AGENCY USERS - STATEMENTS OF ECONOMIC INTERESTS WEBSITE

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Wisconsin Ethics Commission

https://sei.wi.gov

https://ethics.wi.gov

(608) 266-8123

Link to SEI Filer Instruction Manual

About Statements of Economic Interests

Introduction

The Ethics Code, or Chapter 19 of Wisconsin Statutes, requires most state public officials to file a Statement of Economic Interests (SEI) once a year with the Wisconsin Ethics Commission. Officials are required to identify a variety of interests, including securities they hold, businesses and clients, creditors, employers, and gifts and honoraria. This allows the public and press to watch out for possible conflicts of interest, and can help public officials to be aware of issues where legal advice may be required, or recusal may be recommended. These statements cover 4 major groups of state public officials:

1) Appointees must file within 21 days of beginning a new position, and then annually, by April 30 of each calendar year.
2) Nominees must file within 21 days of their nomination, and then annually, by April 30 of each calendar year.
3) Candidates for office must file a Statement within 3 days after the deadline for filing nomination papers. Spring candidates must file in the first week or two of January, and fall candidates must file in the first week of June.
4) Reserve Judges must only file if they take a case. The SEI is due within 21 days.

In 2018, the Wisconsin Ethics Commission launched a new online reporting system for SEIs. This replaces the previous paper-based reporting system. Ethics staff will provide each official required to complete an SEI a username and password. Some filers in 2018 may choose to receive or submit a paper form.

Other Wisconsin Agencies, like the Court System and Board of Regents, may also collect statements on the same form for a different set of filers. They may also use the new online system to collect SEIs.

Is the information on Statements of Economic Interests a Public Record?

Generally, anything submitted on an SEI is public information. However, in order to view an SEI, requestors must submit a request form and provide their name, address, and phone number. If an SEI is requested, the official that filed the SEI is notified of the requestor's information, usually within 24 hours of the information being provided.

Statements of Economic Interests do not ask for account numbers, home addresses, or other private information. State public officials should take care not to provide information that is not required if they do not want it to become public.

Relevant Statutes and Other Information

The definition of a State Public Official and a list of officials required to file can be found in WIS. STAT. § 19.42. A full list of agencies and positions is available here: Officials Required to File.

The statutes governing due dates, late filing procedures, and waiver requests can be found in WIS. STAT. § 19.43. More specific procedures on late filing and waivers are available here: Statements of Economic Interests Standard Settlement Schedule and Waiver Policy.

The statutory requirements for the SEI can be found here: WIS. STAT. § 19.44. More detailed instructions are listed in each section of the SEI.

A Note on Types of User Permissions

1) Filers have to log in and file a Statement of Economic Interests once a year. They will have permission to see only their own contact information and SEI filing records.
2) Agency users have permission to view and edit the list of SEI filers for their agency. They can change positions, add end dates if an official has left state service, or add new officials, who will automatically receive email notice to file an SEI within 21 days. Agency users do not normally have permission to view other officials' SEI filing records – but if the agency user is also an official required to file an SEI, they will see their own SEI filing records in the **Official Log In** screens.
3) Admin users have permission to add or edit agencies, add or edit positions and officials, and view and update SEI filings. Users for the Court System and UW Board of Regents will be admin users, but only have access to their own agency's filers.

If you successfully log in, but do not have the permissions you need, please contact Ethics Commission staff.

How To Log On To The SEI Website

1. You will receive an email with your agency username and password, and a link to the website.

2. Log in at https://sei.wi.gov/.

3. In the menu bar, click on **Agency Log In**.

4. Enter your username and password.

5. Click on the **Log In** button.

6. If it is your first time logging in, you will be prompted to change your password. You must have at least one letter, one number, and one symbol in your new password, and it must be at least 6 characters long.

How to Reset Your Password

1. Go to https://sei.wi.gov/.

2. In the right corner of the menu bar, click on **Agency Log In**.

3. At the bottom of the screen, click **Forgot/Reset your Password**.

4. On the **Forgot your password?** screen, enter your email address, then click **Email Link**.

5. A link will be emailed to you. When you click it, you will return to the SEI site, and be able to choose a new password.

You will receive a notification to the email address on file under your agency. That email will function as the username as an agency user. Some agency users will also be SEI filers, and will have a separate record with their individual contact information. If your individual record has a different email than your agency user record, you will have two usernames, and have to log in separately to each role. Once logged in, you can change either email if you would like one username to work for both roles.

Once you have logged in with the password provided, the system will display a button reading "**Hello (Your.Name)!**" in the upper right corner of your screen. To manually update your password:

1. Click the "**Hello…**" button.

2. Click the **Change your password** link.

3. Enter your old password once and your new password twice, then click **Change Password.** Again, you must have one letter, one number, and one symbol in your new password, and it must be at least 6 digits long.

