NetFile SEI System

E-Filer Users Guide

Filing Form 700

Version: 1

Last Updated: 2/25/2008

NETFILE

Important Tips

- You have the option to enter information for each of the FPPC Form 700 schedules or bypass the schedules completely. If you skip over a schedule you have an opportunity to add it at the end of the data entry process.

- At any point during data entry you can skip to the Review Page by clicking on Review Page which is at the top of most pages.

- When you have completed entering information for all the schedules, you have the opportunity to review your entries and print a draft paper copy of the filing. You can correct any errors before e-filing or printing a paper copy of your filing.

- You must click **Enter** to save information entered on a page. If there is data entered on a schedule and you attempt to proceed to the next page without clicking **Enter** you will receive an error message that requires you to click **Enter** to save the data or delete the data from the schedule.

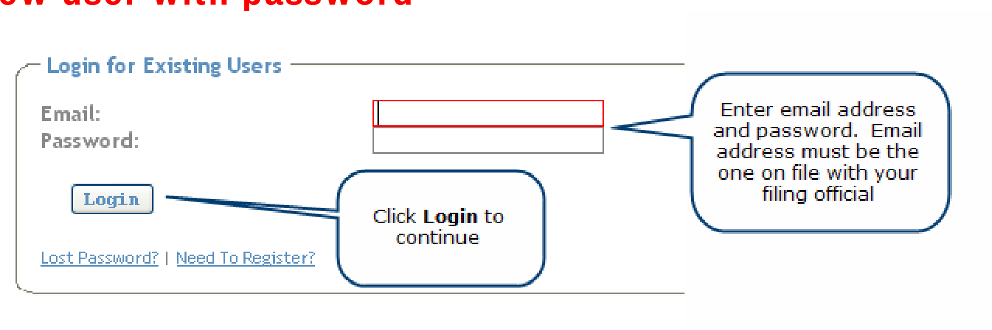
- You can exit the system at any time and return later to complete your filing. Any previously entered data that has been saved will be there and you will not have to re-enter it.

Login

To start using the SEI E-Filing system:

- Contact your Filing Authority to find out how to access the Filer application
- Select which type of user you are:
  - New user with a password
  - New user without a password (need to Register)
  - Existing user who has forgotten their password

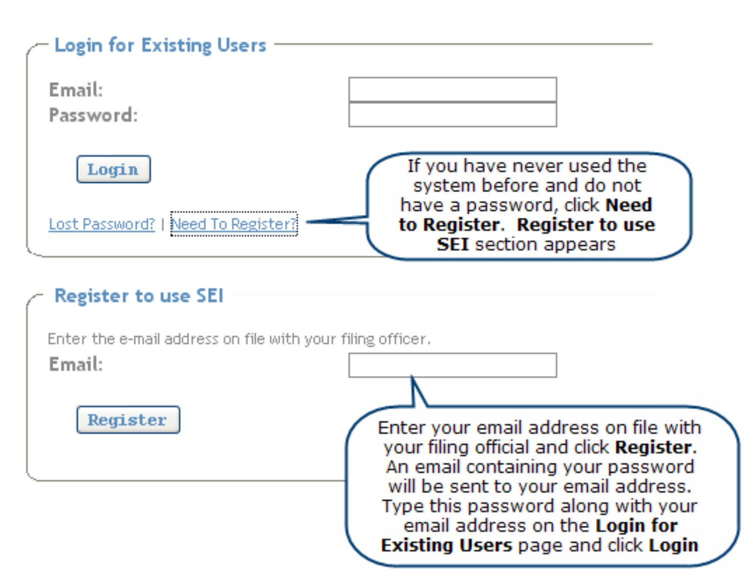
1) New user with password



Login

Begin SEI (go to Page 5)

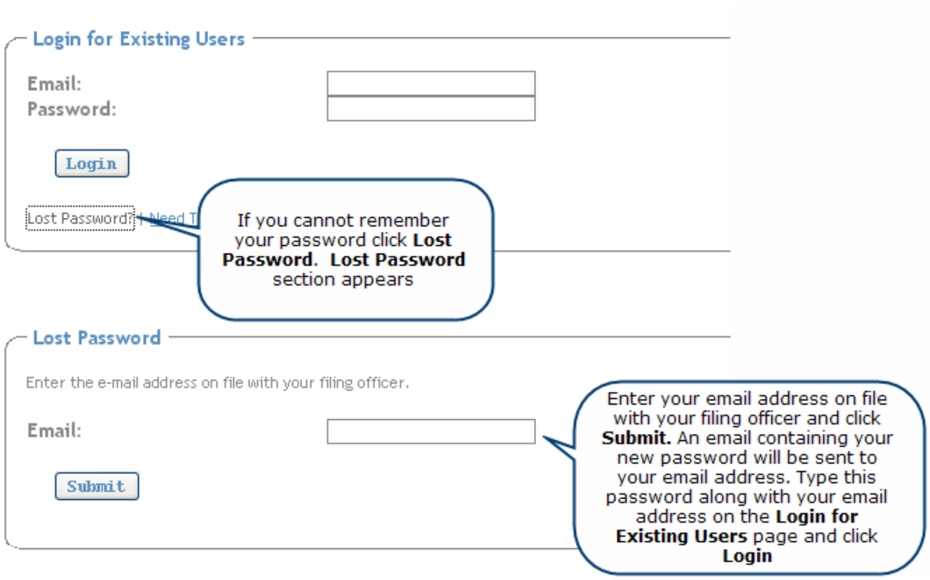
2) New user without password



Login

Begin SEI (go to Page 5)

3) User - lost password



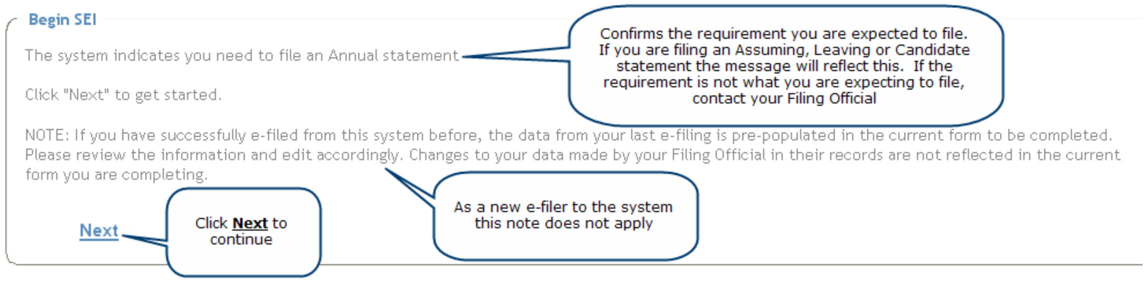
Login

↓

Begin SEI (go to Page 5)

Begin SEI

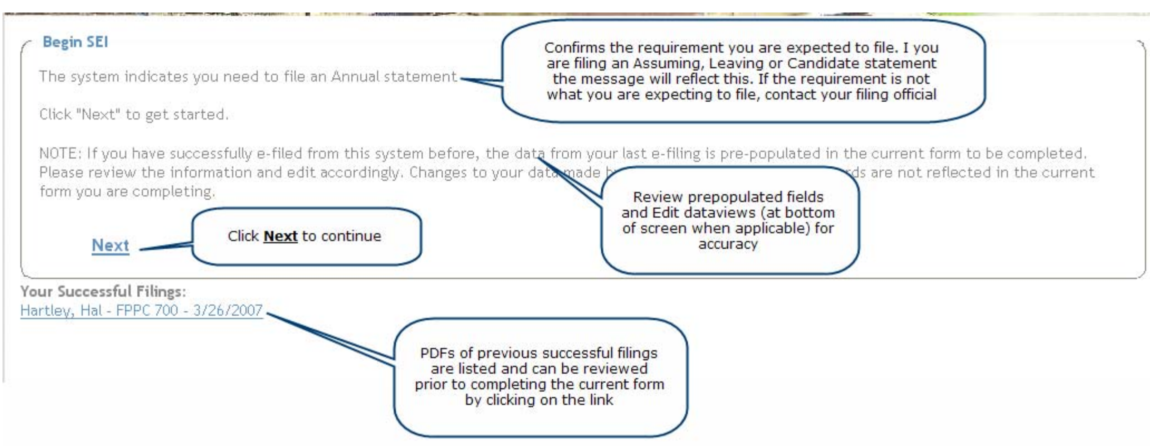
1) New User (not e-filed using this system before)



Next

Cover Page – Filer Information (go to Page 7)

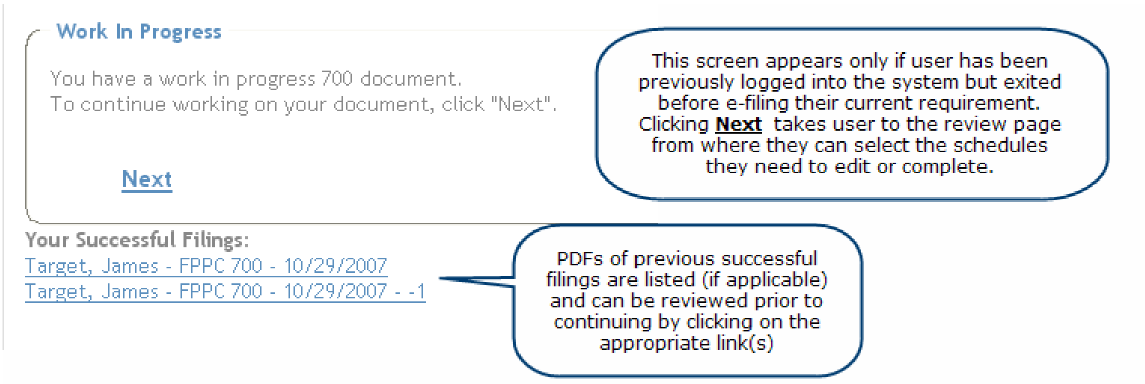
2) Existing User (successfully e-filed using this system)



Next

Cover Page – Filer Information (go to Page 7)

