

# Florida Commission on Ethics (COE) Electronic Financial Disclosure Management System (EFDMS) Coordinator Handbook

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# 1 Managing Filers

## 1.1 View Filer Profile

### From Filer Search on Coordinator Dashboard

1. In the User Search section, type the PID, first name, last name, or any combination of these in the fields
2. Select Search
3. Select the eye icon in the Actions column
4. The User profile displays

**NOTE:** You can only search for users that are part of the organization(s) for which you are a primary or secondary coordinator

### Filer List

PID	FIRST NAME	MIDDLE NAME	LAST NAME	EMAIL	TITLE	PHONE NUMBER	ADDRESS	ORGANIZATION	FORM YEAR	ACTIONS
305256	hermione		Grage	hermionegrage@email.com			222 hogwarts, scotland, FL 33333	<a href="#">department of scotland</a>	2023	
305254	Hermione		Grage	hermioneg@email.com			222 hogwarts, scotland, FL 33333	<a href="#">department of scotland</a>	2023	

### From Filer List on Organization Profile

1. Under My Organizations, select the 'View All Filers' link
2. Select the PID link
3. The User profile displays

PID	LAST NAME	FIRST NAME	SUFFIX	TITLE	FILING REQUIREMENT FULFILLED	SUBORGANIZATION	START DATE	END DATE	STATUS	ADDRESS/EMAIL	ACTIONS
<a href="#">305257</a>	Fraser	James				Highlands	1/1/2023		Active	123 test ave, tallahassee, FL 32399 Jamie@fraser.net	<a href="#">Add Filer to New Suborg</a>
<a href="#">305256</a>	Grage	hermione				Highlands	1/22/2023		Active	222 hogwarts, scotland, FL 33333 hermionegrage@email.com	<a href="#">Add Filer to New Suborg</a>

## From Official List

1. Under Actions, select Official List of Filers
2. Select the Form Year
3. Select View List of Filers
4. Select the suborganization
5. Click on the Filer Name. This is a link that will open the filer's profile

To edit an existing filer's information, click on the Edit button associated with the filer. To remove an existing filer, click on the Remove button associated with the filer. To add a new filer, click on the Add a Filer to this Organization button at the bottom of the page. The PID is a unique identifier used by COE to track information for each filer. **Please do not add a new filer by using the Edit function to change the filer's information.** Click each suborganization to view the list of filers. Select "Mark as Reviewed" when you have completed reviewing the filer list. When you have finished reviewing all Suborganizations for an Organization, a "Certify List" button will appear.

Who Should be Listed? (State)

Click on the suborganization to view the list of filers who were members of the organization on **December 31, 2023**.

Highlands Certify List

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Highlands

[Add A Filer +](#) [Export Suborganization List](#)

Status Active

[+ Add filter](#)

PID	NAME	SUBORGANIZATION	TITLE	FORM TYPE	STATUS	ADDRESS/EMAIL	ACTIONS
305257	<a href="#">James Malcom Mackenzie Fraser</a>	Highlands		Form 6	Active	123 test ave, tallahassee, FL 32399 Jamie@fraser.net	<a href="#">Add Filer to New Suborg</a>

## 1.2 Add a Filer

### 1.2.1 Add New Filer to EFDMS – From Official List

1. Select 'Official List of Filers' from the Actions section
2. Select the Form Year
3. Select View List of Filers
4. Select the suborganization
5. Select 'Add A Filer+'

To edit an existing filer's information, click on the Edit button associated with the filer. To remove an existing filer, click on the Remove button associated with the filer. To add a new filer, click on the Add a Filer to this Organization button at the bottom of the page. The PID is a unique identifier used by COE to track information for each filer. **Please do not add a new filer by using the Edit function to change the filer's information.** Click each suborganization to view the list of filers. Select "Mark as Reviewed" when you have completed reviewing the filer list. When you have finished reviewing all Suborganizations for an Organization, a "Certify List" button will appear.

