**F-1 Financial Affairs Disclosure**

|  |  |
| --- | --- |
|

|  |
| --- |
| **Reports are due April 17, 2023.**The Public Disclosure Commission's online filing application is designed to [simplify filing and to help filers know what to report](http://click.pdc.wa.gov/ls/click?upn=pLOdNnzNThnN3u7mr0kyHmCWURzmX-2FUDh7deStk0ux5Qun3NHP0VzDUfS-2F-2Bz81-2BvH-2F03kU7DV9oV056yxnOuhQ-3D-3DGMZy_shAQeiqb8EG9sWU6CvVA-2FwPQrNYBPpcxkGoALllORKRhsI0VqUMTlDwHHzCvjjZCbRk-2FTPHv5KPsHu6R4J8v1BQVQucop3GJ-2FOJTEJQ5I0VQia82T-2Bh48UFKywwsR9OSj7xcm4mem2PFyyngaZ0T6cevNhaOiaxJzFDhM38AO-2F4nyrf8MNSguON5bs0sXYE6kz1sqjjjlfQ1C0tFMdR0K2hWRxImlwM-2B1CBfVE80dAnDkyXLna80pqTDIZjLWVI8V-2FHD2HKCSSM1CcQIGM0XGibjvRp1ysku0hKsNHp7QstACo5Uirv9oU-2F3GKiBMooJJC4pfGyUndcnrCP09IITVluBeC-2F9koWR8rvwmdvdQ4Y-3D). Appointed and elected officials required to submit financial disclosures must use the PDC's online system.NOTE: The reporting system is designed to operate on supported browsers. **It is not compatible with Internet Explorer.**The PDC has video tutorials available, for [new filers](http://click.pdc.wa.gov/ls/click?upn=pLOdNnzNThnN3u7mr0kyHmNo8NNH0NnOAqFRr26nZwnhwrUXzRmYsxuwzTk7-2BhnRlCZw_shAQeiqb8EG9sWU6CvVA-2FwPQrNYBPpcxkGoALllORKRhsI0VqUMTlDwHHzCvjjZCbRk-2FTPHv5KPsHu6R4J8v1BQVQucop3GJ-2FOJTEJQ5I0VQia82T-2Bh48UFKywwsR9OSj7xcm4mem2PFyyngaZ0T6cevNhaOiaxJzFDhM38AO-2F4nyrf8MNSguON5bs0sXYE6kz1sqjjjlfQ1C0tFMdR0K0wZU6zkO6Ze5z6Bc0xDcUS6Hv3Z5X084-2BP99r5YT0OFq9lnT3lqv3xuxpTfYXbLVWV0hK-2BTZ1JFw-2F7fnswdGYJObX-2BekDw2MhT8gHJlbtxOb-2BCDkVTfwzBJlHkjYMHOkZWdXdwTZOxHsqELHawIA40-3D) and [returning ones.](http://click.pdc.wa.gov/ls/click?upn=pLOdNnzNThnN3u7mr0kyHiVLtPtzKc2vvuVxAcVFiPl1gW9f8CH3ZcCSX0b7YJ3vluOh_shAQeiqb8EG9sWU6CvVA-2FwPQrNYBPpcxkGoALllORKRhsI0VqUMTlDwHHzCvjjZCbRk-2FTPHv5KPsHu6R4J8v1BQVQucop3GJ-2FOJTEJQ5I0VQia82T-2Bh48UFKywwsR9OSj7xcm4mem2PFyyngaZ0T6cevNhaOiaxJzFDhM38AO-2F4nyrf8MNSguON5bs0sXYE6kz1sqjjjlfQ1C0tFMdR0K2i36tX3igoVr6MfnyDYV9ep5izrZ5zG5XIH0lQeFdF7mqOM7FYtptxEdc2gqaSANEwPPX-2B2LTUm-2Bo7a7zUzneQUnyvDEvuMTbWfE8oW63hUjndSkhI-2B35XavZ8zGtY1qGe-2BZYMzIFFpRdraM3y9iJE-3D) Returning filers who used the system last year will be able to import that information to use as a basis for completing this year's report.The PDC is offering F-1 training on March 15 and April 6. To sign up, visit our [training class page.](http://click.pdc.wa.gov/ls/click?upn=pLOdNnzNThnN3u7mr0kyHua0ULUdOLjTv8zSAuZpRL3h-2Fn2scLLug8usDxy9XFaFWKvx1chbTY3LkTXJdbU3EYNobk921JpF9fDNFfPwVbWc2oY9pL7-2B-2B7Bm7EgM-2FBywM85J_shAQeiqb8EG9sWU6CvVA-2FwPQrNYBPpcxkGoALllORKRhsI0VqUMTlDwHHzCvjjZCbRk-2FTPHv5KPsHu6R4J8v1BQVQucop3GJ-2FOJTEJQ5I0VQia82T-2Bh48UFKywwsR9OSj7xcm4mem2PFyyngaZ0T6cevNhaOiaxJzFDhM38AO-2F4nyrf8MNSguON5bs0sXYE6kz1sqjjjlfQ1C0tFMdR0Ky3UwupGFvhvIrR250CBDuirqsmfbRMr9hxaEf38-2F218WRcjr86wcuzQCO1KreYE0edSVYMOrSOZhobB8dmeaLVyvncfiuoG2ZD3uaLH7UTi1F1FiIww-2FiwkvuQkH6n-2B1upbW-2BaFEiIuK8s2G-2F5ZhnI-3D)We