

# ADDING AN AMENDMENT TO YOUR FINANCIAL DISCLOSURE STATEMENT

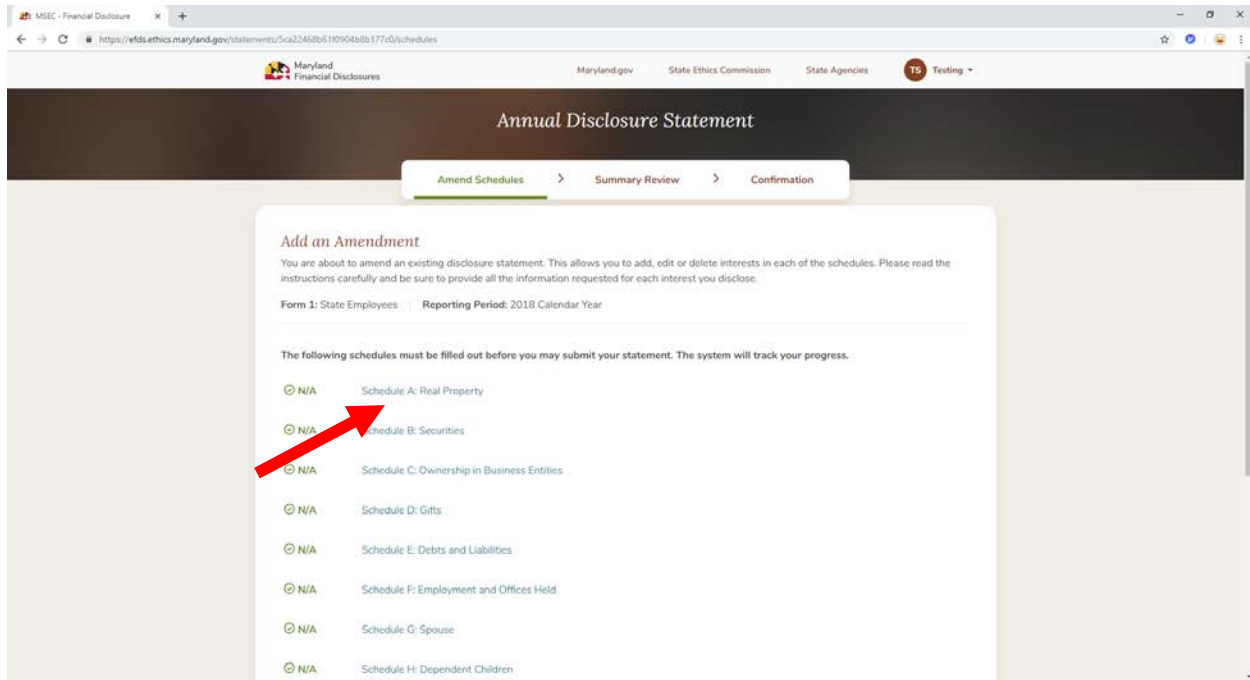
1. Log into your account, then click on the statement you need to amend:

The screenshot shows the 'My Financial Statements' page in the Maryland Financial Disclosure Filing System. The page is divided into two main sections: 'Current Disclosures' and 'Past Disclosures'. The 'Current Disclosures' section is empty, with a message: 'You have no pending disclosure statements at this time'. The 'Past Disclosures' section contains one entry: '2018 Annual Statement' (Form 1 - State Employees). A red arrow points to this entry. The entry details include: Status: Completed on 04/01/19 at 10:26AM EDT, Tracking ID: 009532, and 1 record. Below the disclosures is an 'Ethics Training Status' section showing 'Incomplete' and a 'Go to Training Portal' link. A disclaimer is also present.

