

This guide covers the basic steps for filing, viewing and amending an OGE 450 report in FDM.

STARTING AN OGE 450 REPORT

1. To create a new OGE 450 report, go to the Reports List tab, if you have been assigned a specific report to file in FDM and click Start This Report.

Getting Started

2. Review the information on the page and then click Continue.

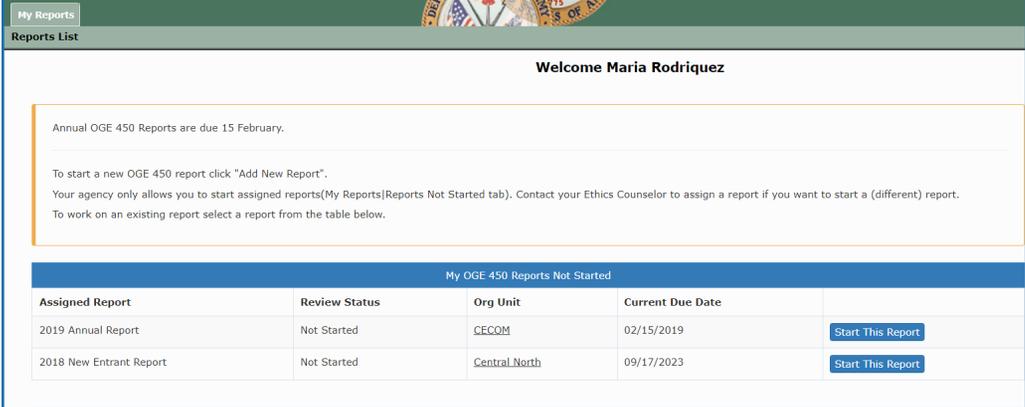
SGE

Reporting Status

Common Questions

If you do not have any existing reports in FDM, the Checkpoint page displays a reminder message regarding the date this report is due.

3. Review the information on the screen and then click Continue.



My Reports
Reports List

Welcome Maria Rodriguez

Annual OGE 450 Reports are due 15 February.

To start a new OGE 450 report click "Add New Report".
Your agency only allows you to start assigned reports(My Reports|Reports Not Started tab). Contact your Ethics Counselor to assign a report if you want to start a (different) report.
To work on an existing report select a report from the table below.

My OGE 450 Reports Not Started				
Assigned Report	Review Status	Org Unit	Current Due Date	
2019 Annual Report	Not Started	CECOM	02/15/2019	Start This Report
2018 New Entrant Report	Not Started	Central North	09/17/2023	Start This Report



Under Review - Amendment in Progress - 450Filer_963 M. TestAuto, 2017 Annual OGE 450 Report

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | Gifts

eSign

Getting Organized

You may find it helpful to have the following information to prepare your report

- A copy of your previous OGE450 (if you have filed before)
- Statements for all bank, brokerage, retirement, or college savings accounts.
- Rental Agreement
- Any agreements or arrangements from past, current or future employers
- Loan Statements (if over \$10,000)

[Continue](#)

Contact Information

If this is the first time you are filing a report in FDM, the Contact Information page is displayed which contains information regarding your name, address, telephone number, position/title, e-mail address, etc. All fields must be filled in before you can continue.

Pre-Populate Report

FDM simplifies the maintenance of financial disclosure reports by allowing you to carry over any previously entered financial disclosure reporting information when creating new reports.

4. Select an existing report to pre-populate this report or select Don't Pre-populate My Report and click Continue.
5. Review the Due Date, Contact Information pages and click Continue. The Report has a draft Review Status.

List

Not Started - 450Filer_963 M. TestAuto, 2021 New Entrant OGE 450 Report

Getting Started Non-Investment Income Assets Liabilities Outside Positions Agreements eSign

Pre-Populate Report

Pre-populate my report with the report I have selected below
- this option allows you to use the data from a previous report as a starting point for the new one. Note: Virtually all filers should use this option and choose their most recent report.

Report(s)

2020 New Entrant - Draft
 2019 Annual - Under Review - Filer Signed

Don't pre-populate my report - use this option to start a new report.

Back Continue

List

Not Started - 450Filer_963 M. TestAuto, 2021 New Entrant OGE 450 Report

Getting Started Non-Investment Income Assets Liabilities Outside Positions Agreements eSign

Pre-Populate Report

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Back Continue

Report Data

Information in the Report Data sections relate to the Filer, spouse and dependent children. You must click through all sections of the OGE 450 being sure to select No even if you do not have any information to disclose for that section. The process for entering report data is the same no matter what type of information you need to report.

