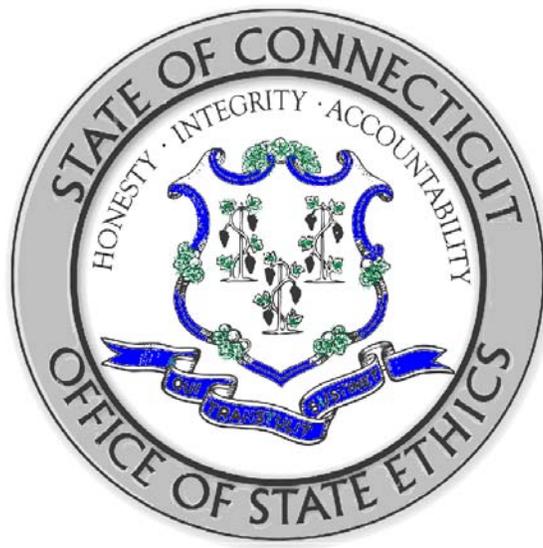


## Agency Ethics Liaison Guide

# Guide to the Statements of Financial Interests Filing System for Agency Ethics Liaisons



STATE OF CONNECTICUT  
OFFICE OF STATE ETHICS  
February 2012

## **Table of Contents**

<b>Log In</b>	<b>3</b>
<b>Dashboard</b>	<b>4</b>
<b>Maintain Filers</b>	<b>5</b>
<b>Add New User</b>	<b>6</b>
<b>Notify Filers</b>	<b>7</b>
<b>Personal Profile</b>	<b>8</b>
<b>Contact Us</b>	<b>9</b>

## Log In

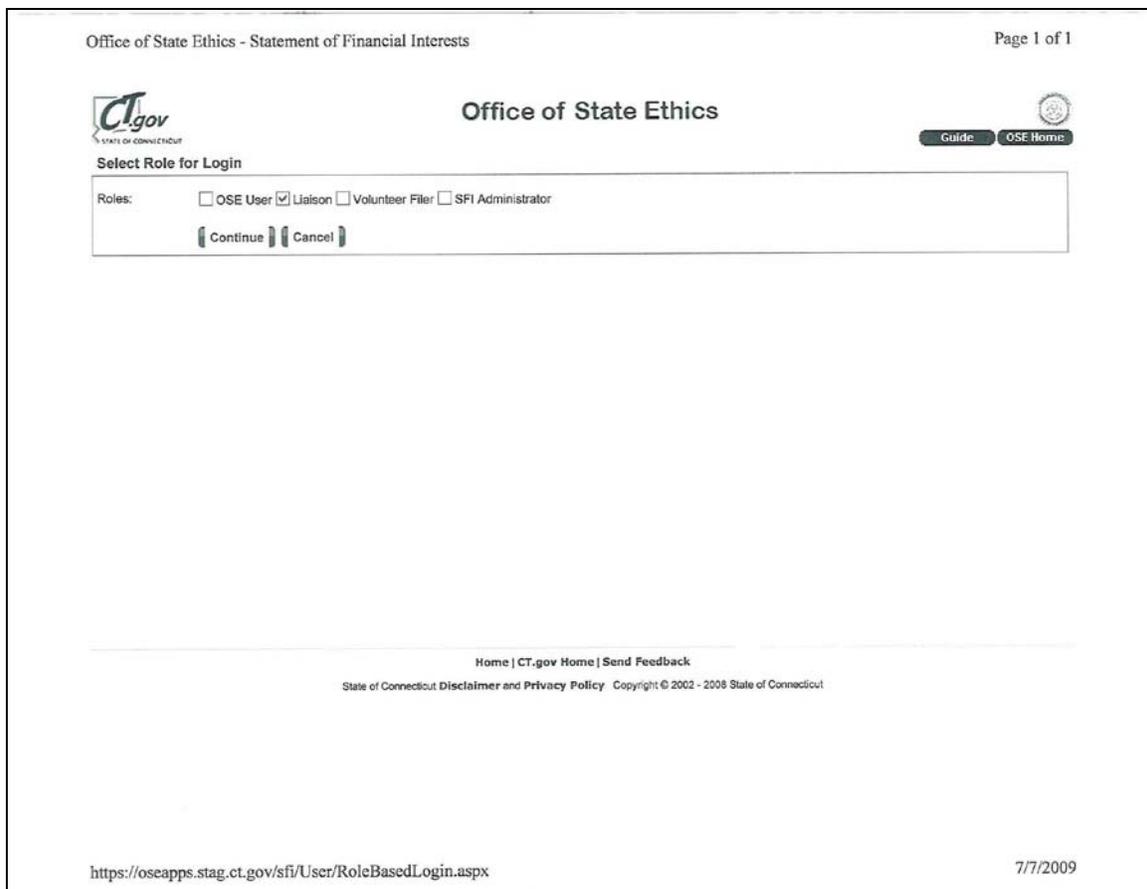
Those who are required filers can login by using their current username and password.

