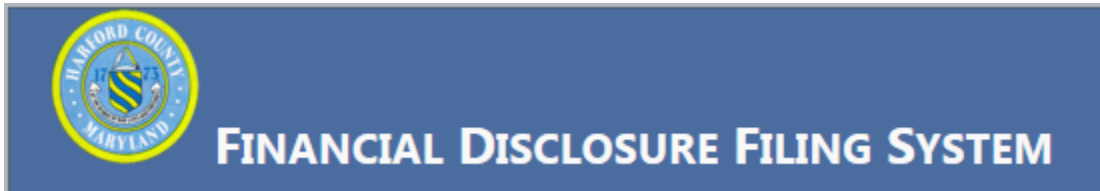


Law Department
Web-Based Financial Disclosure Statement User Manual



Introduction

The Web-Based Financial Disclosure Statement

Register as a User

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Completing the Schedules

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Law Department
Web-Based Financial Disclosure Statement User Manual

Introduction

Financial disclosure is the filing of a form, usually on an annual basis, disclosing certain financial interests that may relate to the conflict of interest provisions in the Law. The purpose of the Financial Disclosure law is to provide documents that demonstrate to the public that financial interests are not hidden and that officials and employees are not engaging in conflicts of interest. The statement requires the disclosure of interests held in real property, interests in corporations and partnerships, gifts received, etc.

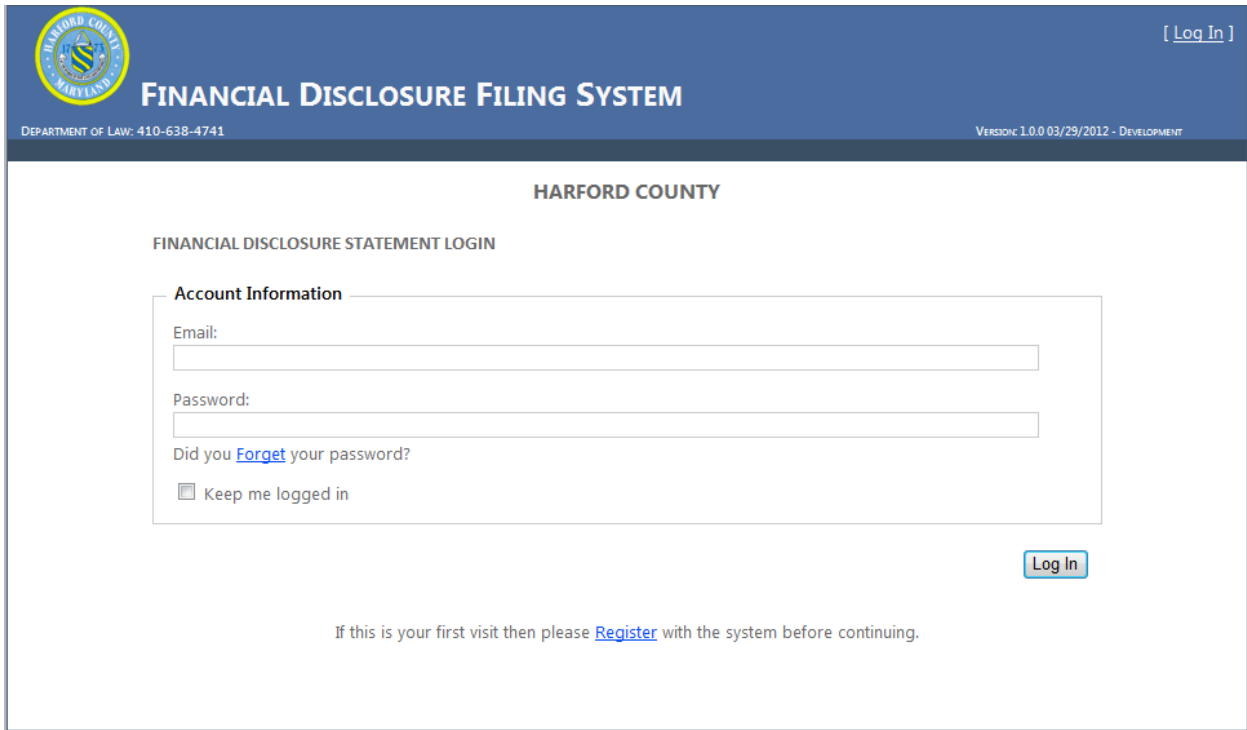
This web-based application is used to create an electronic Financial Disclosure Statement. The statement is comprised of multiple schedules. Each schedule appears on its own screen. You must, for each schedule, either make an entry (or entries) or indicate that you are not required to complete the schedule. You will NOT be able to submit your statement until EVERY SCHEDULE has been completed.

Law Department
Web-Based Financial Disclosure Statement User Manual

The Web-Based Financial Disclosure Statement

Register as a User

Before you can login and use the program, you must register as a user. This involves providing the program with an email address, a password, and a security question.



The screenshot shows the login interface for the Harford County Financial Disclosure Filing System. At the top, there is a blue header bar containing the Harford County seal on the left, the title "FINANCIAL DISCLOSURE FILING SYSTEM" in the center, and a "[Log In]" link on the right. Below the header, the page is titled "HARFORD COUNTY" and "FINANCIAL DISCLOSURE STATEMENT LOGIN". The main content area features a "Account Information" section with input fields for "Email:" and "Password:". Below these fields, there is a link for "Forgot your password?" and a checkbox labeled "Keep me logged in". A "Log In" button is positioned to the right of the input fields. At the bottom of the page, a message states: "If this is your first visit then please [Register](#) with the system before continuing."

The first time that the login screen appears, click on the “Register” link.

Law Department Web-Based Financial Disclosure Statement User Manual

Access Validation

Please enter your Last Name and date of birth in the format **[name][MM][DD][CCYY]** into the Validation Code field below.

For example:

- If your name is John **Doe** born on **1/1/1955**
- Your Validation Code would be: **DOE01011955**

Validation Code

MARETTI02021965

Next

Enter your validation code and then click on the “Next” button.

The user in the example above had the last name “Maretti” and was born in 2/2/1965. **Notice that the name is entered in all capital letters and leading zeroes are included in the date of birth.**

Law Department

Web-Based Financial Disclosure Statement User Manual

CREATE A NEW ACCOUNT

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

BE AWARE: A test email message will be sent a few minutes AFTER you click on the Create User button. Please correct your email entry if you do not receive the message.



Account Information

Email:

Password:

Confirm Password:

Security Question

Security Answer

[Previous](#)

[Create User](#)

All of the account information is required. Enter it and then click on the “Create User” button.