6. Select Yes and then click Continue.
7. Type the appropriate non-investment income information and click Save.
8. Click Continue to move to the next Report Data section. The following Report Data sections are included in an OGE 450 financial disclosure report.
 - ◆ Non-Investment Income
 - ◆ Assets
 - ◆ Liabilities
 - ◆ Outside Positions
 - ◆ Agreements
 - ◆ Gifts

The screenshot shows the 'Non-Investment Income' section of the OGE 450 report. The interface includes a navigation menu on the left with options like 'Getting Started', 'Non-Investment Income', 'Assets', 'Liabilities', 'Outside Positions', 'Agreements', and 'eSign'. The main content area displays instructions for reporting income for oneself and one's spouse, with a reporting period of 12 months. Below the instructions is a table for entering income sources. The table has columns for Name, City, State, Country, Type of Income, and Recipient. A sample entry is shown with 'Income 1', 'City 1', 'MD', 'USA', 'Salary (other than Federal Government)', and 'Self'. Buttons for 'Add Income', 'Delete Income', and 'Add Comment' are provided for each row. A 'Common Questions' sidebar is visible on the right.

The screenshot shows the 'Add Non-Investment Income' form. It includes a reporting period instruction: 'Reporting Period: 12 months preceding the submission of this Report if you had a National Emergency/Combat Zone Extension, consult your Ethics Official to determine the appropriate reporting period.' The form is divided into two main sections: 'SOURCE OF INCOME' and 'TYPE OF NON-INVESTMENT INCOME'. The 'SOURCE OF INCOME' section has fields for Name, City, State, and Country. The 'TYPE OF NON-INVESTMENT INCOME' section has radio buttons for 'Salary (other than Federal Government)', 'Fees', 'Commissions', 'Income from personal services', 'Pension Plan Payments (other than Federal Government)', 'Honoraria', and 'Other'. There is also a 'RECIPIENT (OPTIONAL)' section with checkboxes for 'Self' and 'Spouse'. 'Save' and 'Cancel' buttons are at the bottom.

Wrap-Up

During Wrap-up, FDM alerts you of any incomplete or missing information. Review your report flags and correct any errors before submitting your report. A red flag indicates required information is missing and that it must be provided before the report can be submitted. OGE 450 filers cannot submit a report that has red flags. A yellow flag indicates that information is missing but is not required in order to submit your report.

Reviewing Flags

9. Click Flags at any time to review a listing of your Red and Yellow flags.
10. Click Edit beside any flagged area to adjust that entry.
11. When complete, click Wrap-Up. The Report Ready for Submission page is displayed.

Report Ready for Submission

12. On the Report Ready for Submission page, select Submit Now to submit your report for review by your Supervisor and 450 Certifier.
13. Click Continue.

Note: You can also opt to select Submit Later if you cannot complete your report at this time.

Source of Income	Type of Income	Recipient
Name B, City B, USA	Other	Self

■ The state of the source of income is required.

Asset Name	Type of Asset	Owner	No Longer Held
Name C	Retirement Plan or Account (e.g., 401(k), IRA)	Spouse	

Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | eSign

Report Ready for Submission

• Congratulations, you have completed entry of your 2020 New Entrant. The next step is to submit the report to your Supervisor for their review.
We welcome your feedback to improve our FDM.
[Provide Feedback](#)

Submit Now
 Submit Later

Continue

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eSigning an OGE 450

- Before eSigning your report, review the certification information regarding the DoD Joint Ethics Regulation requirement to acknowledge the annual post-employment certification and notification about post-Government Employment restrictions.
- Click eSign. Your report has been submitted.

Note: Click View this Report to view and print your report prior to submission.

An e-mail message is automatically sent to your reviewers indicating that your report is awaiting their review.

My Reports | Reports Not Started | Reports List

450 Filer | Draft - 450Filer_063 M. TestAuto, 2021 New Entrant OGE 450 Report

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | eSign

Report Ready for Submission

[View this report](#)

Step 1: By eSigning...

I hereby certify that the report data I have entered and all files I have attached are true, complete, and correct to the best of my knowledge.

PENALTIES: Falsification of information or failure to file or report information required to be reported may subject you to disciplinary action by your employing agency or other authority. Knowing and willful falsification of information required to be reported may also subject you to criminal prosecution.

In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given the same legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enforceability solely because it is in electronic form. I hereby consent to the use of eSignature. I understand that my signature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

Step 2: eSign your report

[View this report](#)

Common Questions

- How do I get back here to submit my report?
- How do I request an extension?
- What happens if I do not file by the required due date?
- Are there any penalties for an incomplete or false report?
- Glossary

Under Review - File Signed - 450Filer_063 M. TestAuto, 2021 New Entrant OGE 450 Report

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | eSign

Submit Confirmed

- Your 2021 New Entrant Report was submitted on Oct 20, 2021 5:14:00 PM.

[View or Print your report](#)

- You may check the status of this report at any time by clicking on "Review Status" on the menu bar.
- Log out by clicking the Log Out button.

We welcome your feedback to improve our FDML.