Who Should be Listed? (State)

Click on the suborganization to view the list of filers who were members of the organization on **December 31, 2023**.

Highlands Certify List

---

Highlands

[Add A Filer +](#) [Export Suborganization List](#)

Status Active

[+ Add filter](#)

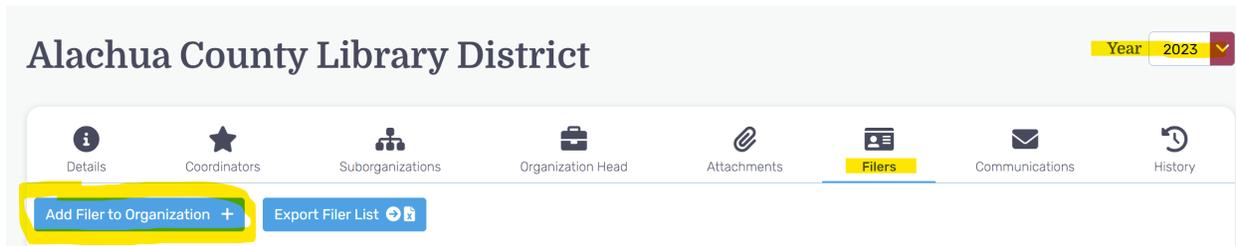
PID	NAME	SUBORGANIZATION	TITLE	FORM TYPE	STATUS	ADDRESS/EMAIL	ACTIONS
305257	<a href="#">James Malcom Mackenzie Fraser</a>	Highlands		Form 6	Active	123 test ave, tallahassee, FL 32399 Jamie@fraser.net	<a href="#">Add Filer to New Suborg</a>

6. Enter the Filer's information for all required fields
  - a. **Note:** this path will pre-populate the Organization based on the Organization Profile from which you started, and the Organization field is not editable. It will also only allow a start date within the year selected in step #2.
7. Select Save
  - a. The user will receive a filer registration email

### 1.2.2 Add New Filer to EFDMS – From Organization Profile > Filers Tab

1. Under My Organizations, select the 'View All Filers' link

2. Select the year from the year dropdown to which you want to add the filer
  - a. **Note:** Be sure to select the correct year before moving forward to ensure you are adding the filer to the correct year based on their start date.
3. Select 'Add Filer to Organization'



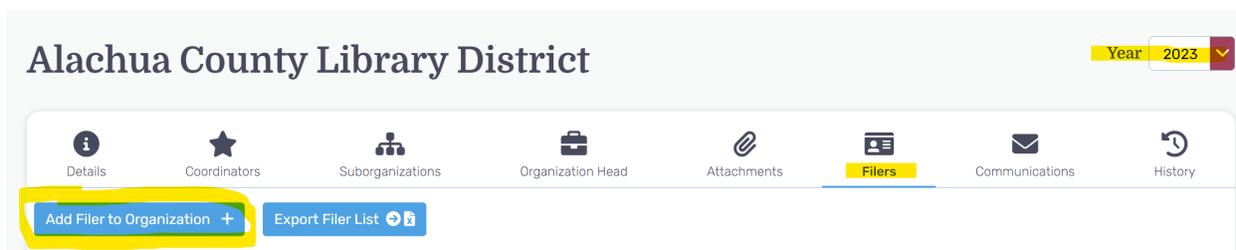
4. Enter the Filer's information for all required fields
  - a. **Note:** this path will pre-populate the Organization based on the Organization Profile from which you started, and the Organization field is not editable. It will also only allow a start date within the year selected in step #3.
5. Select Save
  - a. The user will receive a filer registration email

