



# NAVIGATING JCOPE'S FDS ONLINE APPLICATION

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## Logging in to the JCOPE FDS Online Application



To access the new FDS Online application, all users must have a New York State Directory Services account. A directory services account allows secure access to various NYS online services and applications. **If you do not have a directory services account, contact your ethics officer or human resources administrator.**

➔ FDS Filers will only be required to do the following steps once.

### Steps to link your New York State Directory Services Account to the JCOPE FDS Online Application

1. Go to <https://my.ny.gov/>
2. Click “Sign-In”
3. Enter your “Username” and “Password” in the appropriate fields
4. Click “Sign-In”
5. Select “JCOPE Financial Disclosure System FDS”

**PRO TIP:** If you lose your connection to the FDS System after you have successfully accessed your dashboard for the first time, you should close your browser and log back in to the FDS system at [www.my.ny.gov](http://www.my.ny.gov) to reconnect or via the JCOPE website at [www.jcope.ny.gov](http://www.jcope.ny.gov).

## JCOPE FDS Online Application Verification Process

The verification page will link your NYS directory services account to your FDS Filer information. This is a ONE TIME PROCESS. Profile information for all existing FDS Filers has been transferred into the new FDS system however your FDS Filer information must be linked to your Directory Services Account.

1. Type in the “E-mail Address” you had on file with JCOPE to access the prior online system
2. Enter your “Last Name”
3. Click “Verify”

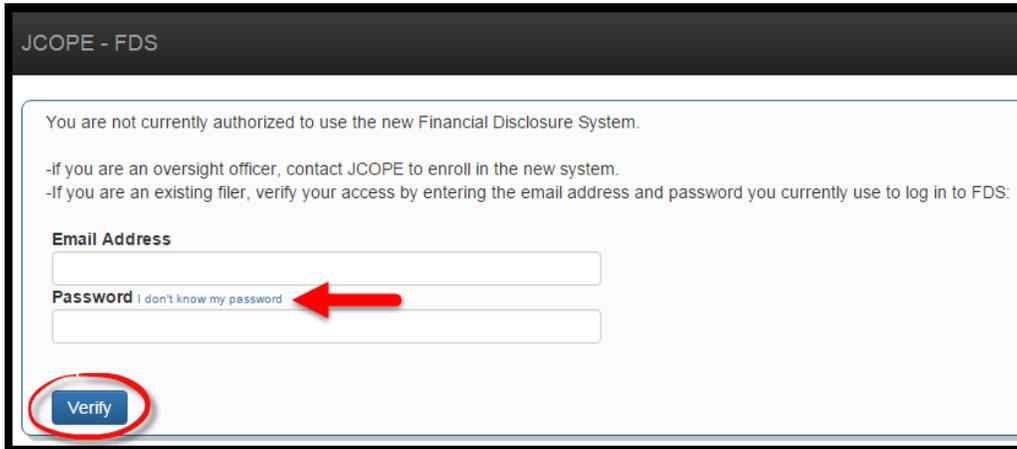
4. A matching record will appear. Click “Confirm” to verify, or “This is not me” if the information is incorrect.

5. Click the blue “Here” to access the Financial Disclosure System

6. If no matching record is found, click “Contact JCOPE” and your E-mail will be answered promptly

## Forgotten Password Instructions

1. Click the “I don’t know my password” link



JCOPE - FDS

You are not currently authorized to use the new Financial Disclosure System.

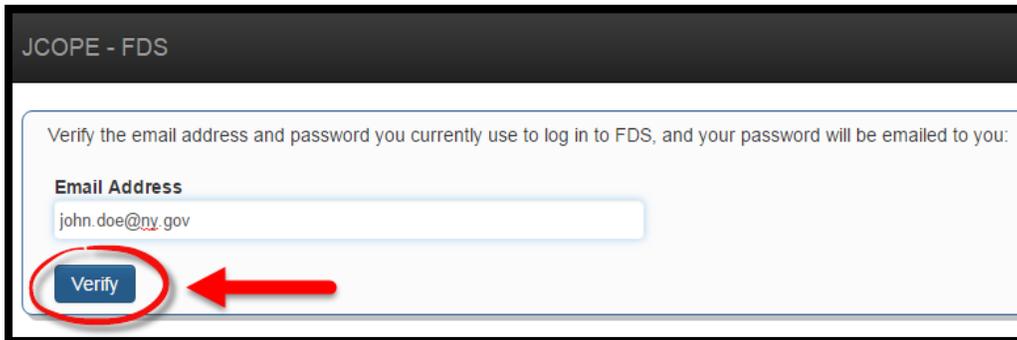
-if you are an oversight officer, contact JCOPE to enroll in the new system.  
-If you are an existing filer, verify your access by entering the email address and password you currently use to log in to FDS:

**Email Address**

**Password** [I don't know my password](#) ←

**Verify**

2. Enter the Email Address you had on file with JCOPE to access the previous online system, and click “Verify”



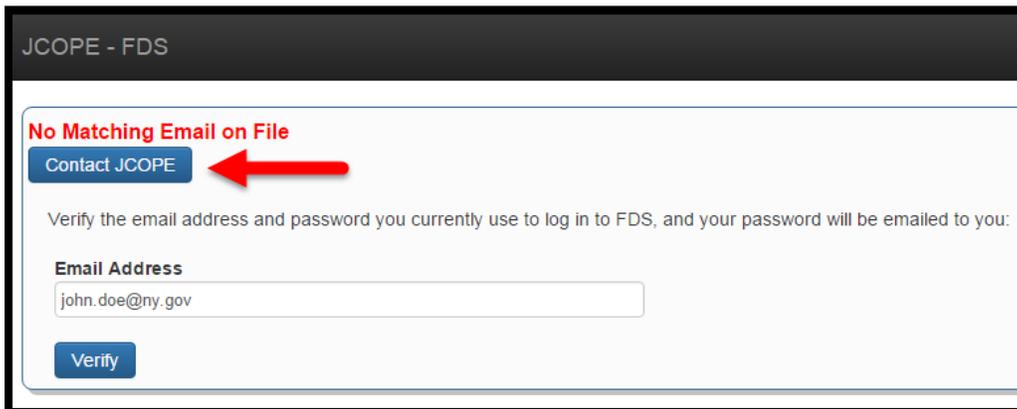
JCOPE - FDS

Verify the email address and password you currently use to log in to FDS, and your password will be emailed to you:

**Email Address**

**Verify** ←

3. If no matching record is found, click “Contact JCOPE” and a message will be e-mailed to JCOPE staff



JCOPE - FDS

**No Matching Email on File**

**Contact JCOPE** ←

Verify the email address and password you currently use to log in to FDS, and your password will be emailed to you:

**Email Address**

**Verify**

# Welcome to the FDS Filer Dashboard

## What is a dashboard?

A dashboard is a visual display that organizes and tracks the most commonly used information in a format that fits entirely on a single computer screen.

The FDS Filer Dashboard has two areas of navigation; **main** and **sub navigation**. **Main navigation** is distinguished by the dark grey bar, *see below*.



Let's take a moment now to explore the functionalities built into the “**Main Navigation Menu**”

## Main navigation Menu

- The “**JCOPE – FDS**” and the “**Dashboard**” menu options both direct you to the main dashboard page (the initial page you view every time you log into the FDS system).
- “**Preferences**” menu – allows you to select your default color scheme.

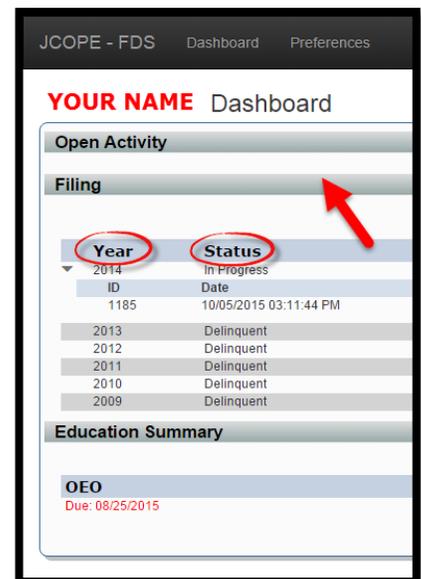
## Sub navigation Menu

The FDS Filer Dashboard is built to easily organize and track the following categories of data within each of the following sub navigation menus:

- **Open Activity** –This section lists any activities that you as the filer has pending and may require some action.
- **Filing** – displays current and prior FDS Filings
- **Education Summary** – alerts you to any upcoming mandatory ethics training requirements

To view the data within each of these sub navigation menus, click the corresponding light grey column bar to expand the data. Click the grey column bar again, to collapse and hide the data. To view results that span more than one page, click the page numbers.