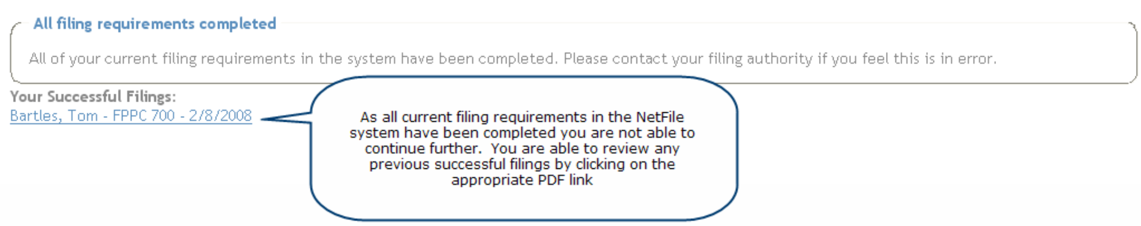
3) Existing User (work in progress)



Next

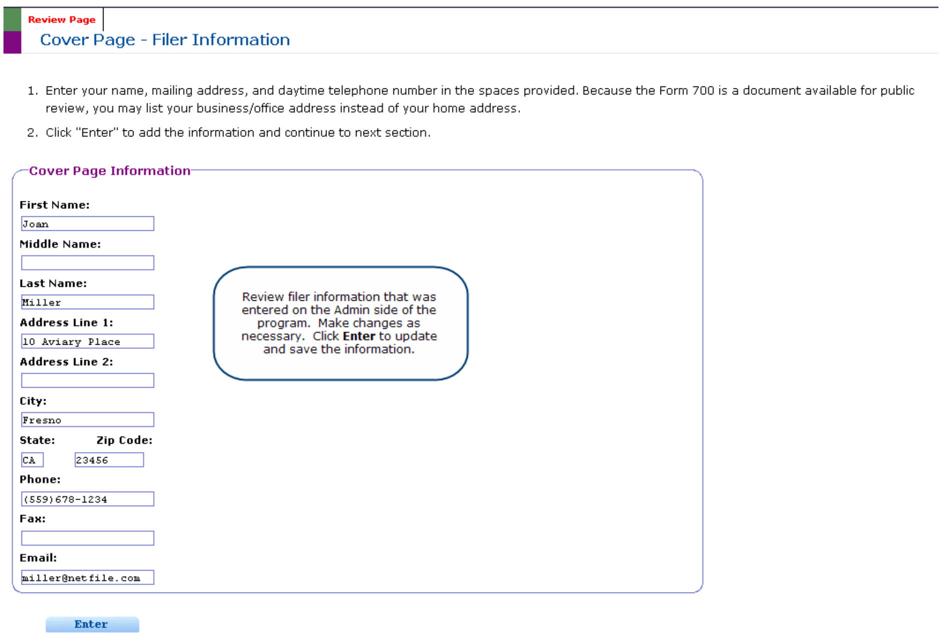
[Review Page] (go to Page 27)

4) Existing User (no outstanding filing requirements)