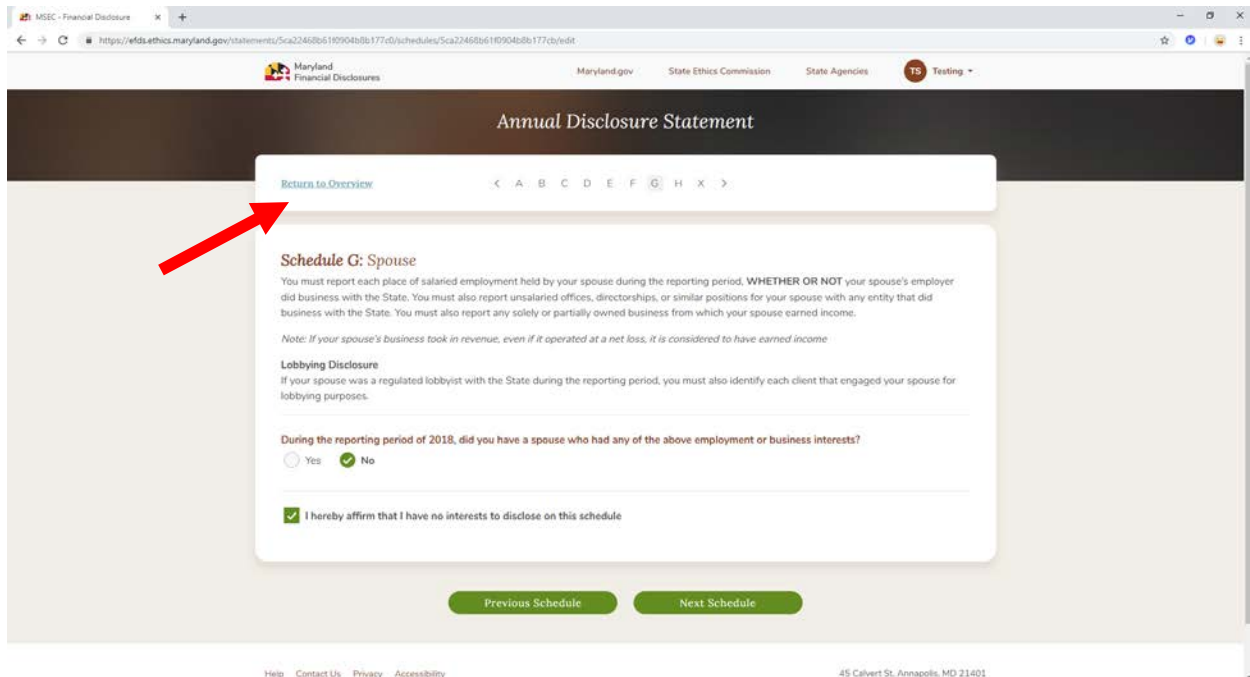
2. Then click the "Amend" button:

The screenshot shows the 'Statement Overview' page for the '2018 Annual Statement' (Form 1 - State Employees). The page displays the following information: Full Name: Testing System, Agency: Executive Department, Position: Tester, Division: State Ethics Commission, Candidacy: N/A, Board/Commission: N/A, Submitted On: 04/01/19 at 10:26AM EDT, Tracking ID: 009532. There is a notification preference section with 'Yes' selected. At the bottom, there is a 'View History' section with the message: 'There is no view history for this statement'. A red arrow points to the 'Amend' button.

3. Choose which schedule(s) you need to amend and make the changes:



4. After amending all schedules that need to be amended, click "Return to Overview" in the upper left hand corner:



5. You will see “Amended” next to all that apply and be sure to click “Next Schedule” at the bottom to save your changes:

The screenshot shows the 'Annual Disclosure Statement' interface. At the top, there are navigation tabs: 'Amend Schedules', 'Summary Review', and 'Confirmation'. The main heading is 'Add an Amendment'. Below this, it states: 'You are about to amend an existing disclosure statement. This allows you to add, edit or delete interests in each of the schedules. Please read the instructions carefully and be sure to provide all the information requested for each interest you disclose.' The form is for 'Form 1: State Employees' with a 'Reporting Period: 2018 Calendar Year'. A message says: 'The following schedules must be filled out before you may submit your statement. The system will track your progress.' The list of schedules is as follows:

Status	Schedule Name	Label
Filled	Schedule A: Real Property	amended
N/A	Schedule B: Securities	
N/A	Schedule C: Ownership in Business Entities	
In-progress	Schedule D: Gifts	amended
N/A	Schedule E: Debts and Liabilities	
N/A	Schedule F: Employment and Offices Held	
N/A	Schedule G: Spouse	
N/A	Schedule H: Dependent Children	

A red arrow points to the 'amended' label next to Schedule A.

