



Statement of Financial Interests (SFI) Online Submission Tutorial

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PROSPER SFI Submission Overview

- ▶ New functionality to submit Statement of Financial Interests (SFI) filings through PROSPER has been released
- ▶ Submitting your SFI online will result in improved time to completion, greater record traceability, and automatic digital document record keeping
- ▶ New module will remember and carry over the previous years' entered SFI information
 - ▶ Meaning after the first year, Board Members will only need to provide updates to their information that has changed in the prior year
 - ▶ No more having to duplicate the same answers year after year if no updates have taken place
 - ▶ Will allow PERAC to track and acknowledge these submissions and produce a quicker turnaround time

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PROSPER SFI Submission Overview

- ▶ All Board Members will automatically have an SFI generated for them at the start of every year (Including for this year, 2020)
 - ▶ New Board users will have an SFI generated for them for the prior year upon their PROSPER account creation (Future Functionality)
 - ▶ Members who are on multiple boards will only need to complete one SFI
- ▶ System Requirements: Google Chrome Browser (Apple's Safari Browser is not supported)
- ▶ SFI Applications are due on **May 1** for standard filers and **June 1st** for 268B filers
- ▶ If you or a member of your team needs new access to PROSPER, please contact our Help Desk and complete the PROSPER Individual Account Approval Application Form

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Accessing your SFI Submission Page

A Task will be generated for you at the start of the year:

The screenshot displays the PROSPER user interface. On the left is a navigation sidebar with three items: 'Home' (with a house icon), 'Compliance' (with a checkmark icon), and 'Tasks' (which is highlighted). The 'Tasks' section shows a task titled 'Please complete your Statement of Financial Interests'. An orange arrow points from this task to the main content area on the right. The main area is titled 'State SFI Certification' and contains the question 'Do you file an SFI with the State Ethics Commission?'. Below the question are two radio button options: 'No' (which is selected) and 'Yes, I will upload my State Certificate for 2020'. A blue 'Next' button is located at the bottom right of the form.

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Accessing your SFI Submission Page

Click on
"Compliance" on the
left-hand side tab to
access this page

Go to your Board Member's name in
the Board Member Status Page

Scroll to the bottom and
select 2020 in the
"Statement of Financial
Interests" card table

Compliance Overview

Form Submission

Start Vendor Procurement

Board Member Status

Board Member	Eligibility Certification
<Board Member Name>	Acknowledged 6/18/2019

Statement of Financial Interests Legacy SFI

Year	Received Date
2020	

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SFI 268B Confirmation

If you do not file with the State Ethics Commission, please respond with "No"

If you do file with the State Ethics Commission, please respond with a "Yes"

You will later be prompted to upload your State Certificate which you can do at any time

State SFI Certification

Do you file an SFI with the State Ethics Commission?

- ☒ No
- ☐ Yes, I will upload my State Certificate for 2020

Next

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Checklist

The SFI Question form has been electronically translated to a digital form within PROSPER

It has been broken out into a checklist for ease of completion

This checklist does not have to be completed all at once. You can partially complete any section in any order and return to it later on

Statement of Financial Interests Checklist - 2020		SFI instructions
Forms	Complete	Attachments
Reporting Data	✓	
Retirement Board	✓	
Other Government Position	✓	
Employment And Other Business Associations	✓	
Business Ownership/Equity	✓	
Gifts	✓	
Honoraria	✓	
Reimbursements	✓	
Securities And Investments	✗	
Current Home/Residence Mortgage Information	✓	
Non-Current Home/Residence Mortgage Information	✗	
Creditor Information	✗	
Claim of Privilege	✗	
Additional Documents		

Cancel Next

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Checklist Form

Selecting the blue text of a checklist row will have a popup window appear on screen with questions pertaining to that specific SFI form

For some forms, if information exists for you on file, such as your name and address, PROSPER will automatically import it. However, if need be, it can be manually updated if changes have taken place

In future years, PROSPER will carry over your past answers to help reduce duplication

Reporting Data

Board Member: Leslie Knope-Wyatt

Foreign Address ☐

Address Street *

City *

State *

Zip Code *

121 Main Street

Newton

Massachusetts

01852

Home Number #

Office Number #

Email

Spouse First Name

Spouse Last Name

Ben

Wyatt

Name(s) of dependent child(ren) residing in your household

First Name

Last Name

Add

First Name

Last Name

Update

Cancel

Save

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Adding Selections

In many cases, you may need to provide one to many answers for a specific question, such as how many dependent children reside in your household

To accomplish this, populate the required text forms and push the “Add” button

Doing so will create a new row in the bottom table. You can add as many answer rows as you want for each section