### 1.2.3 General Notes

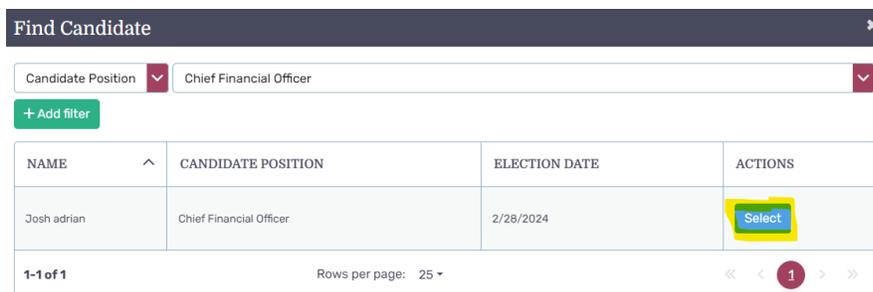
- Adding a new filer will set the information entered as Preferred Contact Info (PCI)
- Adding a new filer will run the Primary Filing Requirement calculation and set the PFR suborg

### 1.3 Convert a Candidate to a Filer

1. Under My Organizations, select the 'View All Filers' link
2. Select the year from the year dropdown to which you want to add the filer
  - a. **Note:** Be sure to select the correct year before moving forward to ensure you are adding the filer to the correct year based on their start date.
3. Select 'Add Filer to Organization'



4. Select 'Find a Candidate'
5. Use the filters to search for the desired Candidate
6. Select the 'Select' button



7. Update any information, as needed
8. Enter required fields (start date, org/suborg, etc.)
9. Select Save
  - a. The user will receive a filer registration email and must re-register in EFDMS as a filer

## 1.4 Update User Information

There are 3 main ways to update user information. Not every path will update the user profile. See details in each section below.

### 1.4.1 From User Profile > Organizations Tab

Updates made from this tab will only update the profile and be flagged as PCI under certain conditions:

- If the update is made under the PFR suborg, the changes will be flagged as PCI and will update the user profile. It will NOT update non-PFR suborg contact info.
- If the update is made under a non-PFR suborg, it will only update that suborg contact info. It will NOT update the profile, nor any other suborg record.

COE Admin, COE Staff, and Coordinator roles can update user information from the Organizations Tab.

1. Search for a user and open the User Profile Page > Organizations tab
2. Select the + icon next to the Suborganization record to expand the record and view Filer Details
3. Select Update

The screenshot shows the user profile for John Smith. The 'Organizations' tab is active. Under the year 2023, there is an organization '2023 - PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM'. Below it, a suborganization 'Employees' is expanded. The 'Filer Details' for John Smith are shown in a table:

Start Date	Title	Name	Address	Email Address	Business Phone
10/2/2023		john smith	123 thomas ave, tallahassee, FL 45677	john@baker.com	

4. Edit the relevant information
5. Select a Change Reason
6. Select Save

### 1.4.2 From Org Profile > Filers Tab

Updates made from this tab will only update the profile and be flagged as PCI under certain conditions:

- If the update is made under the PFR suborg, the changes will be flagged as PCI and will update the user profile. It will NOT update non-PFR suborg contact info.
- If the update is made under a non-PFR suborg, it will only update that suborg contact info. It will NOT update the profile, nor any other suborg record.

COE Admin, COE Staff, and Coordinator roles can update user information from the Organizations Tab.

1. Navigate to an Organization Profile
  - a. From the Home page, select the org link under 'My Organizations'
2. Select the Filers Tab
3. Select the pencil icon in the Actions column

1st District Court Of Appeal Year 2023

The official list for this organization has yet to be certified! Please do not add/edit filers here until your official list is complete. Complete your official list. [Complete official list](#)

[Details](#)
[Coordinators](#)
[Suborganizations](#)
[Organization Head](#)
[Attachments](#)
[Filers](#)
[Communications](#)
[History](#)

[Add Filer to Organization](#)
[Export Filer List](#)

Suborganization: Select All

[+ Add filter](#)

PID	LAST NAME	FIRST NAME	SUFFIX	TITLE	FILING REQUIREMENT FULFILLED	SUBORGANIZATION	START DATE	END DATE	STATUS	ADDRESS/EMAIL	ACTIONS
<a href="#">3044</a> <a href="#">82</a>	Alhmadan	Sultan				Employees	10/1/2022		Active	85 Nomans Rd test123 Apartment 50, Tallahassee, FL 32312 sultan23@gmail.com	<a href="#">Add Filer to New Suborg</a>