BE AWARE: The email address that you enter on this screen will also become your login ID. Choose it with care!

Law Department Web-Based Financial Disclosure Statement User Manual

Subject: Financial Disclosure Application - Test of Email Address

If you are reading this message then the email address that you provided to the application was entered correctly.

Please DO NOT REPLY to this message.

If you entered your email address correctly, you should receive a message similar to the one above within a few minutes. Please DO NOT REPLY to it.

FIRST NAME	INITIAL	LAST NAME
DAFFID	W	MARRETTI
AGENCY AFFILIATION (INCLUDE DEPARTMENT AND UNIT WHERE APPLICABLE)		
-- SELECT --		
CURRENT AGENCY ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE)		
CURRENT POSITION OR OFFICE HELD WITH COUNTY, IF ANY (OR OFFICE FOR CANDIDACY)		
E-MAIL ADDRESS (Log In Account)		
dwmartin@harfordcountymd.gov		
BE AWARE: If you Change your E-mail Address, you should Test it prior to saving it. A test mail message will be sent to you after you click on the Test Email button. Please correct your email entry if you do not receive the message within a few minutes. Also, the program will LOG YOU OFF after you click on the Save button.		
		Test Email Save Cancel

When the above screen appears, select your agency from the drop-down list. Also, enter a complete current agency address where you can be sent correspondence and identify your agency position.

You can correct your email address on this screen if you did not receive your test message. You can use the “Test Email” button as many times as you need to in order to make sure that you entered it correctly. Be aware that because the email address is also your User ID, the program will LOG YOU OFF after you change your email address and click on the “Save” button. You must then log back in using your new email address.

Law Department
Web-Based Financial Disclosure Statement User Manual

FIRST NAME DAFFID	INITIAL W	LAST NAME MARRETTI
AGENCY AFFILIATION (INCLUDE DEPARTMENT AND UNIT WHERE APPLICABLE) Information and Communication Technology		
CURRENT AGENCY ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE) 45 South Main Street Bel Air, MD 21014		
CURRENT POSITION OR OFFICE HELD WITH COUNTY, IF ANY (OR OFFICE FOR CANDIDACY) Programmer/Analyst		
E-MAIL ADDRESS (Log In Account) dwmartin@harfordcountymd.gov		
BE AWARE: If you Change your E-mail Address, you should Test it prior to saving it. A test mail message will be sent to you after you click on the Test Email button. Please correct your email entry if you do not receive the message within a few minutes. Also, the program will LOG YOU OFF after you click on the Save button.		
		Test Email Save Cancel

Click on the “Save” button when you are finished.

FIRST NAME DAFFID	INITIAL W	LAST NAME MARETTI
AGENCY AFFILIATION (INCLUDE DEPARTMENT AND UNIT WHERE APPLICABLE) Information and Communication Technology		
CURRENT AGENCY ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE) 45 South Main St. Bel Air, MD 21014		
CURRENT POSITION OR OFFICE HELD WITH COUNTY, IF ANY (OR OFFICE FOR CANDIDACY) Programmer/Analyst		
E-MAIL ADDRESS dwmartin@harfordcountymd.gov		

Click on the “Finish” button to continue

THANK YOU!!

Law Department Web-Based Financial Disclosure Statement User Manual

General Instructions Tab

The screenshot shows the 'General Instructions' page of the Harford County Financial Disclosure Filing System. At the top, there is a header with the Harford County logo, the title 'FINANCIAL DISCLOSURE FILING SYSTEM', and a welcome message for user 'dwmartin@harfordcountymd.gov!'. Below the header, there are navigation tabs for 'Home' and 'General Instructions', with the latter being selected. A link to 'CHAPTER 23 - ETHICS CODE' is provided for a complete description of reporting requirements. The main content area is titled 'HARFORD COUNTY FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS (FORM #1)' and includes a message to those required to file disclosure statements. It explains that users should read the instructions carefully, use the electronic form, and that the system will direct them through the process. It also provides contact information for the Harford County Department of Law for questions. A section titled 'GENERAL INSTRUCTIONS' lists the persons required to file Form #1 statements, including local elected officials, certain employees, and the County Attorney and Deputy County Attorney.

WELCOME [dwmartin@harfordcountymd.gov!](#) [[Log Out](#)]

FINANCIAL DISCLOSURE FILING SYSTEM

DEPARTMENT OF LAW: 410-625-4743 Version: 1.0.0.03/03/2012

Home General Instructions

See [CHAPTER 23 - ETHICS CODE](#) for a complete description of reporting requirements.

HARFORD COUNTY
FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS (FORM #1)

(Pursuant to the Harford County Public Ethics Law, Harford County Code Chapter 23)

A MESSAGE TO THOSE WHO ARE REQUIRED TO FILE DISCLOSURE STATEMENTS

Please read the instructions carefully and be sure to provide all information requested for each interest you disclose on your statement. We encourage you to use the electronic form as it is programmed to display directions for each schedule and to provide access to the glossary of terms throughout the process. It will also direct the filer toward completion of all of the required information, thus making it unnecessary for the Board to write to you for additional information. It will also make completion in future years much easier as it will require you to enter only changes occurring during that filing period.

If you have any questions about the application of the Law, you may contact the Harford County Department of Law. Some schedules on the statement may require knowledge regarding whether an entity does business with the County. You may access that list from our website. If you have a question about a particular entity or need other assistance in completing the form, do not hesitate to contact the office of the Harford County Attorney.

Financial disclosure statements are public records that may be examined or copied by the public.

Thank you for your cooperation.

GENERAL INSTRUCTIONS

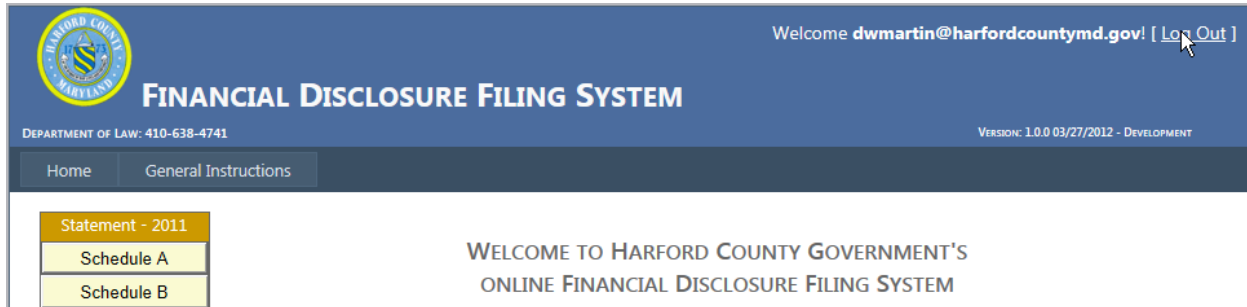
A. Persons Required to File Form #1 Statements – Harford County Public Ethics Law § 23-6..

