RECORDING A SUPERVISOR'S OUTSIDE SIGNATURE
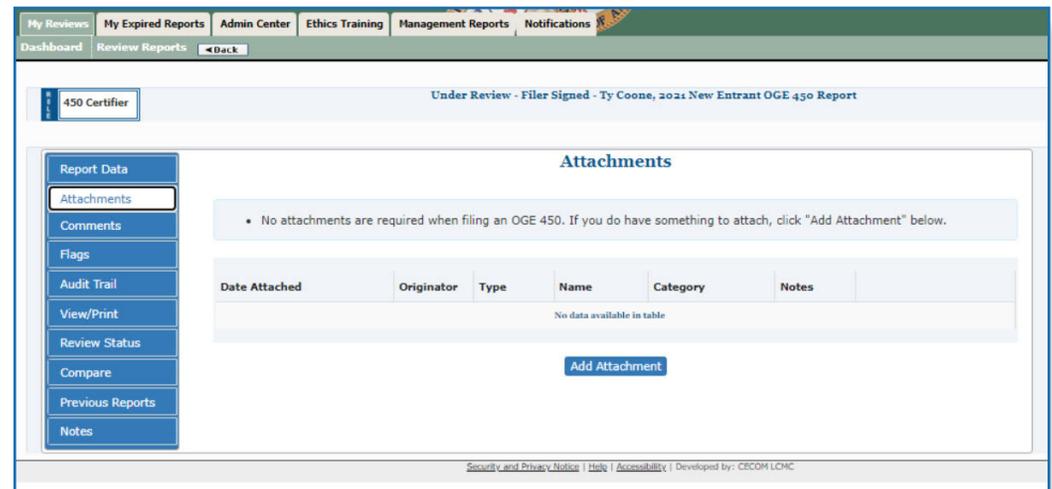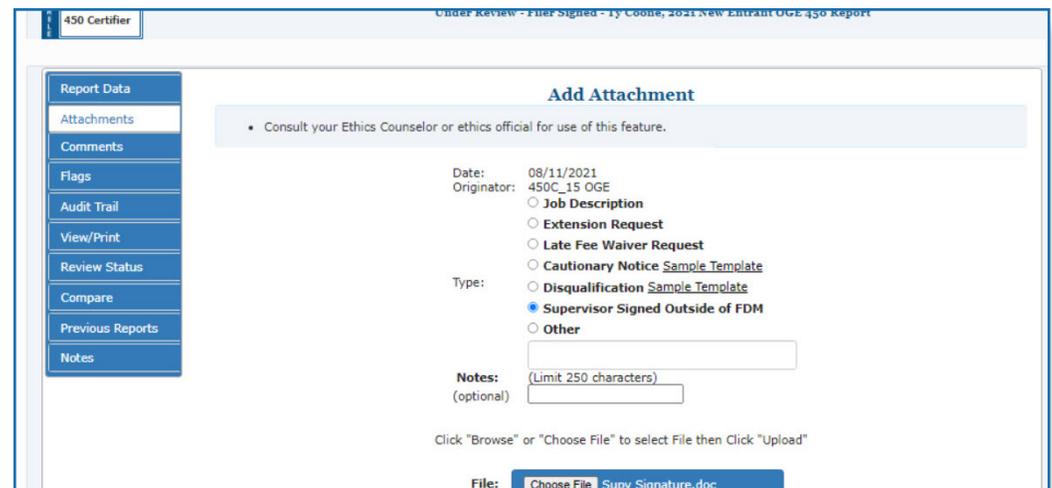
Financial Disclosure Management

In FDM, 450 Certifiers along with their Assistants and ECs can record if a Supervisor signed a Filer's OGE 450 outside of the website. This is an appropriate feature if a Supervisor's only option is to sign a paper copy of the report.

To record a signature that occured outside of the application:

1. Go to the **Attachments** tab of a Filer's report.

2. Click **Add Attachment**.

3. Select the **Supervisor Signed Outside of FDM** button then click **OK** in the pop-up message to confirm the selection.

4. Click the **Choose File** button, select the document you want to upload then click **Open**.

5. Click **Upload** then **OK** to confirm the upload. The Attachments page displays.

6. Click the **Enter Signature Date** button.

7. Select the **Record that the Supervisor signed outside of FDM** button and click Continue.

8. If needed, edit the Supervisor Name or Signature Date then click **Continue**.

9. Enter an explanation if needed then click **Continue**.

10. Select whomever you wish to send a notification to and edit the message if needed, then click **Continue**. The Final Confirmation and Save page displays.

11. Click **Confirm**.