Those who are new users should have received an e-mail containing a username, password, and link to website.

The SFI Website can be found at this link:

<https://www.oseapps.ct.gov/sfi/Security/LoginHome.aspx>

Once logged in, those with 2 roles, “required filer” and “liaison,” will need to set their role by checking the box in front of “liaison”. See Figure 1.0



The screenshot displays the login interface for the Office of State Ethics. At the top, it reads "Office of State Ethics - Statement of Financial Interests" and "Page 1 of 1". The logo for "CT.gov STATE OF CONNECTICUT" is on the left, and "Office of State Ethics" is centered. On the right, there are buttons for "Guide" and "OSE Home". The main section is titled "Select Role for Login" and contains a form with the following text: "Roles:  OSE User  Liaison  Volunteer Filer  SFI Administrator". Below the form are "Continue" and "Cancel" buttons. At the bottom of the page, there is a footer with links for "Home | CT.gov Home | Send Feedback", a disclaimer: "State of Connecticut Disclaimer and Privacy Policy Copyright © 2002 - 2008 State of Connecticut", the URL "https://oseapps.stag.ct.gov/sfi/User/RoleBasedLogin.aspx", and the date "7/7/2009".

Figure 1.0

# Dashboard

Office of State Ethics - Statement of Financial Interests Page 1 of 1

**Office of State Ethics**

Dashboard    Maintain Filers    Notify Filers    Personal Profile

Statement of Financial Interests  
Welcome **Ann Morgan** [Logout](#)

**Dashboard**

My Message

\*Test\* SFI Message Board

**2008 Filing Statistics**

Agency	Total Required Filers	Filed Filers	Not Filed Filers
Agriculture	2	0	2
Department of Agriculture	8	0	8
<b>Total</b>	<b>10</b>	0	10

Liaison Overview

Change Filer Agency    Liaison    Maintain Filers

Notify Filers

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<https://oseapps.stag.ct.gov/sfi/Liaison/Dashboard.aspx> 7/7/2009

Figure 2.0

The dashboard will display the agency for which you are the liaison. In figure 2.0 you will see the Statistics for the agency, total required filers, how many have filed or have not filed.

There is a **total** number in bold, if you click on this number you will get an excel report, listing the names, title, email address, date filed and filing type (electronic or on paper).

Last Name	First Name	Middle Initial	Agency Name	Title	Email Address	Filed Date	Filing Type
Carey	David	H	Department of Agriculture	Bureau Director, Aquaculture	davcarey@snet.net		
Kasacek	Wayne	L	Department of Agriculture	Assistant Director	wayne.kasacek@ct.gov		
Lis	Mary	J	Department of Agriculture	State Veterinarian	mary.lis@ct.gov		
morgan	Ann		Agriculture	IT Analyst	annsonny@excite.com		
Morgan	Robert		Agriculture	Financial Reporting Officer	bob.morgan@po.state.ct.us		
Pellegrino	Robert		Department of Agriculture		jessey@ina-lee@ct.gov		

## Maintain Filers

Click on the “Maintain Filers” link. This is the dashboard to add new filers, edit filers, or search for filers.