1. Local elected officials, candidates to be local elected officials, certain employees and appointed officials.
2. Certain employees.
 - (1) Director of Administration.
 - (2) (2) Director, officer or coordinator of the following County departments and agencies:
 - (a) Community Services;
 - (b) Economic Development;
 - (c) Human Relations Commission;
 - (d) Human Resources;
 - (e) Information and Communications Technology;
 - (f) Inspections, Licenses and Permits;
 - (g) The Director of the Library;
 - (h) Parks and Recreation;
 - (i) Planning and Zoning;
 - (j) Procurement;
 - (k) Public Works; and
 - (l) Treasury.
- (3) County Attorney, Deputy County Attorney and Assistant County Attorneys.

Once you have logged-in, you can click on the “General Instructions” tab if you wish to. Click on the “Home” tab when you are finished.

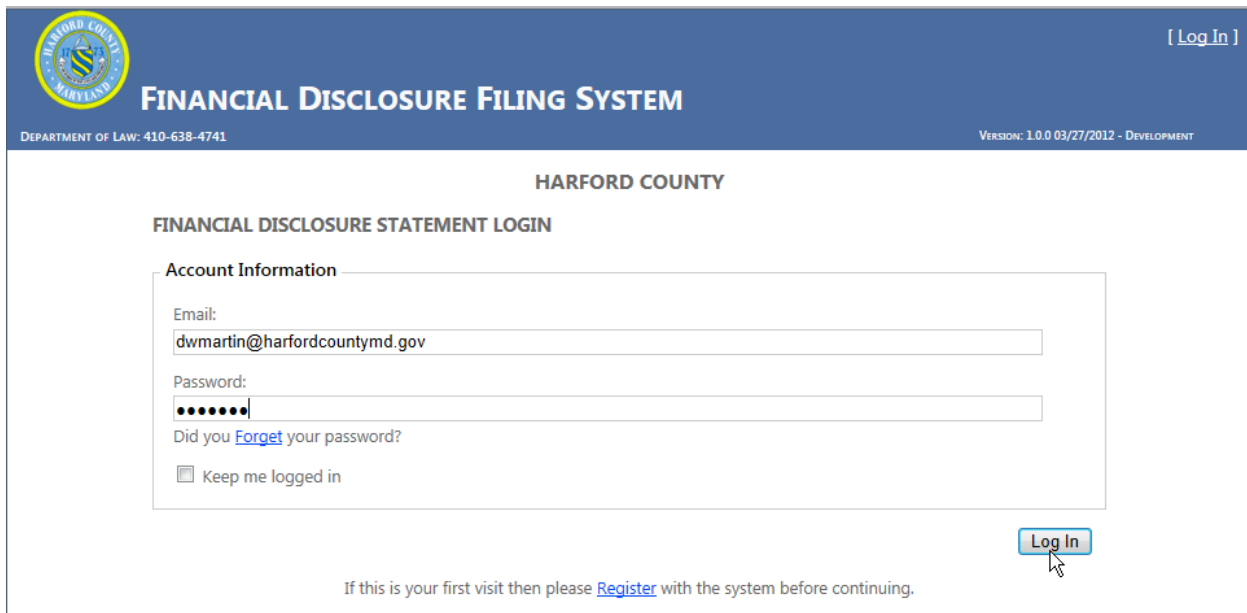
Law Department Web-Based Financial Disclosure Statement User Manual

Logout / Login



The screenshot shows the top section of the "FINANCIAL DISCLOSURE FILING SYSTEM" website. The header is blue with the Harford County logo on the left. On the right, it says "Welcome **dwmartin@harfordcountymd.gov**! [[Log Out](#)]". Below the header, there's a navigation bar with "Home" and "General Instructions" links. On the left, there's a sidebar with "Statement - 2011", "Schedule A", and "Schedule B" buttons. The main content area says "WELCOME TO HARFORD COUNTY GOVERNMENT'S ONLINE FINANCIAL DISCLOSURE FILING SYSTEM".

You can logout by clicking on the “[Log Out]” link at the top of the screen. **Be sure to logout any time you need to leave the program unattended. It prevents security issues and web form timeout errors!**



The screenshot shows the "FINANCIAL DISCLOSURE STATEMENT LOGIN" page. The header is blue with the Harford County logo on the left. On the right, it says "[[Log In](#)]". Below the header, there's a navigation bar with "Home" and "General Instructions" links. On the left, there's a sidebar with "Statement - 2011", "Schedule A", and "Schedule B" buttons. The main content area is titled "HARFORD COUNTY FINANCIAL DISCLOSURE STATEMENT LOGIN". It contains a form with the following fields: "Email:" with the value "dwmartin@harfordcountymd.gov", "Password:" with masked characters "••••••", and a checkbox labeled "Keep me logged in". Below the form is a "Log In" button. At the bottom, it says "If this is your first visit then please [Register](#) with the system before continuing."

It is a simple matter to login again.

Law Department Web-Based Financial Disclosure Statement User Manual

Initial (Default) Screen



WELCOME **dwmartin@harfordcountymd.gov!** [[Log Out](#)]

FINANCIAL DISCLOSURE FILING SYSTEM

DEPARTMENT OF LAW: 410-625-4742

Version: 1.0.0 03/23/2012

HomeGeneral Instructions

Statement - 2011

Schedule A

Schedule B

Schedule C

Schedule D

Schedule E

Schedule F

Schedule G

Schedule H

Schedule I

Review Statement

Change Password

WELCOME TO HARFORD COUNTY GOVERNMENT'S
ONLINE FINANCIAL DISCLOSURE FILING SYSTEM

Information we have for you on file

Regular Reporting Period: January 1 through December 31, 2011

FIRST NAME	INITIAL	LAST NAME
DAFFID	W	MARETTI
AGENCY AFFILIATION (INCLUDE DEPARTMENT AND UNIT WHERE APPLICABLE)		
Information and Communication Technology		
CURRENT AGENCY ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE)		
45 South Main St. Bel Air, MD 21014		
CURRENT POSITION OR OFFICE HELD WITH COUNTY, IF ANY (OR OFFICE FOR CANDIDACY)		
Programmer/Analyst		
E-MAIL ADDRESS		
dwmartin@harfordcountymd.gov		

If this information is not correct, then please [update](#) your information.

