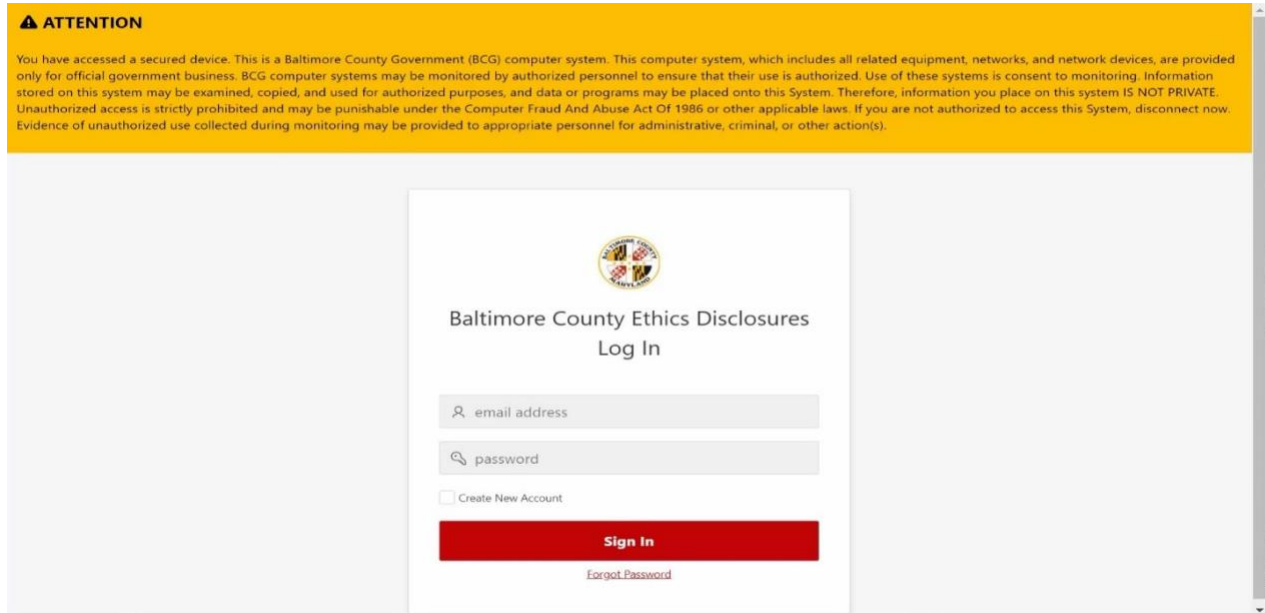
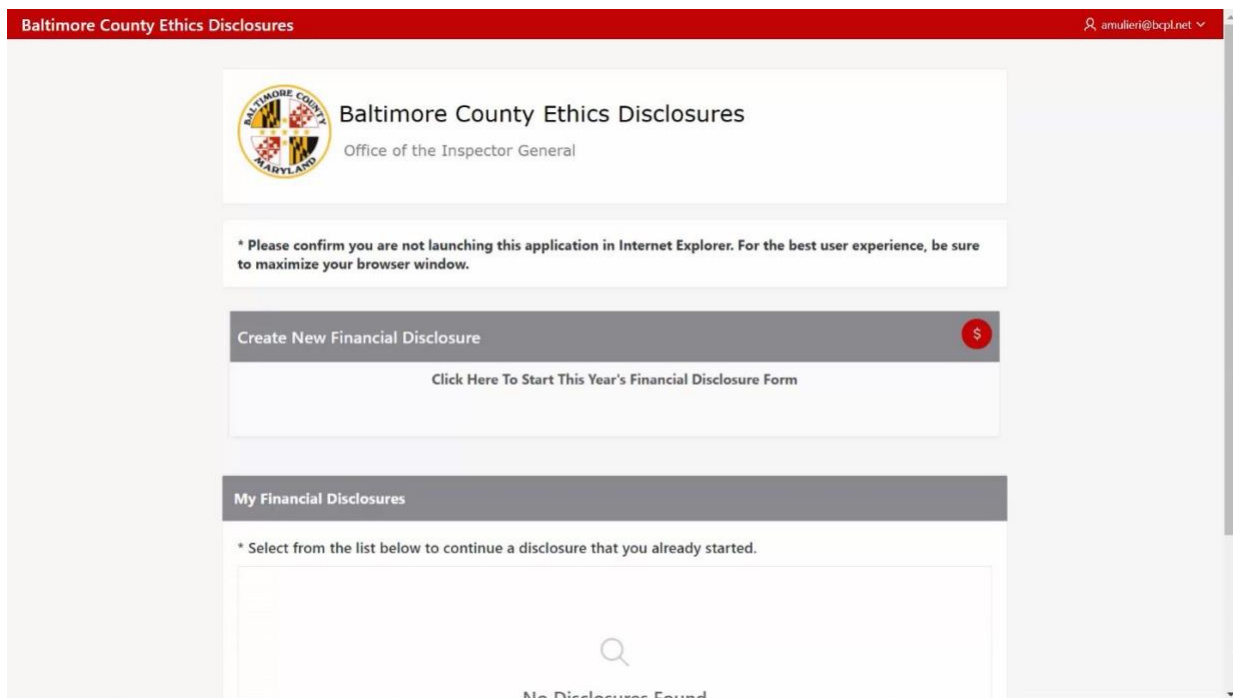