4. Edit the relevant information
5. Select a Change Reason
6. Select Save

### 1.5 Duplicate Filer Requests

When a coordinator is adding a new filer, if the new filer information matches an existing filer, the coordinator receives a success message upon saving, with a note that a possible duplicate has been found and that COE has to approve the addition of the filer before the Coordinator can move forward. This action creates a duplicate request in the COE Duplicate Filer Requests queue. COE Administrators can review and approve or deny the duplicate filer request.

Coordinators can see these duplicate filer requests on the Coordinator Dashboard. Under Actions, select Filer Requests to review the status of those requests that were flagged as potential duplicates.

### Pending Filer Requests

View and/or track all duplicate filer requests for all of your Organizations. Use filters to narrow your search.

Status: Pending - COE

[+ Add filter](#)

STATUS	FILER	REQUESTER	REQUEST DATE	ORGANIZATION	SUBORGANIZATION	ACTIONS
Pending - COE	James Framont	Patricia Atchley	1/30/2024	department of scotland	Highlands	

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### 1.6 Filing Extension Requests

A filer can submit a Filing Extension Request from their Filer Dashboard. A coordinator can also submit a Filing Extension Request on behalf of a Filer. In either case, the request will go to the Filing Extension Requests queue to be reviewed and either approved or denied by a COE Administrator.

### 1.6.1 Submit a Filing Extension Request on Behalf of a Filer

1. Select 'Apply for a Filing Extension on Behalf of Filer' in the Quick Links section on the COE Dashboard



2. Select 'Find Filer' and search for and select the filer for whom you wish to submit the request
3. Select Form Year and Form Type, and enter a justification in the 'Justification' field
4. Upload files, if needed
5. Select Request Extension

### Request Filing Extension

Find Filer

Filer Name: Dr Alexandra Alvarez | Filer PID: 305244

Form Year: 2023 | Form Type: Form 1

Justification: test

Attach Documentation: Drag & Drop files here

6. Select 'Filing Extension Requests' under Quick Links to review the status of your submitted request

### 1.7 Unfulfilled Filing Requirement

You will have a message on your dashboard to navigate to a screen to view filers that have not fulfilled their filing requirement for the form year.

## Coordinator Dashboard

Actions

- [Filer Requests](#)
- [Organization Requests](#)
- [Official List of Filers](#)

Messages

- Some filers have not fulfilled their filing requirement for Form Year 2024.**  
[View list.](#)
- The Official List for 2024 was last certified on 03/13/2025**  
[View now.](#)

To review the list:

1. Select View List in the message
2. This opens the Unfulfilled Filers screen
  - a. **IMPORTANT NOTE:** This screen will show all filers that are on the list for all organizations that a coordinator manages. The Organization column in the grid will show the organization for the filer's Primary/Annual Filing requirement, which may not be an organization that the coordinator manages.

## Unfulfilled Filers

NAME	FORM TYPE	ORGANIZATION ^	DEADLINE TO SUBMIT	ACTION
<a href="#">Richard Haussling</a>	Form 1	<a href="#">Ballentrae Hillsborough Community Development District</a>	7/1/2025	
<a href="#">Shamekia Keaton</a>	Form 1	<a href="#">Ballentrae Hillsborough Community Development District</a>	7/1/2025	
<a href="#">Lakeisha Mixon</a>	Form 1	<a href="#">Ballentrae Hillsborough Community Development District</a>	7/1/2025	

## 2 Official List

### 2.1 Official Filers List

At the beginning of each year, coordinators are responsible for reviewing, updating, and certifying the Official List of Filers for the organization(s) that they manage as of December 31 of the prior year. The official list is to be submitted to the Commission not later than **February 1** of each year.

