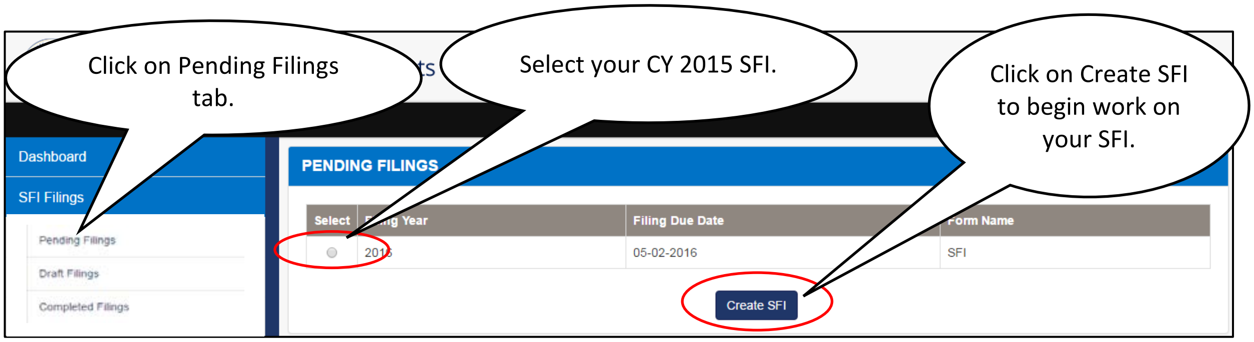
QUICK USER GUIDE FOR NEW SFI FILING APPLICATION

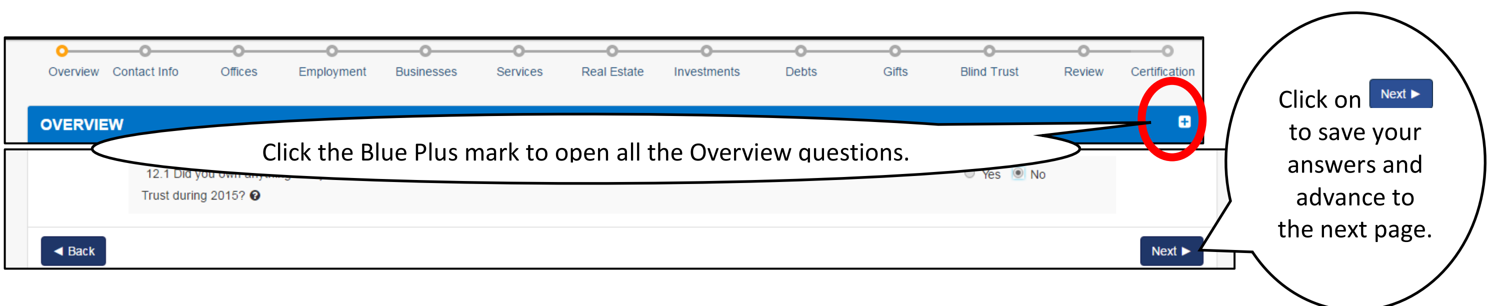
The new Statement of Financial Interests ("SFI") Filing Application allows you to complete, certify, and submit your calendar year ("CY") 2015 SFI online. Below are the steps you need to take to file your CY 2015 SFI.

1) When the system opens, you will receive an email, which will contain your User ID and a Temporary Password, which you will need to access the system, along with the direct link to the SFI system: https://www.sfi.eth.state.ma.us/security/Login.aspx. Your temporary Password is case-sensitive, so you must match the characters exactly to login. Once you login, you will be asked to create and confirm a new password.

2) After you login to the SFI system, the Filer Dashboard will appear. If you are logging in to the system for the first time, you should click on SFI Filings, and then on Pending Filings to open your CY 2015 SFI. (To view your CY 2014 SFI from the Dashboard, click on My Filing Statistics, and then Previous Filings.)

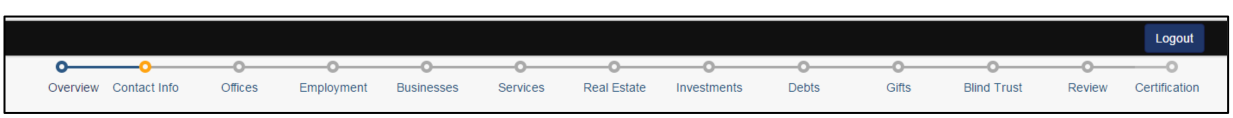


3) Once you have opened your CY 2015 SFI, you will see the Overview, which contains the section headings of the form. Based on the answers you provide, the Overview questions work as a filter to help the SFI system identify which questions you are required to answer.



