

FINANCIAL DISCLOSURE STATEMENT FILING INSTRUCTIONS

FAQ#1 - How to Register?

Answer:

1. Click this link: https://pgcgovtportal.force.com/oea/pgc_oea_login
2. Select Register
3. You will be re-directed to an online registration form
4. Only the empty fields of the form marked with a red asterisk (*) require data input
5. Under User Type select “official”
6. Ensure all required fields are completed
7. Click **Submit**.
8. You should receive an email with a new link for setting your password. Click on that link.
9. Follow the steps or prompts provided for setting the password
10. Once finish click Change Password. (Note: If you’re not immediately logged into the system, you can use the link provided above at Step 1 to be placed back at the login screen. Then, enter your username (which is your email provided when creating an account with “.oea” appended to the end-(example: JohnDoe@gmail.oea) and newly created password. Click Login or hit “Enter” on your keyboard)

FAQ#2 - How to complete the Online FDS Form?

Answer:

1. Once logged in, place the mouse on/over “**My Forms**” at the top of the page, then select the **Financial Disclosure Form**
2. Only the empty fields of the form marked with a red asterick (*) require data input
3. Go to the lower half of the page marked Summary of Schedules and select “**Yes**” for all of the schedules that apply to you. Ensure those schedules that do not apply are marked “**No**”
4. Go to the bottom of the page and clock on “**Save and Next**”.
5. You will be directed to a screen reflecting individual tabs for each Schedule A-J. You will need to add or input data for each schedule that has been marked “**Yes**” on the previous Summary of Schedules page. To do so, select the applicable tab then click on “**Add**” bottom at the top of the page to add the required data related.

6. Complete the form, then click the “**Save**” button inside the form where you added data for each Schedule.
7. Once all required Schedules are completed and saved, click inside the small box provided for “**Electronic Signature**” located close to the bottom of the page
8. Go to the bottom of the page and click **Submit**.
9. A confirmation letter will be automatically sent to your registered email account

FAQ#3: How to Ensure a Submitted Filing Status

Answer:

1. Once logged in, click on the header “**My Submissions**” at the top of the page, all of your case# records completed will appear in **blue-font**
2. View your record for its current “**Status**”. If it reflects “Submitted” you’re finished and can log out. If it reflects “**New**” or “**Completed**” click on the record then continue with the below steps
3. Go to the bottom of the page and select “**Edit**”
4. Go to the bottom of the page and click “**Save and Next**”. You will be directed to the set of Schedules A-J starting with Schedule A
5. Scroll down to the section provided for “**Electronic Signature**” then click inside the small box a “√” (check-mark) should appear
6. Go to the bottom of the page and click “**Submit**”
7. A confirmation letter will be automatically sent to your registered email account

FAQ#4: Forgot your password?

Answer:

1. Click this link: https://pgcgovtportal.force.com/oea/PGC_OEA_ForgotPassword
2. You will be re-directed to a login screen
3. Type in your username; which is your email provided when creating an account **with “.oea”** appended to the end-(example: JohnDoe@gmail.oea)
4. Click Submit.
5. You should receive an email with a new link for setting your password. Click on that link.
6. Follow the steps or prompts provided for setting the password
7. Once finish click Save. (Note: If you’re not immediately logged into the system, you can use this link to place you back at the login page: https://pgcgovtportal.force.com/oea/pgc_oea_login)

For Assistance Contact:

Prince George's County | Office of Ethics and Accountability

Largo Government Center | 9201 Basil Court, Suite 155 | Largo, Maryland 20774

Main: 301-883-3445 | FAX: 301-883-3450 | E-Mail: ethics@co.pg.md.us