



**CITY OF NEW YORK
CONFLICTS OF INTEREST BOARD**

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To: Electronic Financial Disclosure Filers

From: Julia Davis, Director of Financial Disclosure
Conflicts of Interest Board

Date: May 18, 2009

Re: **Filing Your 2008 Electronic Financial Disclosure Report**

This year's financial disclosure filing period is about to start. **The filing period for ALL agencies, excluding DOE, HHC, and NYCHA, will run from June 1, 2009 through June 26, 2009. The filing period for DOE, HHC, and NYCHA will run from June 15, 2009 through July 10, 2009. Please note that filers from DOE, HHC, and NYCHA will not be able to access the electronic filing application or receive user support before June 15, 2009.**

You will be receiving a "filer user packet" from your agency liaison or his or her designee. You must show photo identification and sign for this packet in order to receive the packet. The packet must be given directly to the filer. There are no exceptions.

For your security, you are directed not to share your password with anyone. Once you have accessed the application, there will be explicit instructions on how to complete the report.

You still have the ability to complete the electronic report remotely using any PC with access to the Internet, whether at work, at home, or elsewhere.

Remember, your filing will not be considered complete until you have fulfilled the final step in the process which is to print a receipt that you will sign and date. Please return the original signed receipt to your liaison who will transmit it to us within 30 days of the end of the filing period.

During the filing period, DoITT will staff a "Helpdesk" 24 hours a day, seven days a week, to assist filers who are experiencing difficulty accessing the program or other technical problems. The contact number for the Helpdesk is 718-403-8888.

For substantive questions about the information required by the report, you may call the Financial Disclosure Unit at (212) 442-1429 during business hours. You can also e-mail us at

efiling@coib.nyc.gov anytime. The instructional videos built into the filing application are very detailed, so try them before calling for assistance.

If you have any questions regarding the DOI report, you should contact Mark French at (212) 825-5280 or mfrench@doi.nyc.gov.

If you have any questions regarding the Department of Education Supplemental question, you should contact Samantha Biletsky at (212) 374-3438 or sbiletsky@schools.nyc.gov.