1. From the Coordinator Dashboard, select 'Official List of Filers.'



2. Select the Form Year
3. Select View List of Filers
4. Select the suborganization
5. Review your list. Update filer information, remove filers, and add filers as needed.
6. Select 'Mark as Reviewed' to indicate that the list for that suborg has been reviewed and updated.
7. Once 'Mark as Reviewed' has been selected for all suborgs, select 'Certify List' to certify the list for the form year

Highlands Certify List

Highlands

Add A Filer + Export Suborganization List ● This suborganization has new user requests pending for COE Review.

Status Active ▼

+ Add filter

PID	NAME	SUBORGANIZATION	TITLE	FORM TYPE	STATUS	ADDRESS/EMAIL	ACTIONS
	James Framont	Highlands		Form 6	Pending	111 street, dade, FL 33333 jframont@email.com	
305257	<a href="#">James Malcom Mackenzie Fraser</a>	Highlands		Form 6	Active	123 test ave, tallahassee, FL 32399 Jamie@fraser.net	<input checked="" type="checkbox"/> <a href="#">Add Filer to New Suborg</a>
305254	<a href="#">Hermione Grage</a>	Highlands		Form 6	Active	222 hogwarts, scotland, FL 33333 hermione@gmail.com	<input checked="" type="checkbox"/> <a href="#">Add Filer to New Suborg</a>
305256	<a href="#">hermione Grage</a>	Highlands		Form 6	Active	222 hogwarts, scotland, FL 33333 hermionegrage@gmail.com	<input checked="" type="checkbox"/> <a href="#">Add Filer to New Suborg</a>
305255	<a href="#">Hermione Grange</a>	Highlands		Form 6	Active	222 hogwarts, scotland, FL 33333 hermione2@gmail.com	<input checked="" type="checkbox"/> <a href="#">Add Filer to New Suborg</a>

1-5 of 5 Rows per page: 25

Cancel Mark as Reviewed

## General Notes

- **WHO SHOULD BE LISTED?** For each organization, you will find a link that states “Who Should be Listed.” Click on this link and receive a printer-friendly pop-up detailing who should be included on this list. If you have multiple organizations, you will see different criteria for each. You must log in to view this link.
- The ‘Mark as Reviewed’ button will be grayed out if there are any pending filer requests. Once filer requests are approved or denied by COE, this button will be available to select.
- Once you select ‘Mark as Reviewed,’ the system will compare the emails for all of the filers in the suborg to all filers in the system, to verify there are no duplicate email addresses.
  - If there are duplicate email addresses, a popup message will display that lets you know there are duplicates and allows you to export a list of filers with duplicate email addresses.
  - If there are no duplicate email addresses, the list will be marked as reviewed.
- Once the ‘Mark as Reviewed’ button has been selected for all suborgs, the ‘Certify List’ button will be enabled for selection
- Official Lists are completed and rolled over either by a COE Admin or a batch job
  - Once an Official list is certified by the coordinator (or through bulk certification by COE Admin), after a certain date (as set by COE), a batch job runs each night to complete each certified list and roll the list over to the current calendar year.
  - Prior to the set batch job date, if a list needs to be individually completed and rolled over, COE Admin will initiate the rollover.
  - List completion (whether by coordinators or via the batch job) triggers the filing requirement calculation to run for the entire organization to set the initial, annual, or final requirements for each filer on the list.
  - Once the list is rolled over to the new year, the coordinator can begin adding new filers and making changes to the filer list for the current calendar year. EFDMS operates in real-time, allowing coordinators to update the system throughout the year by adding or removing filers as needed. This real-time updating streamlines the process and simplifies maintaining the list of filers. As a result, filers will receive prompt notices to file within 30 days, annually by July 1, and filing the final within 60 days of leaving.