How to File a Baltimore County Financial Disclosure Statement



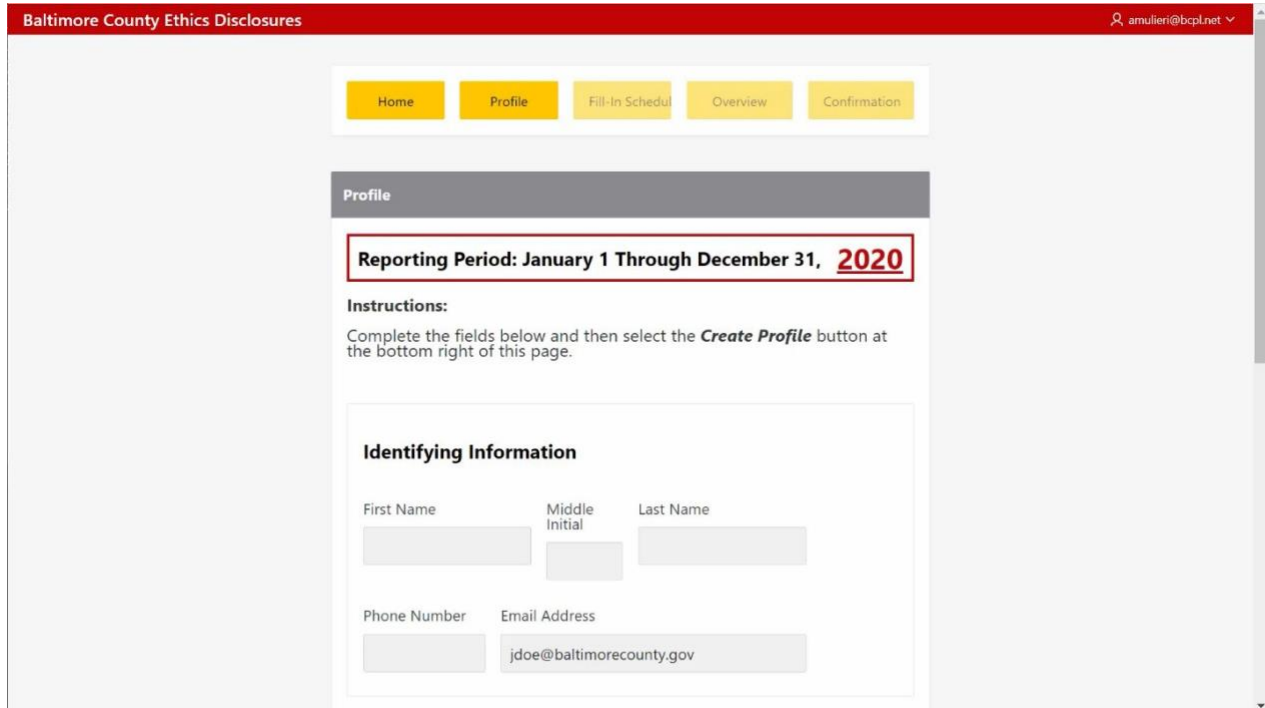
Before you begin, please confirm that you are launching the program in Google Chrome and not Internet Explorer. Please also make sure that your screen is maximized so you can see all of the relevant information.

At the login screen, the first time you log in, you will need to enter an email and a password to create a new account. You can either use your Baltimore County email or a personal email. Once you have created a new account, you will use this email and password to login to the system. Next year, you will be able to login and review your prior financial disclosure statement.



How to File a Baltimore County Financial Disclosure Statement

To create a new financial disclosure, click on the “Click Here to Start This Year’s Financial Disclosure Form.”



The screenshot shows the Baltimore County Ethics Disclosures website. At the top, there is a red header with the text "Baltimore County Ethics Disclosures" and a user profile icon labeled "amulieri@bcpl.net". Below the header is a navigation bar with five yellow buttons: "Home", "Profile", "Fill-In Schedules", "Overview", and "Confirmation". The "Profile" button is currently selected. The main content area is titled "Profile" and features a red-bordered box with the text "Reporting Period: January 1 Through December 31, 2020". Below this, there are "Instructions:" which state: "Complete the fields below and then select the **Create Profile** button at the bottom right of this page." The form section is titled "Identifying Information" and contains several input fields: "First Name", "Middle Initial", "Last Name", "Phone Number", and "Email Address". The "Email Address" field is pre-filled with "jdoe@baltimorecounty.gov".

At this Home/Profile Page – simply enter your identifying information. Please make sure to use your home address and not your work address. Also please include any and all contact information. For the phone number section – simply enter the ten digits without parenthesis or dashes.

