

SOUTH CAROLINA

State Ethics Commission

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



IN PARTNERSHIP WITH
SC.GOV

TABLE OF CONTENTS

LOGIN 2
 NAVIGATION 2
 MY ACCOUNT 3
 STATUS NOTIFICATIONS 6
 SESSION EXPIRED 7
START A NEW FILING..... 8
COMMITTEE CHAIRMAN 10
COMMITTEE TREASURER 12
COMMITTEE CUSTODIAN OF BOOKS AND ACCOUNTS..... 14
REVIEW YOUR REPORT 16
 GENERAL INFORMATION 16
 ADD AN ENTRY 18
 EDIT OR DELETE AN ENTRY 20
RETURNING TO YOUR SAVED REPORT 24
FILING YOUR REPORT 26
AMENDING A REPORT 28
DELETING A REPORT 29
PRINTING A REPORT 30
UPDATING YOUR PROFILE 33
LOGOUT 36

LOGIN

In order to file your Statement of Organization, you must login to your committee account.

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

Enter your username and password and click “Login”.

The screenshot shows the login interface for the South Carolina State Ethics Commission. At the top, there is a breadcrumb trail: [Home](#) > [Electronic Filing](#). Below this is the main heading **Accountability Reporting** and the sub-heading **Electronic Filing**. 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 note: "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 note states: "The public will have access to these reports through the [Public Disclosure and Accountability Reporting System](#)." The login section is titled "Login" and contains two input fields: "Username" and "Password". Each field has a "Forgot your [username/password]?" link next to it. A yellow "Login" button is positioned to the right of the password field.

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.

Statements of Organization are filed through Ballot Measure, Non-Candidate Committee, Legislative Caucus and Political Party Campaign Disclosure and Legislative Caucus and Political Party Operating Disclosure accounts. You do not need to register for a separate account to file your Statement of Organization.

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. The picture shown on the next page is an example of the left menu.

Public Disclosure
Electronic Filing
<ul style="list-style-type: none"> ▪ Operating Disclosure ▪ Statement Of Organization ▪ Committee Profile ▪ Financial Information
Help With Filing
SC State Ethics Commission
Contact Us
Logout

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.

Depending on your committee type you will see Operating Disclosure, Ballot Measure or NonCandidate Filings on the left menu. This link provides a menu of your filed and unfiled committee reports.

Statement of Organization - provides a menu of your filed and unfiled reports.

Committee Profile - here you can change the committee contact information.

Financial Information - here you can change the committee financial information (savings and checking account numbers and bank location).

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 Disclosure Form
- Edit a saved Disclosure Form
- Amend a filed Disclosure Form
- File a new Statement of Organization

- Edit a saved Statement of Organization
- Amend a filed Statement of Organization
- Update your committee profile
- Update your committee financial information

Your screen will appear as shown:

The screenshot displays the SC State Ethics Commission website. At the top, there is a header with 'SC.GOV' on the left and 'Online Services Agency Listing' on the right. Below this is a banner with the South Carolina state seal and the text 'SOUTH CAROLINA State Ethics Commission Public Disclosure and Accountability Reporting System'. A left-hand navigation menu includes 'Public Disclosure', 'Electronic Filing' (with sub-items: Operating Disclosure, Statement Of Organization, Committee Profile), 'Help With Filing', 'SC State Ethics Commission', 'Contact Us', and 'Logout'. The main content area features a 'Home' link, 'Electronic Filing' heading, 'My Account: Committee Statement of Organization', and 'Directions' section. A yellow button labeled 'START A NEW FILING' with a pencil icon is visible. Below it are two tabs: 'Current Filings' (highlighted) and 'Archived Filings'. A message reads '*** There are no reports. ***'. The footer contains navigation links: 'Home | Filing | Help | SC State Ethics Commission | Contact' and 'SC.GOV | Policies | Accessibility | Contact SC.GOV', along with the copyright notice 'Copyright © 2007 State of South Carolina'.

Current Filings: This folder contains the most current filed version of your Disclosure Forms or your current Statement of Organization and any “Saved” version of reports. “Saved” reports are originals 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.

Use the left menu to navigate between report types. 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.

To work with your Statement of Organization, click “Statement of Organization” on the left menu.

