

****FOR NEW CANDIDATES ONLY****

Registration Process for Filing a Statement of Financial Interests (SFI) Electronically

- 1) Go to: <https://www.mass.gov/how-to/file-your-statement-of-financial-interests-sfi>
- 2) Click on **File your SFI online**.

The screenshot shows the top navigation bar of the Mass.gov website. It includes a search bar with the text "Search Mass.gov", a language selection dropdown, and a link for "State Organizations". Below the search bar are navigation tabs: "LIVING", "WORKING", "LEARNING", "VISITING & EXPLORING", and "YOUR G". At the bottom of the header, it says "OFFERED BY State Ethics Commission" and "RELATED TO File or view Statements of Financial Interests (SFI)".

File your Statement of Financial Interests (SFI)

File your SFI online.

Two blue buttons with white text and arrows. The first button says "SFI Filing Quick User Guide" and the second says "File your SFI online". A red arrow points from the right towards the "File your SFI online" button.

- 3) Click on **Candidate Self-Registration**.

The screenshot shows the "STATE ETHICS COMMISSION" website. The header includes the state seal and the text "Commonwealth of Massachusetts STATE ETHICS COMMISSION Statement of Financial Interests". Below the header are links for "General Help" and "E-File Instructions". The main content area is split into two columns. The left column contains text about the financial disclosure law. The right column is titled "User Login" and contains a form with fields for "User ID" and "Password", a "Log In" button, and links for "Forgot User ID" and "Forgot Password". A red box highlights the "Candidate Self-Registration" button at the bottom of the right column, with two red arrows pointing to it.

4) Complete the required information and click on **Submit**.



CANDIDATE SELF-REGISTRATION

Note: You must self-register as a candidate only if you are: (1) a candidate for public office; and (2) you are not otherwise required to file a Statement of Financial Interests. Public office means position for which one is nominated at a state election, excluding Senators and Representatives in Congress and regional district school committee members elected district-wide. If you must file a Statement of Financial Interests because you currently hold or previously held an office or position that requires you to file, do not self register.

Search by Name:

Type at least 3 characters of the Name

First Name: *

Middle Initial:

Last Name: *

Phone Number: * ext:

Email Address: *

Elected Office: *

Type at least 3 characters of the Name

Date of Election: *

Enter the security code displayed: *

Regenerate Image

How to get your User ID and Password?

- Fill in the requested information and Submit.
- If you receive an error message stating that the email address already exists in the system. Please hit the back button and click Forgot Password or contact the Massachusetts State Ethics Commission at (617)371-9500.
- Required filers will always be given a User ID and Password prior to filing period and will not need to create a new account.
- You will receive an email to the address that was provided containing a username, password and link with which to access the system.
- For Technical Assistance contact:
Tony Webb, IT Specialist: (617) 371-9526; Tony.Webb@mass.gov
Robert Milt, Government Affairs Officer: (617) 371-9512; Robert.Milt@mass.gov

5) You will receive a message acknowledging your request to register to file a Statement of Financial Interests as a candidate for public office.

6) Commission staff will review your request to register. If your registration is approved, you will receive an SFI User ID, a temporary password, and a link to the SFI filing site via the Email address you provided.

If you have any questions about how to register as a candidate, please contact Robert Milt at 617-371-9512 or Robert.Milt@mass.gov