You will see that there are five (5) yellow buttons at the top but only two (2) are available to you at this time. Those schedules will become available once you have completed the prior sections.

If you are running for office, you need to check the box that you are running for office.

Once you have filled out the Home/Profile page – you will be allowed to move to the next yellow button which is the Fill-In Schedules.

How to File a Baltimore County Financial Disclosure Statement

Baltimore County Ethics Disclosures

amulieri@bcpl.net

Home Profile Fill-In Schedules Overview Confirmation

Fill In Schedules

Fill In Schedules

Form: Annual Financial Disclosure Reporting Period: 2020 Calendar Year

This electronic form is programmed to display directions for each schedule and to provide access to term definitions throughout the process. Please read the instructions carefully and be sure to provide all the information requested for each interest you disclose on your statement. Please note, Financial Disclosure statements are public records that may be examined or copied by the public. Thank you for your cooperation.

The following schedules must be filled out before you may submit your statement, but you can jump between the schedules at any time. The system will track your progress.

You can check your progress at any time by selecting the Overview tab. Once all requirements are met, the Confirmation tab will be enabled and you will be able to submit your disclosure.

For detailed instructions on completing the form, please [click here](#) to view the training video.

Some schedules may require knowledge regarding whether an entity does business with the County. If you have any questions about the form, the application of the law or the appropriate response to a question you may contact the Baltimore County Ethics Commission at ethicscommission@baltimorecountymd.gov.

Schedule A - Not Started

It is important to enter the information accurately. If you have any questions, please contact the ethicscommission@baltimorecountymd.gov.

Baltimore County Ethics Disclosures

amulieri@bcpl.net

Schedule A - Not Started

Schedule A: Real Property

You must report all your real property interests, whether leased or owned, wherever located, and held at any time during the reporting period. This includes property sold or transferred. Please answer all questions related to each property disclosure, as all fields are mandatory in each of the interest questionnaires.

You must disclose:

1. Property owned directly, both commercial and residential
2. Property leased or rented as a tenant, both commercial and residential
3. A place of residence without formal agreement, if you provided any monetary contributions to the household
4. Property owned jointly or through a partnership, limited liability partnership, or limited liability company in which you held an interest

Special Designations

You may designate only one property as a principal home and one property as a designated second home. The address information attached to these properties will be redacted from any public portal. A principal home is the sole residential property that you occupy as your primary residence, whether owned or rented by you. A designated second home is a residential property that you occupy for some portion of the filing year and is not rental property or a timeshare.

During the reporting period of 2020, did you own or rent real property as described above, in Maryland or any other state or country? This includes monetary contributions to household expenses without a formal lease. *

Yes No, I hereby affirm that I have no interests to disclose on this schedule.

How to File a Baltimore County Financial Disclosure Statement

Schedule A is where you report any and all interests in real property; regardless of where the property is located. This includes any and all land that you own, land that you rent, land that you live on etc.

Once you have entered any and all responses to Schedule A, you may move to the next section.

The screenshot shows the Baltimore County Ethics Disclosures web application. The top navigation bar is red with the text 'Baltimore County Ethics Disclosures' on the left and a user profile icon with the email 'amulleri@bcpl.net' on the right. Below the navigation bar is a grey header for 'Schedule B - Not Started'. The main content area is titled 'Schedule B: Securities' and contains the following text:

You must report each security (stocks, bonds and specified mutual funds or exchange traded funds) you held in a corporation, partnership, limited liability partnership (LLP), or limited liability company (LLC) during the reporting period, **REGARDLESS OF WHETHER** that entity did business with the County. Please answer all questions related to each security disclosed.

You must disclose:

1. Shares of stock you own directly or as part of an Individual Retirement Account (IRA), including a Roth IRA
2. Bonds issued by corporate entities
3. Mutual funds and exchange-traded funds (ETFs), **ONLY IF** they consist primarily of holdings in a specific sector regulated by the County.

You are not required to disclose:

1. A bank account or certificate of deposit (CD)
2. A money market fund
3. An insurance policy or an annuity contract
4. Bonds issued by government entities
5. An IRS defined pension or profit sharing plan or college savings plan such as 401(a), 401(k), 403(b), 457(b) that has more than 25 participants
6. A mutual fund or exchange-traded fund (ETF) UNLESS identified as sector-specific in relation to an area regulated by the County
7. An interest held in the capacity of a personal representative, agent, custodian, fiduciary, or trustee, unless you have an equitable interest therein

During the reporting period of 2020, did you own any stocks, bonds, or sector-specific mutual funds or ETFs that satisfy the disclosure requirements described above? *

Schedule B are your interests in Stocks and/or Securities. If you have a separate list of any and all stocks or securities that you have a financial interest in, you may upload them into the system. You must list each and every stock or security interest you own or that are attributable to you. There are several examples of what is NOT a security. Please read the words very carefully.