Summary of Responses

	* Click on the Schedule A Button Above to Get Started. Do not leave any Schedule unanswered! *		YES	NO
A.	I held interests during reporting period in real property located in or outside Maryland. (If "Yes," complete Schedule A.)	A.		
B.	I held interests during reporting period in corporations, partnerships and similar entities. (If "Yes," complete Schedule B.)	B.		
C.	I held interests in a non-corporate business entity which did business with the County. (If "Yes," complete Schedule C.)	C.		
D.	I received gifts during reporting period from persons doing business with the County, regulated by the County, or registered or required to register as lobbyists. (If "Yes," complete Schedule D.)	D.		
E.	I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during reporting period in or with a business entity doing business with the County. (If "Yes," complete Schedule E.)	E.		
F.	I or a member of my immediate family owed debts (excluding retail credit accounts) during reporting period to persons doing business with the County. (If "Yes," complete Schedule F.)	F.		
G.	A member of my immediate family was employed by the County during reporting period. (If "Yes," complete Schedule G.)	G.		
H.	I or a member of my immediate family received a salary or was sole or partial owner of a business entity from which earned income was received, during the reporting period. (If "Yes," complete Schedule H.)	H.		
I.	Is additional information set forth on Schedule I? (If "Yes," complete Schedule I.)	I.		

There are three parts to the default screen: the command buttons on the left side, the “Information we have for you on file” panel at the top, and the “Summary of Responses” panel at the bottom.

Law Department

Web-Based Financial Disclosure Statement User Manual

Information we have for you on file

Regular Reporting Period: January 1 through December 31, **2011**

FIRST NAME	INITIAL	LAST NAME
DAFFID	W	MARETTI
AGENCY AFFILIATION (INCLUDE DEPARTMENT AND UNIT WHERE APPLICABLE)		
Information and Communication Technology		
CURRENT AGENCY ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE)		
45 South Main St. Bel Air, MD 21014		
CURRENT POSITION OR OFFICE HELD WITH COUNTY, IF ANY (OR OFFICE FOR CANDIDACY)		
Programmer/Analyst		
E-MAIL ADDRESS		
dwmartin@harfordcountymd.gov		

If this information is not correct, then please [update](#) your information.

Click on the “update” link if you wish to change your email address, etc.

Information we have for you on file

Regular Reporting Period: January 1 through December 31, **2011**

FIRST NAME	INITIAL	LAST NAME
DAFFID	W	MARETTI
AGENCY AFFILIATION (INCLUDE DEPARTMENT AND UNIT WHERE APPLICABLE)		
Information and Communication Technology		
CURRENT AGENCY ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE)		
45 South Main St. Bel Air, MD 21014		
CURRENT POSITION OR OFFICE HELD WITH COUNTY, IF ANY (OR OFFICE FOR CANDIDACY)		
Programmer/Analyst		
E-MAIL ADDRESS		
dwmartin@harfordcountymd.gov		
BE AWARE: A test email message will be sent a few minutes AFTER you click on the Save button. Please correct your email entry if you do not receive the message.		
Save Cancel		

If this information is not correct, then please [update](#) your information.

Click on “Save” to keep your changes or “Cancel” to abort them.

Law Department

Web-Based Financial Disclosure Statement User Manual

Summary of Responses

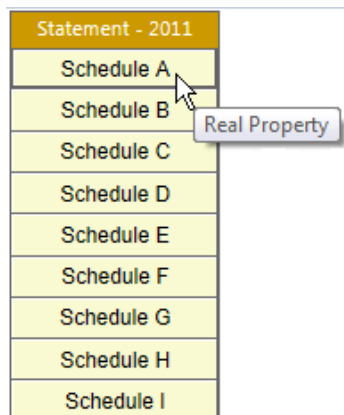
	* Click on the Schedule A Button Above to Get Started. Do not leave any Schedule unanswered! * 		YES	NO
A.	I held interests during reporting period in real property located in or outside Maryland. (If "Yes," complete Schedule A.)	A.		
B.	I held interests during reporting period in corporations, partnerships and similar entities. (If "Yes," complete Schedule B.)	B.		
C.	I held interests in a non-corporate business entity which did business with the County. (If "Yes," complete Schedule C.)	C.		
D.	I received gifts during reporting period from persons doing business with the County, regulated by the County, or registered or required to register as lobbyists. (If "Yes," complete Schedule D.)	D.		
E.	I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during reporting period in or with a business entity doing business with the County. (If "Yes," complete Schedule E.)	E.		
F.	I or a member of my immediate family owed debts (excluding retail credit accounts) during reporting period to persons doing business with the County. (If "Yes," complete Schedule F.)	F.		
G.	A member of my immediate family was employed by the County during reporting period. (If "Yes," complete Schedule G.)	G.		
H.	I or a member of my immediate family received a salary or was sole or partial owner of a business entity from which earned income was received, during the reporting period. (If "Yes," complete Schedule H.)	H.		
I.	Is additional information set forth on Schedule I? (If "Yes," complete Schedule I.)	I.		

Your "Summary of Responses" will automatically be filled-in as you progress through the schedules. For each schedule, you must either make entries (and then indicate that you have no more entries to make) or indicate that you do not need to complete the schedule. You will not be allowed to submit your statement until you are finished with all of the schedules.

