Guide to the Statements of Financial Interests Filing System for Agency Ethics Liaisons
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**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](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

![Figure 1.0](https://oseapps.stag.ct.gov/sfi/User/RoleBasedLogin.aspx)
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).

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Agency Name</th>
<th>Title</th>
<th>Email Address</th>
<th>Filed Date</th>
<th>Filing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carey</td>
<td>David</td>
<td>H</td>
<td>Department of Agriculture</td>
<td>Bureau Director, Aquaculture</td>
<td><a href="mailto:davecarey@snet.net">davecarey@snet.net</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kasacek</td>
<td>Wayne</td>
<td>L</td>
<td>Department of Agriculture</td>
<td>Assistant Director</td>
<td><a href="mailto:wayne.kasacek@ct.gov">wayne.kasacek@ct.gov</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lis</td>
<td>Mary</td>
<td>J</td>
<td>Department of Agriculture</td>
<td>State Veterinarian</td>
<td><a href="mailto:mary.lis@ct.gov">mary.lis@ct.gov</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>morgan</td>
<td>Ann</td>
<td></td>
<td>Agriculture</td>
<td>IT Analyst</td>
<td><a href="mailto:amsonny@excite.com">amsonny@excite.com</a></td>
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<tr>
<td>Morgan</td>
<td>Robert</td>
<td></td>
<td>Agriculture</td>
<td>Financial Reporting Officer</td>
<td><a href="mailto:bob.morgan@po.state.ct.us">bob.morgan@po.state.ct.us</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pellegrino</td>
<td>Robert</td>
<td></td>
<td>Department of Agriculture</td>
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<td>jessey@<a href="mailto:ina-lee@ct.gov">ina-lee@ct.gov</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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.


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
**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

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**Figure 5.0**

![Figure 5.0](https://rseapps.state.ct.us/5/Liaseo/NotifyFilers.aspx)
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.
Contact Us

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