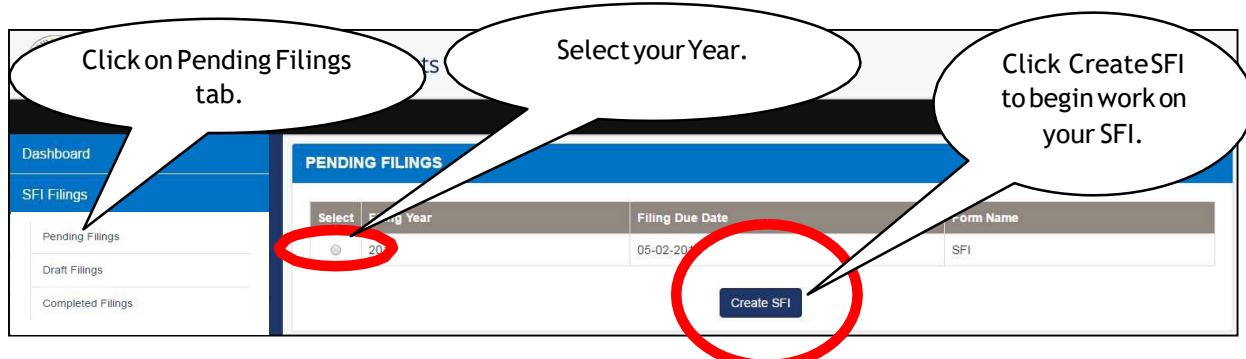


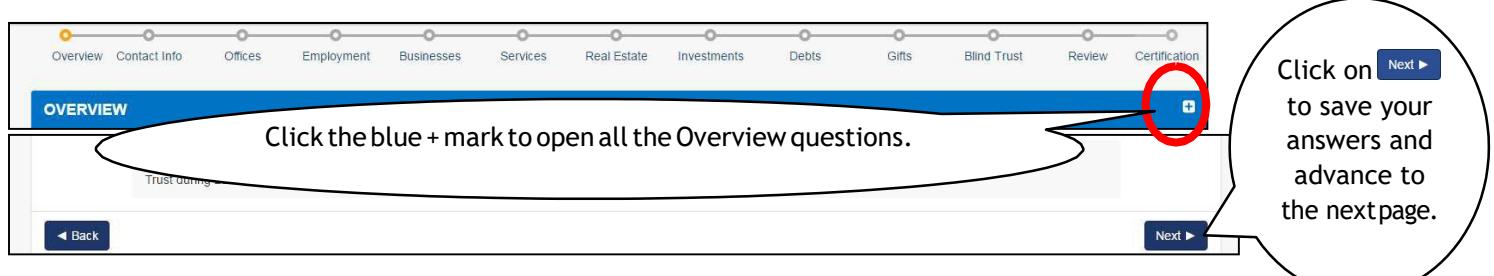
## QUICK USER GUIDE FOR SFI FILING APPLICATION

**The Statements of Financial Interests (“SFI”) Filing Application (“SFI system”) allows you to complete, certify, and submit your SFI online. Below are the steps you need to take to file your SFI using the SFI system.**

1. When the system opens for filing each year, you will receive an email with your User ID, a link to obtain your Password if you have forgotten it, along with the direct link to the SFI system: <https://www.sfi.eth.mass.gov/security/Login.aspx>. If it is your first time filing an SFI, the email will include your temporary Password to access the SFI system. Your temporary Password is case-sensitive so you must match the characters exactly without any extra spaces at the beginning or end 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 for the first time, click SFI Filings, and then click Pending Filings to open your SFI for the year you are filing.



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



After you have answered all the Overview questions, 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. **You will not be able to advance to the next section until the prior section has been completed.**



Once a section has been completed, you will be able to further review and edit it at any time before you certify and submit your SFI. If you wish to continue working on your SFI at a later time, Click **Save Draft** to save your draft SFI and return to the Filer Dashboard.

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.

Did you work as an employee, manager or owner of a business during the time?

Hold your mouse over the  to see information that will assist you in answering that question.

First Name: \*

 Indicates that a response is required.

After you enter information on the form, you will need to click  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 two or more pieces of property. After entering the information relating to each piece of property, click  each time.

13.b Was this Real Estate transferred to you or your Business during 2015?

Property Address	Transferor Name	Transferor Address	Assessed Value
No records found.			

 Click on  to save entry.

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

Property Address	Assessed Value	Action
123 Main St., Reading, MA 01867, US	\$100,000 or more	 

Click on  to edit entry. Click on  to delete entry.

To move from screen to screen, use the following navigation tools at the bottom of the filer screen.

 Click  to return to the prior page without saving your most recently made changes.

 Click  to save your draft SFI and return to the SFI Filer Dashboard.

 Click  to save and advance to the next page.

6. After you have completed all the sections of the form, a draft of your SFI will be available in the Review section. You should review your responses carefully to ensure they are accurate and complete prior to submitting your SFI. You may review your responses online or print a PDF copy of your draft to review off-line.

City: Boston	State: Massachusetts	Zip: 02133
--------------	----------------------	------------

 Print PDF Report.  Click  to the Certification and Submission page.

  Next ►

7. After you have completed reviewing your draft SFI and no further changes are necessary, click the  button on the final page. After you submit your SFI, you can print or save a PDF of your filing. Once you submit your SFI, you will receive an email from the Commission acknowledging your submission along with an attached Filing Receipt.

If you need assistance, please contact the following Commission staff: for questions about what needs to be reported on your SFI, contact Lauren Duca (Legal Division Deputy Chief/SFI) at (617) 371-9503. For technical assistance with the SFI system, contact Tony Webb (IT Specialist) at (617) 371-9526 or Rose Costa (Special Assistant to Administration & SFI) at (617) 371-9522.