**PRO TIP:** Column headings can be filtered to display information alphabetically or in ascending or descending order. Click any column heading to filter results. *See below*.

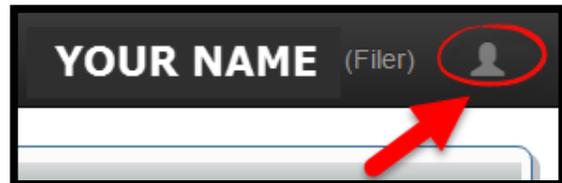




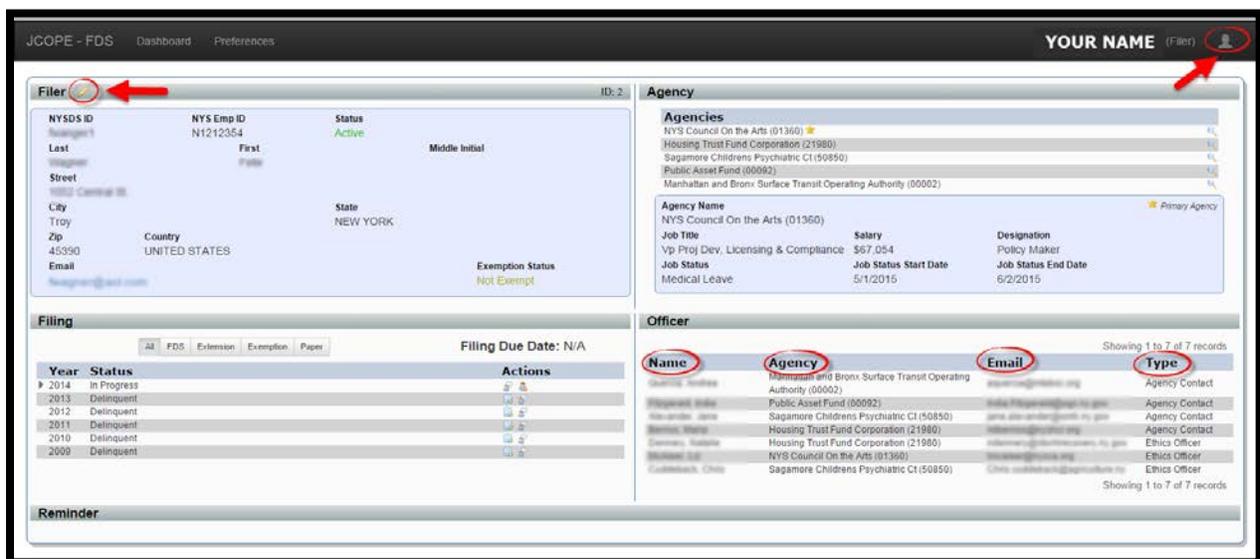
## Updating your FDS Profile

Your FDS Filer Profile displays four main categories of information: contact information, any agencies you are affiliated with (your primary agency is denoted with a “star” icon), a snap shot of any current and prior FDS Filings, as well as the names and contact information of your agency-affiliated ethics officers and agency contacts.

- To view your FDS user profile, click the light grey silhouette located on the upper right hand side of the Main Menu navigation.



- Information contained within the “Agency” and “Officer” column headings can only be edited by your Ethics Officer.



## Steps to update your FDS Filer Profile

1. Click the grey silhouette located at the top right hand corner of the Main navigation menu
2. Click the pencil icon located next to the grey “Filer” column
  - ➔ The following fields cannot be edited under the Filer column: “NYSDS ID”; “NYS Emp ID”; and “Status”
3. Update your contact information in the appropriate fields
4. To save your changes, click “Update Filer”, or
5. Click “Clear” to erase all information in the form fields, or
6. If you do not want to save your changes to the FDS Filer Profile Click “Cancel”

▼ **PRO TIPS:** Form fields and menu items that contain a symbol of an upside down triangle, indicate a drop down menu. Fields denoted with an \* asterisk are required fields.

Fields in the “Agency” column of your FDS Profile can only be changed by an Ethics Officer. Your primary agency is denoted by the “Star” icon.



Click the “hour glass” icon to view information from any agency you are associated with.