The screenshot shows the SC State Ethics Commission website interface. On the left is a vertical navigation menu with the following items: Public Disclosure, Electronic Filing (with a sub-menu containing Operating Disclosure, Statement Of Organization (circled in green), Committee Profile, and Financial Information), Help With Filing, SC State Ethics Commission, Contact Us, and Logout. The main content area on the right includes a Home link, an Electronic Filing header, a My Account: Operating Disclosure section, and a Directions section. Below Directions is a paragraph of text: "Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report." This is followed by a Working with Reports section with a paragraph: "You may only have one Original version of a 'Saved' report at a time. To begin a new report, first complete and file your Original 'Saved' report. If you choose to amend a report, you are responsible for making any changes necessary to other reports that may be affected." Below this text is a yellow button labeled "START A NEW FILING" with a pencil icon. At the bottom of the main content area are two tabs: "Current Filings" (active) and "Archived Filings". Below the tabs is the text: "*** There are no reports. ***"

When you select to view **a specific version of a report, edit or amend a report** you will be taken to the Summary tab of your report. The heading displays the committee name and purpose and report version and whether or not it has been filed.

Electronic Filing

Committee Statement of Organization: Review

Committee Statement of Organization	
Committee:	BMC1
Purpose:	Citizens for the NonSmoking Cities
Filing Type:	Original, Not Filed

Directions

To review information you have entered, click each tab below. To modify or delete an entry, click the link for that entry.

Summary	Chairman	Treasurer	Custodian of Books & Accounts
----------------	----------	-----------	-------------------------------

Committee Information

567 Jackson
Columbia, SC 29004
803.676.8867
Orangeburg County

Established: 2000

Sponsoring or affiliated organization or trade, profession, or primary interest of committee contributors

NonSmoking Cities

To delete a report, see the section titled Delete a Report in this user guide.


STATUS NOTIFICATIONS


Throughout the application you will receive messages at the top of your screen. These messages will appear when:


- you complete a step successfully
- you miskey information or leave a required item empty
- you enter information that may not be valid or acceptable

The error messages will help direct you to correct your mistake. The warning messages will ask you to verify the information you have entered and allow you to modify the information if necessary.

Examples are shown below:

 **Committee Information saved successfully.**

 **Purpose is required.
Committee Interest is required.
Date Established is required.**

 **Your session has expired. Please [login](#) again.**

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.

Public Disclosure
Electronic Filing
Help With Filing
SC State Ethics Commission
Contact Us
Logout

Electronic Filing

 **Your session has expired. Please [login](#) again.**

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.

Electronic Filing

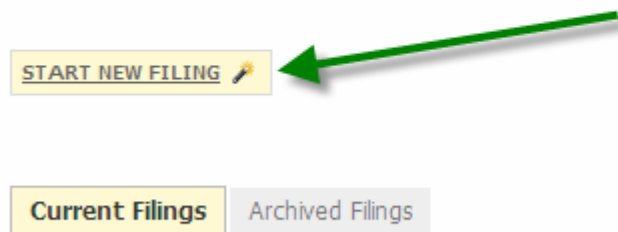
My Account: Committee Statement of Organization

Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.

Working with Reports

You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "Saved" report. If you chose to amend a report, you are responsible for making any changes necessary to other reports that may be affected.



*** There are no reports. ***

You may begin completing your Statement of Organization by following the steps outlined below. All fields are required.

- Step 1 -** Enter the Purpose of the Committee
- Step 2 -** Enter the date the committee was established
- Step 3 -** Enter the sponsoring or affiliated organization or trade, profession or primary interest of committee contributors.
- Step 4 -** Click 'Next' when you have finished entering the required information.

Committee Statement of Organization: Committee Information

Please complete the form below.

Committee Information

*Purpose of Committee	<input type="text"/>
**Date Established	<input type="text"/>

Please enter the sponsoring or affiliated organization or trade, profession, or primary interest of committee contributors.


*Committee Interest	<input type="text"/>
---------------------	----------------------

[Go Back](#)

[Next →](#)

After you click 'Next', you will receive a message indicating that the information you just entered was saved successfully. To continue, select Enter the Committee Chairman information or review or edit information you have already entered and click 'Next'.

Committee Statement of Organization: Committee Information

 **Committee Information saved successfully.**

How would you like to continue?

- Enter the Committee Chairman
- Review or edit information

[Next →](#)

If you select Review or edit information, you will be taken to the review tab for the information you just entered.

COMMITTEE CHAIRMAN

You may enter the Committee Chairman by completing the information on this next page:

Committee Statement of Organization: Chairman

Please complete the form below.

Committee Chairman

*First Name	<input type="text"/>
Middle Initial	<input type="text"/>
*Last Name	<input type="text"/>
Suffix	<input type="text"/>
*Mailing Address	<input type="text"/>
*City	<input type="text"/>
*State	<input type="text"/>
*Zip Code	<input type="text"/>
*Occupation	<input type="text"/>
*Principal Place of Business	<input type="text"/>
*Work Phone Number	<input type="text"/>

SKIP FOR NOW

Optional

Fields marked with an asterisk (*) are required.

