message indicating that your profile information has been updated successfully. Click 'Continue' to return to your report if you updated your profile from a report or your My Account page if you updated your profile by choosing Profile from the left menu.

### Electronic Filing

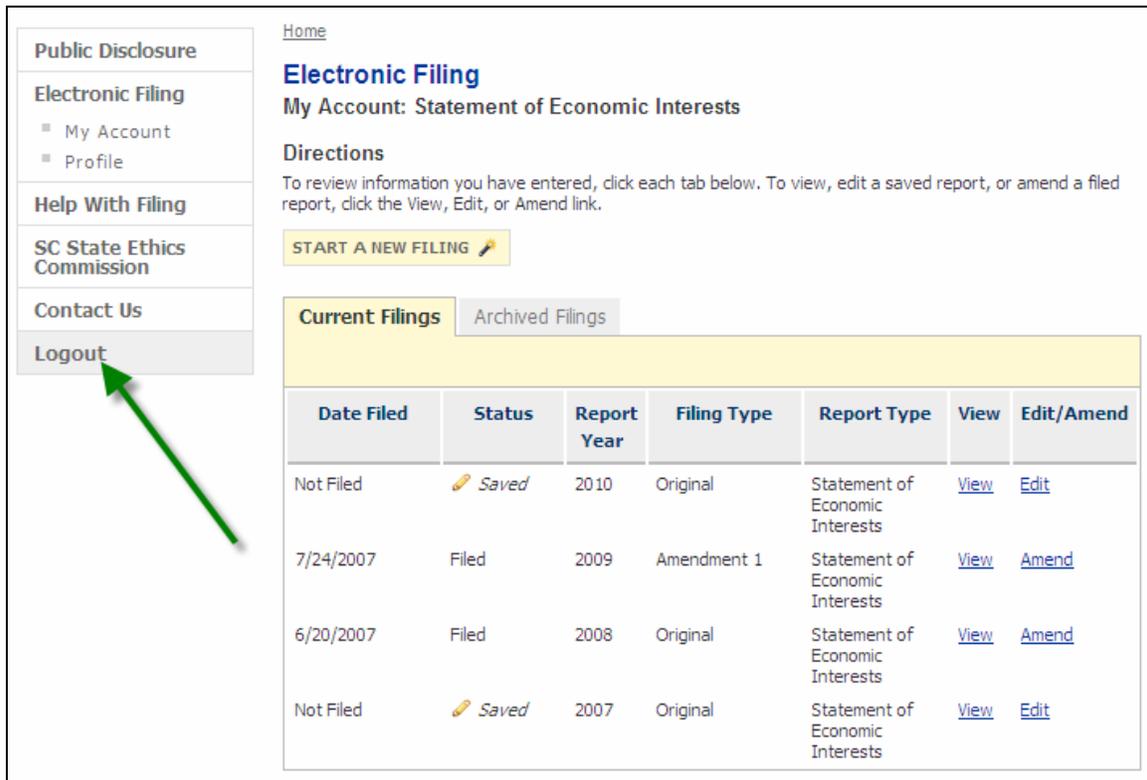
#### Statement of Economic Interests: Successful Update

 **Profile information has been updated successfully.**

**Continue**

## LOGOUT

If you are done working with your account and reports, please be sure to logout of the Public Disclosure and Accountability Reporting System by selecting 'Logout' from the menu on the left of the page. This will ensure that you have ended your session.



The screenshot shows the 'Electronic Filing' interface. On the left is a navigation menu with the following items: Public Disclosure, Electronic Filing (with sub-items 'My Account' and 'Profile'), Help With Filing, SC State Ethics Commission, Contact Us, and Logout. The 'Logout' item is highlighted with a green arrow. The main content area shows the user's account information: 'My Account: Statement of Economic Interests'. Below this is a 'Directions' section and a 'START A NEW FILING' button. The 'Current Filings' section is active, displaying a table of filings.

Date Filed	Status	Report Year	Filing Type	Report Type	View	Edit/Amend
Not Filed	Saved	2010	Original	Statement of Economic Interests	<a href="#">View</a>	<a href="#">Edit</a>
7/24/2007	Filed	2009	Amendment 1	Statement of Economic Interests	<a href="#">View</a>	<a href="#">Amend</a>
6/20/2007	Filed	2008	Original	Statement of Economic Interests	<a href="#">View</a>	<a href="#">Amend</a>
Not Filed	Saved	2007	Original	Statement of Economic Interests	<a href="#">View</a>	<a href="#">Edit</a>

When you have successfully logged out of the system you will see a message indicating that you have logged out. You can login again using the link on the page or by selecting Electronic Filing from the menu on the left.



The screenshot shows the 'Electronic Filing' interface after logging out. The main content area displays the message: 'Statement of Economic Interests: Logged Out'. Below this is a 'Logout' link and a message: 'You have logged out successfully. Please [click here](#) to login to your account.' The 'Logout' link and the 'click here' link are both circled in green. The left-hand menu is visible, with the 'Electronic Filing' item circled in green.