Name(s) of dependent child(ren) residing in your household

First Name Last Name Add

First Name Last Name Update

Cancel Save

Name(s) of dependent child(ren) residing in your household

First Name Last Name Add

First Name Last Name Update

Wesley	Knope-Wyatt	Edit Remove
Stephen	Knope-Wyatt	Edit Remove
Sonia	Knope-Wyatt	Edit Remove

Cancel Save

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Edit and Remove

After a row has been added, you can edit or remove it

“Edit” will re-populate the existing forms to allow the Board Member to make changes

“Remove” will prompt a confirmation for the Board Member to remove the row

Update Entry

Creditor Name*

Bank of America

☐ Foreign Address

Creditor Address*

1234 Office Building

Creditor Address2

67 Union Street, Ste 406

City*

Natick

State*

Massachusetts

Zip*

01760

Interest Rate

003.01

Year Mortgage Due or Terminated

2029

Filer or Immediate Family Member (Relation)*

Self

Cancel Update

Creditor Name	Interest Rate	Relation	Update
Bank of America	3.01%	Self	Edit Remove

Cancel Save

Remove Securities Investments Entry

Are you sure you want to remove this Securities Investments entry?

No Yes

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Not Applicable

If you have no relevant information to disclose for a SFI section, you can denote this by selecting the “Not Applicable” checkbox and then hitting “Save”

You can not select “Save” without either adding a new row or selecting “Not Applicable”

OTHER GOVERNMENT POSITION(s) (INCLUDING POSITION AS AN EMPLOYEE OF A RETIREMENT BOARD)

Identify any other government position(s) held in 2020 by you and/or an IMMEDIATE FAMILY member spouse or dependent child) in any federal, state, county, district or municipal agency, whether compensated or uncompensated, full- or part-time. This also includes work performed pursuant to any consulting or contracted agreement with any such agency.

☒ Not Applicable

Name of Government Entity* Position Held*

Filer or Immediate Family Member (Relation):*

Add

Employment and Other Associations with Businesses and Nongovernmental Entities (Including Non-Profit Organizations)

Identify each BUSINESS with which you and/or an IMMEDIATE FAMILY member (spouse or dependent child) were associated with in 2020 as an employee, or as a partner, sole proprietor, office, director, or in any similar managerial capacity, whether compensated or uncompensated, full- or part-time. Include any business from which you have taken a leave of absence.

☒ Not Applicable

Cancel Save

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Relations (Filer or Immediate Family Member)

Certain SFI forms require you to denote if the section is for yourself or for a member of your family. You can do this by selecting Self, Spouse or Child for these dropdowns

If an SFI section is jointly applicable, for example your home mortgage, please select “Self”

Name of Government Entity* Position Held*

House of Representatives Congressman

Filer or Immediate Family Member (Relation):*

Spouse

Self

Spouse

Child

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Checklist Completion

After each SFI section has had information added to it or has been denoted as “Not Applicable”, the “Next” button will unlock

Until all pages have been completed, you can not progress

Statement of Financial Interests Checklist - 2020	
Forms	Complete
Reporting Data	✓
Retirement Board	✓
Other Government Position	✓
Employment And Other Business Associations	✓
Business Ownership/Equity	✓
Gifts	✓
Honoraria	✓
Reimbursements	✓
Securities And Investments	✓
Current Home/Residence Mortgage Information	✓
Non-Current Home/Residence Mortgage Information	✓
Creditor Information	✓
Claim of Privilege	✓
Additional Documents	

Cancel Next

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Summary Review

After completing the checklist and progressing via the “Next” button, PROSPER will present to you a Summary Review page detailing everything you have entered in previously on one single page

If multiple entries were added to a single section, all of them will appear in full here

- Reporting Data

Board Member: Leslie Knope-Wyatt		
Spouse:	Address: 121 Main Street	Home Phone No:
Children: Wesley Knope-Wyatt	Lowell, MA 01852	Office Phone No:
Stephen Knope-Wyatt		
Sonia Knope-Wyatt		
- Retirement Board

Newton (1/1/2020 -)

- Government Position

Name Of Government Entity: House of Representatives
Position Held: Congressman
Relation: Spouse
- Employment and Other Business Associations
- Business Ownership/Equity

Name Of Business: Entertainment 720	Address: 602 Trumball St
Percentage Owned: 13.25	Boston, MA 01234
Relation: Self	
Name Of Business: Gryzzl	Address: 123 Dunshire
Percentage Owned: 3.30	Eagleton, MA 01234
Relation: Spouse	

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Certification

After reviewing the Summary Review page and selecting the “Next” button, a Certification sign-off section will appear at the bottom of the page

This Certification acts as your digital signature sign-off and upon hitting “Sign Document”, will submit your SFI to PERAC

Certification

I certify under the pains and penalties of perjury that:

I made a reasonably diligent effort to obtain the required information concerning myself and IMMEDIATE FAMILY MEMBER(s) residing in my household.

if any, and the information provided on this form and any attachments is true and complete, to the best of my knowledge.