## 2.2 Types of Filing Requirements

There are three types of filing requirements:

1. Initial
2. Annual
3. Final

There are multiple actions in the system that will trigger the filing requirement calculation to run, creating or recalculating the initial, annual, or final requirements for a filer. Those triggers are:

- Adding a filer to a new org/suborg in the current form year or current calendar year
- Inactivating a filer from an org/suborg in the current form year or current calendar year
- Manually overriding a filer's PFR (*COE Admin only*)
- Selecting the 'Recalculate primary filing requirement' option from the Actions dropdown on the organization profile (this will recalculate PFR for all filers in the organization) (*COE Admin only*)
- Approving a filing extension request (*COE Admin only*)
- Changing the filer type of a suborganization (*COE Admin only*)
- Updating a filer's contact info from the user profile (*only COE Admin and the filer can do this*)
- When the filer verifies their contact info upon registration
- Deactivating an organization or suborganization (once the deactivation request is approved by COE Admin, this will recalculate PFR for all filers in the organization)
- Merging users (*COE Admin only*)
- Marking an official list as 'Complete' or when 'Bulk Complete' is executed for official lists (*COE Admin only*)
- Marking a filer as deceased, or removing the deceased flag (*COE Admin only*)

### 2.2.1 Initial Requirements

Generally, when a filer joins an organization, they will have an initial filing requirement. If they join a Form 1 organization, they are required to fulfill their initial requirement by filing Form 1 within 30 days of their start date. If they join a Form 6 organization, they are required to fulfill their initial requirement by the normal, annual, Form 6 due date, which is due by July 1.

When filers log in to EFDMS, if they have an initial requirement, the required form will display on their dashboard with the appropriate due date.

### 2.2.2 Annual Requirements

Annual requirements are also referred to as the Primary Filing Requirement (PFR). Filers on the Official List of Filers, for which is certified by the coordinator to COE, will have an annual requirement to file either Form 1 or Form 6, which is due July 1 of each year. If July 1 falls on a weekend or holiday, the deadline is extended to the next business day, with a grace period provided until September 1, unless that date also falls on a weekend or holiday. Filers with the annual requirement are subject to an automatic penalty of \$25 for each late day, up to the maximum amount of \$1500 (60-days late) if the form is not filed on or before the grace period date.

When filers log in to EFDMS, the required annual form will display on their dashboard.

### 2.2.3 Final Requirements

Generally, when a filer leaves an organization, they will have a final requirement due within 60 days of their end date.

When a filer is inactivated (end date is added), the filer will receive an email instructing them to log in to EFDMS to verify whether they have a final requirement. If a Filer has a final requirement, they will see the required final form on their dashboard.

## 3 Organization Management

### 3.1 Organization Requests

Coordinators can submit requests to add, update, or deactivate organizations and suborganizations.

#### 3.1.1 Request to Add Org/Suborg

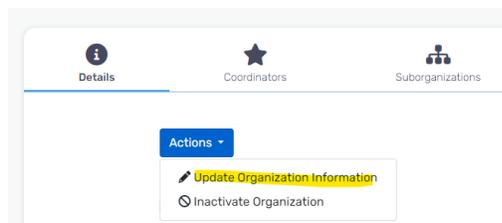
1. Select 'Request to Add Organization' on the Coordinator Dashboard in the Quick Links Section



2. Enter the Organization and Suborganization details and select Save
3. COE will review your request and approve or deny

#### 3.1.2 Request to Update an Org

1. Open the Organization Profile by selecting the Org Name under 'My Organizations'
2. Select the Details tab
3. Select actions > Update Organization Information



4. Make the updates needed and select Save
5. A Request will be created if any changes were made to the **name** field
6. COE will review your request and approve or deny. Changes will display on the Coordinator Dashboard and Organization Profile once changes are approved.