Verify and Edit Agency Contact Information

1. When you log in, you will arrive at the **Active Agency List** screen. If you have navigated to one of the other screens, click **Agency Log In** to return there.

2. Your agency should be automatically displayed in the **Active Agency List**. In rare cases, you will have access to multiple agencies. Choose the agency you wish to review or edit information from the list.

3. On the **Agency Contacts** screen, verify the agency's name and contact information, including the **Agency Primary Contact** and **Agency Secondary Contact**. (If you have more than two agency users, Ethics staff will have to set them up for you – please email ethics@wi.gov with the additional users you want to add). When your changes are finished, click the **Save** button.

Verify and Edit Agency Filer Information

1. From the main agency screen, click **Agency Filer List**.

2. To add a new title or position:

    a. On the left-hand side, above the list of officials, click **Add New Position Or Official**.

    b. If you do not see the Position Title in the dropdown, click the **Add New Title** button.

    c. Enter the **Position Title**. If you do not want that position's email or phone to be displayed to the public on the SEI website, you may set the **Do Display Email or Phone** dropdown to **True**. (This is for positions like board members, who usually should not be contacted directly by the public). Click **Save**.

3. To add a new official to an existing position:

    a. On the left-hand side, above the list of officials, click **Add New Position or Official**.

    b. In the **Filer Position Details** screen, click **Search New Position Holder**. When the **Search Filer** screen appears, enter any portion of the filer's name and click **Enter**.

        i. If the person appears in the filer list, click their name. Verify or update their contact information in the fields on the right. When done, click **Save Official**.

        ii. If the person doesn't appear in a search, click the **Add New Official** button. Enter the person's name and contact information, and click **Save Official to Position**.

        iii. Note that the person's **State Email** will become their username. If there is no **State Email**, the **Personal Email** will become the username. If you change the email fields, the filer's username could change, and the previous username will no longer work.

    c. Back in the **Filer Position Details** screen, the official's name will appear in the **Position Holder** field.

        i. Select the correct **Position Title** from the dropdown.

        ii. Add a **Position Description** if desired.

        iii. The **Position Status** should always be **Appointed.** (Ethics staff will add **Elected** officials and **Nominees**. **Candidates** will add their own records.)

        iv. Leave the **Multiple Positions** field as **Main Position**, unless you know that your filer already has another position that requires him or her to file a SEI. In that case, select **Additional/Former Position**.

        v. Enter the **Official Post Start Date**.

        vi. In the **Mail To** dropdown, select **WorkAddress** or **FilerAddress**. (This is for mail only, and should be used very rarely. If you don't have an address, leave **WorkAddress** selected.

        vii. Click the **Save** button.

4. To give an official an end date:

    a. In the **List of Officials** screen, click the **Edit** button next to the filer that has left.

    b. Enter an **Official Post End Date**.

    c. Click the **Save** button.

5. To change an official's contact information:

    a. In the **List of Officials** screen, click the **Edit** button next to the filer.

    b. In the **Filer Position Details** screen, click the **Edit** button to the right of the official's name.

    c. Update the official's name and contact information. Click **Save Official**.

    d. Note that the person's **State Email** is the filer's username. If there is no **State Email**, the **Personal Email** is the username. If you change the email fields, the filer's username could change, and the previous username will no longer work.

Track Filing Status

1. From the **Agency Filer List** tab, click on the **Officials Filing Status** button.

2. Each filer for the current year should be displayed. Officials with a **Certified Date** have filed their SEI. You may click the **Export to Excel** button if you wish to view this information in Excel.