Agency Name		
NYS Council On the Arts (01360)		
<b>Job Title</b>	<b>Salary</b>	<b>Designation</b>
Vp Proj Dev, Licensing & Compliance	\$67,054	Policy Maker
<b>Job Status</b>	<b>Job Status Start Date</b>	<b>Job Status End Date</b>
Medical Leave	5/1/2015	6/2/2015

## Viewing and Filing your Financial Disclosure Statement

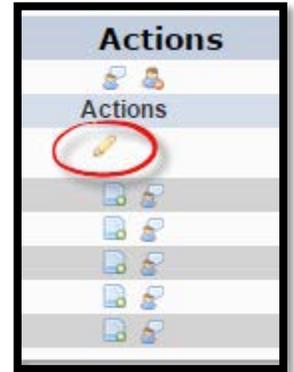
The new online FDS application allows you to view, edit, or file a new Financial Disclosure Statement from the following areas within the online application:

1. FDS Filer Dashboard; and/or
2. FDS Filer Profile

### From your Dashboard

The “Filing” sub navigation menu is broken down into three main columns:

- **Year**
- **Status** – identifies if your form is: *In Progress, Delinquent, Filed, or Not Filed.*
- **Actions** – allows you to *Submit a new FDS form, Request an Extension, and Request an Exemption from Filing your FDS.*



### Functions available under the Actions column from the FDS Filer Dashboard

1. Click the paper icon next to the corresponding year to “**Submit a new FDS**”
2. To “**Request an Extension**” from filing your FDS Form, click the person icon.
3. To “**Request an Exemption**” from filing your FDS Form in its entirety, click the person with the circle backslash icon.



### To complete FDS forms that were previously started and not yet submitted

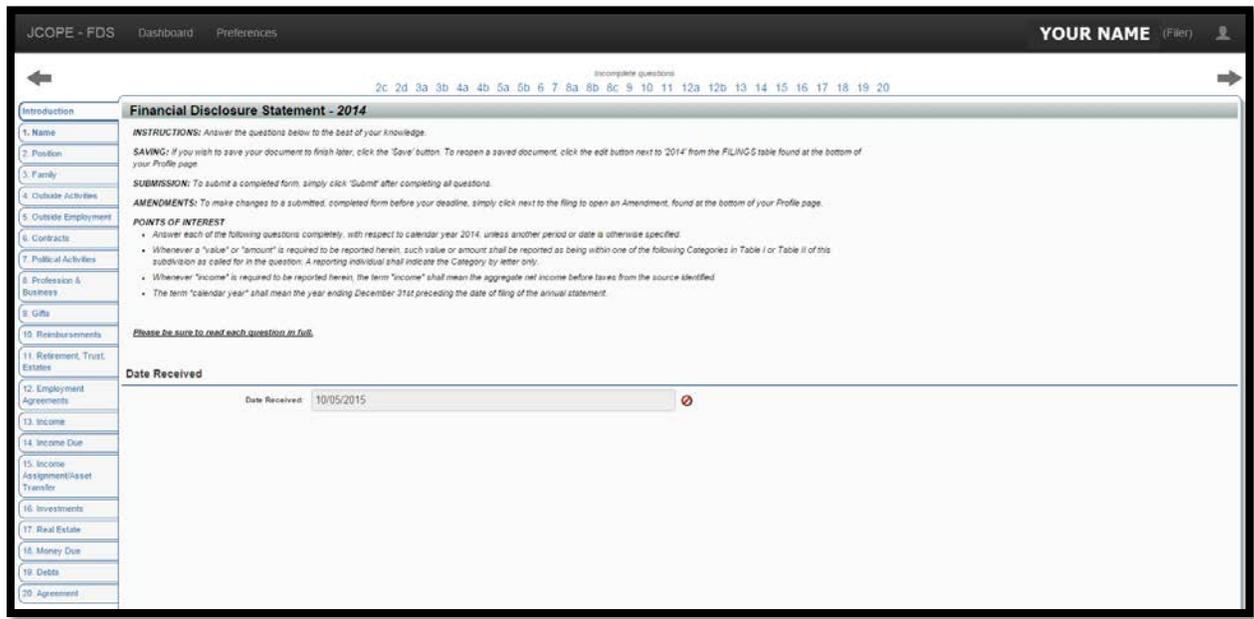
1. Click the “**upside down triangle**” next to the corresponding year to expand the row of information.