- Step 1 -** Enter the Committee Chairman First Name, Middle Initial (if applicable), Last Name and Suffix (if applicable).
- Step 2 -** Enter the Committee Chairman Address
- Step 3 -** Enter the Committee Chairman Occupation, Place of Business and Work Phone Number.
- Step 4 -** Click 'Save' when you have completed each of the required fields.

Option: If you do not wish to enter the Committee Chairman at this time, mark the checkbox next to 'Skip for Now' to move on to the next section.

After you click 'Save', you will receive a message indicating that the information you just entered was saved successfully. To continue, select Enter the Committee Treasurer information or review or edit information you have already entered and click 'Next'.



How would you like to continue?

- Enter the Committee Treasurer
- Review or edit information



If you select Review or edit information, you will be taken to the review tab for the information you just entered.

COMMITTEE TREASURER

You may enter the Committee Treasurer by completing the information on this next page:

Committee Statement of Organization: Treasurer

Please complete the form below.

— **Committee Treasurer** —

*First Name	<input type="text"/>		
Middle Initial	<input type="text"/>		
*Last Name	<input type="text"/>		
Suffix	<input type="text"/>		
*Mailing Address	<input type="text"/>		
*City	<input type="text"/>		
*State	<input type="text"/>		
*Zip Code	<input type="text"/>		
*Occupation	<input type="text"/>		
*Principal Place of Business	<input type="text"/>		
*Work Phone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>

SKIP FOR NOW

Optional →

All fields marked with an asterisk (*) are required.

- Step 1 -** Enter the Committee Treasurer First Name, Middle Initial (if applicable), Last Name and Suffix (if applicable).
- Step 2 -** Enter the Committee Treasurer Address
- Step 3 -** Enter the Committee Treasurer Occupation, Place of Business and Work Phone Number.
- Step 4 -** Click 'Save' when you have completed each of the required fields.

Option: If you do not wish to enter the Committee Treasurer at this time, mark the checkbox next to 'Skip for Now' to move on to the next section.

After you click 'Save', you will receive a message indicating that the information you just entered was saved successfully. To continue, select Enter the Committee Custodian of Books and Accounts information or review or edit information you have already entered and click 'Next'.



Committee Treasurer saved successfully.

How would you like to continue?

- Enter the Committee Custodian of Books and Accounts
- Review or edit information

Next →

If you select Review or edit information, you will be taken to the review tab for the information you just entered.

COMMITTEE CUSTODIAN OF BOOKS AND ACCOUNTS

You may enter the Committee Custodian of Books and Accounts by completing the information on this next page:

Committee Statement of Organization: Custodian of Books and Accounts

Please complete the form below.

Committee Custodian of Books and Accounts

*First Name	<input type="text"/>
Middle Initial	<input type="text"/>
*Last Name	<input type="text"/>
Suffix	<input type="text"/>
*Mailing Address	<input type="text"/>
*City	<input type="text"/>
*State	<input type="text"/>
*Zip Code	<input type="text"/>
*Occupation	<input type="text"/>
*Principal Place of Business	<input type="text"/>
*Work Phone Number	<input type="text"/>

SKIP FOR NOW

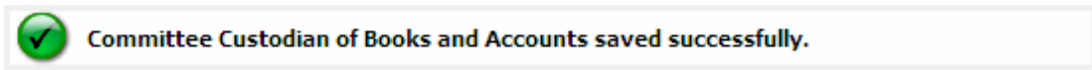
Optional

All fields marked with an asterisk(*) are required.

- Step 1 -** Enter the Committee Custodian of Books and Accounts First Name, Middle Initial (if applicable), Last Name and Suffix (if applicable).
- Step 2 -** Enter the Committee Custodian of Books and Accounts Address
- Step 3 -** Enter the Committee Custodian of Books and Accounts Occupation, Place of Business and Work Phone Number.
- Step 4 -** Click 'Save' when you have completed each of the required fields.

Option: If you do not wish to enter the Committee Custodian of Books and Accounts at this time, mark the checkbox next to 'Skip for Now' to move on to the next section.

After you click 'Save', you will receive a message indicating that the information you just entered was saved successfully. You have completed each section of the Statement of Organization. To review the information you have entered, click 'Next'.



You have completed entering the information for your Committee Statement of Organization. Please click "Next" to review your information.



REVIEW YOUR REPORT

GENERAL INFORMATION

(1) After each section of the Statement of Organization form 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) Once you have completed each section you will review your report. You will be taken to the Summary tab of your report. The heading displays your committee name and purpose and the version of the report that you are working in. The Summary tab displays your committee demographic information (3), the date the committee was established (4) and the committee interest (5).

Committee Statement of Organization: Review

Committee Statement of Organization

Committee: BMC1
Purpose: Citizens for the NonSmoking Cities
Filing Type: Original, Not Filed

Directions

To review information you have entered, click each tab below. To modify or delete an entry, click the link for that entry.