To search: You can search by last name and/or first name and/or filing status and/or filter type and/or agency.

Office of State Ethics - Statement of Financial Interests Page 2 of 3

**Maintain Filers**

Last Name:  First Name:

Filing Status:  Filer Type:

Agency:

Search Cancel Clear Add New User

Last Name	First Name	Agency	Filing Status	Filer Type	Filed Date and Time	Action
Morgan	Robert	Agriculture	Not Filed	Required Filer	-	Edit
morgan	Ann	Agriculture	Not Filed	Required Filer	-	Edit

Displaying 2 of 2 records

<https://oseapps.stag.ct.gov/sfi/Liaison/MaintainFilers.aspx> 7/7/2009

Figure 3.0

To edit: After you have searched for and found the filer. Click on “Edit” over to the right under “Action”. This will display the user’s information. You can change First Name, Last Name, E-mail Address, Title/Position, and Phone Number.

Please note: if an e-mail address change has occurred, the user will receive an e-mail stating the change.

Filer Type: Two types: Required Filer or Non Required Filer.

User Status: Three types: Active, Leaving State Service, Agency Transfer.

Please note: if Leaving State Service, a departure date must be entered.

## Add New User

Enter First and Last Name, E-mail Address, Phone number, Agency Name (from drop down box) and Title/Position. Then click “Add”. Please note: User will receive an e-mail with a username and password. See Figure 4.0

Office of State Ethics - Statement of Financial Interests Page 1 of 1

**Office of State Ethics** Statement of Financial Interests  
Welcome Ann Morgan  
[Logout](#)

[Dashboard](#) [Maintain Filers](#) [Notify Filers](#) [Personal Profile](#)

**Maintain Filers**

First Name: *	<input type="text" value="Ann"/>	Last Name: *	<input type="text" value="morgan"/>
Middle Initial:	<input type="text" value="M"/>	Username (Email Address): *	<input type="text" value="ann.morgan@ct.gov"/>
Phone Number: *	<input type="text" value="(860) 263 - 2393"/> ext: <input type="text"/>	Agency: *	<input type="text" value="Agriculture"/>
Filer Type: *	<input type="text" value="Required Filer"/>	User Status: *	<input type="text" value="Active"/>
Title/Position: *	<input type="text" value="IT Analyst"/> <small>Type at least 3 characters of the Title/Position</small>		

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<https://oseapps.stag.ct.gov/sfi/Liaison/MaintainFilers.aspx> 7/7/2009

Figure 4.0

## Notify Filers

All emails are set in a template and approved by OSE.

Email to filed users or unfiled users or all users by Agency, Mandatory Filer or Non-Required Filers or by name.

To email all displayed, click on the box next to last name or you can pick only those you wish to e-mail. See Figure 5.0

The screenshot shows the 'Notify Filers' page of the Office of State Ethics. At the top, it says 'Office of State Ethics - Statement of Financial Interests' and 'Page 1 of 1'. The main header includes 'Office of State Ethics', 'Statement of Financial Interests', and 'Welcome Ann Morgan' with a 'Logout' button. Navigation links include 'Dashboard', 'Maintain Filers', 'Notify Filers', and 'Personal Profile'. The 'Notify Filers' section contains a search form with fields for 'Last Name', 'First Name', 'Filing Status' (set to 'Not Filed'), and 'Filer Type' (set to 'Mandatory Filer'). There is also an 'Agency' dropdown menu and a 'Template' dropdown menu. Search buttons are labeled 'Search', 'Cancel', and 'Clear'. Below the form is a table with columns: 'Last Name', 'First Name', 'Agency', 'Filing Status', 'Filer Type', 'Filed Date and Time', and 'Last Notified Date and Time'. The table lists 10 records, all with 'Not Filed' status and 'Required Filer' type. A 'Notify' button is located below the table. At the bottom, it says 'Displaying 10 of 10 records'. Footer information includes 'Home | CT.gov Home | Send Feedback', 'State of Connecticut Disclaimer and Privacy Policy Copyright © 2002 - 2008 State of Connecticut', the URL 'https://oseapps.stag.ct.gov/sfi/Liaison/NotifyFilers.aspx', and the date '7/7/2009'.