How to File a Baltimore County Financial Disclosure Statement

Baltimore County Ethics Disclosures amulleri@bcpl.net

Schedule C - Not Started

Schedule C: Ownership In Business Entities

You must report each interest you held during the reporting period, in business entities that you owned in whole or part, directly or indirectly, jointly and severally, **REGARDLESS OF WHETHER** that entity did business with the County. This schedule concerns the reporting of ownership in business entities, other than stocks (which are reported on schedule B).

You must disclose ownership in a:

1. Corporation
2. Partnership
3. Limited Liability Partnership (LLP)
4. Limited Liability Company (LLC)
5. Sole Proprietorship

You are not required to disclose ownership in a sole proprietorship if:

1. The entity did not do business with the County **AND**
2. The business did not generate any revenue

(Note: if your business took in revenue, even if it operated at a net loss, you must report the interest here)

During the reporting period of 2020, did you wholly or partially own any business entity that satisfies the disclosure requirements above? *

Yes No, I hereby affirm that I have no interests to disclose on this schedule.

Schedule C is asking for any and all interests in LLCs, LLPs, and Corporations etc. You need to list any and all interests in these business entities. If you have any questions, please contact ethicscommission@baltimorecountymd.gov.

Baltimore County Ethics Disclosures amulleri@bcpl.net

Schedule D - Not Started

Schedule D: Gifts

You must report each gift you received during the reporting period, along with all gifts given to another person at your direction. You are not required to report a gift received from a member of your immediate family or your parent(s), or any kind of political campaign contributions. Please answer all questions related to each gift or upload a listing of all your gifts with their complete description.

You must disclose any gift with a value of more than \$20, or multiple gifts from the same donor if the gifts had a cumulative value of \$100 or more, from the following:

1. A regulated lobbyist
2. An entity engaged in activity regulated or controlled by the County
3. An entity that otherwise did business with the County

You are not required to disclose:

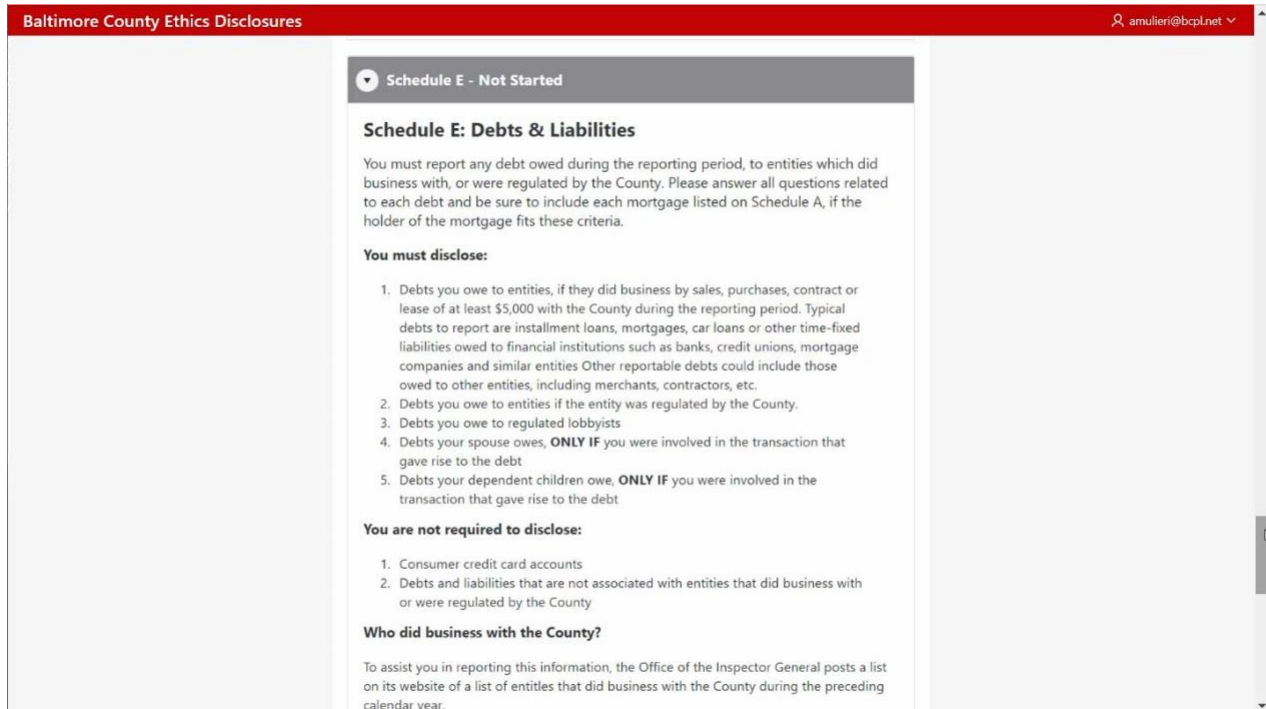
1. Meals or beverages received and consumed in the presence of the donor or sponsoring entity
2. Ceremonial gifts or awards of insignificant monetary value

During the reporting period of 2020, did you receive any gifts or were any gifts given to another person at your direction that satisfy the disclosure requirements described above? *

Yes No, I hereby affirm that I have no interests to disclose on this schedule.

