

Document B: Instructions to File a Conflict of Interest Disclosure Electronically



NOTICE: As of January 1, 2020, candidates for executive offices are required to submit a conflict of interest disclosure electronically BEFORE declaring candidacy. A filing officer must reject a candidate's declaration unless she or he has submitted a conflict of interest disclosure electronically. Refer to Utah Code § 20A-11-1603.

PLAN AHEAD AND AVOID A REJECTED DECLARATION OF CANDIDACY

- **When should I submit my conflict of interest disclosure?** You can submit your disclosure starting on March 13, 2020, but it must be submitted before you declare candidacy. The Office of the Utah Lieutenant Governor recommends submitting it as early as possible. Do not wait until the final hours of the declaration period to begin!
- **How long will it take?** It can take candidates up to 1-2 hours to complete the disclosure. However, plan on more time in case you need to obtain financial documents or consult legal counsel.
- **Who can help me with the conflict of interest disclosure?** The Office of the Utah Lieutenant Governor can help you access your website account, but its employees are not authorized to advise you when you fill out the disclosure. You must consult Utah Code § 20A-11-1604 or your own legal counsel.
- **I submitted a conflict of interest disclosure in January 2020. Do I need to file another one?** Yes. If you are a current officeholder who is running for office again, you must submit another disclosure during the declaration period. However, you will not need to start the disclosure from scratch. When you log on the website and access the disclosure form, the fields will be populated with your previous disclosure. Review it and make any changes as necessary. Then click "Submit" when you are completed.

INSTRUCTIONS TO SUBMIT YOUR CONFLICT OF INTEREST DISCLOSURE ELECTRONICALLY

*Instructions are also available on YouTube at <https://www.youtube.com/user/utahelections/videos>.

Step 1: Using a web browser, go to disclosures.utah.gov. The website is best used on large tablets, laptops, or desktop computers.

Step 2: If you do not have an account on this website, click "New User" located in the left-side toolbar. If you already have an account, log on and skip to Step 8.

Step 3: The "Create New Web Account" page will be displayed. Fill out the form. You can choose any username you would like, and your password must be at least 6 characters long. After completing the form, click "Register."

Step 4: Now that your website account is created, you will need to create an entity for your candidate account. Click "Create Entity" located in the left-side toolbar on the homepage.

Step 5: The “Create Entity” page will be displayed. Click “Candidates & Office Holders.”

Step 6: The “Candidates & Office Holders Statement of Organization.” Fill out the form and follow the instructions. When you are finished, click “Save.”

Step 7: A confirmation screen will appear. The Office of the Utah Lieutenant Governor will review your candidate entity and approve it if it contains the required information. Once your entity is approved, you will receive an email. **NOTE: Due to the expected high volume of submissions during the declaration period, please allow one to two business hours for the Office of the Utah Lieutenant Governor to review and approve your entity. All submissions will be reviewed on a first-come-first-served basis.**

Step 8: Click “My Folder” located in the left-side toolbar.

Step 9: Click the link “Submit or Update Conflict of Interest Form” located under the “Entity Details” header. If you have multiple entities associated with this account, ensure that you have selected the correct entity before clicking this link.

Step 10: Click “Begin a New Conflict of Interest Form.”

Step 11: The conflict of interest form will display. If you previously submitted a disclosure, your form will be pre-filled with your latest disclosure. Complete or edit the form and click “Submit” when you are finished. A confirmation screen will display, and your disclosure will be posted on the website.

Do you have additional questions?

Contact the Office of the Utah Lieutenant Governor:

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Suite 220
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Hours: 8:00 am - 5:00 pm, Monday - Friday (except state and federal holidays)