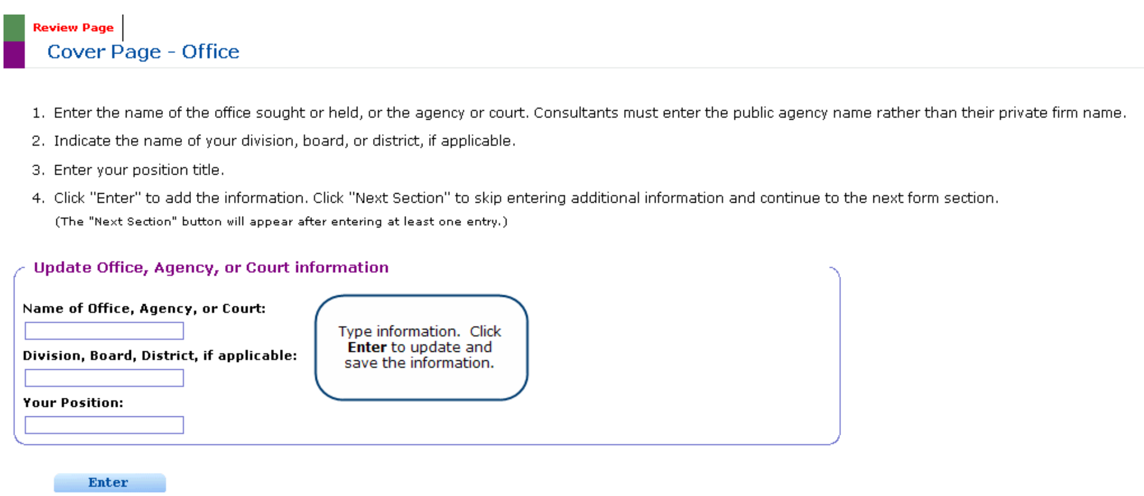
Cover Page

Cover Page - Filer Information

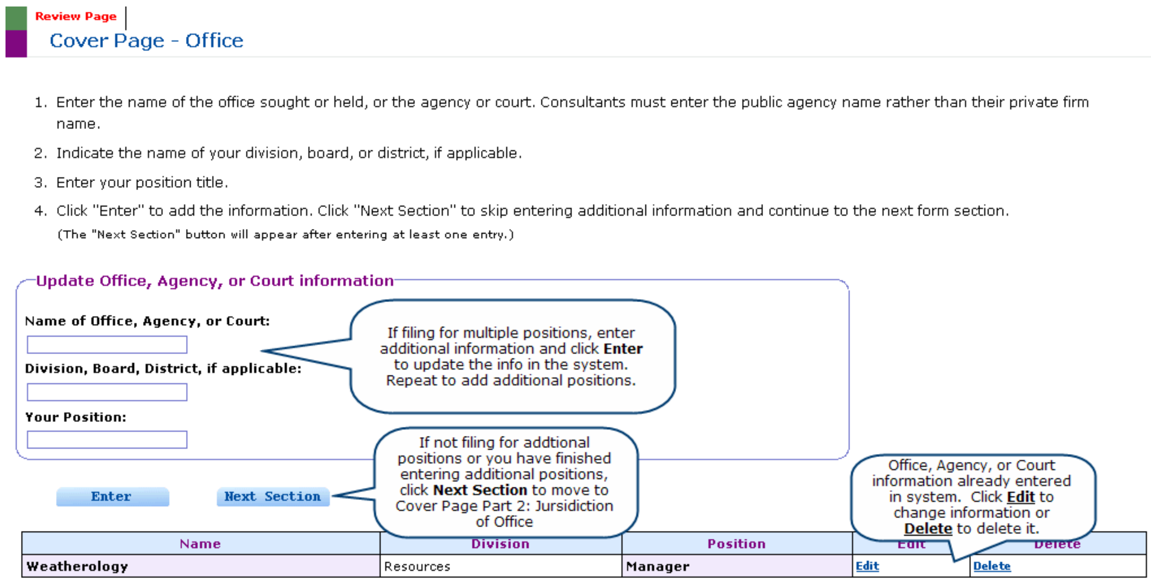


Enter

Cover Page - Office

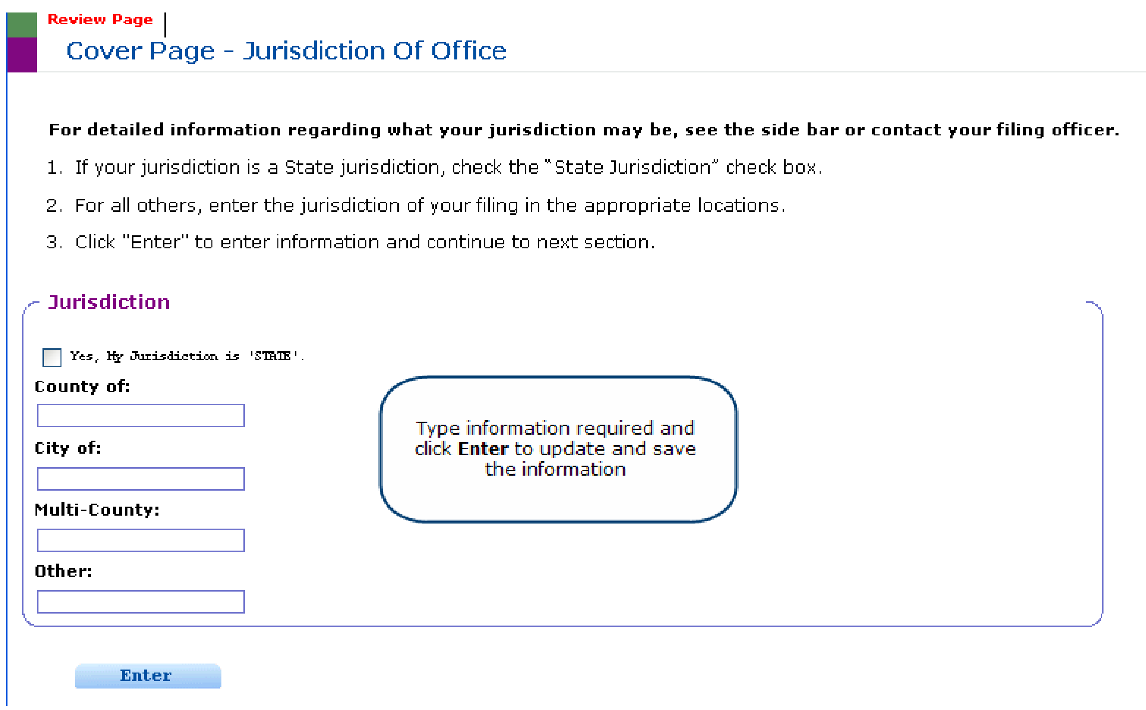


Enter



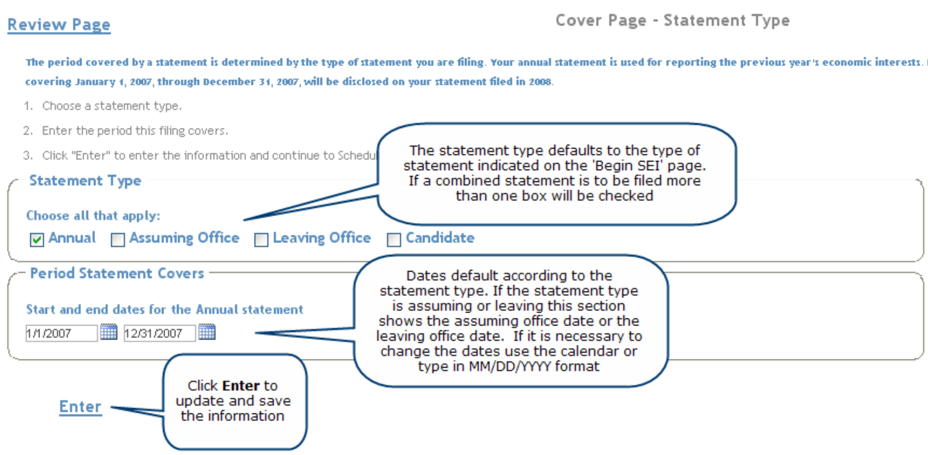
Next Section

Cover Page - Jurisdiction of Office



Enter

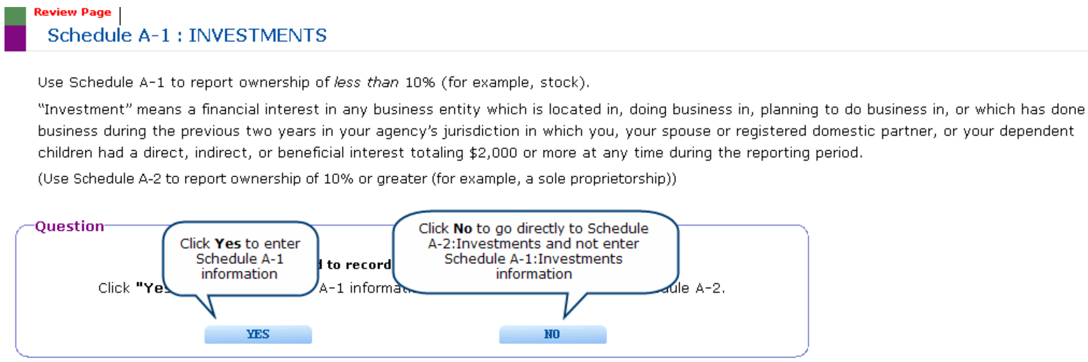
Cover Page - Type of Statement



Enter

[Schedule A-1: Investments]

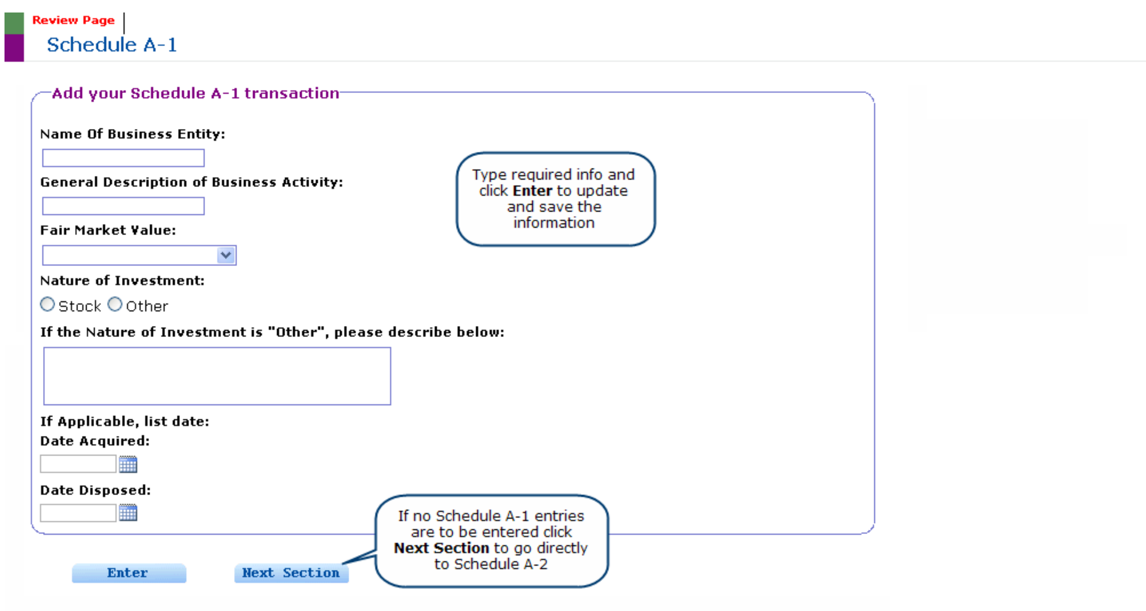
Schedule A-1
Investments (Stocks, Bonds, and Other Interests)



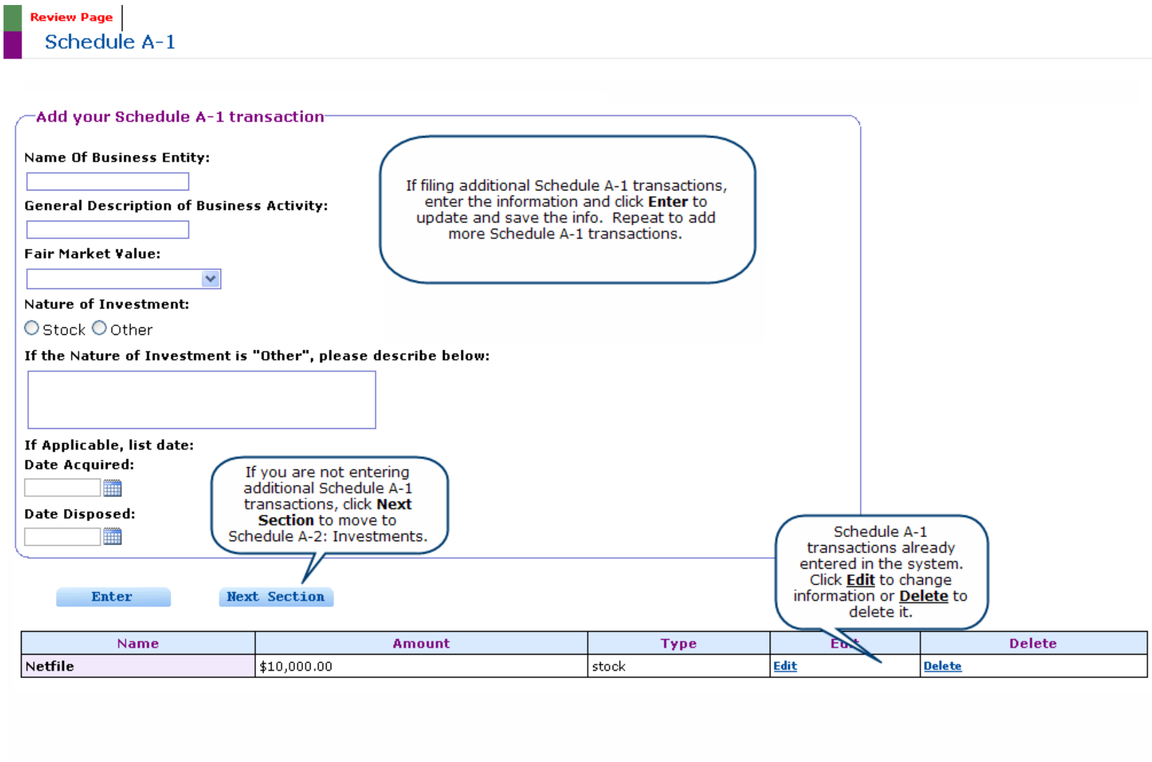
Yes

No

Schedule A-2: Investments



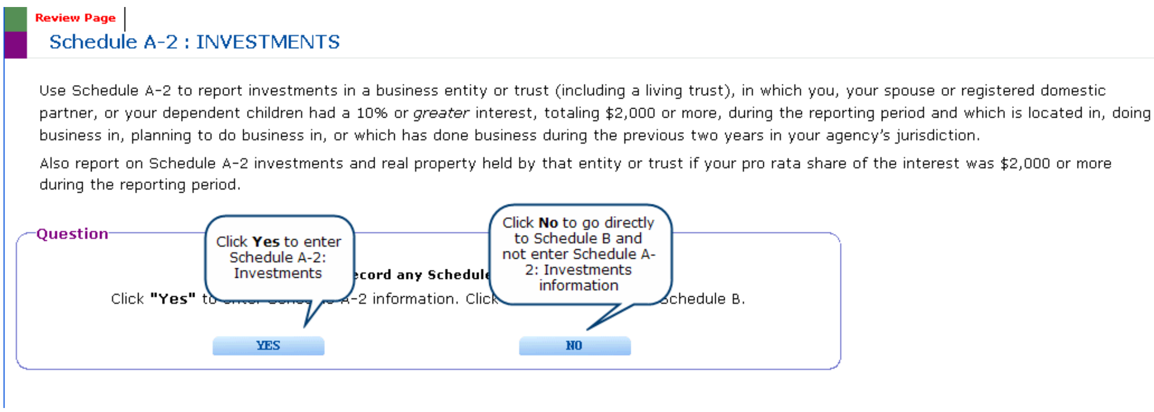
Enter



Next Section

[Schedule A-2: Investments, Income and Assets of Business Entities/Trusts]