Law Department

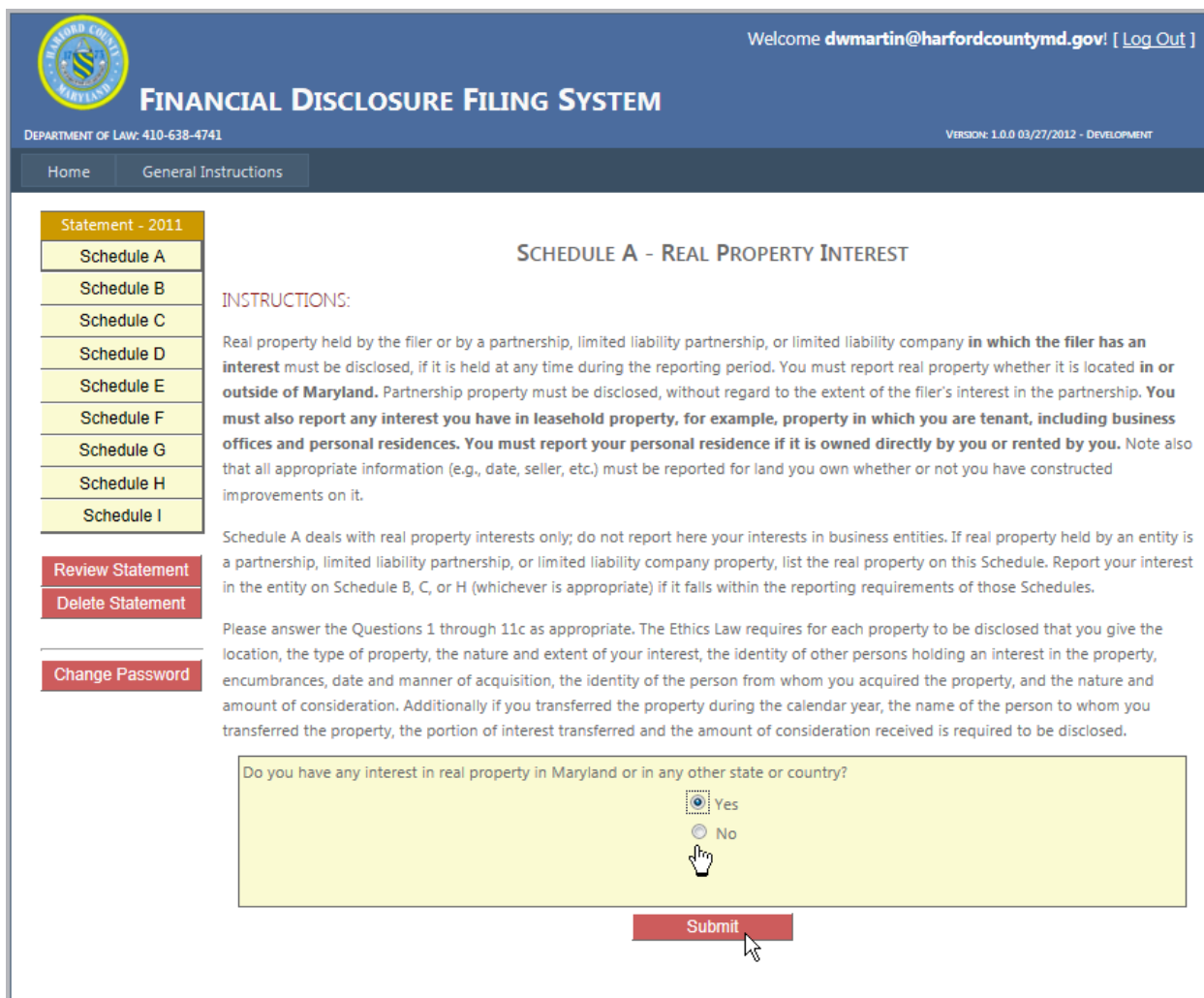
Web-Based Financial Disclosure Statement User Manual

Completing the Schedules



Statement - 2011
Schedule A
Schedule B
Schedule C
Schedule D
Schedule E
Schedule F
Schedule G
Schedule H
Schedule I

Every schedule has its own screen. You may find it helpful to complete them in order. Click on the “Schedule A” button to get started.



Harford County, Maryland

Welcome dwmartin@harfordcountymd.gov! [[Log Out](#)]

FINANCIAL DISCLOSURE FILING SYSTEM

DEPARTMENT OF LAW: 410-638-4741

VERSION: 1.0.0 03/27/2012 - DEVELOPMENT

[Home](#) [General Instructions](#)

Statement - 2011

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I

[Review Statement](#)

[Delete Statement](#)

[Change Password](#)

SCHEDULE A - REAL PROPERTY INTEREST

INSTRUCTIONS:

Real property held by the filer or by a partnership, limited liability partnership, or limited liability company **in which the filer has an interest** must be disclosed, if it is held at any time during the reporting period. You must report real property whether it is located **in or outside of Maryland**. Partnership property must be disclosed, without regard to the extent of the filer's interest in the partnership. **You must also report any interest you have in leasehold property, for example, property in which you are tenant, including business offices and personal residences. You must report your personal residence if it is owned directly by you or rented by you.** Note also that all appropriate information (e.g., date, seller, etc.) must be reported for land you own whether or not you have constructed improvements on it.

Schedule A deals with real property interests only; do not report here your interests in business entities. If real property held by an entity is a partnership, limited liability partnership, or limited liability company property, list the real property on this Schedule. Report your interest in the entity on Schedule B, C, or H (whichever is appropriate) if it falls within the reporting requirements of those Schedules.

Please answer the Questions 1 through 11c as appropriate. The Ethics Law requires for each property to be disclosed that you give the location, the type of property, the nature and extent of your interest, the identity of other persons holding an interest in the property, encumbrances, date and manner of acquisition, the identity of the person from whom you acquired the property, and the nature and amount of consideration. Additionally if you transferred the property during the calendar year, the name of the person to whom you transferred the property, the portion of interest transferred and the amount of consideration received is required to be disclosed.

Do you have any interest in real property in Maryland or in any other state or country?

☒ Yes

☐ No

[Submit](#)

If you have real estate holdings to report, select “Yes” and then click on the “Submit” button.

Law Department

Web-Based Financial Disclosure Statement User Manual

The screenshot shows the 'FINANCIAL DISCLOSURE FILING SYSTEM' interface. At the top, there is a blue header with the Harford County logo on the left, the text 'Welcome dwmartin@harfordcountymd.gov! [Log Out]' on the right, and the system name 'FINANCIAL DISCLOSURE FILING SYSTEM' in the center. Below the header, a dark blue navigation bar contains 'Home' and 'General Instructions' links. The main content area is titled 'SCHEDULE A - REAL PROPERTY INTEREST' and includes instructions: 'ALL FIELDS ARE REQUIRED. PLEASE FILL 'N/A' IN FIELDS THAT ARE NOT APPLICABLE.' and '* - indicates incomplete fields'. The first question is '1. What is the address or legal description of the property?' with a sub-instruction: '(Enter the street address if you know it. If the property is your primary residence, you may enter the lot and block legal description instead, if you wish)'. The form fields for this question are: 'Street Address' (text box with '246 Kensington Parkway'), 'City' (text box with 'Abingdon'), 'State' (dropdown menu with 'MD' selected), and 'Zip Code' (text box with '21009-1701'). The second question is '2. What kind of property is it?' with a sub-instruction: '(for example, Improved: single-family house, leased, apartment, or commercial property, Unimproved: vacant lot, etc.)'. The dropdown menu for this question is open, showing options: '* Select One', 'Apartment Residence', 'Commercial Property', 'Home Residence', 'Rental Property', 'Time Share', 'Unimproved Land', 'Vacation Property', and '* Select One' (highlighted in blue).

The questions are of various types. In the example above, the “Street Address”, “City”, and “Zip Code” (1) are simple text boxes and the property type (2) is a drop-down list. (“State” is also a drop-down list.)

6. Are there any legal conditions or encumbrances on the property?
(for example, mortgage, liens, contracts, options, etc.)