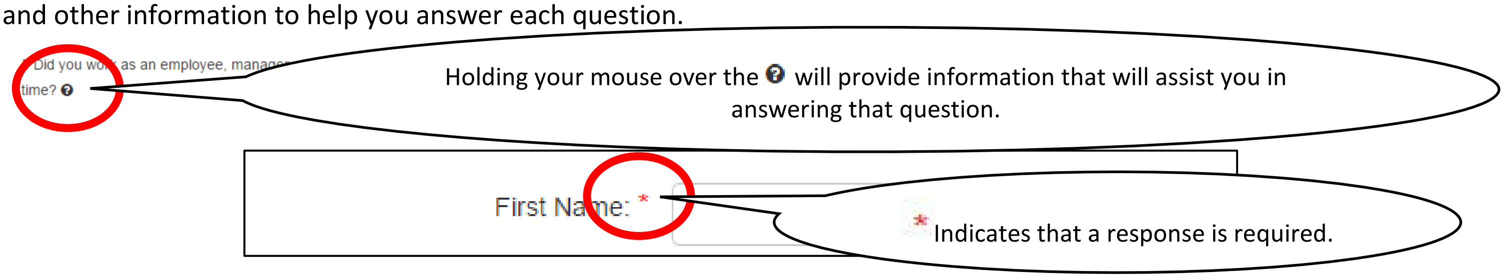
After you have answered all the questions in the Overview categories, click Next ► at the bottom of the page to save your responses and proceed to the next section of the SFI. If you click ◄ Back on the Overview Page to return the Filer Dashboard, your answers will not be saved.

4) The sections of the SFI form are displayed on the navigation bar located at the top of the screen. **Please note that you will not be able to advance to the next section until the prior section has been completed.**



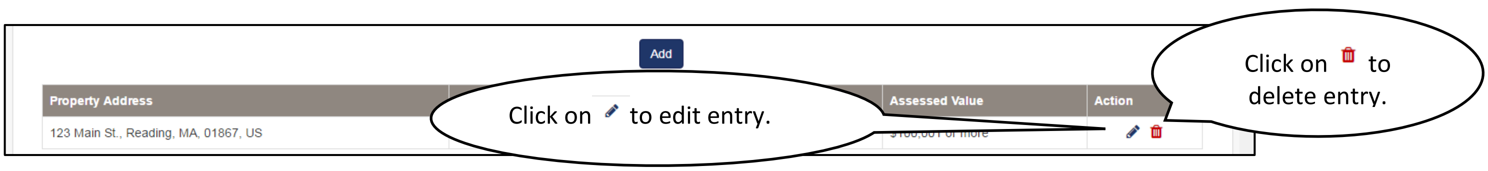
Once a section has been completed, it will be available for further review and editing at any time before you certify and submit your SFI. If you wish to continue working on your SFI at a later point, please be sure to Click Save Draft to save your draft SFI and return to the Filer Dashboard (See Section 5 below).

5) The electronic SFI form has a number of help bubbles which are indicated by ❓. The help bubbles contain definitions and other information to help you answer each question.



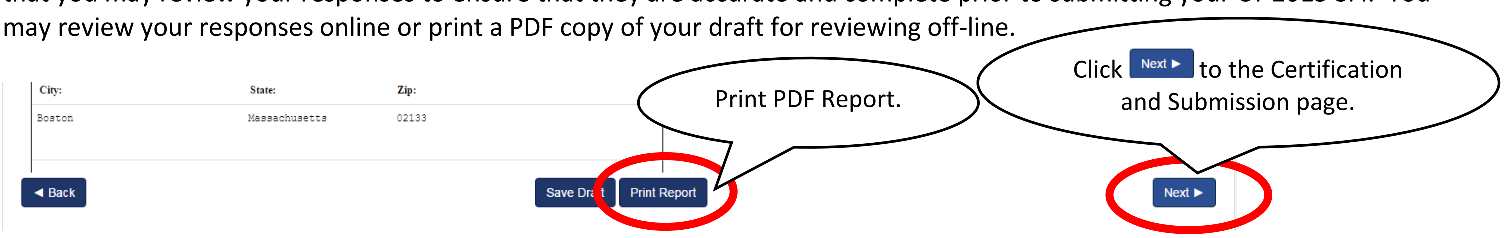
After you enter certain information into the form, you will need to click Add to ensure it is entered into the system. Certain questions may require you to enter multiple responses. For example, you may be reporting ownership of multiple pieces of property. After entering the information relating to each piece of property, click Add each time.

To edit your answers, click the ✎ icon in the Action column to view the data you entered. After completing your changes, click Update to save your changes. You can delete an entire entry by clicking the 🗑 icon.



When navigating through the filer screens, please use the following navigation tools at the bottom of filer screen.

6) Once you have completed all of the form sections, a draft of your completed form will be available in the Review section, so that you may review your responses to ensure that they are accurate and complete prior to submitting your CY 2015 SFI. You may review your responses online or print a PDF copy of your draft for reviewing off-line.



7) When you have completed your review of your draft SFI and no further changes are necessary, click on the Submit Filing button on the final page. After you submit your SFI, you can print or save a PDF of your filing. After submitting your SFI, you will receive an email from the Commission acknowledging your submission, and a Filing Receipt will be attached to the email.

If you need assistance, please contact any of the following Commission staff at 617-371-9500: Robert Milt (Financial Disclosure Administrator and Analyst), Tony Webb (IT Specialist) or Lauren Duca (Deputy Chief/SFI).