

How to Update The Information Listed in the Verification Section of Your Form 700 Before You File

1. Overview – Accessing the Information Displayed in the Verification Section

- Form 700s are public documents that are provided upon request.
- In eDisclosure, the information on a filer’s Form 700 Cover Page is not editable, with the exception of the street address and email address that is displayed in the Verification section:

5. Verification

MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
<i>(Business or Agency Address Recommended - Public Document)</i>				
[Redacted]				
DAYTIME TELEPHONE NUMBER			EMAIL ADDRESS	
() [Redacted]			[Redacted]	

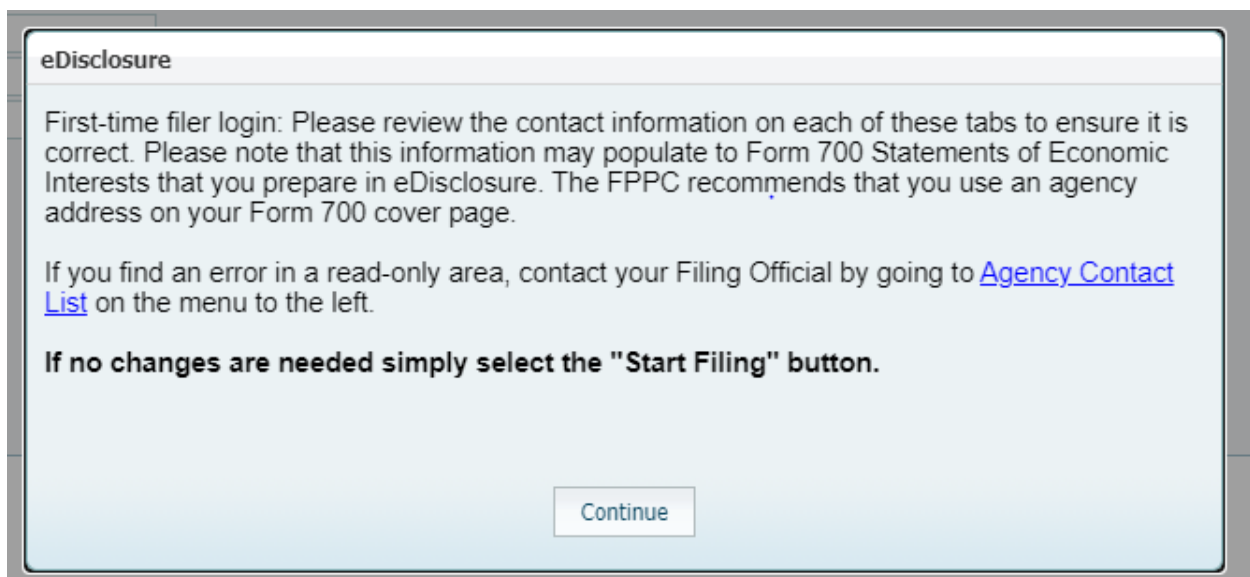
I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

- This document provides guidance on how an individual can update the information displayed in the Verification section of their Form 700.

A. When a Filer Logs Into eDisclosure for the Very First Time

- When an individual logs into eDisclosure for the very first time, they will receive the below notification, taking them to the screens to review their contact information.

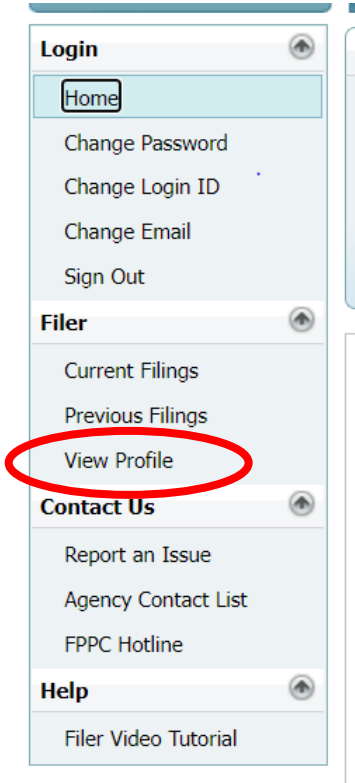


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B. When an Existing Filer Logs into eDisclosure

- When an individual logs into eDisclosure after the first time, they can click on “View Profile” under the left-hand toolbar, taking them to the screens to review their contact information.



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2. Review of Email Address Displayed

The screenshot shows a web interface for a 'Filer' with a 'View Profile' header. Under the 'Filer' tab, there are three sub-tabs: 'Filer', 'Contact Information', and 'Positions'. The main content area contains a form with the following fields and options:

- First Name: Test7
- Last Name: Test
- Middle Name: (empty)
- Work Email address: (empty)
- Personal Email Address: (empty)
- Show Address On the Form 700: Position Address (dropdown)
- Show Email On the Form 700: Don't Show (dropdown)

At the bottom of the form are three buttons: 'Edit', 'Report an Issue', and 'Start Filing'.

- On the Filer tab under View Profile, the last field provides options for the email address to display in the Verification section of the Form 700.
 - Options under Show Email on the Form 700 are:
 - Don't Show
 - Work Email address
 - Personal Email address
 - The default is “Don't Show”
 - “Work Email address” is the address entered by the Filing Official.
- To update the selection, click “Edit” and use the dropdown menu next to “Show Email On the Form 700.”

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3. Review of Street Address Displayed

- On the Filer tab under View Profile, the next to last field provides options for the street address to display in the Verification section of the Form 700.
 - Options under Show Address on the Form 700 are:
 - Position Address
 - Contact Address
 - Home Address(note: an address must be displayed.)
 - The default is “Position Address” – this is typically your agency/business address.
 - You can see this address under the Positions tab.
 - Contact Address and Home Address are if you enter an address under the Contact Information tab (see below).

The screenshot shows the 'View Profile' page with the 'Contact Information' tab selected. It features two main address sections: 'Contact Address' and 'Home Address (Confidential)'. Each section has input fields for Address 1, Address 2, City, State (a dropdown menu), Zip, Phone (with area code and extension), and Fax. A checkbox labeled 'Show this Address on the Form 700 Cover Page' is present below each section. At the bottom of the page, there are 'Edit' and 'Start Filing' buttons.

- To update the selection, on the “Filer” tab, click “Edit” and use the dropdown menu next to “Show Address On the Form 700.”