

January 26, 2015

«FIRST\_NAME» «LAST\_NAME»

«ADDRESS\_1»

«ADDRESS\_2»

«CITY», «STATE» «ZIP»

Employee Number: «PERS\_NO»

Dear «FIRST\_NAME» «LAST\_NAME»,

A commonwealth position that you held in calendar year 2014 meets the definition of a "public official" or "public employee" under the State Ethics Act and/or the Governor's Code of Conduct. Therefore, you are required to file financial disclosure statements for the period from January 1, 2014 through December 31, 2014.

**You must visit the filing website, <https://www.fd.state.pa.us>, by May 1 to submit your statements.** Current employees with commonwealth computer access are required to use the online filing website. If you are a current employee without a CWOPA user name and password, you must create a PAMlogin account to use the filing website. Former employees who have access to a computer are encouraged to use the online filing website by creating a PAMlogin account. (Instructions for this are below.)

Filing electronically is:

- **Faster** — your submitted statements are received immediately
- **Required** — for current employees with commonwealth computer access
- **Easier** — much of your standard information is pre-populated
- **Efficient** — common errors that cause forms to be returned are minimized

If, in addition to your commonwealth position, you are or were a member of a board or commission that must file financial statements, you may print a copy of your completed statements and provide them to the appropriate board or commission. If you already completed and filed financial statements with another state agency or political subdivision for this period, you are not required to submit a second statement; however, a copy of the previously completed form must be provided to the HR Service Center by May 1, 2015.

If you believe your position does not meet the filing requirement, you must submit a Financial Disclosure Appeal Form (STD-314) to your agency HR office. This form is available after you log into the filing website or by contacting your agency's financial disclosure coordinator.

Failure to complete the necessary financial disclosure forms or to file an appeal by May 1, 2015, is considered non-compliance, and places you in violation of the Governor's Code of Conduct and/or the State Ethics Act. A notice of your non-filing status will be escalated for appropriate action through the Office of Administration and State Ethics Commission.

Remember, if you do not have commonwealth computer access — you will need to use a PAMLogin account to log into the filing website. If you have an existing PAMLogin account, use your established account credentials to log into the Financial Disclosure website.

To create a new PAMLogin account, follow these steps:

1. First, open the filing website at <https://www.fd.state.pa.us>.
2. Select the "Create Account" link and complete the required information.
3. When you return to the filing website, login with the user ID and password you created.

For detailed instructions on using the financial disclosure filing website, visit <https://www.fd.state.pa.us> and select the "Filing Instructions" link on the left.

The HR Service Center is available to answer your questions at 866.377.2672 from 7am to 5pm, Monday through Friday. Dial 711 for PA Relay. Interpreter services are available upon request.

Sincerely,

HR Service Center  
[www.myWorkplace.state.pa.us](http://www.myWorkplace.state.pa.us)