Schedule A-2
Investments, Income and Assets of Business Entities/Trusts



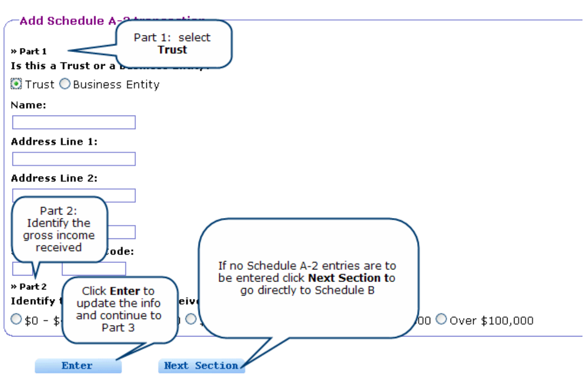
Yes

No

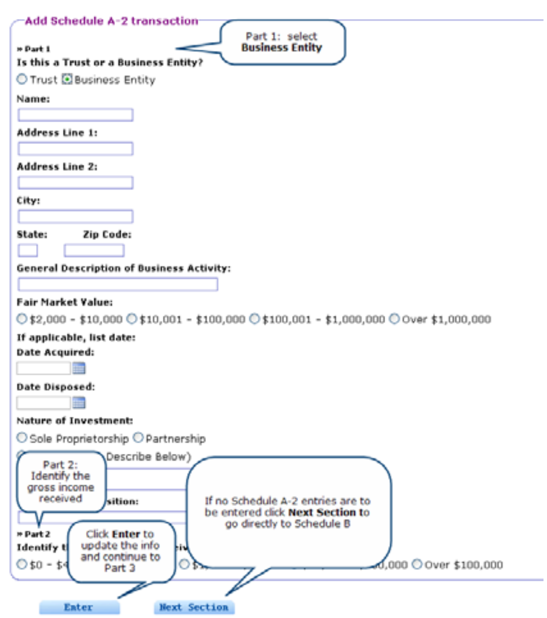
Schedule B: Interests in Real Property

OR

Schedule A-2: Trust Entity Part 1 & 2

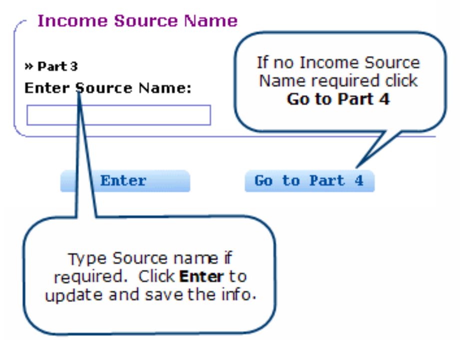


Schedule A-2: Business Entity Part 1 & 2

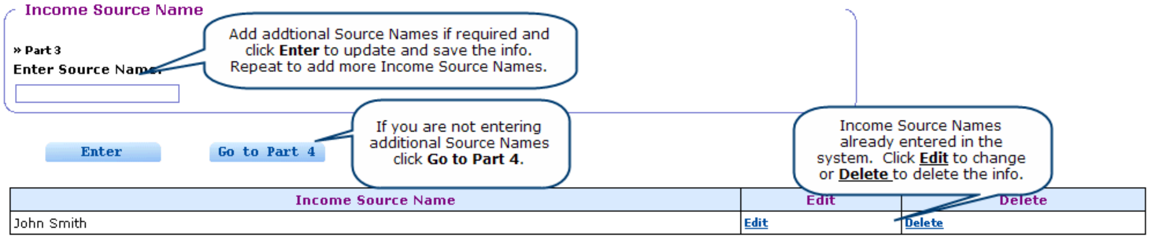


Enter

Part 3



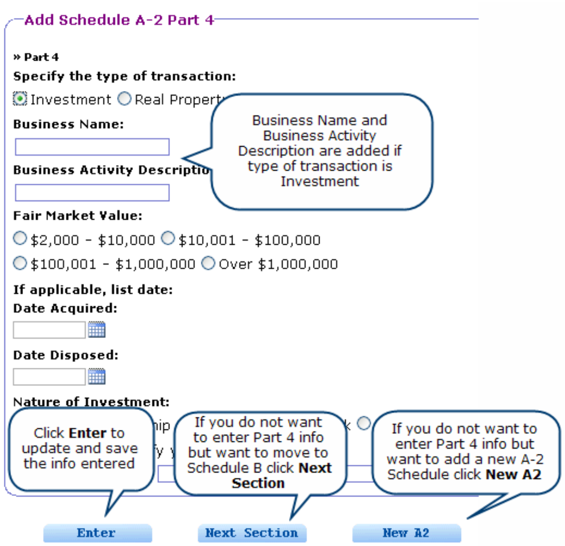
Enter



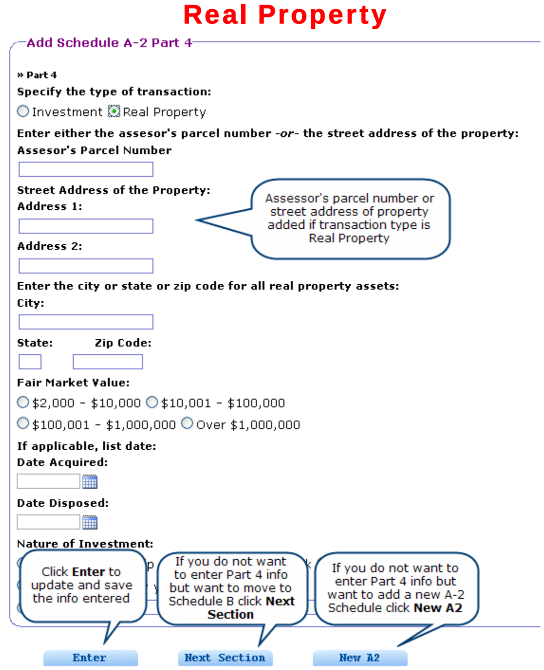
Enter

Part 4
Select Investment or Real Property

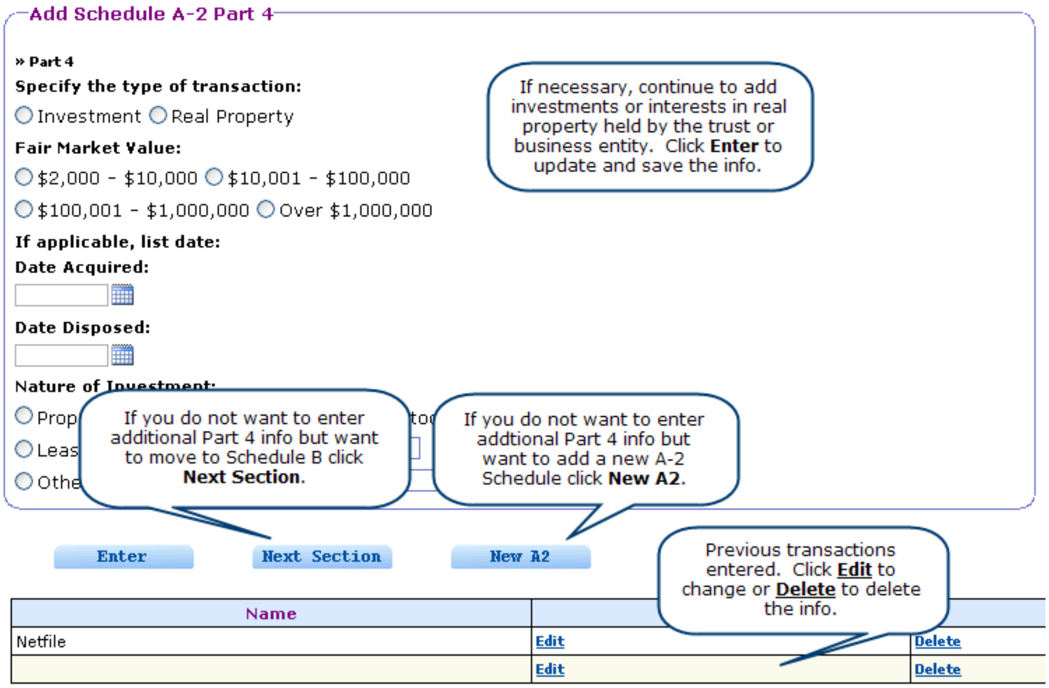
Investment



Real Property



Enter **Enter**

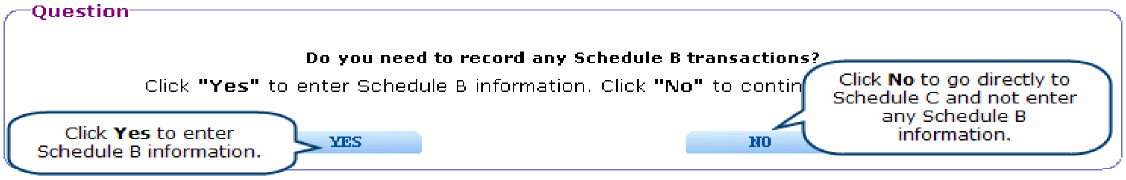


Enter

[Schedule B: Interests in Real Property]

