

## **NOTICE TO ALL CANDIDATES**

(This Notice is to be included in each Candidate's Election Material Packet)

You must file your forms electronically or your name may not appear on the ballot.

On May 28, 2010, Governor Mark Sanford signed House Bill H3066 into law requiring all forms filed with the State Ethic Commission to be filed electronically. Paper copies of forms are no longer accepted.

All incumbents already have an account with us. If the State Ethics Commission set up your account, you must contact the Ethics Commission office at 803-253-4192 to obtain your username. You will be given instructions on how to change your password and file your form. You must provide an active e-mail address during this call. Free e-mail addresses may be obtained at Yahoo.com, Google.com and AOL.com.

If you have never filed with the State Ethics Commission, you can go to our website at <http://ethics.sc.gov>. You must have a username, password, and e-mail address to file. You may contact the State Ethics Commission office at 803-253-4192 for help. Free e-mail addresses may be obtained at Yahoo.com, Google.com and AOL.com.

We have attempted to make the electronic filing system as user friendly as possible. The electronic site includes a "User Guide" for each type of form with very detailed step by step instructions. However, if you have questions during your filing, do not hesitate to contact the State Ethics Commission office. **State Ethics Commission staff members are available to assist you with filing; however, they will not file your form for you.**

This change is mandatory and failure to file the required form(s) electronically will result in a minimum late filing penalty of \$100.00.

STATE ETHICS COMMISSION  
Office Hours 8:30 am – 5:00 pm M-F  
803-253-4192