Filing						Filing Due Date: N/A	
<span>All</span> <span>FDS</span> <span>Extension</span> <span>Exemption</span> <span>Paper</span>							
Year	Status				Actions		
▼ 2014	In Progress						
	ID	Date	Form	Status	Note	Actions	
	1185	10/05/2015 03:11:44 PM	Financial Disclosure Statement	In Progress	Missing: 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20		
2013	Delinquent						
2012	Delinquent						
2011	Delinquent						
2010	Delinquent						
2009	Delinquent						

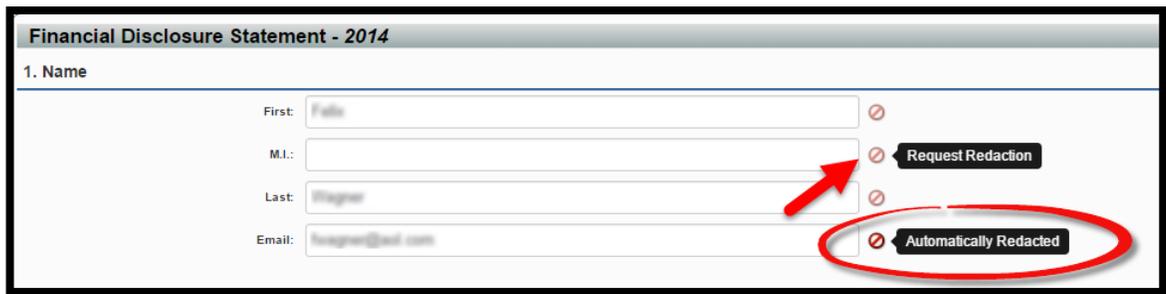
- Click the pencil  icon to edit your FDS Form, or Click the red "X" to withdraw the form.

### Steps to file your Financial Disclosure Statement

The FDS question navigation bar is located to the left of your screen. Each button represents a question found on the FDS form. Click each of the twenty individual sections, and enter the appropriate information for each question field. To navigate between pages, click the left or right arrows located underneath the Main navigation menu.



**PRO TIP:** Scroll your mouse over the "circle-backslash symbol" to view what information within each question field is automatically redacted from public view, and what areas of information you can request to have redacted. Click the "circle backslash" symbol to request certain information be removed from the FDS Filing made available to the public. *See below.*



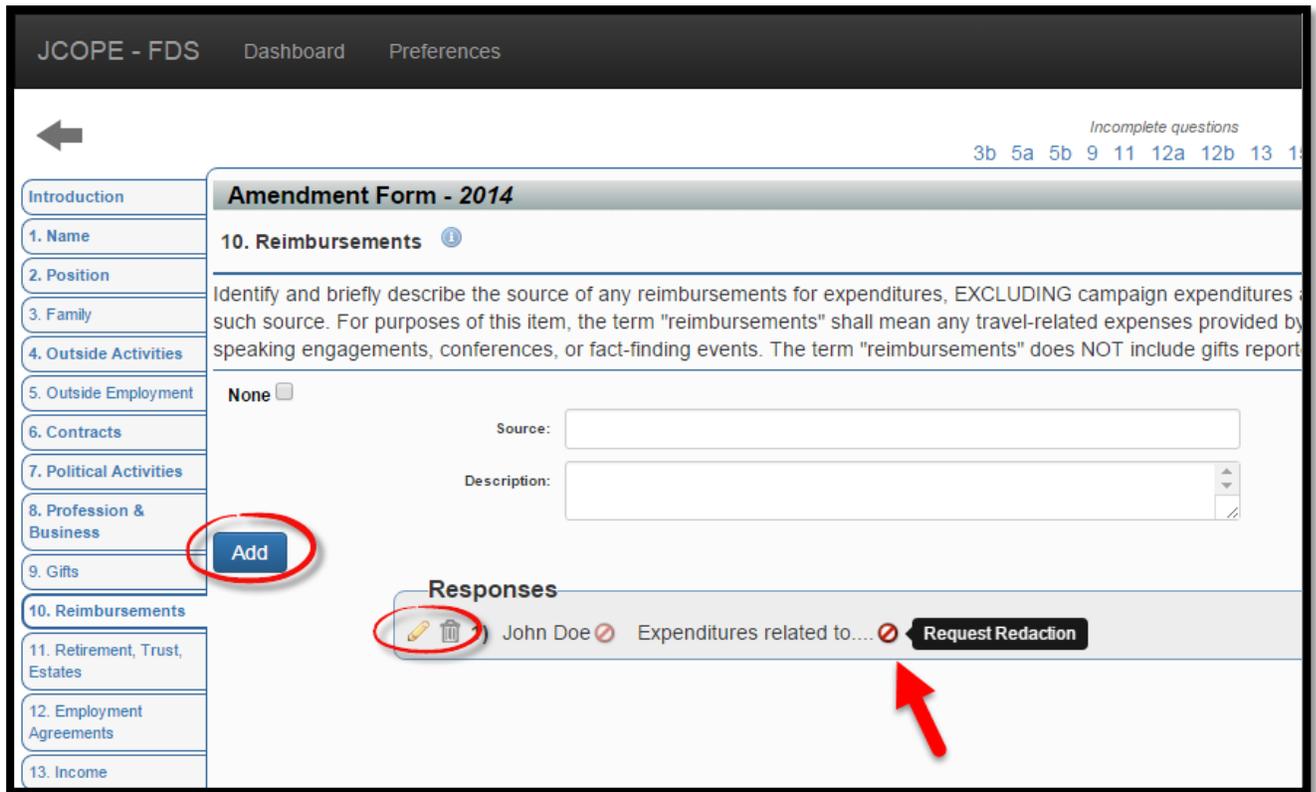
FDS Filers may request an extension of time to answer certain questions. Click the **“Request Extension”** check box to utilize this feature.