How to File a Baltimore County Financial Disclosure Statement

Schedule D is asking for you to disclose any and all gifts that you have received. A gift is defined as anything of value over \$20.00 under the Public Ethics Laws. You must disclose any and all gifts that you have received. These are gifts that are being given to you in your capacity as a Baltimore County employee or member of a Board or Commission – not as a private citizen. When in doubt – you should disclose any gift. Failure to disclose a gift could be a violation of the Public Ethics Laws. If you have any questions about this, please contact the ethicscommission@baltimorecountymd.gov.



The screenshot shows a web browser window with the title 'Baltimore County Ethics Disclosures' and a user profile 'amulleri@bcpl.net'. The main content area is titled 'Schedule E - Not Started' and contains the following text:

Schedule E: Debts & Liabilities

You must report any debt owed during the reporting period, to entities which did business with, or were regulated by the County. Please answer all questions related to each debt and be sure to include each mortgage listed on Schedule A, if the holder of the mortgage fits these criteria.

You must disclose:

1. Debts you owe to entities, if they did business by sales, purchases, contract or lease of at least \$5,000 with the County during the reporting period. Typical debts to report are installment loans, mortgages, car loans or other time-fixed liabilities owed to financial institutions such as banks, credit unions, mortgage companies and similar entities Other reportable debts could include those owed to other entities, including merchants, contractors, etc.
2. Debts you owe to entities if the entity was regulated by the County.
3. Debts you owe to regulated lobbyists
4. Debts your spouse owes, **ONLY IF** you were involved in the transaction that gave rise to the debt
5. Debts your dependent children owe, **ONLY IF** you were involved in the transaction that gave rise to the debt

You are not required to disclose:

1. Consumer credit card accounts
2. Debts and liabilities that are not associated with entities that did business with or were regulated by the County

Who did business with the County?

To assist you in reporting this information, the Office of the Inspector General posts a list on its website of a list of entities that did business with the County during the preceding calendar year.

Schedule E is asking for you to disclose any and all Debts & Liabilities to any entity that did business with or was regulated by Baltimore County. Credit card debits are not considered debts for Schedule E. There is a pdf listing on the Ethics Commission Webpage of all entities that had at least a \$5,000.00 contract with Baltimore County or “did business” with Baltimore County.

How to File a Baltimore County Financial Disclosure Statement

If you have any questions about whether or not the entity that you have a debt with did business with Baltimore County or was regulated by Baltimore County – please contact ethicscommission@baltimorecountymd.gov.

The screenshot shows a web application interface for filing ethics disclosures. At the top, a red header bar contains the text "Baltimore County Ethics Disclosures" on the left and a user profile icon with the name "amulleri@bcpl.net" on the right. Below the header, a grey bar indicates the current section: "Schedule F - Not Started". The main content area is titled "Schedule F: Employment & Offices Held". Below the title, there is a paragraph of instructions: "Excluding your County employment, you must report any offices, directorships or salaried employment you held during the reporting period. Please answer all questions related to each position disclosed." This is followed by a section titled "You must disclose:" which contains two numbered list items: "1. Any outside employment where you earned a salary, REGARDLESS OF WHETHER your employer did business with the County" and "2. Any unsalaried positions you held, such as an officer or director of a for-profit or not-for-profit organization, but ONLY IF the entity did business with the County". Below the list is a question: "During the reporting period of 2020, did you hold any offices, directorships, or salaried employment that satisfies the disclosure requirements above? *". There are two radio button options: "Yes" and "No, I hereby affirm that I have no interests to disclose on this schedule." The "No" option is selected. At the bottom of the form, there is a large empty box with a magnifying glass icon and the text "No Schedule F (Employment or Office Held Positions) Entered".

How to File a Baltimore County Financial Disclosure Statement

Schedule F is asking for other income and positions besides your current Baltimore County employment and/or your current service on the Board or Commission.

The screenshot shows the 'Baltimore County Ethics Disclosures' web application. The user is logged in as 'amulieri@bcplnet'. The current section is 'Schedule G - Not Started'. The title is 'Schedule G: Spouse'. The text explains that the user must report each place of salaried employment held by their spouse during the reporting period, regardless of whether the employer did business with the County. It also mentions reporting unsalaried offices, directorships, or similar positions for any entity that did business with the County, and any solely or partially owned business from which the spouse earned income. A note states that if the spouse's business took in revenue, even if it operated at a net loss, it is considered to have earned income. The 'Lobbying Disclosure' section asks if the spouse was a regulated lobbyist with the County during the reporting period, and if so, to identify each client that engaged the spouse for lobbying purposes. The main question is: 'During the reporting period of 2020, did you have a spouse who had any of the above employment or business interests? *'. There are two radio buttons: 'Yes' and 'No'. Below the question is a search icon.

Schedule G is asking for information about the salaried employment for your spouse and whether or not your spouse is a registered lobbyist. Please enter any relevant employment information about your spouse's employment in Schedule G.