☒ Yes
☐ No

7. What date was the property acquired (MM/DD/CCYY)?

Law Department

Web-Based Financial Disclosure Statement User Manual

The “encumbrances” question above (6) is a Yes/No radio button. You must select one or the other but you cannot select both.

6. Are there any legal conditions or encumbrances on the property?
(for example, mortgage, liens, contracts, options, etc.)

☒ Yes
☐ No

6a. What is the name of the lender, creditor, lien holder, etc.?

Select One
N/A
N/A

If other, please specify (if more than one, use [;] as a separator):

7. What date was the property acquired (MM/DD/CCYY)?

Sometimes, your answer to a question will cause you to be presented with additional questions. When that happens, the additional question numbers have lower-case letters associated with them. In the example above, question 6a was presented because question 6 was answered with a click on the “Yes” button.

11. Have you transferred any interest in this property during the reporting period?

☒ Yes
☐ No

11a. What percentage of interest did you transfer?

25 to 49%

11b. What consideration did you receive for the interest?

\$25,000 to \$49,999

11c. To whom did you transfer the interest?

Lisa V. Maretti

This Schedule has NOT been Saved

Save Cancel

Once you have completed the form, be sure to click on the “Save” button. Your work will be lost if you do not! You can also click on “Cancel” if you do not wish to keep your changes.

Law Department

Web-Based Financial Disclosure Statement User Manual

The screenshot shows the Harford County Financial Disclosure Filing System interface. At the top, there is a header with the Harford County logo, the text "FINANCIAL DISCLOSURE FILING SYSTEM", and a welcome message for user "dwmartin@harfordcountymd.gov!". Below the header, there are navigation links for "Home" and "General Instructions". The main content area is titled "SCHEDULE A - REAL PROPERTY INTEREST". On the left, there is a sidebar with a list of schedules (A through I) and buttons for "Review Statement", "Delete Statement", "Submit Statement", and "Change Password". The main content area contains "INSTRUCTIONS:" for Schedule A, which states that real property held by the filer or by a partnership, limited liability partnership, or limited liability company must be disclosed. It also mentions that partnership property must be disclosed, and that the filer must report any interest in leasehold property, for example, property in which they are a tenant, including business offices and personal residences. A note states that all appropriate information (e.g., date, seller, etc.) must be reported for land you own whether or not you have constructed improvements on it. Below the instructions, there is a section for "Do you have any ADDITIONAL interest in real property in Maryland or in any other state or country?" with radio buttons for "Yes" and "No". A "Submit" button is located below this section. At the bottom, there is a table titled "Below are Your Existing Schedule A Entries" with columns for "Function", "Location of Property", and "Abingdon". The table contains one entry: "226 Kensington Parkway" with "Abingdon" in the "Abingdon" column. The "Function" column has links for "Edit" and "Delete".

Statement - 2011

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I

Review Statement

Delete Statement

Submit Statement

Change Password

SCHEDULE A - REAL PROPERTY INTEREST

INSTRUCTIONS:

Real property held by the filer or by a partnership, limited liability partnership, or limited liability company **in which the filer has an interest** must be disclosed, if it is held at any time during the reporting period. You must report real property whether it is located **in or outside of Maryland**. Partnership property must be disclosed, without regard to the extent of the filer's interest in the partnership. **You must also report any interest you have in leasehold property, for example, property in which you are tenant, including business offices and personal residences. You must report your personal residence if it is owned directly by you or rented by you.** Note also that all appropriate information (e.g., date, seller, etc.) must be reported for land you own whether or not you have constructed improvements on it.

Schedule A deals with real property interests only; do not report here your interests in business entities. If real property held by an entity is a partnership, limited liability partnership, or limited liability company property, list the real property on this Schedule. Report your interest in the entity on Schedule B, C, or H (whichever is appropriate) if it falls within the reporting requirements of those Schedules.

Please answer the Questions 1 through 11c as appropriate. The Ethics Law requires for each property to be disclosed that you give the location, the type of property, the nature and extent of your interest, the identity of other persons holding an interest in the property, encumbrances, date and manner of acquisition, the identity of the person from whom you acquired the property, and the nature and amount of consideration. Additionally if you transferred the property during the calendar year, the name of the person to whom you transferred the property, the portion of interest transferred and the amount of consideration received is required to be disclosed.

Do you have any **ADDITIONAL** interest in real property in Maryland or in any other state or country?

☐ Yes

☐ No

Submit

Below are Your Existing Schedule A Entries

Function	Location of Property	
Edit Delete	226 Kensington Parkway	Abingdon

After you save a schedule record, you will see it listed at the bottom of the schedule screen. You can edit or delete it as you see fit.

If you wish to add another record click on the “Yes” selection. Otherwise click on the “No” selection (you can still add more records later on if you need to). Either way, you must click on the “Submit” button to continue.

Law Department

Web-Based Financial Disclosure Statement User Manual



Welcome **dwmartin@harfordcountymd.gov**! [[Log Out](#)]

FINANCIAL DISCLOSURE FILING SYSTEM

DEPARTMENT OF LAW: 410-638-4741
VERSION: 1.0.0 03/27/2012 - DEVELOPMENT

[Home](#) [General Instructions](#)

Statement - 2011

Schedule A

Schedule B

Schedule C

Schedule D

Schedule E

Schedule F

Schedule G

Schedule H

Schedule I

SCHEDULE B - INTEREST IN CORPORATIONS AND PARTNERSHIPS

INSTRUCTIONS:

Report **all interests of 30% or greater in any corporation, partnership, limited liability partnership or limited liability company** held by you during the reporting period, **whether or not the entity does business with the County**. Examples of frequently disclosed items on this schedule are corporate stocks, corporate bonds, partnerships, and interests in mutual funds (not the individual holdings of the mutual funds). Filers are not required to disclose holdings in an Internal Revenue Service qualified trust or college savings plan. This would include a § 401(a), § 401(k) and § 457 (deferred compensation) plans. This would also include Maryland College Savings Plans, such as 529 investment accounts. Other possible qualified retirement accounts include 403(b) plans. The filer must determine whether the plan in which they participate meets the requirements for exemption from disclosure. (See definition of "interest" in glossary of terms.)

Please answer the Questions 1 through 8C as appropriate. The Ethics Law requires for each interest to be disclosed that you give the name and address of the entity, the nature and extent of your interest, the amount of the interest, other interests held in the entity, and any encumbrances or conditions. Additionally, if the interest was acquired during the calendar year, the date and manner of acquisition, the identity of the person from whom you acquired the interest, and the nature and amount of consideration will need to be disclosed.