Schedule B

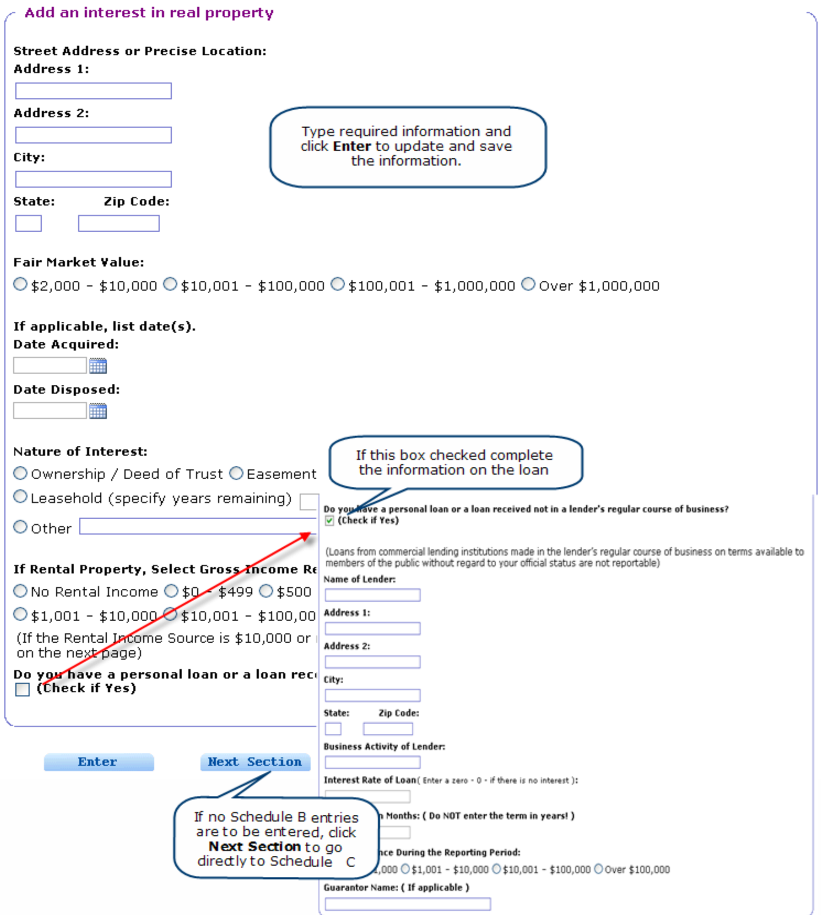
Interests in Real Property



Yes

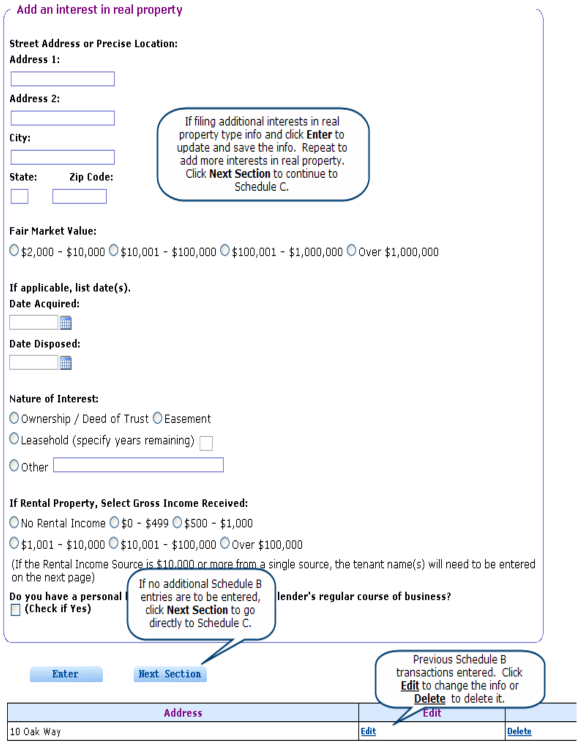
No

Schedule C: Income, Loans and Business Positions

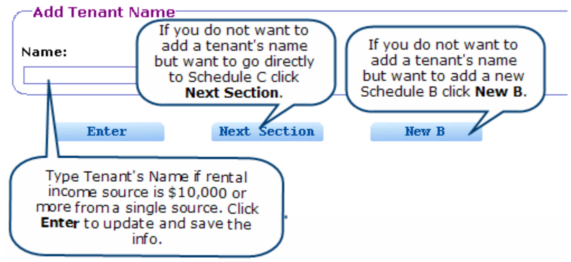


Enter

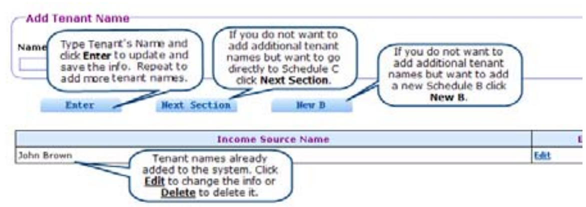
If 'No Rental Income' selected for Gross Income Received



If Gross Income Received is a $ amount



Enter

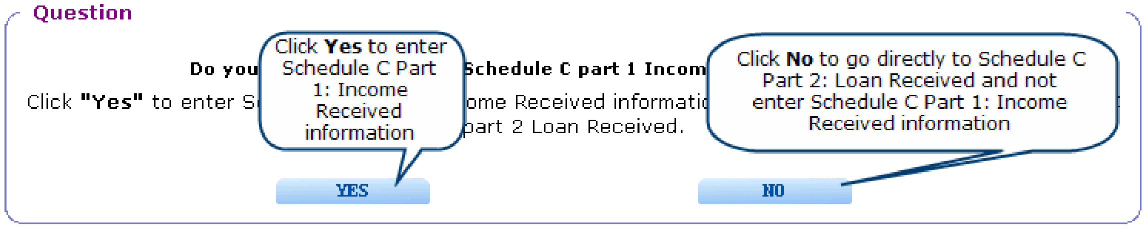


Next Section

[Schedule C Part 1: Income Received]

Schedule C: Part 1

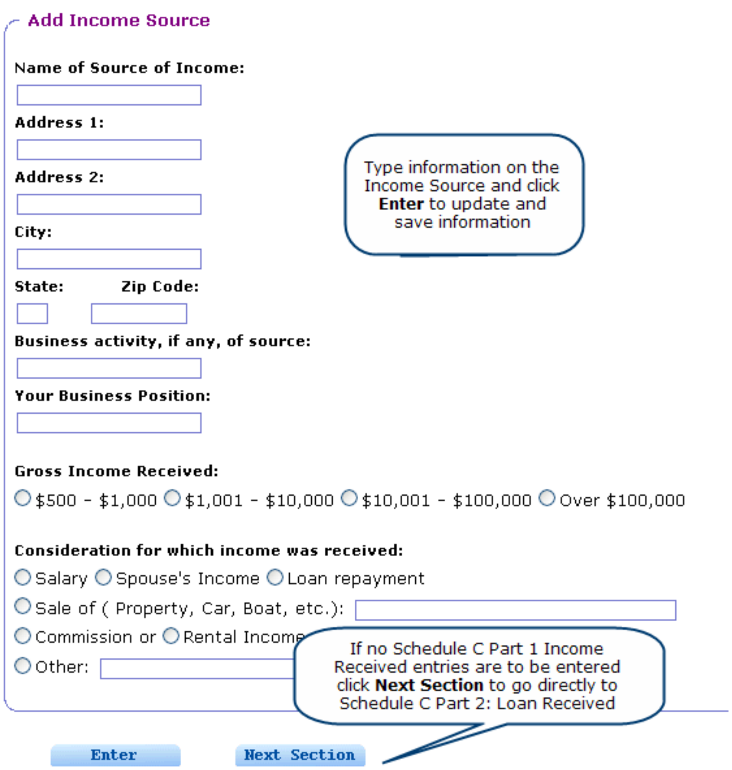
Income, Loans and Business Positions: Income Received



Yes

No

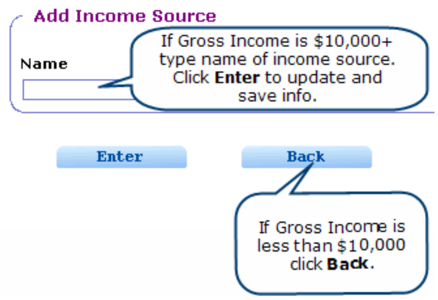
Schedule C Part 2: Loan Received



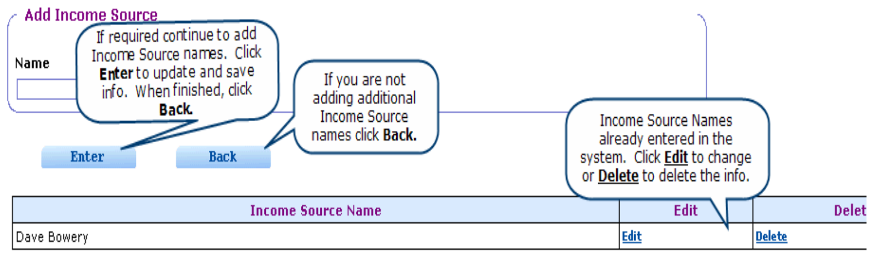
Enter

Gross income received from Salary/Spouse's Income/Loan Repayment/Sale

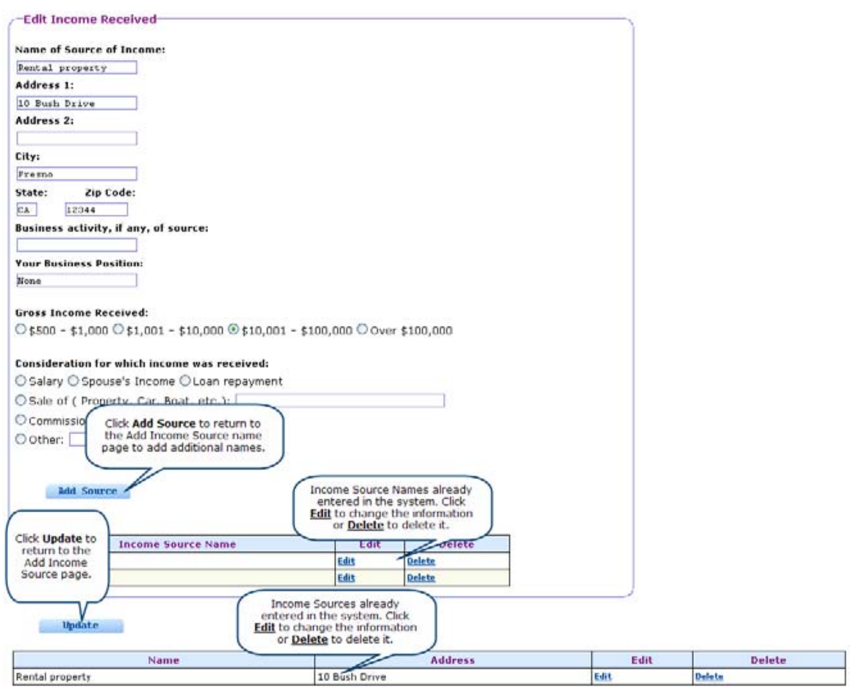
Gross income received from Commission or Rental Income