The screenshot shows the 'Baltimore County Ethics Disclosures' web application. The user is logged in as 'amulieri@bcplnet'. The current section is 'Schedule H - Not Started'. The title is 'Schedule H: Dependent Children'. The text explains that the user must report each place of salaried employment held by their dependent children during the reporting period, subject to the conditions below. It also mentions reporting unsalaried offices, directorships, or similar positions for any entity that did business with the County, and any solely or partially owned business from which the children earned income. A note states that if the dependent children's business took in revenue, even if it operated at a net loss, it is considered to have earned income. The text says: 'Do not include a minor child's employment or business interests unless the employment or business interests are with:'. There is a list of three conditions: 1. The County, 2. An entity regulated by the County, 3. An entity that has contracts in excess of \$10,000 with the County. The main question is: 'During the reporting period of 2020, did you have dependent children who had any of the employment or business interests described above? *'. There are two radio buttons: 'Yes' and 'No, I hereby affirm that I have no interests to disclose on this schedule.'. Below the question is a search icon.

How to File a Baltimore County Financial Disclosure Statement

Schedule H is asking for you to disclose information about salaried employment for your dependent child. A dependent child is defined as a child under the age of 18.

Baltimore County Ethics Disclosures amulieri@bcpl.net

Schedule I - Not Started

Schedule I: Relationship With County Government

You must report any and all relationships with a County government agency for compensation. For each interest disclosed, please include the name of the agency, the services performed, and the consideration earned from the financial relationship.

For the purposes of this schedule, a relationship is defined as:

1. Any receipt of compensation for representation of a County government agency
2. Any contractual relationship with a County government agency
3. Any transaction with the a County government agency involving a monetary consideration

During the reporting period of 2020, did you have any relationships with the County government? *

Yes No, I hereby affirm that I have no interests to disclose on this schedule.

No Schedule I (County Relationships) Entered

Schedule I is asking you to disclose all of your relationships with County government (other than your current employment and/or member of the Board & Commission). If you are a member of a different Board or Commission or are involved with a different entity with Baltimore County government, this is where you would list this information.

How to File a Baltimore County Financial Disclosure Statement

Baltimore County Ethics Disclosures amulleri@bcpl.net

Schedule J - Not Started

Schedule J: Businesses Regulated by a County Agency

You must report any business enterprise subject to regulation by a County agency in which you, your spouse or dependent children, together or separately, have one of the following interests:

1. Any interest in a partnership, limited liability partnership, or limited liability company
2. The lesser of 10 percent (10%) or more of the capital stock of any corporation OR capital stock of any corporation with a cumulative value of \$35,000 or more

During the reporting period of 2020, did you or any member of your immediate family, together or separately, have an interest in any business enterprises regulated by a County Agency? *

Yes No, I hereby affirm that I have no interests to disclose on this schedule.

No Schedule J (Businesses Regulated By The County) Entered

Schedule J asks you to disclose any and all financial relationships with any and all businesses regulated with a Baltimore County agency. If you are unsure about what this schedule is asking about, please contact the ethicscommission@baltimorecountymd.gov.

Baltimore County Ethics Disclosures amulleri@bcpl.net

Schedule X - Not Started

Schedule X: Additional Information

Schedule X is an optional schedule if you have other interests, debts or transactions that have not been disclosed on the previous schedules and which you feel should be disclosed. This is also the chance to add more explanation or clarification to any of your responses on other schedules.

If you served as a member of a County board or commission during the reporting period, please list the name of that board or commission.

Do you have any additional information you would like to disclose for the reporting period of 2020? *

Yes No, I hereby affirm that I have no interests to disclose on this schedule.