Summary Chairman Treasurer Custodian of Books & Accounts

Committee Information

[567 Jackson](#) ← (3)
Columbia, SC 29004
803.676.8867
Orangeburg County

Established: [2000](#) ← (4)

Sponsoring or affiliated organization or trade, profession, or primary interest of committee contributors

[NonSmoking Cities](#) ← (5)

(3) You can edit your demographic information by clicking on the address link. Refer to the section Updating your Profile in this User Guide to see how your changes may affect other reports.

(4) You can edit the date the committee was established by clicking the date in the summary tab.

Modify information as necessary and click 'Save' to continue. If you do not want to modify your report type, click 'Back'.

(5) You can edit the committee interest by clicking the link for the committee interest that you had previously entered.

Modify information as necessary and click 'Save' to continue. If you do not want to modify your report type, click 'Back'.

If you change any information, you will receive a message that the report type has been update successfully. Click 'Continue' to move on.



(6) Once you are in the report review, you can navigate between sections of the Statement of Organization using the tabs.

(7) You can add, edit and delete the persons named in each section.

(8) 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 the person holding that position to that section. An image of this screen is shown on the next page.

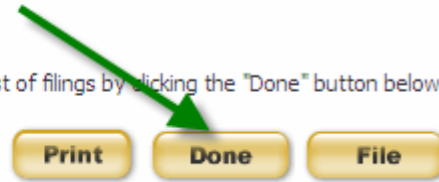
(9) If at any time you are done working with your report and want to return to your account page, you can click 'Done' at the bottom of each of the review tab pages or click 'Statement of Organization' from the menu on the left.

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.

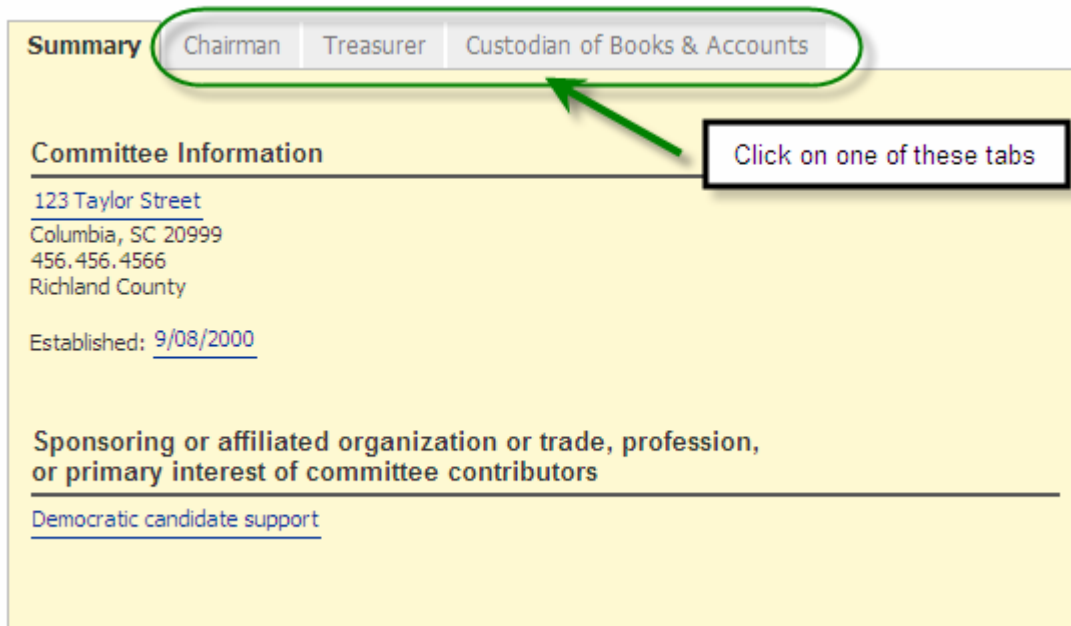
Return to My Filings

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



ADD AN ENTRY

(1) To add information for one of the positions, click on the position tab on your screen.

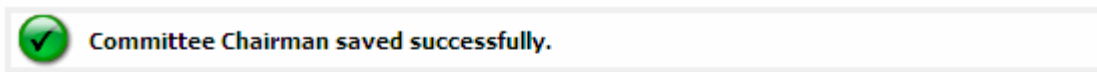


(2) Positions that do not have information entered will state that there is no information reported for that position. A link will be provided to add the position. Click on the link to add information for that position.



Follow the steps previously outlined in this user guide to add the position.

When you have successfully added the position, you will see a successful message. Select that you would like to review or edit information and click 'Next' to continue.



How would you like to continue?