Finally, if you transferred the interest during the calendar year, the name of the person to whom you transferred the interest (if known), the portion of interest transferred and the amount of consideration received.

Do you have an interest (**30% or greater**) in any corporations, partnerships, limited liability partnerships (LLP), or limited liability companies (LLC) during the reporting period?

If the answer is yes, you will need to complete Schedule B for each such interest.

☐ Yes
☐ No

Submit

Review Statement

Delete Statement

Change Password

In the prior example, it was indicated that there were no more Schedule A records to be added so the Instructions for Schedule B were displayed. If "Yes" had been selected then a blank Schedule A form would have been displayed instead.

Below are Your Existing Schedule A Entries

Function		Location of Property
Edit	Delete	246 Kensington Parkway Abingdon
Edit	Delete	614 Silverbell Drive Bel Air

The above example shows how to edit (or delete) as specific record when you have made multiple schedule entries.

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Summary of Responses

			YES	NO
A.	I held interests during reporting period in real property located in or outside Maryland. (If "Yes," complete Schedule A.)	A.		
B.	I held interests during reporting period in corporations, partnerships and similar entities. (If "Yes," complete Schedule B.)	B.		
C.	I held interests in a non-corporate business entity which did business with the County. (If "Yes," complete Schedule C.)	C.		
D.	I received gifts during reporting period from persons doing business with the County, regulated by the County, or registered or required to register as lobbyists. (If "Yes," complete Schedule D.)	D.		
E.	I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during reporting period in or with a business entity doing business with the County. (If "Yes," complete Schedule E.)	E.		
F.	I or a member of my immediate family owed debts (excluding retail credit accounts) during reporting period to persons doing business with the County. (If "Yes," complete Schedule F.)	F.		
G.	A member of my immediate family was employed by the County during reporting period. (If "Yes," complete Schedule G.)	G.		
H.	I or a member of my immediate family received a salary or was sole or partial owner of a business entity from which earned income was received, during the reporting period. (If "Yes," complete Schedule H.)	H.		
I.	Is additional information set forth on Schedule I? (If "Yes," complete Schedule I.)	I.		

The next time we login we can see that Schedule A has been completed. All of the schedules must be complete (either Yes or No) before the disclosure statement can be submitted.

Note that if you make an entry to schedule but do not indicate that you are finished with the schedule a check will not appear in either box. (Because the program assumes that you are going to return and make more entries.)

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What about Schedules that Do Not Apply to You?

Do you have an interest (**30% or greater**) in any corporations, partnerships, limited liability partnerships (LLP), or limited liability companies (LLC) during the reporting period?

If the answer is yes, you will need to complete Schedule B for each such interest.

☐ Yes

☒ No



Submit

As an example, let us say that you are not required to fill-out Schedule B. Select “No” and then click on “Submit”.



☒ Please click the checkbox to confirm that you do not have any reportable interest for Schedule B.

Submit

Click on the checkbox and click on the “Submit” button.

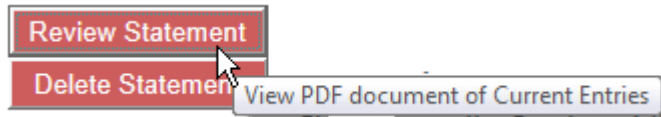
Summary of Responses

			YES	NO
A.	I held interests during reporting period in real property located in or outside Maryland. (If "Yes," complete Schedule A.)	A.	✓	
B.	I held interests during reporting period in corporations, partnerships and similar entities. (If "Yes," complete Schedule B.)	B.		✓

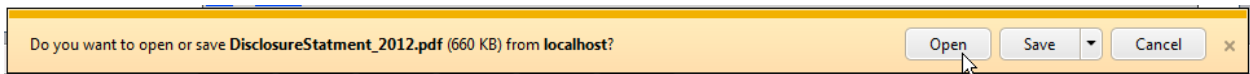
The “Summary of Responses” will reflect your actions the next time you login.

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Reviewing Your Statement



Click on the “Review Statement” button to produce a PDF document showing all of your current entries. **The process may take several minutes.**



You can Open (view) or Save the document as you like.

A screenshot of a PDF document titled 'FINANCIAL DISCLOSURE FILING SYSTEM' from Harford County, Maryland. The document is Form #1 for the Regular Reporting Period of January 1 through December 31, 2011. It contains a table with the following information:

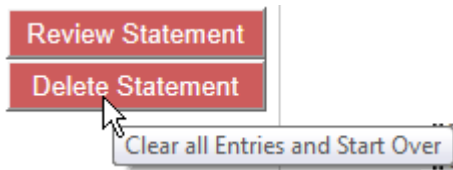
FIRST NAME	INITIAL	LAST NAME
DAFFID	W	MARETTI
AGENCY AFFILIATION (INCLUDE DEPARTMENT AND UNIT WHERE APPLICABLE)		
Information and Communication Technology		
CURRENT AGENCY ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE)		
45 South Main St. Bel Air, MD 21014		
CURRENT POSITION OR OFFICE HELD WITH COUNTY, IF ANY (OR OFFICE FOR CANDIDACY)		
Programmer/Analyst		
E-MAIL ADDRESS		
dwmartin@harfordcountymd.gov		

Below the table, a disclaimer states: 'This financial disclosure statement describes all interests and related transactions and matter required to be disclosed by Harford County Public Ethics Law with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cove sheet, the checklist, and Schedules A through I.'

You need Adobe Reader to open the statement. It will allow you to both view and print. All of the schedules that you have completed will be included.

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Web-Based Financial Disclosure Statement User Manual

Delete Your Statement?



Click on the “Delete Statement” if you wish to start completely over. It removes every entry that you have made from every schedule. Note that you cannot delete your statement after you have submitted it.

DELETE STATEMENT

Note: Please be aware that deleting your statement will permanently remove all data that has been saved for this statement.

Once deleted this statements data cannot be recovered by any means.



Once you submit this statement it cannot be deleted.

Please enter your initials – Note that, by initialing here, you are certifying that you wish to delete your un-submitted data related to the current statment and take full responsibility for any data lost.

Enter your Initials Exactly as Shown to indicate that you wish to delete the data for this statement.

D. W. M.
D. W. M.

Delete Statement Cancel

Enter you initials EXACTLY as shown (letter case, spaces, etc.) and then click on the “Delete Statement” button.

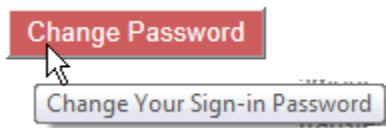
Below are Your Existing Schedule A Entries

Function		Location of Property	
Edit	Delete	246 Kensington Parkway	Abingdon
Edit	Delete	614 Silverbell Drive	Bel Air

If you just want delete an individual entry from a specific schedule you should use the “Delete” link at the bottom of the schedule in question.

