

## Information About E-Filing & Candidate Qualifying

Anyone required to file **Form 1** or **Form 6** for qualifying purposes must register in the Electronic Financial Disclosure Management System (EFDMS) to access and complete their disclosure form. A valid email address is required for registration. Paper versions (Forms 1 and 6) are no longer promulgated by the Florida Commission on Ethics.

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### Individuals Who Currently Hold a Position with a Filing Requirement

Access EFDMS by selecting "**I am a Filer.**"

- If you have previously logged in, use your existing username and password. If you have forgotten your login credentials, use the "Forgot Username" or "Forgot Password" options to reset them.
- If you are a new public officer or employee, you should have received a registration email from mail.disclosure.floridaethics.gov. If you did not receive this email, you may request one by selecting "Request Registration Email" after clicking "I am a Filer." If the email is not received, please check your spam filter and then contact your agency coordinator to confirm that the correct email address is on file.

Once logged in, complete and submit your disclosure form electronically. This submission satisfies your annual filing requirement with the Commission on Ethics. After submitting, print the "Verification and Receipt of Filing" and provide it to your Qualifying Officer. This document can be printed immediately after filing or accessed later from your Filer Dashboard. Your disclosure will be published on the Commission's website as required by law.

If the office or public position you currently hold is different from the one for which you are qualifying, you will indicate your candidacy on the General Information tab of the disclosure form by selecting the checkbox labeled "Are you a Candidate?" If the form required for your annual filing differs from the form required for qualifying, you may access the appropriate form from your dashboard by selecting "Forms and Filing" under the Filings and Forms or Quick Links sections. Please note that filing a Form 6 satisfies the annual Form 1 requirement; however, filing a **Form 1** for qualifying purposes does not satisfy an annual **Form 6** requirement.

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## Individuals Who Do Not Currently Hold a Public Position

Access EFDMS by selecting "**I am a Candidate.**"

- If you have run for office within the last 12 months, log in using your existing username and password. Use the "Forgot Username" and "Forgot Password" options if needed.
- If you are new to EFDMS, select "Request Candidate Registration Email" to create your account. After logging in, use the "Find a Form" option on your Candidate Dashboard and select the office you are seeking to access the correct disclosure form.
- If you previously held a public position but do not have an active filer account (i.e., you did not hold the position as of December 31 of the prior year), you must register as a candidate. To do so, select "Request Candidate Registration Email" and follow the prompts to create a new Candidate account.

After completing your disclosure form, you must print a copy and provide it to your Qualifying Officer. Candidates who do not currently hold a public position do not submit their forms to the Commission on Ethics; the system is used solely to complete and print the form. As a result, the form will remain "in progress" even after it is completed and signed. A "Verification and Receipt of Filing" is not generated because that document is only issued for forms that have been submitted to the Commission and are available on the Commission's website.

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### Public Records Exemption

Filers eligible for a public records exemption who wish to have certain information redacted must download and complete a confidentiality form and mail it to the Commission before submitting their disclosure. This ensures the filer's record is properly flagged and any applicable redactions are applied before the form is published online.

<https://ethics.state.fl.us/Documents/Forms/PublicRecordsExemption.pdf>

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### Helpful Tips

EFDMS includes built-in guidance such as pop-ups, FAQs, and tutorials to assist users through the filing process. The system also allows filers and candidates to share their disclosure forms electronically with a CPA or attorney for assistance.