No Schedule X (Additional Information) Entered

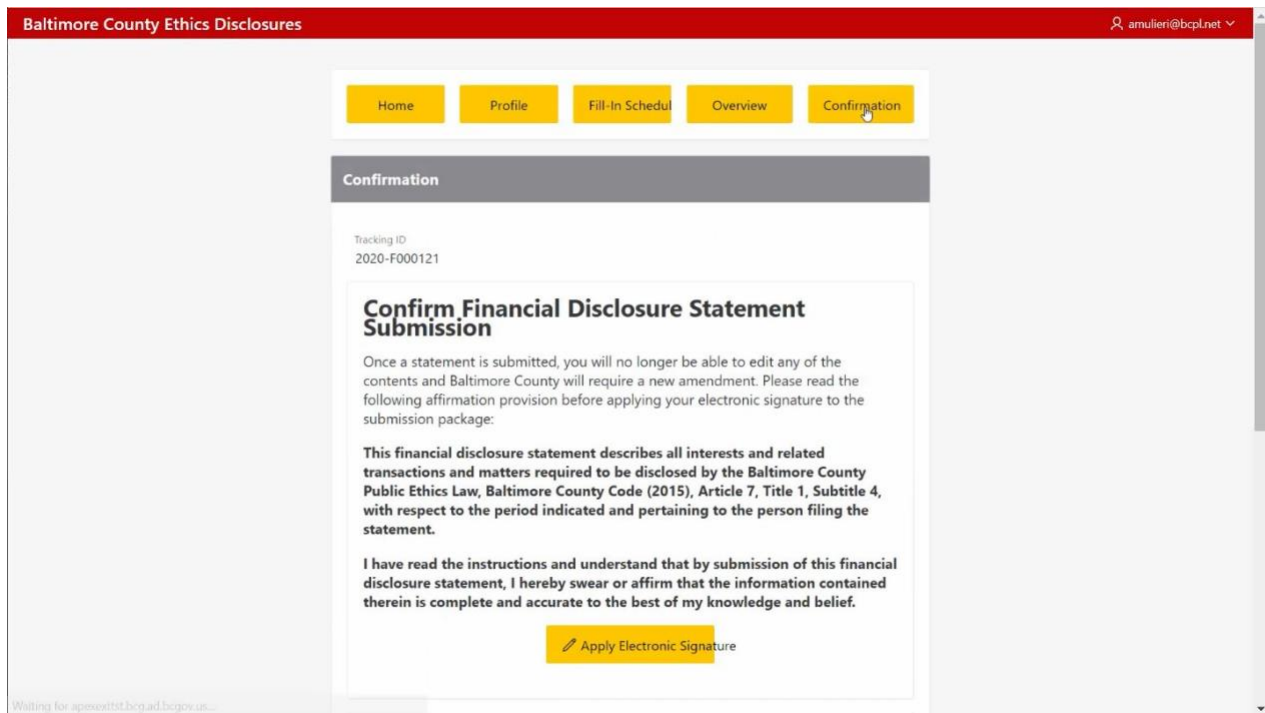
How to File a Baltimore County Financial Disclosure Statement

Schedule X is a broad catch all question and an opportunity for you to disclose any interests that were not specifically addressed in earlier questions. If you are active in a non-profit, community association or church, this is where you can list that interest.

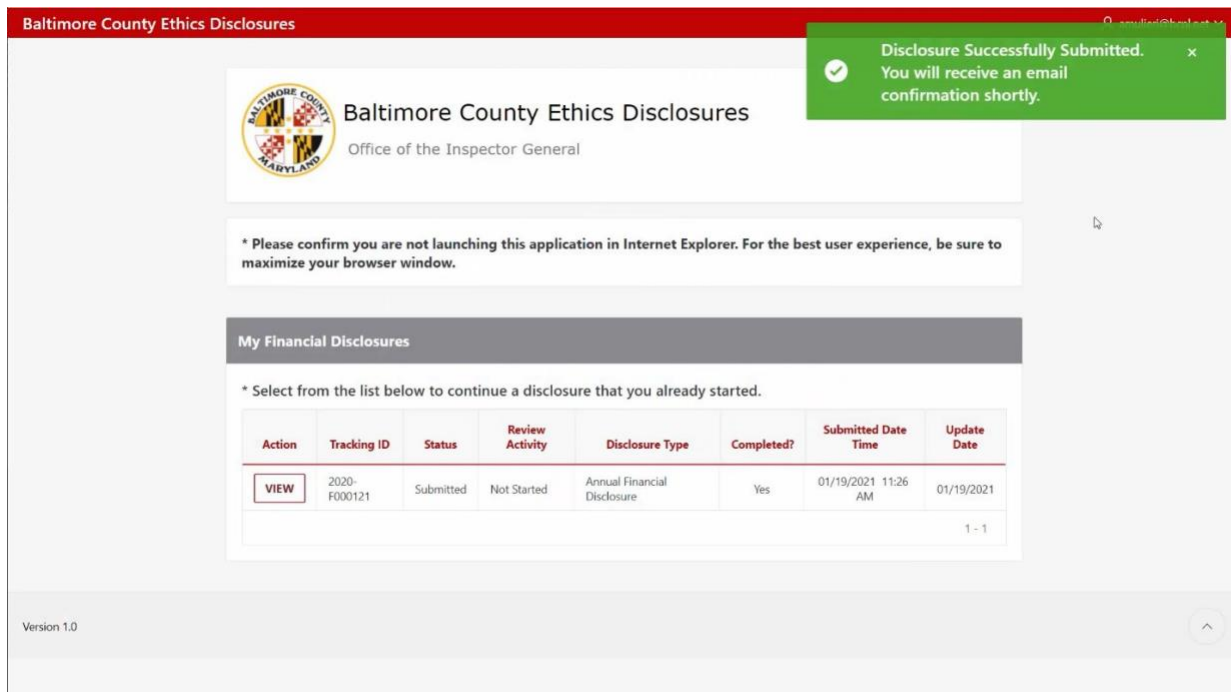
The screenshot shows the 'Overview' page of the Baltimore County Ethics Disclosures system. At the top, there is a red navigation bar with the text 'Baltimore County Ethics Disclosures' and a user profile icon for 'amulieri@bcpl.net'. Below this is a horizontal menu with five yellow buttons: 'Home', 'Profile', 'Fill-In Schedule', 'Overview', and 'Confirmation'. The 'Overview' button is highlighted. The main content area has a grey header with the word 'Overview'. Below this is a section titled 'Review Your Financial Disclosure Statement' with a sub-header 'Check If Disclosure Complete'. The text below reads: 'Please review your submission for any mistakes or omissions. Each schedule's status is displayed at the bottom of the page. Those marked as Not Started or In Progress signify further action is needed before you may move on to confirmation.' Below this is a 'Statement Details' section with the following information: 'Type: Annual Disclosure Statem Form: Financial Disclosure', 'Reporting Period: 2020 Calend Tracking ID: 2020-F000121', and a question 'Do you wish to be notified if anyone views your form?' with radio buttons for 'Yes' and 'No'. At the bottom of the visible section is a 'Filer Information' section.