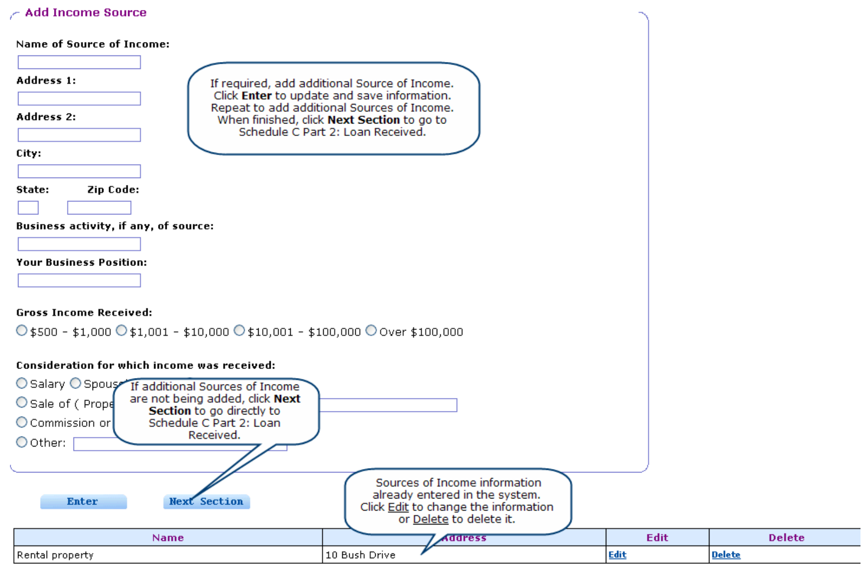
Enter



Back



Update

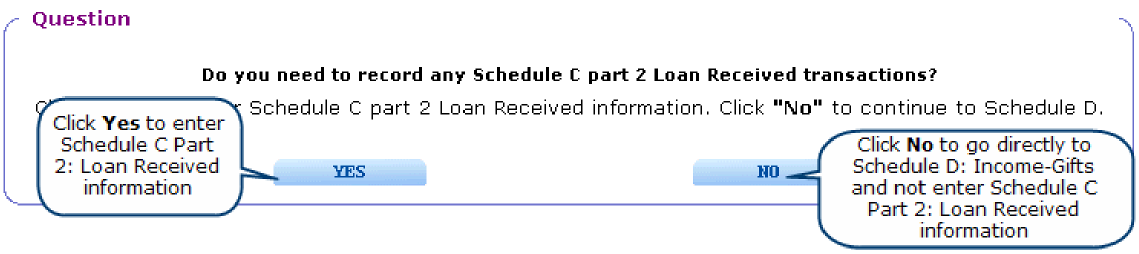


Next Section

[Schedule C Part 2: Loan Received]

Schedule C: Part 2

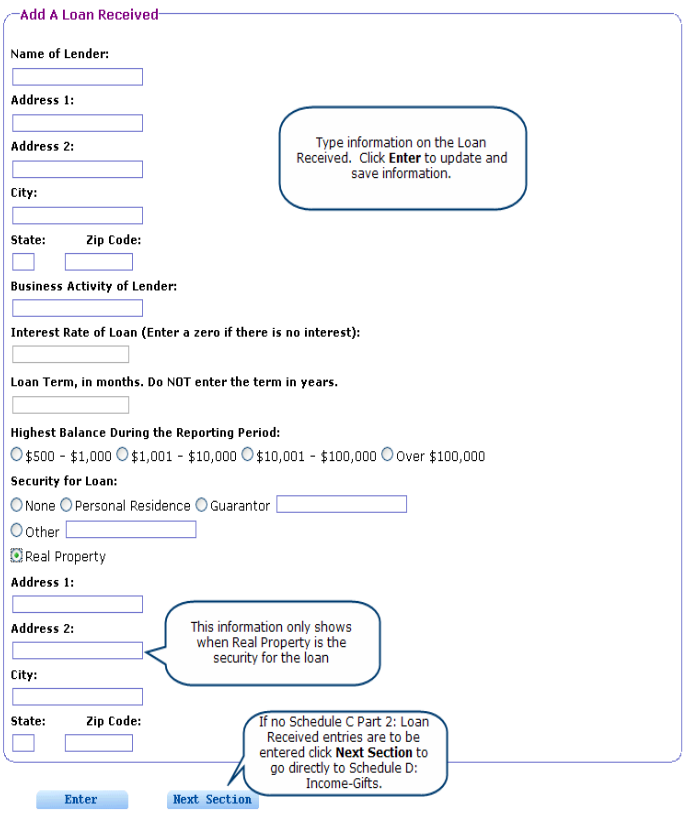
Income, Loans and Business Positions: Loans Received



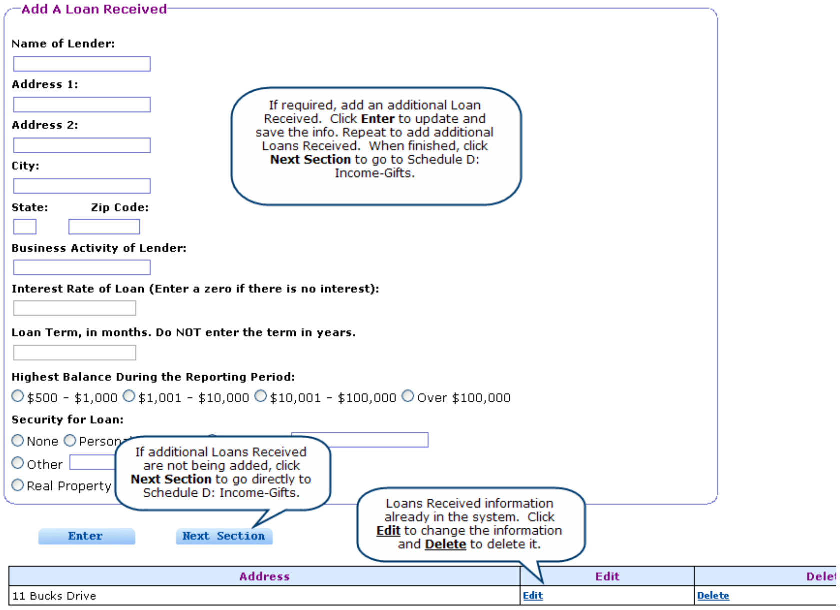
Yes

No

Schedule D: Income - Gifts



Enter

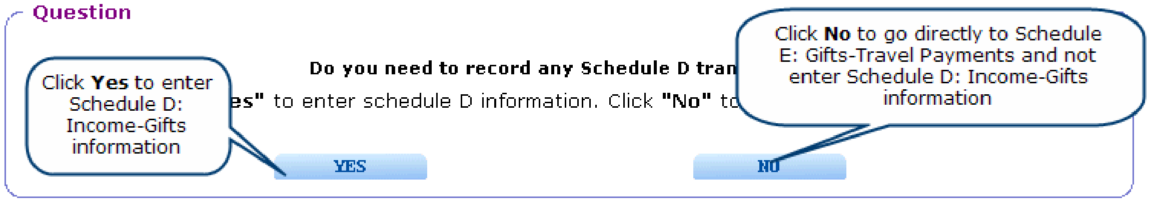


Next Section

[Schedule D: Income – Gifts]