By entering my name, checking the Electronic Signature box, and clicking on the buttons, I certify under the penalty of perjury that the information provided herein is true and complete to the best of my knowledge.

First Name* MI Last Name* Suffix

The electronic signature must match the name Robert W Healy

☐ I acknowledge that I am electronically signing this form*

Sign Document



COMPLETE: The SFI is now submitted to PERAC

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Instructions

If at any time you need assistance or have questions for a specific page, you can select the “Instructions” hyperlink in the top right corner.

Doing so will open a new window for you and showcase our guidance page for the section in question.

HONORARIA

Honoraria Instructions X

Identify any HONORARIUM aggregating more than \$100 received by you and/or an IMMEDIATE FAMILY member at any time during 2020 if the source of such honoraria is a person having a direct interest in a matter before the Retirement Board of which you are a member. Do NOT include the name of any IMMEDIATE FAMILY member in your answer. Instead, put, e.g. “Spouse” or “Child”.

☐ Not Applicable

Name of Source* Individual Giving on Behalf of Source* Recipient*

☐ Foreign Address

Street Address* Street Address2

City* State* Zip Code*

Affiliation of Source* Gift Value*

Add

Name of Source	Value (Filer Only)	Recipient	Update
Jonathan Holder	500.00	Spouse	Edit Remove

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Statement of Financial Interests Checklist - 2021		SFI instructions
Forms	Complete	Attachments
Reporting Data	—	
Retirement Board	—	
Other Government Position	✓	

**MASSACHUSETTS
PUBLIC EMPLOYEE RETIREMENT
ADMINISTRATION COMMISSION**

General SFI Information

**RETIREMENT BOARD MEMBER
STATEMENT OF FINANCIAL INTERESTS**

Public Employee Retirement Administration Commission
5 Middlesex Ave Suite 304
Somerville, MA 02145
Telephone: (617) 666-4446

GENERAL FILING INFORMATION / GLOSSARY OF TERMS

WHEN TO FILE

A filer's SFI must be received by the Commission no later than 5:00 p.m. on the deadline dates listed below. SFIs received after these deadlines will be regarded as late, and the filer may be subject to penalties.

RETIREMENT BOARD MEMBERS who are newly appointed / elected must file an SFI for the prior calendar year within thirty (30) days of beginning service on a Retirement Board.

RETIREMENT BOARD MEMBERS who are serving on a Retirement Board must file an SFI no later than 5:00 p.m., on May 1 if they served for thirty (30) days or more in the prior calendar year.

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Updating your SFI

If you need to update your SFI after submitting it, you may do so by contacting PERAC and requesting your application be put "Under Review" until May 1st

If you need to make an update after your SFI has been approved, please contact PERAC support

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Help

For questions related to filling out your SFI online please contact:

Email: per-dl-compliance@massmail.state.ma.us

Phone: (617) 666-4446 ex. 922

For Technical Assistance please contact:

Email: per-prosperhelp@per.state.ma.us

Phone: (617) 591-8983

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Live Demo

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Questions ?

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Appendix - 268B Checklist

268B Statement of Financial Interests Checklist - 2021	
Forms	Complete
Reporting Data	<input type="checkbox"/>
Retirement Board	<input type="checkbox"/>
Gifts	<input type="checkbox"/>
Honoraria	<input type="checkbox"/>
Reimbursements	<input type="checkbox"/>
Chapter 268B	<input type="checkbox"/>
Claim of Privilege	<input type="checkbox"/>
Additional Documents	

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Appendix - Foreign Address

Non-Current Home/Residence Mortgage Information

Identify all mortgages that are not for your current home/residence, including home equity and reverse mortgage loans, in excess of \$1,000, outstanding on December 31, 2020, for which you and/or an IMMEDIATE FAMILY member were obligated. For an IMMEDIATE FAMILY member, do not report the AMOUNTS borrowed and owed.

☐ Not Applicable

Insert Entry:

Property

☒ Foreign Address

Country*
Canada

Street Address* **Street Address2**
121 Walter St

City* **Province** **Zip***
Toronto 55555-4123

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Appendix - Additional Documents

If you have any additional documents you need to upload, you can do so in the "Additional Documents" page

Additional Documents

Additional Documents

No documents uploaded.

[Add Attachment](#)

Close

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