6. Scroll down to see the final options. If you made a mistake, click “Delete Amendment”. If you are finished with your amendment, click “Review & Submit”:

The screenshot shows the same 'Add an Amendment' form, but scrolled down. The list of schedules is now:

Status	Schedule Name	Label
Filled	Schedule A: Real Property	amended
N/A	Schedule B: Securities	
N/A	Schedule C: Ownership in Business Entities	
N/A	Schedule D: Gifts	amended
N/A	Schedule E: Debts and Liabilities	
N/A	Schedule F: Employment and Offices Held	
Filled	Schedule G: Spouse	amended
N/A	Schedule H: Dependent Children	
Filled	Schedule X: Other	

At the bottom of the form, there are three buttons: 'Delete Amendment', 'Save & Exit', and 'Review & Submit'. A red arrow points to the 'Review & Submit' button.

7. Review to make sure all changes were made correctly:

Annual Disclosure Statement

Amend Schedules > Summary Review > Confirmation

### Review Your Amendment

Please review your submission for any mistakes or omissions. Any schedule that contains interests with mandatory blank fields will be marked with an exclamation point [!], signifying further attention before you may move on to confirmation. The interest in question will also be highlighted.

#### Statement Details

Type: Annual Disclosure Statement      Form 1: State Employees  
Reporting Period: 2018 Calendar Year      Tracking ID: 009532-A1

Do you wish to be notified if anyone views your form?  
 Yes     No

#### Filer Information

Full Name: Testing System      Position or Office Held: Tester  
Agency: Executive Department      Office of Candidacy: N/A  
Division: State Ethics Commission      Board or Commission: N/A  
Mailing Address: 45 Calvert Street, Annapolis, MD 21401      Phone Number: 410-260-7770

Edit My Information

8. Then scroll down to "Confirm":

Schedule F: Employment and Offices Held      Go to Schedule F

[N/A] - I hereby affirm that I have no interests to disclose on this schedule.

Schedule G: Spouse      Go to Schedule G

Name of Spouse: George

Interest	Position	Name of Entity	Ownership
G-1	Employee	LLC	Wholly Owned

During 2018, my spouse was not an individual regulated lobbyist.

Schedule H: Dependent Children      Go to Schedule H

[N/A] - I hereby affirm that I have no interests to disclose on this schedule.

Schedule X: Other      Go to Schedule X

Testing system.

Save & Exit    Confirm

9. After “Apply Electronic Signature” then “Return to Summary” you will see the “Status” changed to Amended with the date.

The screenshot shows the 'My Financial Statements' page. Under 'Past Disclosures', there is a record for a '2018 Annual Statement (Amended)' with the status 'Amended on 04/01/19 at 11:15AM EDT'. A red arrow points to this status text.

10. Click the statement and you will see both versions of the filings submitted.

The screenshot shows the 'Statement Overview' page for a '2018 Annual Statement (Amended)'. It includes a table of submissions with the following data:

Document	Tracking Number	Submitted On	Updates
<a href="#">Amendment 1</a>	009532-A1	04/01/19	Schedules A, D, G
<a href="#">Original</a>	009532	04/01/19	N/A

A red arrow points to the 'Amendment 1' link in the table.

**IMPORTANT NOTE:**

**Amending “Legacy” Statements:** The Commission’s financial disclosure system was launched on January 2, 2019, replacing the system that had been in place for many years. All statements filed prior to 2019 in the Commission’s former system are “legacy” statements. They can be viewed by the filer, or by members of the public who create an account for the purpose of viewing them. While you are obliged to amend any submitted statement if you subsequently learn the information contained in the statement is not accurate, you are not able to directly amend legacy statements because the system in which they were created is no longer accessible. If you need to amend a legacy statement, please contact the Ethics Commission for guidance at 410-260-7770.