Schedule D

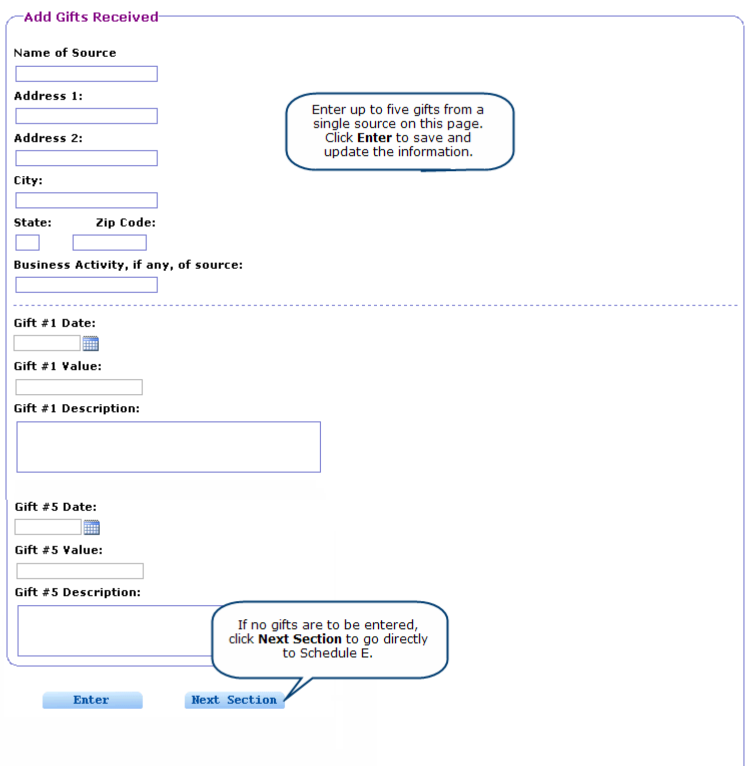
Income - Gifts



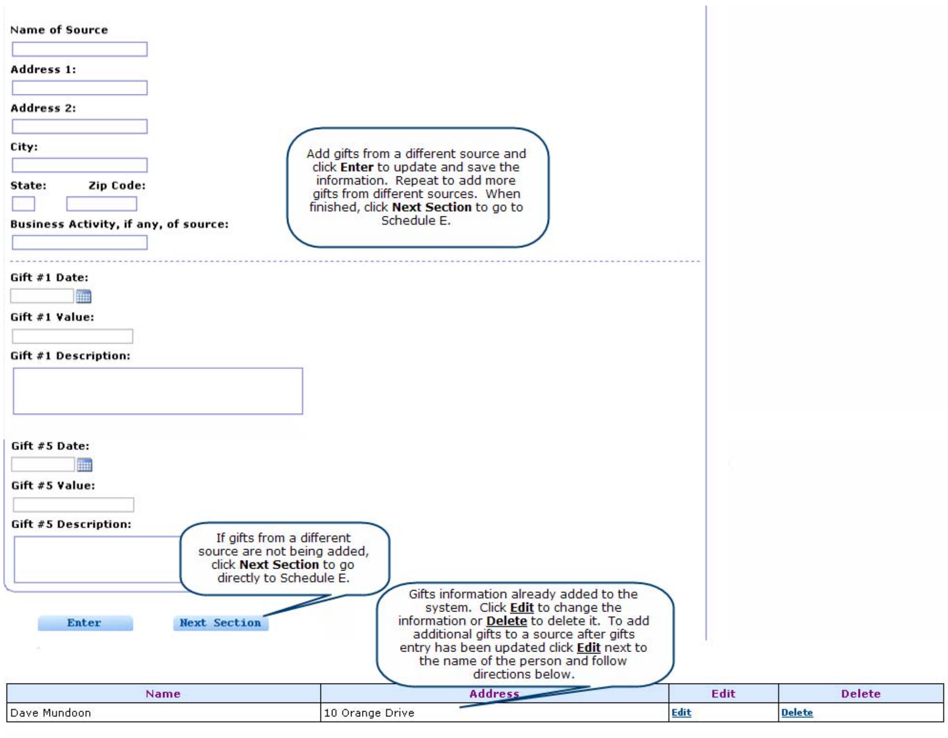
Yes

No

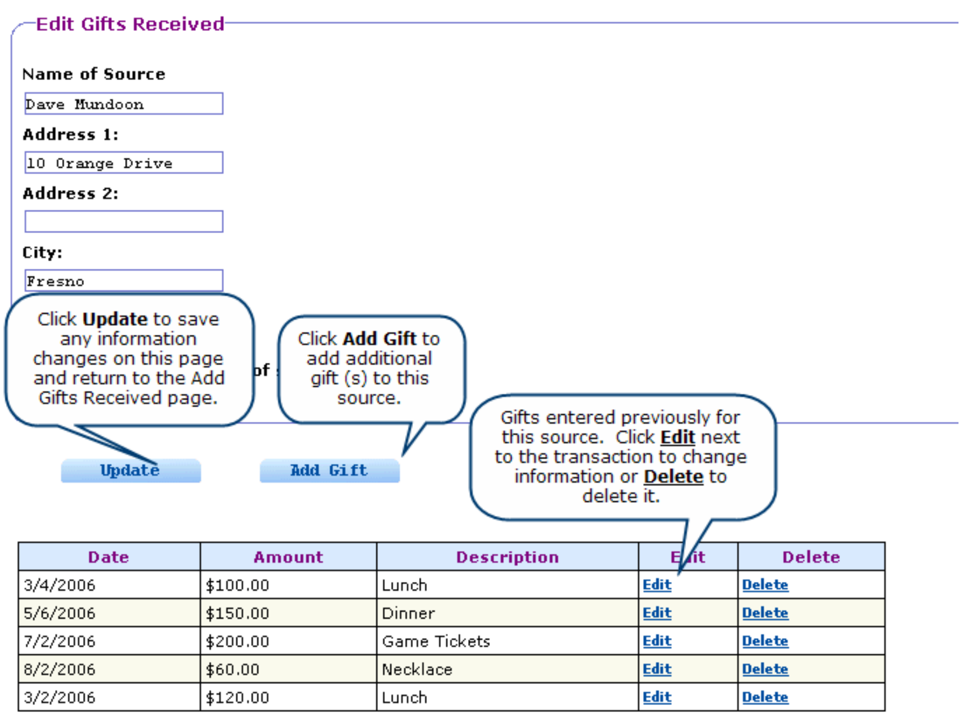
Schedule E: Travel Payments, Advances & Reimbursements



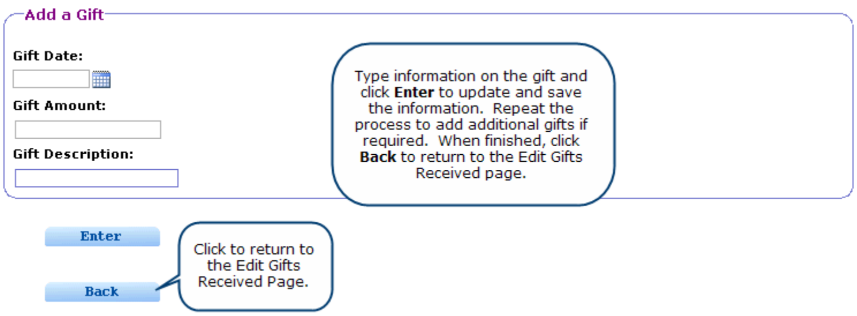
Enter



Edit (to add additional gifts)

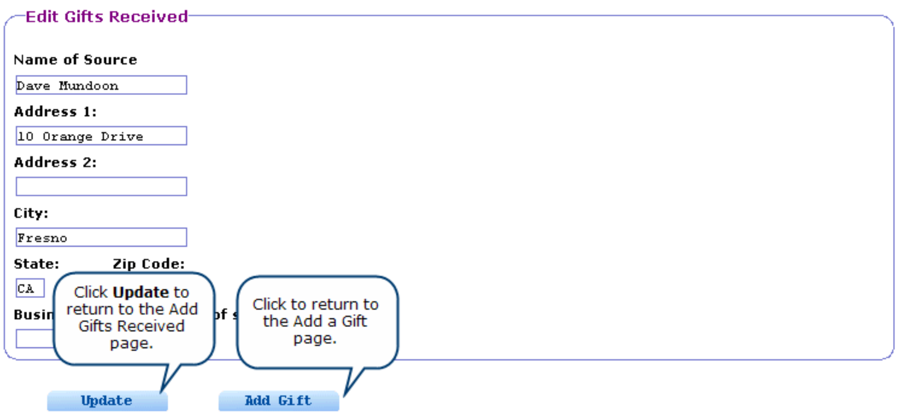


Add Gift



Date	Amount	Description	Edit	Delete
3/4/2006	$100.00	Lunch	Edit	Delete
5/6/2006	$150.00	Dinner	Edit	Delete
7/2/2006	$200.00	Game Tickets	Edit	Delete
8/2/2006	$60.00	Necklace	Edit	Delete
3/2/2006	$120.00	Lunch	Edit	Delete

Back



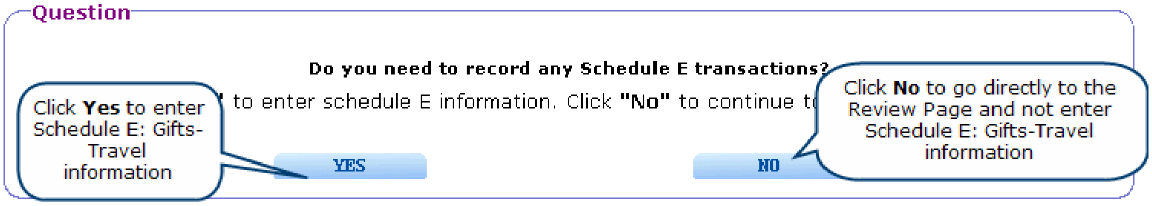
Date	Amount	Description	Edit	Delete
3/4/2006	$100.00	Lunch	Edit	Delete
5/6/2006	$150.00	Dinner	Edit	Delete
7/2/2006	$200.00	Game Tickets	Edit	Delete
8/2/2006	$60.00	Necklace	Edit	Delete
3/2/2006	$120.00	Lunch	Edit	Delete

Update

Add Gifts Received Page
Next Section

[Schedule E: Travel Payments, Advances and Reimbursements]

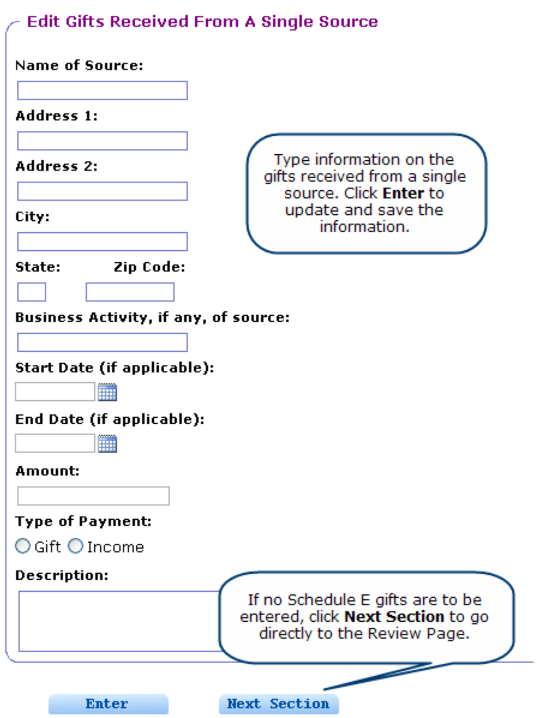
Schedule E
Travel Payments, Advances and Reimbursements