Review or edit information



(3) The example provided was adding a Committee Chairman. To add the Committee Treasurer or the Committee Custodian of Books and Accounts, select that Position tab and following the same steps outlined in this section.

EDIT OR DELETE AN ENTRY

(1) To edit or delete information for one of the positions, click on the position tab on your screen.

Summary Chairman Treasurer Custodian of Books & Accounts

Committee Information

[123 Taylor Street](#)
Columbia, SC 20999
456.456.4566
Richland County

Established: [9/08/2000](#)

Sponsoring or affiliated organization or trade, profession, or primary interest of committee contributors

[Democratic candidate support](#)

(2) After you have selected the position, click on the link of the person's name who holds that position to edit or delete that position.

Summary **Chairman** Treasurer Custodian of Books & Accounts

Chairman

[Mary Wilson](#)

567 Jackson Street
Columbia, SC 29568

Occupation

Attorney
Calhoun Law Firm
803.566.5666

(3) Once you have modified the person’s information or want the information to remain in your report without making changes, click ‘Save’ to update or keep this item information.

Committee Statement of Organization: Chairman

Please complete the form below.


Committee Chairman

*First Name	Mary
Middle Initial	
*Last Name	Wilson
Suffix	
*Mailing Address	567 Jackson Street
*City	Columbia
*State	SC
*Zip Code	29568
*Occupation	Attorney
*Principal Place of Business	Calhoun Law Firm
*Work Phone Number	803 566 5666

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



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

 **Committee Chairman has been updated successfully. Please click 'Continue' to review report.**

[Continue](#)

(5) To delete the information of the person who holds this position, click 'Delete'.

Committee Statement of Organization: Chairman

Please complete the form below.


Committee Chairman

*First Name	Mary		
Middle Initial			
*Last Name	Wilson		
Suffix	▼		
*Mailing Address	567 Jackson Street		
*City	Columbia		
*State	SC ▼		
*Zip Code	29568		
*Occupation	Attorney		
*Principal Place of Business	Calhoun Law Firm		
*Work Phone Number	803	566	5666



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

Committee Statement of Organization: Chairman

 Are you sure you want to delete the Committee Chairman entry?

Please complete the form below.


Committee Chairman

*First Name	<input type="text" value="Mary"/>
Middle Initial	<input type="text"/>
*Last Name	<input type="text" value="Wilson"/>
Suffix	<input type="text"/>
*Mailing Address	<input type="text" value="567 Jackson Street"/>
*City	<input type="text" value="Columbia"/>
*State	<input type="text" value="SC"/>
*Zip Code	<input type="text" value="29568"/>
*Occupation	<input type="text" value="Attorney"/>
*Principal Place of Business	<input type="text" value="Calhoun Law Firm"/>
*Work Phone Number	<input type="text" value="803"/> <input type="text" value="566"/> <input type="text" value="5666"/>



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

 **Committee Chairman has been deleted successfully. Please click 'Continue' to preview report.**



(8) The example provided was editing or deleting a Committee Chairman. To edit or delete the Committee Treasurer or the Committee Custodian of Books and Accounts, select that Position tab and following the same steps outlined in this section.

RETURNING TO YOUR SAVED REPORT


To work with or view a report, click one of the links to the right of the report.

Electronic Filing

My Account: Committee Statement of Organization

Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.

Current Filings		Archived Filings			
Date Filed	Filing Type	Report Type	View	Edit/Amend	Delete
Not Filed	 <i>Saved</i>	Statement of Organization	Original	Edit	Delete

When you select to view **a specific version of a report, edit or amend a report** you will be taken to the Summary tab of your report. The heading displays your committee name and the version of the report that you are working in. If you are a Ballot Measure committee, your purpose will also be displayed.

Electronic Filing

Committee Statement of Organization: Review

Committee Statement of Organization

Committee: BMC1
Purpose: Citizens for the NonSmoking Cities
Filing Type: Original, Not Filed

Directions

To review information you have entered, click each tab below. To modify or delete an entry, click the link for that entry.

Summary

[Chairman](#)

[Treasurer](#)

[Custodian of Books & Accounts](#)

Committee Information

[567 Jackson](#)
Columbia, SC 29004
803.676.8867
Orangeburg County

Established: [2000](#)

Sponsoring or affiliated organization or trade, profession, or primary interest of committee contributors

[NonSmoking Cities](#)

To delete a report, see the section titled Delete a Report in this user guide.

FILING YOUR REPORT

When you are ready to file your report, you can do so from any of the tabs in the report review. At the bottom of each page there is 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.



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.

Committee Statement of Organization: Filing Confirmation

Once your report is filed, the information you have submitted will be publicly accessible. Any changes to information contained in the Statement of Organization must be reported within ten (10) days after such change.

