Key Information:

1) Browser Requirements: **Internet Explorer 9** and above, **Goggle Chrome** or **Mozilla Firefox**.
2) All fields with an asterisk (*) are required fields and must be filled.
3) If amending a form which was previously filed on our website, choose that option (see Step 5 below).
4) After submitting the form, you can obtain an official copy from the State Ethics Commission’s eLibrary at: [http://www.ethicsrulings.state.pa.us](http://www.ethicsrulings.state.pa.us). You may also supply your e-mail address when submitting the form for an official copy to be sent via e-mail.
5) Printing this form from your web browser does not constitute an official copy of your filing.

**Note:** Any filings made by other Public Officials/Public Employees will be considered voluntary. All Filers will still need to submit a paper version and/or a copy of their electronically filed form to all required filing locations other than the State Ethics Commission.

**“How to” Instructions for Electronic Filing:**

**Step 1:** Access the State Ethics Commission Website as follows: [http://ethics.pa.gov](http://ethics.pa.gov)

**Step 2:** Click the link on the right side of the web page entitled “ONLINE FILING”: 

![State Ethics Commission Website Screenshot](image_url)

Step 3: The page below will appear; click on the link as shown below:

WEB SFI

For forms due in 2016 for calendar year 2015, all public officials required to file with the State Ethics Commission have the option to file this form utilizing either the paper format or electronically via the Commission’s Web SFI.

In order to function properly, this form requires Internet Explorer 9 and above, Google Chrome, or Mozilla Firefox.

NOTE:

At the present time, filing electronically is available only to state level public officials and public employees who are required by provisions of the state ethics act to file with the state ethics commission. Any filings made by other public officials/public employees will be considered voluntary. All filers will still need to submit a paper version and/or a copy of their electronically filed form to all required filing locations other than the state ethics commission.

Step 4: The page below will be displayed; read the text and then check the box below:

THIS FORM MUST BE COMPLETED AND FILED BY:

A: Candidates - Persons seeking elected state, county and local public offices, including first-time candidates, incumbents seeking re-election, and write-in candidates who do not decline nomination/election within 30 days of official certification of same.

B: Nominees - Persons nominated for public office subject to confirmation.

C: Public Officials - Persons serving as current state/county/local public officials (elected or appointed). The term includes persons serving as alternates/designees. The term excludes members of purely advisory boards.

D: Public Employees - Individuals employed by the Commonwealth or a political subdivision who are responsible for taking or recommending official action of a non-ministerial nature with regard to: contracting or procurement; administering or monitoring grants or subsidies; planning or zoning; inspecting, licensing, regulating or auditing any person; or any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person. The term does not include individuals whose activities are limited to teaching.

A former public official or former public employee must file the year after termination of service with the governmental body.

E: Solicitors - Persons elected or appointed to the office of solicitor for political subdivision(s).

Important: Please read all instructions carefully prior to completion of form. To see detailed instructions, hover the cursor over the "(?)" icon in each section or, to view the entire set of instructions in a second browser window, click "here". Any questions may be directed to the State Ethics Commission at (717) 783-1610 or Toll Free at 1-800-932-0936.

This Form is required to be filed pursuant to the provisions of the Public Official and Employee Ethics Act, 65 Pa C.S. § 1101 et seq.

Please check below if you have read and understand the above terms.*

☑ Yes I have read and understand the above the terms.
Step 5: Answer the box entitled “Are you amending a prior filing?”; if answer is “No”, the blank form will appear. Any field that has an (?) by the field name, point your cursor at the question mark, and additional instructions will appear as shown below for “First Name”*: 

![Image of the form with the question marked]

Step 6: Some fields, such as field 3 “Status” below, will have a drop down box for selection. For field 6, if there is a need to enter another occupation, click on the “link” circled below and an additional field will appear for input:

![Image of the form with a drop down box marked]
Step 7: Continue to fill out all fields as required. All fields that contain an asterisk must be filled. For field 7, please input the filing year – i.e., if filing in the year 2016, for the calendar year-ended 2015, 2015 should be input in the box below:

Step 8: If at any time there is a need to exit the form and access it later, click on the box circled below entitled “Save unfinished form to complete later”, enter your e-mail address, create a password and click on the “Save” button.
Step 9: The screen below will appear and an e-mail will be sent to your inbox;

![Thank you!]

Your response has been saved. [Return to unfinished form]

Note: If you do not receive the email, check your spam or junk folder.

Close

Powered by Laserfiche Forms

Here’s a copy of the e-mail:

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**Your form has been saved.**

ra-ethicswebmaster@pa.gov

Sent: Wed 10/15/2014 8:38 AM

To: [redacted]

Your form has been saved.

Click here to complete your form

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Step 10: To re-access the form, click on either the link in the webpage or the link in the e-mail (step 9 above). If you don’t get the e-mail within a few minutes, check your “spam” folder. Once the form is complete, click on the box circled below:
Step 11: The following screen will now appear; type your name and the last 4 digits of your social security number in the boxes circled below. Enter your e-mail address and confirm it in the 2 boxes indicated with an arrow below. Once finished, click on the “Submit” button at the bottom of the screen:

![Image of the form](image)

Step 12: If a field was missed when filling out the form, you will be prompted to fill it in; once completed, click on the “Submit” button again:

![Image of the form](image)
Step 13: The screen below will appear when your filing is successful. After submitting the form, you can obtain an official copy from the State Ethics Commission’s eLibrary at: http://www.ethicsrulings.state.pa.us. You may also supply your e-mail address when submitting the form (Step 11 above) for an official copy to be sent via e-mail:

Thank you!

Your form has been submitted to the Pa Ethics Commission.

Close

Step 14: Here’s a copy of the e-mail that will be sent (if e-mail address was provided in Step 11 above), which will have an attached PDF copy of the completed form. If the e-mail isn’t received within a few minutes, check your spam folder. The link circled in the e-mail below will also bring up a copy of the completed form which can also be printed or saved to your computer:

2013 SFI
ra-ethicswebmaster@pa.gov
Sent: Tue 10/14/2014 3:56 PM
To: 

Message: 2013 SFI.533or.pdf (2 MB)

Leticia,
Attached to this email you will find your 2013 SFI. You can also click on the following link to view http://www.ethicsrulings.state.pa.us/weblink8/DocView.aspx?dbid=0&id=218626

Should you have any questions, please contact the Pa State Ethics Commission at 1-800-932-0936.

Sincerely,
Pa State Ethics Commission

Step 15: If you have any problems or questions, please contact the PA State Ethics Commission at 1-800-932-0936 or 717-783-1610.