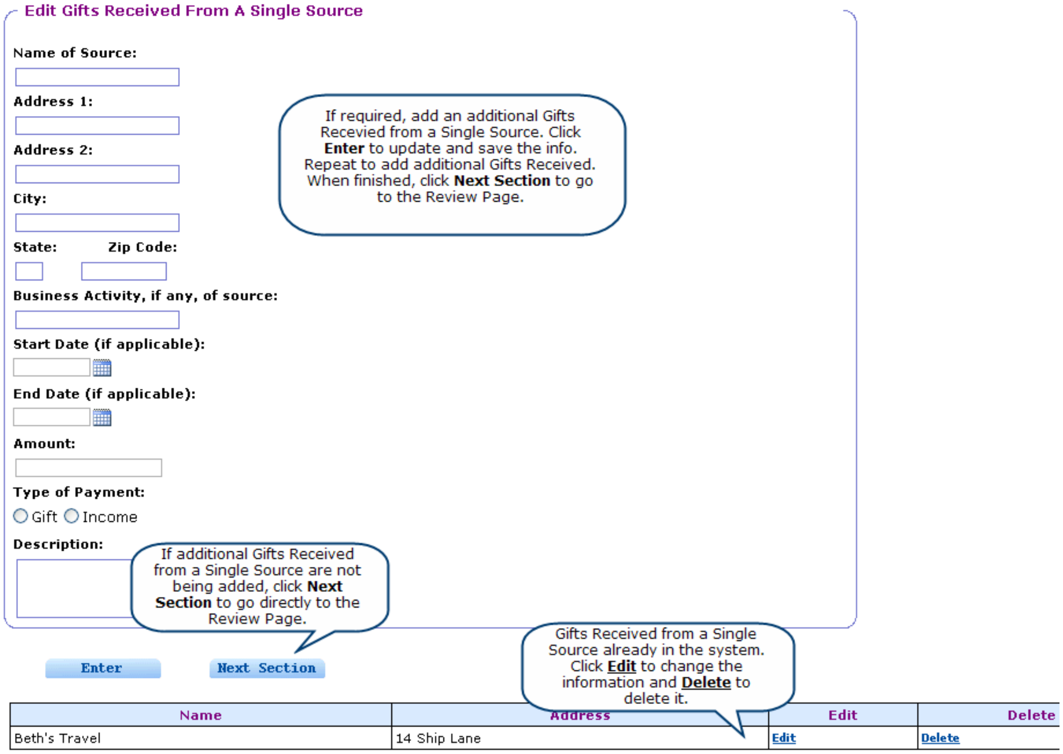
Yes

No

Review Page



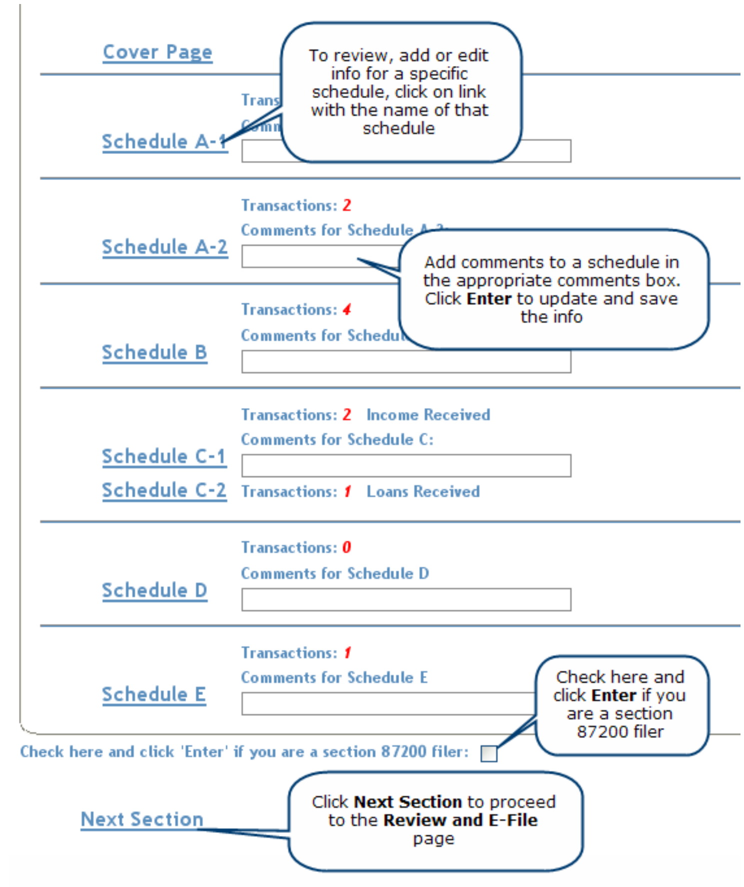
Enter



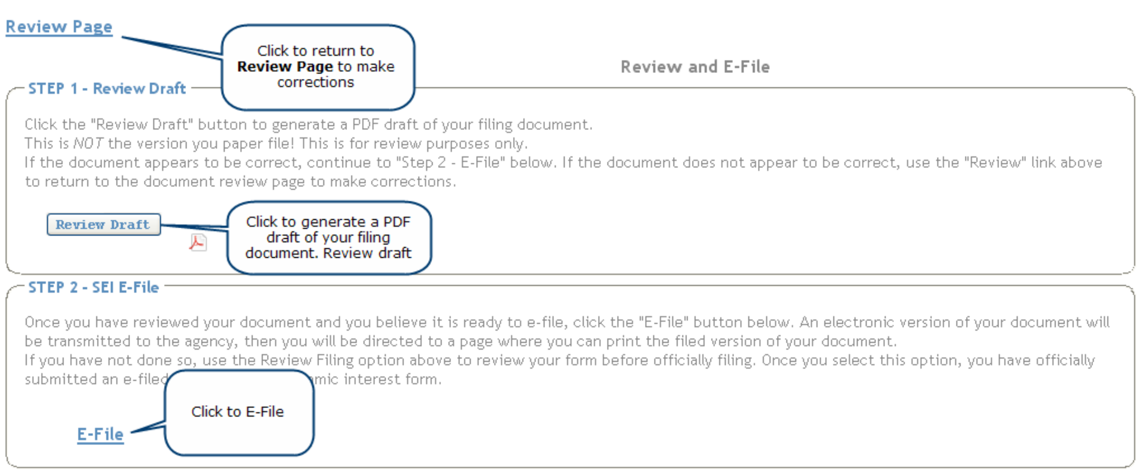
Next Section

[Review Page]

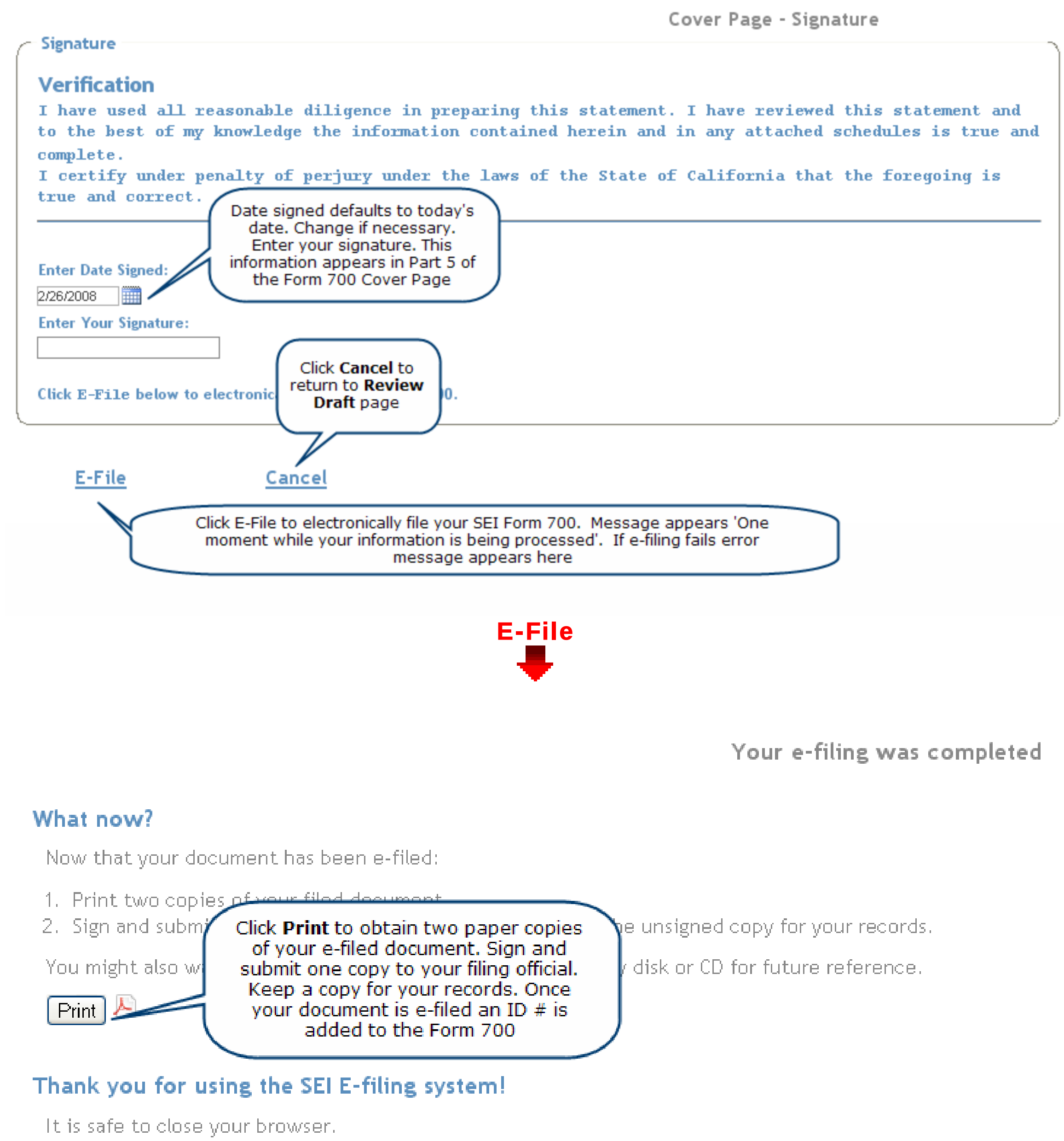
Review and Print Filing



Next Section



E-File


Cover Page - Signature
Signature
Verification
I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete.
I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
Date signed defaults to today's date. Change if necessary. Enter your signature. This information appears in Part 5 of the Form 700 Cover Page
Enter Date Signed:
2/26/2008
Enter Your Signature:
Click Cancel to return to Review Draft page
Click E-File below to electronic
0.
E-File
Cancel
Click E-File to electronically file your SEI Form 700. Message appears 'One moment while your information is being processed'. If e-filing fails error message appears here
E-File
Your e-filing was completed
What now?
Now that your document has been e-filed:
1. Print two copies of your filed document
2. Sign and submi
e unsigned copy for your records.
You might also w
disk or CD for future reference.
Print
Click Print to obtain two paper copies of your e-filed document. Sign and submit one copy to your filing official. Keep a copy for your records. Once your document is e-filed an ID # is added to the Form 700
Thank you for using the SEI E-filing system!
It is safe to close your browser.