CERTIFICATION: I certify that the contents of this statement are true, correct, and complete to the best of my knowledge and belief.

Are you sure you want to file now?



In order to file a Statement of Organization, all three (3) positions must be entered. If a position is not completed you will receive an error message as such:



All positions must be completed before you can file this form. Click 'Back' to enter the required information.

Click 'Back' to complete the required information.

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.

Committee Statement of Organization: Filing confirmation



Your report has been filed successfully on 8/20/2007 3:57:24 PM. Your confirmation number is STO45-R60-84e8e720.

Your confirmation has been sent to the email address on record. Please print this page for your records. Click 'Continue' to return to your Committee Statement of Organization Filings or logout if you are finished.

Continue

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

Committee Statement of Organization, Original
You have successfully filed your report as of 8/20/2007 3:57:24 PM. Your confirmation number is STO45-R60-84e8e720.
Please print this page for your records.

Some email providers may prevent the confirmation from appearing in your inbox or may not allow you to receive the confirmation at all. Please be sure to check Junk, Spam or Bulk folders. It is known that filing confirmations are not being received by hotmail and @email.com email accounts. It is suggested that you do not register with a hotmail or email.com email account and if you have that you update your email address to a non-hotmail or email.com account.

Once your report is filed, the information you have submitted will be publicly accessible. If you need to change any information, you must file an amended report.

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 Statement of Organization Account page and click 'Amend' next to the report that you wish to amend.

My Account: Committee Statement of Organization

Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.



Date Filed	Filing Type	Report Type	View	Edit/Amend	Delete
08/20/2007	Filed	Statement of Organization	Original	Amend	

To update your report, follow the steps previously outlined to add, edit or delete information for each of the positions. 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. All filings are publicly accessible.

If necessary, you can amend a report more than once. However, you can only work on one amendment at a time. After the first Statement of Organization is filed, each change to the Statement of Organization is an amendment.

DELETING A REPORT

(1) You may delete a report that has not been filed. To delete a report, go to your Statement of Organization Account page and click 'Delete' next to the report that you wish to delete.

My Account: Committee Statement of Organization

Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.

Working with Reports

You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "Saved" report. If you chose to amend a report, you are responsible for making any changes necessary to other reports that may be affected.

Current Filings		Archived Filings			
Date Filed	Filing Type	Report Type	View	Edit/Amend	Delete
Not Filed	Saved	Statement of Organization	Original	Edit	Delete

(2) You will be asked if you are sure you want to delete the report. Click 'Delete' to delete the report or 'Cancel' to keep the report and return to your account page.

Are you sure you want to delete this report?

[Delete](#) [Cancel](#)

(3) If you choose to delete the report, you will see a confirmation message that the report was deleted successfully. Click 'Continue' to return to your account page.

Report was deleted successfully. Please click 'Continue' to return to your account.

[Continue](#)

PRINTING A REPORT

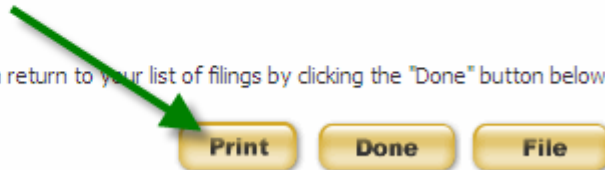
You can print a filed or unfiled copy of your report at any time. To print your report, click 'Print' at the bottom of any of the review tab pages.

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.



The report will be shown in a print layout (see next page). 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.

Committee Statement of Organization: Review

Committee Statement of Organization

Committee: Senate Democratic Caucus Committee
Purpose: Democratic Support
Filing Type: Original, Not Filed

Committee Information

798 Hampton Street
Columbia, SC 29201
803.222.2222
Richland County

Established:
1998

Sponsoring or affiliated organization or trade, profession, or primary interest of committee contributors

