HUMBOLDT STATE UNIVERSITY

How-To: File Electronically the Form 700

1. Log in

You will receive an email from <u>Form700.CSU@southtechhosting.com</u> welcoming you to eDisclosure. eDisclosure[™] is a web-based solution that offers you the convenience and flexibility of filing the Form 700 electronically, 24/7, in the privacy of your own secured filing area.

- A. Make note of the *Login ID* and *Temporary Password* included in the email. Once you log into the system, you will need to create a new password and answer a security question.
- B. Click the link at the bottom of the email directing you to the California State University eDisclosure website.
- C. Enter your *Login, Temporary Password* and then click the **Log In** button.



D. Type your *temporary password, new password, security question and answer,* and click the **Submit** button.

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Login	۲	First Time Logi	n							
Home		Welsome to eDisclosure								
Change Passwor	rd	welcome to edisclosure								
Sign Out		Please create a new password. Your password must be at least: a. 8 characters								
Contact Us	۲	b. Contain an upper and a lower case letter(s) c. Contain a digit(s)								
Report an Issue		d. Contain a special character: ~ ! @ # \$ % ^ & * () - = _ +								
		New Password: Confirm New Password: Select one of the security questions and type an answer to this	question.							
		Security Question (Select from list): Security Answer:								
		Submit								
	eDisclos	ure™ Version 3.21.0204 Copyright 2007-2021 Granicus, Inc. All rights res	served. Accessibility About Us							

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2. Completing Your Form 700

You may be immediately directed to the Current Filings window.

If you are not, then click the Current Filings option on the left hand side under the Filer heading.





A. A list of your required Statement of Economic Interests will appear in the Current Filings window. You may have more than one depending on your hiring date.

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Login	۲	Current Filings									
Change Password Change Login ID Change Email Sign Out		Posit Your	ions Required	to file the following Department(s)/	Agency(les) n	equires yo	u to file the fi	Disclosure Category	Economic Interests:		
Contact Person	۲		Consultants	Humboldt State University	Annual	2020	4/1/2021	CAT-07	09/01/20-12/31/20		
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B. Click the **checkbox** of the form that you want to file and click the **Start Filing Now** button.





C. The Filing Details window will open. Check the **Yes or No** options based on your situation, click the **Continue** button and follow the instructions.



D. If you replied No to all Reportable Interests, then a small window will appear confirming that you don't have any reportable interests. Click the **Yes** button to finalize the form.



E. The Submit Filing window will open. Review the document, click the **Accept** option and click the **Electronically Submit** button.



F. You'll get a Thank You message in a new window and an email confirmation that your Conflict of Interest Form 700 has been successfully filed.