#### 3.1.3 Request to Update a Suborg

1. Open the Organization Profile by selecting the Org Name under 'My Organizations'
2. Select the Suborganizations tab
3. Select the eye icon in the Actions column

NAME	FILER TYPE	FORM TYPE	ELIGIBLE FOR FINES	ETHICS TRAINING REQUIRED	ELIGIBLE FOR PFR	END DATE	STATUS	ACTIONS
Highlands	Constitutional Officer Judicial-Inactive	Form 6	Yes	Yes	Yes		Active	

1-1 of 1 Rows per page: 25

4. Select Actions > Update Suborganization Information

## Suborganization Detail department of

Actions

- Update Suborganization Information
- Inactivate Suborganization

- Make the updates needed and select Save
- A Request will be created if any changes were made to the **name** field
- COE will review your request and approve or deny. Changes will display on the Coordinator Dashboard and Organization Profile once changes are approved.

### 3.1.4 Request to Inactivate an Org

- Open the Organization Profile by selecting the Org Name under 'My Organizations'
- Select the Details tab
- Select actions > Inactivate Organization

Details Coordinators Suborganizations

Actions

- Update Organization Information
- Inactivate Organization

- A Request will be created
- COE will review your request and approve or deny

### 3.1.5 Request to Inactivate a Suborg

- Open the Organization Profile by selecting the Org Name under 'My Organizations'
- Select the Suborganizations tab
- Select the circle/slash icon in the Actions column
  - Or select the eye icon, then select Actions > Inactivate Suborganization

NAME	FILER TYPE	FORM TYPE	ELIGIBLE FOR FINES	ETHICS TRAINING REQUIRED	ELIGIBLE FOR PFR	END DATE	STATUS	ACTIONS
Highlands	Constitutional Officer Judicial-Inactive	Form 6	Yes	Yes	Yes		Active	

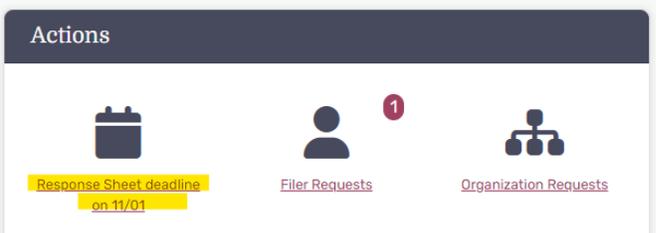
1-1 of 1 Rows per page: 25

4. A Request will be created
5. COE will review your request and approve or deny

### 3.2 Response Sheets

Coordinators review and submit response sheets beginning in **October** of each year. The purpose of the response sheet is for the coordinator to verify whether they are still the coordinator for the listed organizations, and whether the org/suborg information is correct. The response sheet must be submitted to the COE no later than **November 1** or the date specified by the COE.

1. Select 'Response Sheet' from the Actions section on the Coordinator Dashboard



2. If you are **STILL THE PRIMARY COORDINATOR** for the listed organization:
  - a. Review the information
  - b. Make updates, as needed
  - c. Select the checkbox that says 'I acknowledge that this organization is up to date and ready to be submitted'
  - d. Select Submit

DEPARTMENT OF SCOTLAND  
978 grove ave TESTING test, jacksonville, FL 34983

Primary Coordinator Update Contact Information

Patricia Atchley, *Lass in Charge*  
978 grove ave TESTING test, jacksonville, FL 34983  
atchley.patricia@leg.state.fl.us  
(850) 555-7896

I am no longer Primary Coordinator for this Organization.

[Update This Organization Information](#)

Suborganizations  
• Highlands    
[+ Add Suborganization](#)

I acknowledge that this organization is up to date and ready to be submitted

Submit

3. If you are **NO LONGER THE PRIMARY COORDINATOR** for the listed organization
  - a. Select the checkbox that says 'I am no longer Primary Coordinator for this Organization'
  - b. Select Submit

DEPARTMENT OF SCOTLAND  
978 grove ave TESTING test, jacksonville, FL 34983

Primary Coordinator Update Contact Information

Patricia Atchley, *Lass in Charge*  
978 grove ave TESTING test, jacksonville, FL 34983  
atchley.patricia@leg.state.fl.us  
(850) 555-7896

I am no longer Primary Coordinator for this Organization.

New Coordinator Information ✓

I acknowledge that this organization is up to date and ready to be submitted

Submit