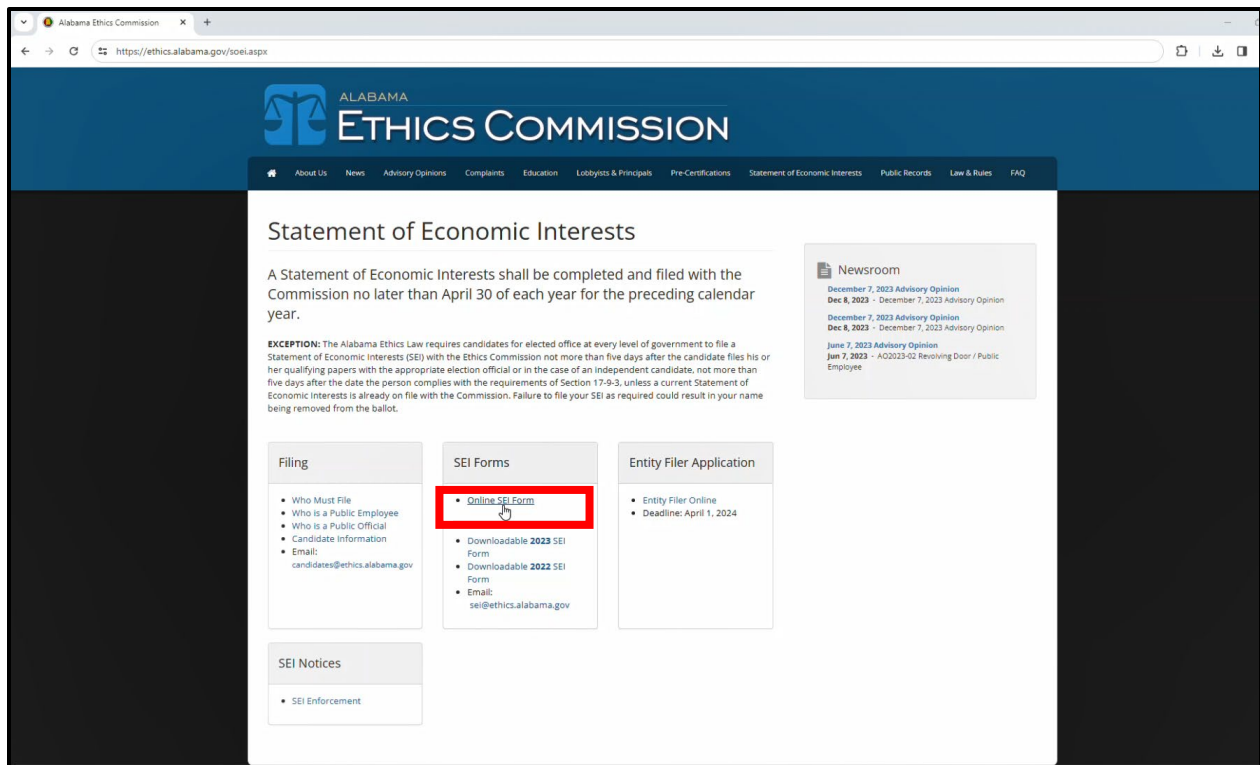
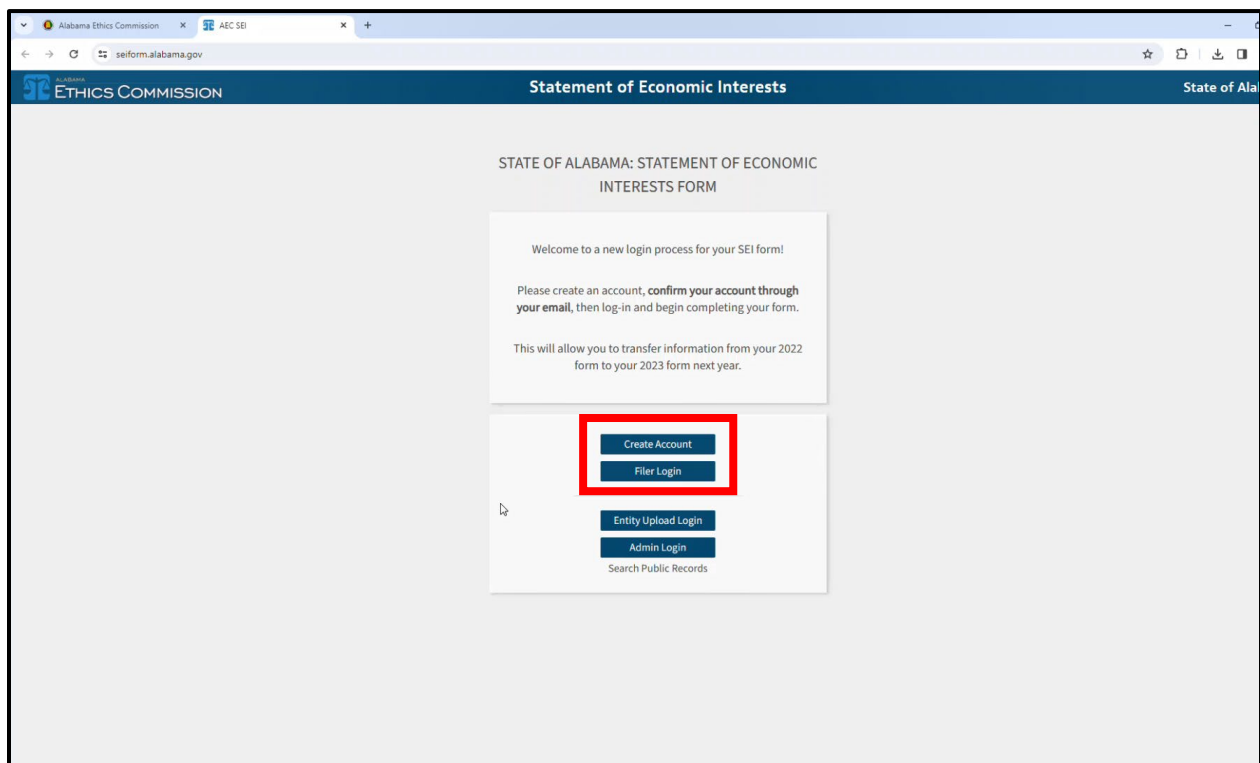