Democratic Party and Issue Success

Chairman

John Michaels
123 Main Street
Lexington, SC 29722

Occupation

Attorney
Lexington Law Offices
803.555.5555

Treasurer

Mary Reynolds
234 Sumter Street
Sumter, SC 28566

Occupation

Physician
Sumter Medical Center
803.777.7777

Custodian of Books & Accounts

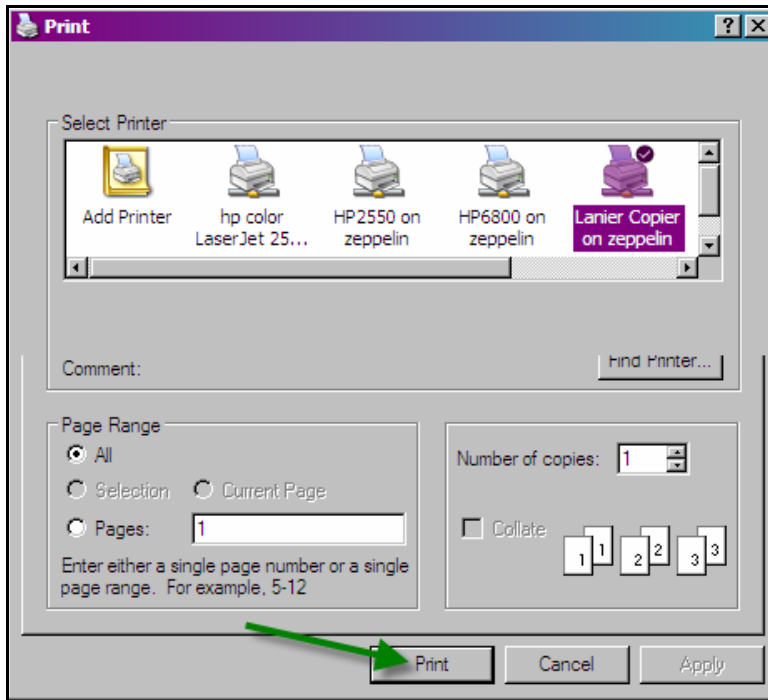
Henry King
456 Devine Street
Columbia, SC 28777

Occupation

Real Estate Broker
Devine Homes
803.999.9999

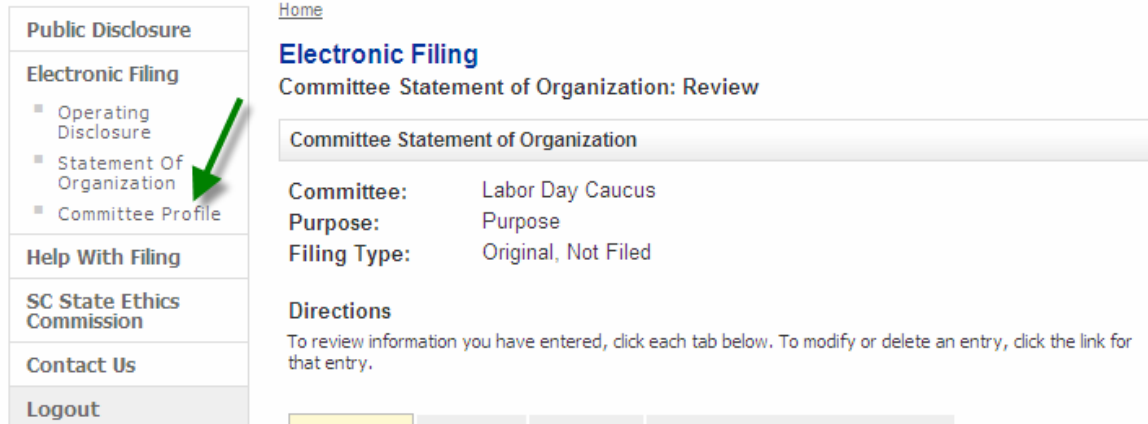


After you click 'Print' on the print preview, the print set-up window will appear. Select your printer and the number of copies you want to print and click 'Print'.



UPDATING YOUR PROFILE

If you need to update your profile you can do so at any time. You can update your profile by selecting Committee 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.



Public Disclosure

Electronic Filing

- Operating Disclosure
- Statement Of Organization
- Committee Profile

Help With Filing

SC State Ethics Commission

Contact Us

Logout

[Home](#)

Electronic Filing

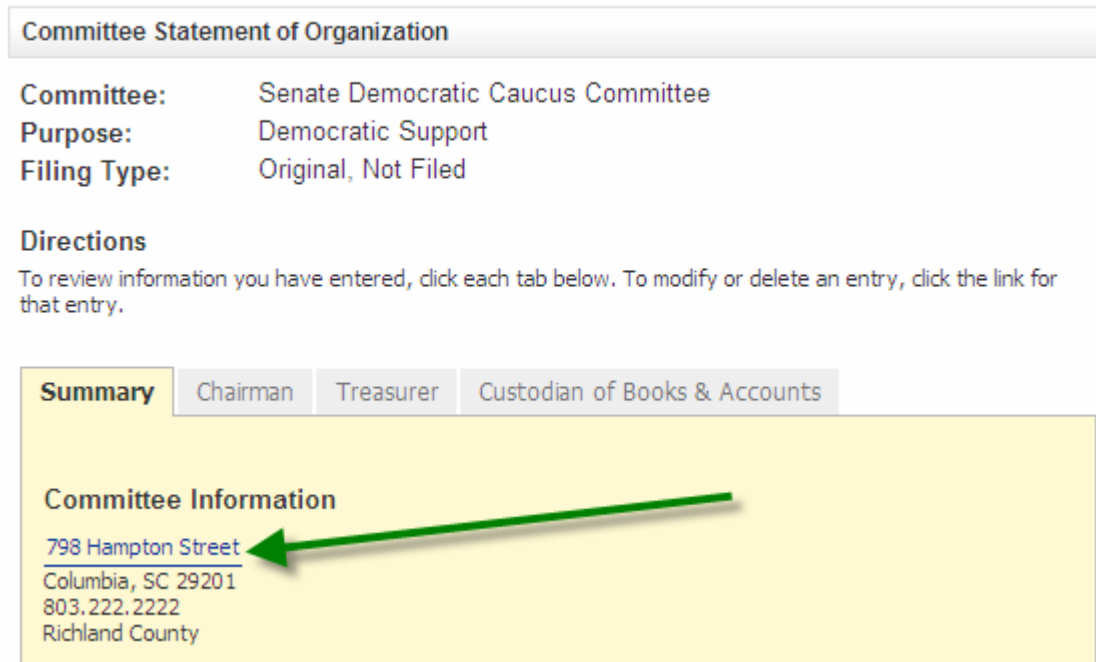
Committee Statement of Organization: Review

