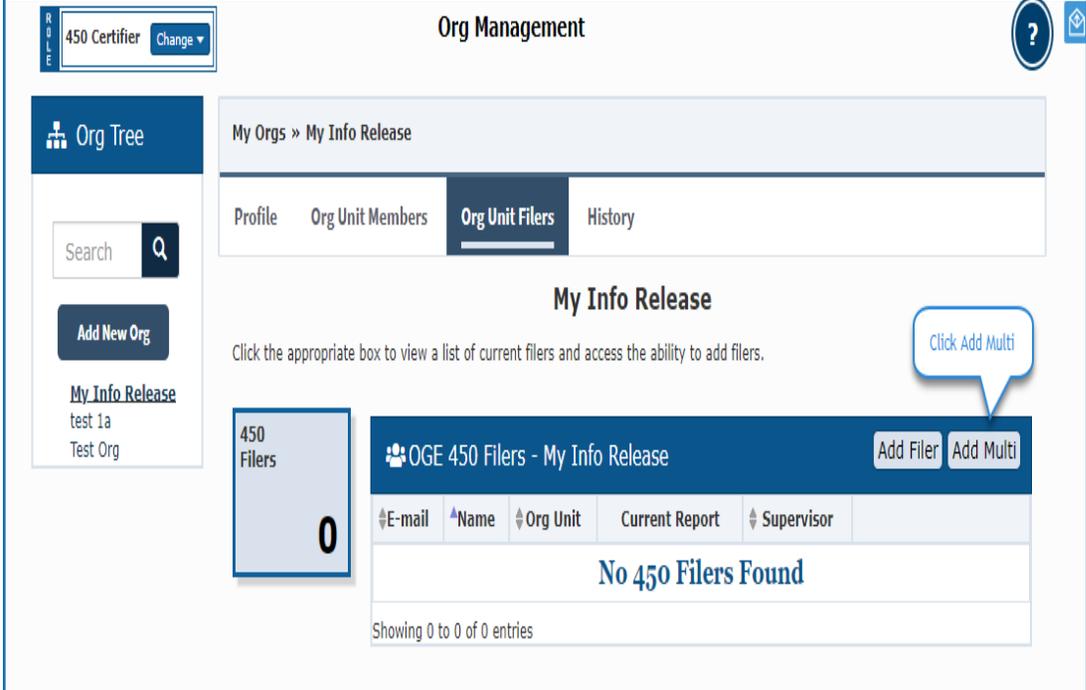


FDM allows you to add Filers in groups of up to 100 at the same time. However, you will need the correct E-mail address for each Filer that you are adding.

1. From any point in FDM, click the Admin Center tab and then click Org Management.
2. Select the Org Unit where the new Filer should be added and then click Org Unit Filers tab.
3. Select OGE 450 panel. A list of Filers already associated with the selected org unit is displayed.
4. Click the Add Multi button. The Add Multiple 450 Filers page is displayed.



The screenshot shows the 'Org Management' interface. At the top, there is a '450 Certifier' dropdown menu and a 'Change' button. The main navigation area includes 'My Orgs » My Info Release' and tabs for 'Profile', 'Org Unit Members', 'Org Unit Filers' (which is selected), and 'History'. A search bar is located on the left side. Below the search bar is an 'Add New Org' button and a list of org units: 'My Info Release', 'test 1a', and 'Test Org'. The main content area displays 'My Info Release' with a sub-header 'OGE 450 Filers - My Info Release' and buttons for 'Add Filer' and 'Add Multi'. A table with columns for 'E-mail', 'Name', 'Org Unit', 'Current Report', and 'Supervisor' is shown, but it contains no data and displays 'No 450 Filers Found'. A callout box points to the 'Add Multi' button with the text 'Click Add Multi'. A '450 Filers' panel on the left shows a count of '0'. The footer of the interface indicates 'Showing 0 to 0 of 0 entries'.

Options for Importing Multiple 450 Filers

You have two options for uploading multiple 450 Filers: you can type or paste e-mail addresses OR you can upload an FDM Excel template file.

Option 1: Importing/Adding Filers via Type/Paste of E-mail Addresses

1. Type or paste Filer E-mail addresses in the Copy/ Paste E-mail Addresses box. You can enter up to 100 E-mail addresses at a time and only one E-mail address per line.
2. When complete, click **Search**.
3. Review the Filer Listing.
4. To add a Filer, leave the check box selected beside the individual and click **Confirm**. Uncheck the check box beside any individual whom you do not wish to add. Only selected individuals will be added.

Note: Only selected individuals will be added.

Note: If you were unable to add a Filer with Add Multi, verify that the e-mail address you entered is correct.

The screenshot shows the 'Add Multiple 450 Filers' dialog box. The 'Agency Directory' is set to 'DoD - Email field'. The 'Copy/Paste Email Addresses' section contains a text box with the following email addresses: MMouse@state.gov, R.Carter@sandbox.com, training_278_21@us.army.mil, ASD3.sec@us.army.mil, r_price_3@us.army.mil, and ASD31.sec@us.army.mil. A callout bubble points to the 'Search' button with the text: 'Type or paste Filer email address here and click Search'.

The screenshot shows the 'Review and Confirm' dialog box. The 'Agency Directory' is set to 'DoD'. The table below shows the list of filers to be added. A callout bubble points to the 'Add' column with the text: 'Uncheck any individual whom you do not wish to add'. Another callout bubble points to the 'Reason' column with the text: 'The Reason field explains why certain Filers cannot be added via the "Add Multi" feature'. A third callout bubble points to the bottom of the table with the text: 'After reviewing the listing, click Confirm to add the Filers to the Org Unit.'

Add	F	Last Name	First Name	Middle Name	Phone	FDM Roles	Reason	
<input checked="" type="checkbox"/>	Yes	R.Carter@sandbox.com	Carter	Rossalyn	X	000-000-0000	278 Filer	
<input type="checkbox"/>	Yes	training_278_21@us.army.mil	Amendment In Progress	278 1077	C	000-000-0000		
<input checked="" type="checkbox"/>	Yes	ASD3.sec@us.army.mil	AmendInProgress	450_156	R	732-555-0000		
<input type="checkbox"/>	Yes	MMouse@state.gov	Mouse	Mickey		450 Filer, DAEO EC, 450 Filer Assistant, 450 Certifier EC, Agear Ethics officers, FDM User	Duplicate Email Address	
<input type="checkbox"/>	Yes	MMouse@state.gov			M	301.111.1111	278 Filer, 450 Filer, FDM User	Duplicate Email Address
<input type="checkbox"/>	Yes	r_price_3@us.army.mil			03	000-000-0000	FDM User	Has incomplete reports
<input type="checkbox"/>	No	ASD31.sec@us.army.mil						Not found in directory

Option 2: Import a List of Filers (Excel file)

1. Click on the link that says Click to Download and use the FDM Filer Import Template in the Upload OGE 450 Filer List.

Note: Use only the FDM Filer Import Template during the upload process. The FDM template already maps the template fields to the appropriate FDM fields.

2. Open the Excel template and fill out the required Filer information.

Note: DO NOT change the template. Otherwise, it will not upload properly.

3. After entering the Filer information into the template, Save the document to your local drive.
4. In FDM, click Import and then navigate to the file in your local drive.
5. Open the appropriate file and then click OK in the Upload OGE 450 Filer List box. The Review and Confirm screen is displayed.
6. Review the Filer listing and uncheck any individual you do not wish to add. Click Confirm.

Note: Only selected individuals will be added.

Note: If you were unable to add a Filer with Add Multi, verify that the E-mail address you entered into the template is accurate.