need to hear from you before the filing deadline if a) you don't think you need to file or b) you believe you already filed in 2023.If you ran for office last year and were elected for the first time, or you were appointed last year, the report you previously submitted as a candidate or appointee does not meet your annual filing requirement. If you left office in 2022, you need to file for the portion of the year you served.How to access the system:**1. Set up or sign into your SAW account**You’ll need a [Secure Access Washington (SAW) account](http://click.pdc.wa.gov/ls/click?upn=pLOdNnzNThnN3u7mr0kyHk-2BVO6RC6-2FWP0n2yVvBwJ5TZEdqCV2Cd98yr6iaUbFURADgtMX51zAPDsfa732wgYw-3D-3DD1lG_shAQeiqb8EG9sWU6CvVA-2FwPQrNYBPpcxkGoALllORKRhsI0VqUMTlDwHHzCvjjZCbRk-2FTPHv5KPsHu6R4J8v1BQVQucop3GJ-2FOJTEJQ5I0VQia82T-2Bh48UFKywwsR9OSj7xcm4mem2PFyyngaZ0T6cevNhaOiaxJzFDhM38AO-2F4nyrf8MNSguON5bs0sXYE6kz1sqjjjlfQ1C0tFMdR0K9J8oq-2BgAvCrTS6jUq-2BjosLwmAmTE5Vry6zWKIRp9ng1zydg792xUIwzDuIlqdN0QbiLwVlqxv6t-2FKATgnWDTxbSpBtLOZg27Hnv1GDK0R1EWkCwaR65UNiJC2oWmfLXxrmFwHdZVYp0NIONYunYzE0-3D), if you don’t already have one. This [PDC video](http://click.pdc.wa.gov/ls/click?upn=pLOdNnzNThnN3u7mr0kyHmCWURzmX-2FUDh7deStk0ux50d6uwvY4yQksYdXRqnRavF0RAAk5HfKY6oIVglGq8Rg-3D-3DaoR5_shAQeiqb8EG9sWU6CvVA-2FwPQrNYBPpcxkGoALllORKRhsI0VqUMTlDwHHzCvjjZCbRk-2FTPHv5KPsHu6R4J8v1BQVQucop3GJ-2FOJTEJQ5I0VQia82T-2Bh48UFKywwsR9OSj7xcm4mem2PFyyngaZ0T6cevNhaOiaxJzFDhM38AO-2F4nyrf8MNSguON5bs0sXYE6kz1sqjjjlfQ1C0tFMdR0Kx5rMb1Dpdjp4SIM6hWeQ0sAh-2BFjaOIxlvZJRsq64w49704SDHrpoGQBcQ3F1Neeqm4SVj2A4ZLR7F0WoyHuQThrMo7Xcp6k9QBuMCIIhE1YatTLETrsBRY3qnyzxzJxSEhY3PzewMoD6QljLIGGQ6w-3D) offers a guide to establishing a SAW account.In setting up your SAW account, you might want to use an email that you have established already with the PDC. That will be the easiest way to get linked to your F-1 information.**2. Go to the filing system**Once you have a SAW account, log into it. Then click this link: [Financial Affairs online reporting system.](http://click.pdc.wa.gov/ls/click?upn=pLOdNnzNThnN3u7mr0kyHpzvmepfF9-2F5V30LkQGsqNfLPC0E-2F1ClS67K-2Btz81VlKCN4P_shAQeiqb8EG9sWU6CvVA-2FwPQrNYBPpcxkGoALllORKRhsI0VqUMTlDwHHzCvjjZCbRk-2FTPHv5KPsHu6R4J8v1BQVQucop3GJ-2FOJTEJQ5I0VQia82T-2Bh48UFKywwsR9OSj7xcm4mem2PFyyngaZ0T6cevNhaOiaxJzFDhM38AO-2F4nyrf8MNSguON5bs0sXYE6kz1sqjjjlfQ1C0tFMdR0K4Foh4LjCDcfiA-2BKTPvkgMasD5Plxje-2FXWleywyVsjk57-2FK3BvhMy6LpN2lBi4JBK8tHpXZrJOO-2BLPIaQWf4g3yuGwqzTwzdS1E9zLs6U7C7FQdIpm748DdPvqHAy7Rq0JV2L-2BqDu7hMWXM5RNogqqU-3D)If you don't see your name in the upper right-hand