Committee Statement of Organization

Committee: Labor Day Caucus
Purpose: Purpose
Filing Type: Original, Not Filed

Directions
To review information you have entered, click each tab below. To modify or delete an entry, click the link for that entry.

Committee Statement of Organization: Review



Committee Statement of Organization

Committee: Senate Democratic Caucus Committee
Purpose: Democratic Support
Filing Type: Original, Not Filed

Directions
To review information you have entered, click each tab below. To modify or delete an entry, click the link for that entry.

Summary Chairman Treasurer Custodian of Books & Accounts

Committee Information

[798 Hampton Street](#)
Columbia, SC 29201
803.222.2222
Richland County

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.

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

Personal Information

*Mailing Address	798 Hampton Street
*City	Columbia
*State	SC
*SC County	Richland <small>SC Residents Only</small>
*Zip Code	29201
*Phone Number	803 222 2222
*Email	senatedemcomm@yahoo.com



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.



Profile has been updated successfully. Please click 'Continue' to proceed.

Continue

LOGOUT

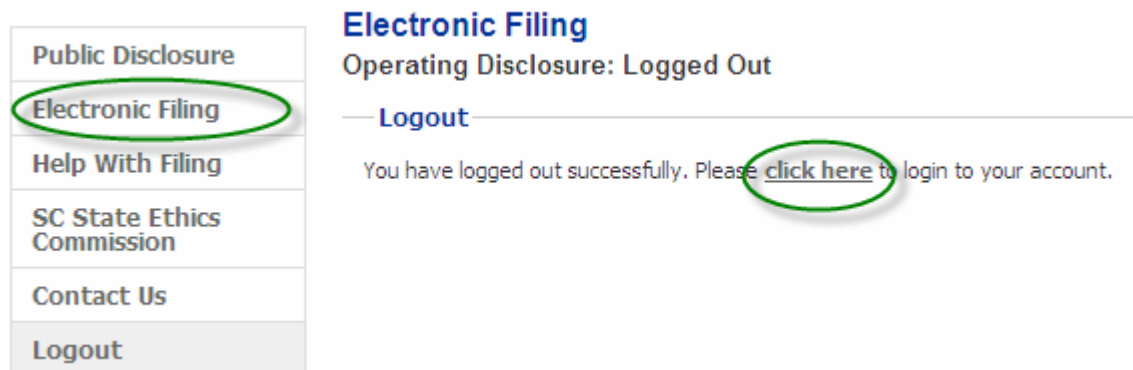
If you are done working with your account and reports, please be sure to logout of the Public Disclosure and Accountability Reporting System by selecting 'Logout' from the menu on the left of the page. This will ensure that you have ended your session.



The screenshot shows the website interface. On the left is a vertical menu with the following items: Public Disclosure, Electronic Filing (with sub-items: Operating Disclosure, Statement Of Organization, Committee Profile), Help With Filing, SC State Ethics Commission, Contact Us, and Logout. A green arrow points to the 'Logout' option. The main content area is titled 'Electronic Filing' and 'My Account: Committee Statement of Organization'. It includes a 'Directions' section and a table of 'Current Filings'.

Date Filed	Filing Type	Report Type	View	Edit/Amend	Delete
Not Filed	Saved	Statement of Organization	Original	Edit	Delete

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 website interface after a successful logout. The left menu is the same as in the previous screenshot, but the 'Logout' option is now highlighted. The main content area is titled 'Electronic Filing' and 'Operating Disclosure: Logged Out'. It features a 'Logout' link and a message: 'You have logged out successfully. Please [click here](#) to login to your account.' The 'click here' link is circled in green.