Once you have completed all of the schedules, the fourth (4th) yellow button at the top “Overview” is now available. Once you click on this yellow “Overview” button, you will have an opportunity to review what you have submitted thus far. If you have not completed each schedule up to this point, you will not be able to click the “Overview” button. This “Overview” section also gives you an opportunity to ask to be notified if someone asks to see a copy of your financial disclosure. You will also see a summary of each and every schedule and how you have filled out the schedule. If at any point, you need to make a change or update any information, simply click on update to go back to the schedule and enter the information.

How to File a Baltimore County Financial Disclosure Statement

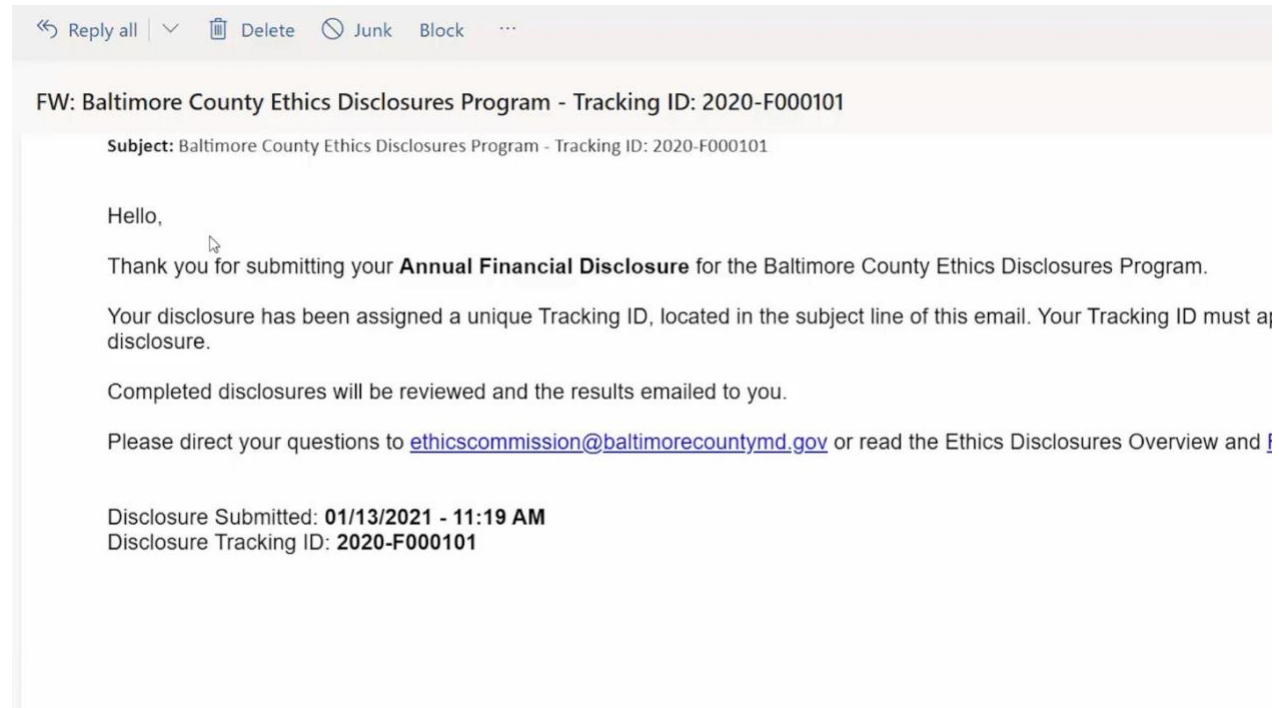


Once you have completed and confirmed that the information is correct, you will click on the fifth (5th) yellow button at the top "Confirmation." If all of the information is accurate, apply your electronic signature.



How to File a Baltimore County Financial Disclosure Statement

Once you have successfully created a financial disclosure, a green box will appear at the top right hand corner and you will see your disclosure below. You will then receive an email confirming that your financial disclosure has been received.



The above is a copy of the email that you will receive once you have successfully submitted your financial disclosure. Your disclosure will then be reviewed by a member of the Ethics Commission and their staff and you will receive another email letting you know if your submission has been accepted or rejected.

Again, if you have any questions, please contact ethicscommission@baltimorecountymd.gov.