<input type="checkbox"/>	Last Name	First Name	Agency	Filing Status	Filer Type	Filed Date and Time	Last Notified Date and Time
<input type="checkbox"/>	Carey	David	Department of Agriculture	Not Filed	Required Filer	-	-
<input type="checkbox"/>	Kasacek	Wayne	Department of Agriculture	Not Filed	Required Filer	-	-
<input type="checkbox"/>	Lis	Mary	Department of Agriculture	Not Filed	Required Filer	-	-
<input type="checkbox"/>	Morgan	Robert	Agriculture	Not Filed	Required Filer	-	-
<input type="checkbox"/>	morgan	Ann	Agriculture	Not Filed	Required Filer	-	-
<input type="checkbox"/>	Pellegrino	Robert	Department of Agriculture	Not Filed	Required Filer	-	-
<input type="checkbox"/>	Pellegrino	Robert	Department of Agriculture	Not Filed	Required Filer	-	-

Figure 5.0

# Personal Profile

Figure 6.0 is your personal information. You can edit your personal information, change your password or change your e-mail address all under this tab.

Office of State Ethics - Statement of Financial Interests Page 1 of 1

Statement of Financial Interests  
Welcome Ann Morgan  
[Logout](#)

Dashboard   Maintain Filers   Notify Filers   **Personal Profile**

### Personal Information

[Edit Personal Information](#) | [Change Password](#) | [Change Email Address](#)

First Name: *	<input type="text" value="Ann"/>
Middle Initial:	<input type="text"/>
Last Name: *	<input type="text" value="Morgan"/>
Phone Number: *	<input type="text" value="(860) 263 - 6398"/> ext: <input type="text" value="2393"/>
Email Address: *	<input type="text" value="ann.morgan@ct.gov"/>
Title/Position: *	<input type="text" value="Information Technology Analyst III"/> <small>Type at least 3 characters of the Title/Position</small>
Agency: *	<input type="text" value="Office of State Ethics"/> <small>Type at least 3 characters of the Agency</small>

[Save](#)   [Cancel](#)

---

[Home](#) | [CT.gov Home](#) | [Send Feedback](#)  
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<https://oseapps.stag.ct.gov/sfi/User/PersonalProfile.aspx> 7/7/2009

Figure 6.0

## Contact Us

**Carol Carson**, *Executive Director*

**Agency Address:**

Office of State Ethics  
18-20 Trinity Street, Suite 205  
Hartford, CT 06106-1660  
**Main Phone Number:** 860-263-2400  
**Fax Number:** 860-263-2402

### **Statement of Financial Interest Filing System Support**

Ann Morgan, IT Technical Analyst II  
(860) 263-2393  
[ann.morgan@ct.gov](mailto:ann.morgan@ct.gov)

Nancy Nicolescu, Education and Communications Director  
(860) 263-2397  
[nancy.nicolescu@ct.gov](mailto:nancy.nicolescu@ct.gov)

### **Advice Regarding**

Code of Ethics:	<a href="mailto:ethics.code@ct.gov">ethics.code@ct.gov</a>
Lobbyist Filing/Reporting Questions:	<a href="mailto:lobbyist.ose@ct.gov">lobbyist.ose@ct.gov</a>
Public Official Filing/Reporting Questions:	<a href="mailto:sfi.ose@ct.gov">sfi.ose@ct.gov</a>
Enforcement:	<a href="mailto:ethics.enforcement@ct.gov">ethics.enforcement@ct.gov</a>
All Other Inquiries:	<a href="mailto:ose@ct.gov">ose@ct.gov</a>