Steps to Submit the Statement of Economic Interests (SEI) Form

1. Go to <https://ethics.alabama.gov/soei.aspx> and select **Online SEI Form**.



2. If this is your first time filing a SEI Form, you must click Create Account. If you filed a SEI Form last year, click **Filer Login**.



3. Enter your SEI Form login credentials and **click Login**. If you do not remember your password, **click Reset Password**

The screenshot shows the 'Filers Login' page of the Alabama Ethics Commission's Statement of Economic Interests system. The page has a blue header with the 'ETHICS COMMISSION' logo and 'Statement of Economic Interests' text. The main content area is light gray. In the center, there is a white box containing a login form. The form has two input fields: 'Email' and 'Password'. A red rectangle highlights these two fields. Below the input fields are two buttons: 'Login' (in blue) and 'Reset Password' (in gray). A red arrow points from the 'Reset Password' button to the left. The browser's address bar shows 'selform.alabama.gov/login'.

4. **Click New.** When the dropdown options appear, if this is your first time filing a SEI Form, click New Survey. If you filed a SEI Form last year, you can click **Prefill Survey** that will auto-populate the form with your entries from the year you select on the next screen. (NOTE, if you are using Prefill Survey, you are still responsible for validating that all the information entered is still accurate for the current filing year.)

The screenshot shows the 'Dashboard' page of the Alabama Ethics Commission's Statement of Economic Interests system. The page has a blue header with the 'ETHICS COMMISSION' logo and 'Statement of Economic Interests' text. The main content area is light gray. In the center, there is a white box containing a dashboard. At the top of the dashboard is a button labeled 'Edit Account Details'. Below this is a section titled 'Recent Surveys' with a dropdown menu showing '2022'. To the right of the 'Recent Surveys' section is a 'New' button, which is highlighted with a red rectangle. Below the 'New' button is a dropdown menu with two options: 'New Survey' (with a plus icon) and 'Prefill Survey' (with a document icon). Two red arrows point from the 'New' button to the 'New Survey' and 'Prefill Survey' options. The browser's address bar shows 'selform.alabama.gov/dashboard'.

5. If completing the New Survey, fill in all required fields. If using Prefill Survey, the screen below will appear. Select the SEI Survey you desire to use from the dropdown and **click Start**.

The screenshot shows the 'Statement of Economic Interests' interface for the Alabama Ethics Commission. A central white box titled 'Prefill Survey' contains instructions: 'Please choose the Survey you wish to prefill from the dropdown options below.' and 'After selecting a Survey to prefill from and clicking start, you will need to navigate through the survey on the next page and check that all responses are correct and up to date.' A note states: 'NOTE: All repeatable sections will not be prefilled and you must re-enter them.' Below the text is a dropdown menu showing 'SEI Survey (Submitted 2/13/2023, 4:28:29 AM)'. At the bottom of the box are two blue buttons: 'Cancel' and 'Start'.

6. On the **Name and Address** screen, verify all information is still accurate and **select the filing year** from the question dropdown on the screen and **click Next**.

The screenshot shows a single question: '* What year are you filing for?'. Below the question is a dropdown menu with the text 'Select Option' and a downward arrow.

7. Continue to validate prefilled entries and click Next until reach the end of the Signature Declaration screen. Review and **click Next**.

The screenshot shows the 'Signature Declaration' screen within the 'Statement of Economic Interests' interface. It includes a declaration text: 'DECLARATION OF REPORTING PERSON I have read and completed this Statement of Economic Interests Form, and do swear (or affirm) that the information contained in said Statement of Economic Interests is true and correct. I fully understand that anyone who violates the disclosure provision of this Act shall be subject to a fine of \$10.00 a day not to exceed \$1,000 annually. I also understand that any attachments that I place with this form become a part of this public record.' Below the text is a question: 'Did the SEI filer prepare this form for themselves?' with two radio button options: 'Yes' (selected) and 'No'. At the bottom are two blue buttons: 'Back' and 'Next'.

8. Preview your completed SEI Form. If no corrections are needed, **click Submit** at the bottom of the screen. If corrections are needed, **click Back** at bottom of the screen and continue clicking back until you reach the question that needs to be updated, make your corrections and click Next until you are on the Preview screen again and click Submit.

If the above information is correct, please press submit. If it's not, press the blue back button below and correct any errors. Using the browsers built in back button will cancel your survey.

Back

Submit

This will complete your SEI filing requirements for the selected filing year.