Notices to Officials Required to File

1. When a new filer is added, they will automatically receive an email notice that their SEI is due within 21 days of their start date. (If they are entered after they start, and their due date would be less than 10 days away, the notice will let them know that their SEI is due within 10 days). The top half of the notice looks like this:
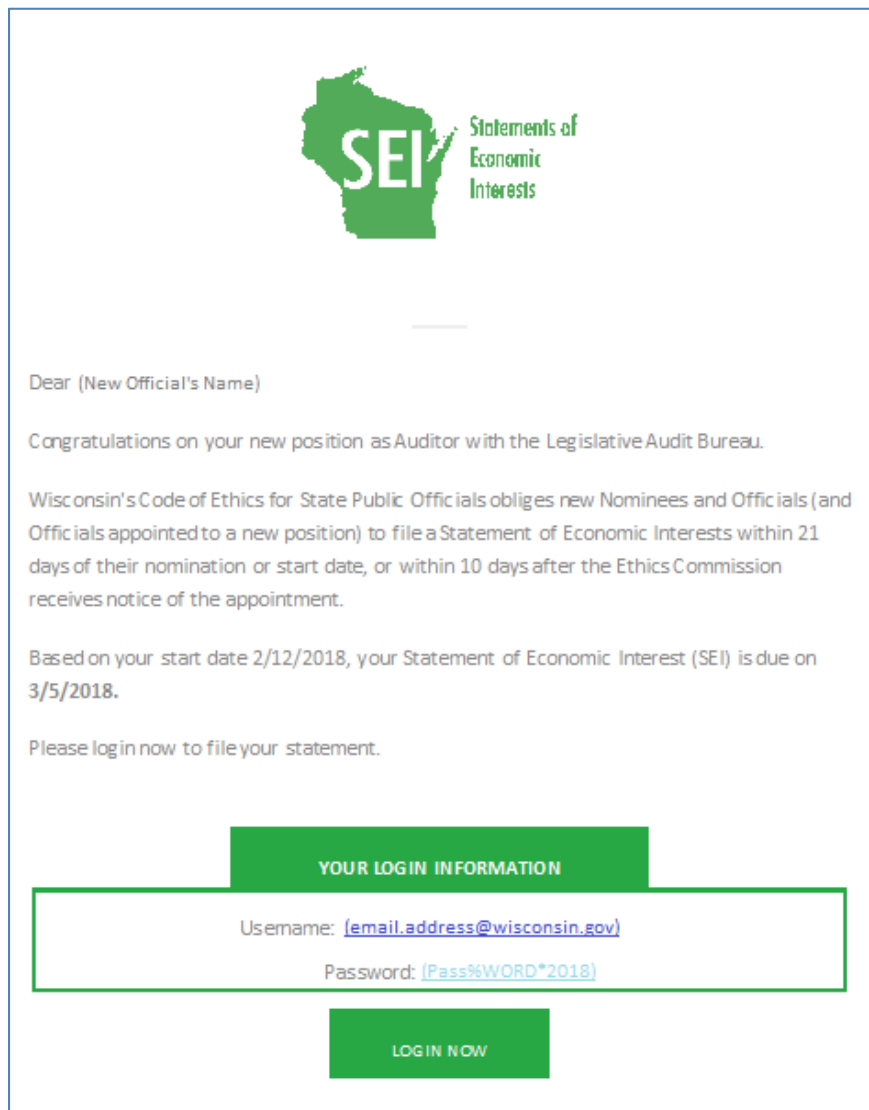
The bottom half of every email notice has the same directions:

1. Login to the site.
   - If your password does not work or your account is locked, you can always click **Official Log In** and then **Forgot/Reset your password**. A new link will emailed to you, and when you click on that link, you can log in by entering your email and a new password twice.
2. You will be asked to reset your password.The new password must have one letter, one number, and one symbol, and be at least 6 digits long. Click **Reset**.
3. From the Menu bar, click **Official Log In.**
4. Click your name in the **Active Officials** list.
5. Verify that your contact and position information are correct.
6. Click the **"STEP 3:FILE SEI"** Tab.
7. Click **"Report SEI for Year: 2018"** and follow the steps on the website.
   - Use the green buttons at the bottom of each screen to save and move to the next section.
   - In the final screen, you must check the Certify checkbox before you will see the Submit button.
8. Once you have filed your SEI, you will receive an email confirmation. If you do not receive a confirmation, please contact our office to ensure the SEI has been filed.

We hope the new system for collecting SEIs is convenient and easy to use! If you had any difficulties, or would like to offer suggestions for improvement, please email us at ethics@wi.gov, and let us know how we can make things better!
For additional help, please read the full instruction manual or contact our office.

SEI System Instruction Manual

Sincerely,

Ethics Commission Staff

2. Every year, Ethics staff will send annual notices to all filers. Each filer will receive an email notice that their SEI is due by April 30th (or May 1st or May 2nd if April 30th falls on a weekend). Ethics staff will send periodic "please-check-your-list-of-filers" emails to agency users. The November 1st email is the most important, because that ensures that the filers' information is correct for the annual SEI filing notices.

3. When an agency user or filer changes an email, the username will change, and the filer will receive an email notice with their new username. The password will not change.

4. Reminder notices will be sent one month from the due date (for annual filers), one week from the due date, and one day from the due date. Late notices will be sent one day after the due date, and one week after the due date. After that, notices will be sent manually.

5. To adjust a due date (to grant an extension or correct an error), admin users can:

   a. Log in to the **Official Log In** screen. (Agency users that can't see their officials' SEIs have to contact Ethics staff).

   b. Search for the official by entering any part of their name.

   c. Click on the official's name, and then click on **Step 3: File SEI**.

   d. Click on the **Edit Dates** button next to the current year. Manually change the due date, then click **Update**.

Directions for Filers on how to file an SEI

Agency users who are also officials required to file an SEI can find directions on how to file here: SEI Filers Instruction Manual.