### Entering and saving information within FDS Question Form Fields

For any FDS question that requires information to be entered using form fields, click the **“Add”** button for each question to submit the answer. **See below.**

- Your question information is saved under the **“Responses”** window, located below the appropriate FDS question.
- To edit a response, click the **“pencil”** icon 
- To delete your response, click the **“trash can”** icon 
- To request information be redacted from public view, click the **“circle slash”** symbol 



Certain FDS questions allow you the ability to attach documents. To attach a document, click the “Add Files” button.

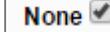
To remove an attachment, click the “Trash” icon.



If you need assistance in answering a certain FDS question, click the “Information” icon.



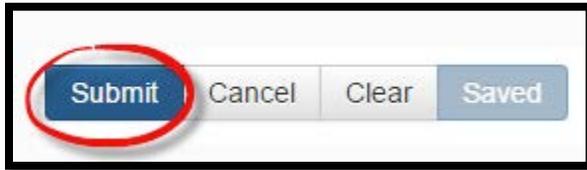
If a question does not apply to you, click the “None” check box.



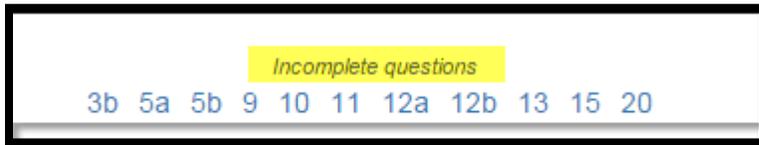
For FDS Questions that require you to disclose certain “Categories of Value” click the upside down black triangle to access the “drop down menu.”



Click **“Submit”** on the lower left of the screen when you have completed the FDS Form.



If you are unable to **“Submit”** please verify you have not missed any questions. Missing questions are denoted at the top of your screen.



To make changes to an FDS Form once it’s been submitted, click the **“amend”** icon under **“Actions”** column



To view a submitted filing, click the **“hour glass”** icon under the **“ID”** column.



Filing					
All FDS Extension Exemption Paper				Filing Due Date: N/A	
Year	Status				Actions
▼ 2014	Filed				
ID	Date	Form	Status	Note	Actions
1185	10/06/2015 04:00:46 PM	Financial Disclosure Statement	Submitted	Submitted on 10/6/2015 4:00:46 PM	
2013	Delinquent				
2012	Delinquent				
2011	Delinquent				
2010	Delinquent				
2009	Delinquent				

To print a submitted FDS Form, click the hour glass, then click the **“print”** symbol located in the upper right hand corner.



# Icon Cheat Sheet

Icon Image	Meaning and/or Associated Action
	<b>Request an extension of time from filing you FDS Form</b>
	<b>Submit a new FDS Form</b>
	<b>Request an Exemption from filing your FDS Form in its' entirety</b>
	<b>Request additional information when answering specific FDS Form questions</b>
	<b>Amend a previously submitted FDS Form</b>
	<b>Allows you to delete information</b>
	<b>Allows you to edit information</b>
	<b>Print your FDS Form</b>