

INFORMATION ABOUT E-FILING & CANDIDATE QUALIFYING FAQ'S

On January 1, 2024, the Electronic Financial Disclosure Management System (EFDMS) successfully launched for Form 1 filers. Paper versions of the Form 1, Form 1X, and Form 1F are no longer promulgated by the Commission and local filers no longer file with their Supervisor of Elections.

All Form 1 and Form 6 disclosures filed electronically in the Electronic Financial Disclosure Management System (EFDMS) are published to the Commission's website, pursuant to law.

Please note that any filers who are eligible for a public records exemption and wish to have certain information redacted from their form, in accordance with the public records laws should download and complete the confidentiality form (<https://www.ethics.state.fl.us/Documents/Forms/PublicRecordsExemption.pdf?cp=20231121>) and mail the completed form to the Commission prior to submitting their disclosure. That way, their filer record will be noted accordingly and redactions applied prior to the form being published on the Commission's website.

Anyone wishing to file a Form 6 or a Form 1 for qualifying purposes MUST register in the system to access the disclosure form. A valid email is required to register. Within the system, filers and candidates will find helpful pop ups, FAQs, and tutorials. EFDMS provides candidates and filers with a series of questions and prompts to help them navigate the disclosure process. Those individuals wishing to have their CPA or Attorney assist them with completing the disclosure will be able to share their disclosure with their CPA/Attorney electronically, through the system. Instructions for non-incumbent/non-filer candidate access to the system are included with this memo.

Individuals who previously e-filed a disclosure form do not need to (re)create a registration and login credentials. They must access the system using their previously established username and password, or reset the password using the associated links.

Candidate Qualifying

Q: I am a City Commissioner or Mayor qualifying for office in for an election do I file a Form 1 or a Form 6?

A: Pending the outcome of Loper v Lukis, a Form 1 is the correct form, unless officials in your municipality are otherwise required to file a Form 6.

Q: I am a teacher and I am qualifying to run for County Commissioner in 2025. How do I file a Form 6 to qualify for office?

A: As a teacher, you do not have an existing requirement to file financial disclosure. Go to the EFDMS login page and click the "I am a Candidate" button. Follow the prompts to register and set up your User Profile and log in credentials. Then, log into EFDMS and follow the instructions to complete the 2024 Form 6. Once you have completed the form and reviewed your information for accuracy, PRINT the form, sign and date it, and file the form with your Qualifying Officer.

Q: I am a Planning & Zoning Board Member, and I e-filed a 2023 Form 1 in June 2024. I am qualifying-this year to run for County Commissioner. How do I obtain and file a Form 6 to qualify for office?

A: You are considered a current public officer with a filing requirement. You will access the system via the "I am a Filer" button. Once you are logged in, follow the instructions to complete, review, and electronically file the 2024 Form 6. Once the form is submitted electronically, click the "Verification and Receipt of Filing" link on your filer Dashboard. Print the verification and take it to the Qualifying Officer for qualifying. If filed prior to July 1, 2025, the 2024 Form 6 filed will also satisfy your requirement to file the 2024 Form 1.

Q: I am a County Commissioner who filed my 2023 Form 6 in June of 2024, in EFDMS. I am qualifying to run for the Florida House of Representatives. How do I file my Form 6 in 2025 to qualify for office?

A: As an existing disclosure filer, log into EFDMS using your username/password you established. You must now complete the 2024 Form 6 and file it electronically in EFDMS. Then, go to your EFDMS Dashboard, click "Verification and Receipt of Filing," print that verification and take it to your Qualifying Officer. Chapter 99, as amended in CS/CS/SB 774, permits Qualifying Officers to accept the verification in lieu of the filer having to print and file a copy of the e-filed Form 6 with the Qualifying Officer.

ACCESS TO ELECTRONIC FILING OF FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS (FORM 6) OR STATEMENT OF FINANCIAL INTERESTS (FORM 1)

The Form 1 and Form 6 disclosure requires detailed financial information. **CANDIDATES ARE URGED TO ALLOW AMPLE TIME TO REGISTER, CREATE A PROFILE, USERNAME/PASSWORD, AND COMPLETE THE DISCLOSURE.** Waiting until the last day of qualifying may not provide sufficient time to access the system, accurately complete the disclosure, print and file it with the Qualifying Officer.

- Filers who filed a Form 6 or Form 1 electronically in EFDMS in 2024 must use the same username and password for 2025 or reset their password.
- Filers who are eligible for a public records exemption and wish to have certain information redacted from their form, in accordance with the public records laws should download and complete the confidentiality form (<https://www.ethics.state.fl.us/Documents/Forms/PublicRecordsExemption.pdf?cp=20231121>) and mail the completed form to the Commission prior to submitting their disclosure. That way, their filer record will be noted accordingly and redactions applied prior to the form being published on the Commission's website.

Filers accessing the system for the first time, including Candidates, access EFDMS in one of two ways:

Incumbent candidates and candidates who currently hold another position subject to an annual filing requirement:

- **IMPORTANT FIRST STEP!** Add EthicsFDMSinfo@mail.disclosure.floridaethics.gov to their e-mail "safelist."
- **OR**
- Filers and Incumbent Candidates requiring access may request an access code, by visiting disclosure.floridaethics.gov.
 - Click "I am a filer," to request registration. The candidate should utilize their government e-mail address, whenever possible, to register.
 - Click "request registration e-mail."
 - Candidate will receive an e-mail from EthicsFDMSinfo@mail.disclosure.floridaethics.gov.
 - If an e-mail is not received, check the SPAM or Junk e-mail folder.
- Register account information.
- Log in and complete the verification process.
- Filers who are not already designated as a confidential filer in the system can mail a signed, notarized public records exemption request if they qualify for confidentiality under s. 119. 071, F.S. (<https://www.ethics.state.fl.us/FinancialDisclosure/DownloadAForm.aspx>). Once the request is on file with the Commission, agency staff will be able to redact certain information on the filer's form that is exempt under public records laws.

- Complete the disclosure in the e-filing system.
- File/submit the disclosure electronically.
- Print a copy of the "Verification and Receipt of Filing" OR print a copy of the completed disclosure.
- File the verification OR the printed copy of the disclosure with the Qualifying Officer.
 - Filers who do not need to qualify for office will receive an invitation to register in April. If a filer requires earlier access for qualifying purposes or if they want to get a head start on completing the form, can visit disclosure.floridaethics.gov, click "I am a filer," and "Request Registration Email."

Candidates who *do not* currently hold a Form 6 or Form 1 office or a position with a disclosure requirement:

- **IMPORTANT FIRST STEP!** Add EthicsFDMSinfo@mail.disclosure.floridaethics.gov to their e-mail "safelist." Visit disclosure.floridaethics.gov.
- Click "I am a candidate."
- Click "request registration e-mail."
- Candidate will receive an e-mail from EthicsFDMSinfo@mail.disclosure.floridaethics.gov.
- If they don't receive the e-mail, they should check their SPAM or Junk folder.
- Register account information.
- Log in and complete the verification process.
- Complete the disclosure in the e-filing system.
- Print the completed disclosure.
- File the disclosure with the Qualifying Officer.

Commission staff is ready to assist Candidates with access to the e-filing system and the completion of the disclosure for qualification purposes. Please contact us at 850-488-7864 or disclosure@leg.state.fl.us, if we can provide further assistance.