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How to Change Your Password

The screenshot shows the 'FINANCIAL DISCLOSURE FILING SYSTEM' interface. At the top, it says 'Welcome dwmartin@harfordcountymd.gov! [Log Out]'. Below the header, there's a navigation bar with 'Home' and 'General Instructions'. The main content area has instructions: 'Use the form below to change your password.' and 'New passwords are required to be a minimum of 6 characters in length.' Below this is a 'Change Password' form with three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Each field has a password mask (dots). At the bottom right of the form are 'Cancel' and 'Change Password' buttons. A mouse cursor is pointing at the 'Change Password' button.

It is a simple matter to change your password. Just follow the directions on the screen.

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Web-Based Financial Disclosure Statement User Manual

Submit Your Statement

Statement - 2011

Schedule A

Schedule B

Schedule C

Schedule D

Schedule E

Schedule F

Schedule G

Schedule H

Schedule I

Review Statement

Delete Statement

Submit Statement

Change Password

WELCOME TO HARFORD COUNTY GOVERNMENT'S
ONLINE FINANCIAL DISCLOSURE FILING SYSTEM

Information we have for you on file

Regular Reporting Period: January 1 through December 31, 2011

FIRST NAME	INITIAL	LAST NAME
DAFFID	W	MARETTI
AGENCY AFFILIATION (INCLUDE DEPARTMENT AND UNIT WHERE APPLICABLE)		
Information and Communication Technology		
CURRENT AGENCY ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE)		
45 South Main St. Bel Air, MD 21014		
CURRENT POSITION OR OFFICE HELD WITH COUNTY, IF ANY (OR OFFICE FOR CANDIDACY)		
Programmer/Analyst		
E-MAIL ADDRESS		
dwmartin@harfordcountymd.gov		

If this information is not correct, then please [update](#) your information.

Summary of Responses

			YES	NO
A.	I held interests during reporting period in real property located in or outside Maryland. (If "Yes," complete Schedule A.)	A.	✓	
B.	I held interests during reporting period in corporations, partnerships and similar entities. (If "Yes," complete Schedule B.)	B.	✓	
C.	I held interests in a non-corporate business entity which did business with the County. (If "Yes", complete Schedule C.)	C.		✓
D.	I received gifts during reporting period from persons doing business with the County, regulated by the County, or registered or required to register as lobbyists. (If "Yes," complete Schedule D.)	D.		✓
E.	I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during reporting period in or with a business entity doing business with the County. (If "Yes," complete Schedule E.)	E.		✓
F.	I or a member of my immediate family owed debts (excluding retail credit accounts) during reporting period to persons doing business with the County. (If "Yes," complete Schedule F.)	F.		✓
G.	A member of my immediate family was employed by the County during reporting period. (If "Yes," complete Schedule G.)	G.		✓
H.	I or a member of my immediate family received a salary or was sole or partial owner of a business entity from which earned income was received, during the reporting period. (If "Yes," complete Schedule H.)	H.		✓
I.	Is additional information set forth on Schedule I? (If "Yes," complete Schedule I.)	I.		✓

Once you have made entries for all of the schedules you can submit your statement. Be aware that the process will take several minutes and you cannot make any more changes after submission.

Law Department

Web-Based Financial Disclosure Statement User Manual

The screenshot shows the 'FINANCIAL DISCLOSURE FILING SYSTEM' interface. At the top, there is a blue header with the Harford County logo on the left, the text 'Welcome **dwmartin@harfordcountymd.gov**! [[Log Out](#)]' on the right, and the system name 'FINANCIAL DISCLOSURE FILING SYSTEM' in the center. Below the header, a dark blue navigation bar contains 'Home' and 'General Instructions' buttons. The main content area has a left sidebar with a 'Statement - 2011' section containing buttons for Schedule A through I, and a bottom section with 'Review Statement', 'Delete Statement', 'Submit Statement', and 'Change Password' buttons. The main panel is titled 'SUBMIT STATEMENT' and contains a warning: 'This form cannot be amended after it is submitted. Please review your responses carefully and make any revisions before clicking the submit icon below. Upon submission, you will receive a confirmation notice confirming receipt of your report. Save the confirmation page for your record.' Below this is a note: 'Once this statement has been submitted you may not change it or delete it.' and a re-download instruction. A yellow box contains the instruction 'Please enter your initials – Note that, by initialing here, you are certifying that this form is filed by you personally.' followed by 'Enter your Initials Exactly as Shown' and two input fields, both containing 'D. W. M.'. Below the input fields are 'Submit Statement' and 'Cancel' buttons. A mouse cursor is pointing at the 'Submit Statement' button.

Enter your initials EXACTLY as shown (letter case, spaces, etc.) and then click on the “Submit Statement” button.

This screenshot shows a yellow confirmation box. It contains the text 'Please enter your initials – Note that, by initialing here, you are certifying that this form is filed by you personally.' followed by 'Enter your Initials Exactly as Shown'. Below this are two input fields, both containing 'D. W. M.'. At the bottom are 'Submit Statement' and 'Cancel' buttons.

Your statement is being generated. Please Wait. 

The process may take several minutes.

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Web-Based Financial Disclosure Statement User Manual

Statement - 2011

Schedule A

Schedule B

Schedule C

Schedule D

Schedule E

Schedule F

Schedule G

Schedule H

Schedule I

Review Statement

Change Password

STATEMENT SUBMITTED

Your financial disclosure statement has been submitted. A copy has been emailed to you.

You may re-download/print this statement at any time by logging into your account and clicking the "[View Statement](#)" button on the left side of the page.

This statement can no longer be updated or deleted.

At this point, you can view the statement but no modifications are possible.

Subject	From	Received	Cate...
Date: Today			
[Financial Disclosure] - MARETTI DAFFID	no-reply@harfordcountymd....	Thu 3/29/2012 5:01 PM	
Re: [Financial Disclosure] - MARETTI DAFFID	ingold, joan	Thu 3/29/2012 2:17 PM	
Re: Fyi	ingold, joan	Thu 3/29/2012 2:14 PM	

A copy of your statement should arrive within a few finutes.

From: no-reply@harfordcountymd.gov

To: martin, dale

Cc:

Subject: [Financial Disclosure] - MARETTI DAFFID

Sent: Thu 3/29/2012 5:01 PM

Message

DisclosureStatment_2012.pdf (926 KB)

Your disclosure statement has been submitted. A copy of your submission is attached. Please keep it for your records. A copy of your statement will be kept on file for a period of four years as required by law.

The statement is sent as a PDF attachment.