corner of the application, you can request access by clicking on "New filer." Enter the email you last used to file a F-1 with the PDC. You should receive an email with a one-time security code that you will need to use to access your reports.If the email address you’ve used previously for PDC filings is one you no longer can access, contact the PDC customer service staff at pdc@pdc.wa.gov to report the new email address that you’ll use for PDC reporting. Then, return to the application and request access.**3. Start reporting**Once you've established access, you will see the landing page of the application. If you're ready to begin filing, click the "Start" button.**4. Get help**Questions about what to report? The application itself includes pop-up windows (marked with a ? icon) and a FAQ (see the Help? link in the upper right-hand corner) that leads you to instructions on our website. Our full F-1 reporting manual also is available [at the website.](http://click.pdc.wa.gov/ls/click?upn=pLOdNnzNThnN3u7mr0kyHrC9Ha1aqZAIoKWPLDMmdcIE1-2FVihXPScNpcwPZtSoMQ9WcIEdPjkFq4B4vigSrXvc5g4VcGnx7NdXvMqMfGHk8epaKo3Vjg685C6UgvIXKCHnG5_shAQeiqb8EG9sWU6CvVA-2FwPQrNYBPpcxkGoALllORKRhsI0VqUMTlDwHHzCvjjZCbRk-2FTPHv5KPsHu6R4J8v1BQVQucop3GJ-2FOJTEJQ5I0VQia82T-2Bh48UFKywwsR9OSj7xcm4mem2PFyyngaZ0T6cevNhaOiaxJzFDhM38AO-2F4nyrf8MNSguON5bs0sXYE6kz1sqjjjlfQ1C0tFMdR0Kwsm3-2BrrXBexH9kPqXT-2F8SEuTEzFUALM3d6qX-2Bbh6Q6Ns-2BsurDuCVh2bQ3NY5W5Xvbi5fATwHnl64Ekek4AjKSF4K-2Ftknw2Y-2FBdFMjD-2FjQhTSCNBLTjd376GLzMjYrjCH4-2B-2FgRSWjEYf5NknZCMbrew-3D)In certain cases, filers can ask the commission to suspend or modify the reporting requirements of the F-1. Applicants for such reporting modifications must be able to prove a manifestly unreasonable hardship and that an exemption from reporting certain information will not frustrate the purposes of the disclosure law. For more information, see our [FAQ on F-1 reporting modifications.](http://click.pdc.wa.gov/ls/click?upn=pLOdNnzNThnN3u7mr0kyHrC9Ha1aqZAIoKWPLDMmdcIE1-2FVihXPScNpcwPZtSoMQ9WcIEdPjkFq4B4vigSrXvc5g4VcGnx7NdXvMqMfGHk893hQC61thrHqcde2eEMyApNz1uJPqdxGRlAa-2FHX-2BXPo8h-2FVc502Ojhwf-2Bngt5qTpQilr19-2B43rU3qbPCJSCn4LV720L2zvmHIES0jRfG6fA-3D-3DfUje_shAQeiqb8EG9sWU6CvVA-2FwPQrNYBPpcxkGoALllORKRhsI0VqUMTlDwHHzCvjjZCbRk-2FTPHv5KPsHu6R4J8v1BQVQucop3GJ-2FOJTEJQ5I0VQia82T-2Bh48UFKywwsR9OSj7xcm4mem2PFyyngaZ0T6cevNhaOiaxJzFDhM38AO-2F4nyrf8MNSguON5bs0sXYE6kz1sqjjjlfQ1C0tFMdR0KwEEt67jMCIx3Xg0DCUZ-2FZAtslbfI6RfZgFzB3Ry0i23QUdahNdZLJxTvblrUZgWhxDf8t-2FEksCHsABFn-2F732M-2FDvSz7QLqywcwYrmFnF4aE6JLF2j5MJBBj553GQsItgzSLU5NRKdg-2FDOT5bZm5wDY-3D)To ask a question or get help, contact us at pdc@pdc.wa.gov.Public Disclosure Commission711 Capitol Way S #206Olympia, WA 98504 |

 |