[Provide Feedback](#)

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VIEW/PRINT YOUR REPORT

At any time, you can view and print your disclosure report.

1. On the My Reports | Reports List page, select **View** next to the appropriate report.
2. Click **View/Print** and then click **View/Print** again. The disclosure report displays in a separate browser window.

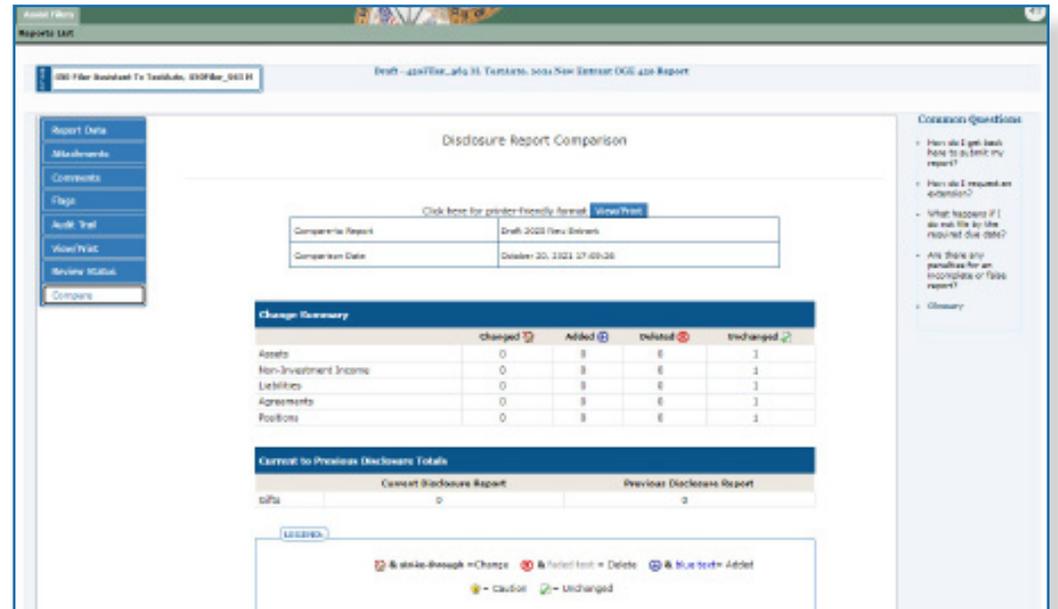
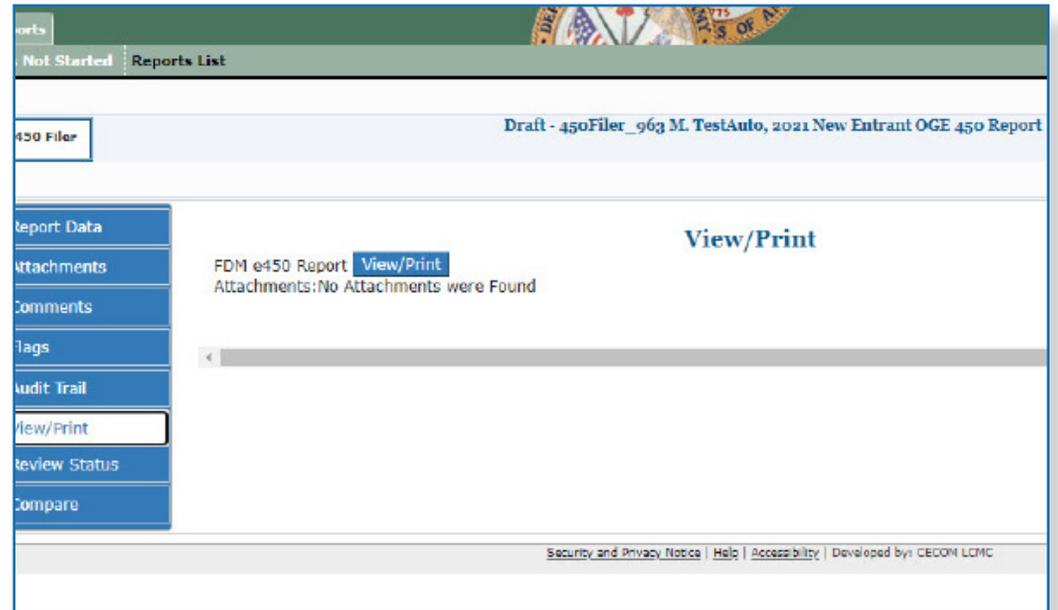
Printing a Report

3. Select **File | Print** and then click **Print**.

COMPARING REPORTS

You can easily compare changes/differences between last year's report and this year's on one page. The Compare feature is only available if the Filer pre-populated from a previous report.

1. Click **Compare**.
2. Review the report changes.
3. Click **Report Data** and then Wrap up to eSign your report.



AMENDING A REPORT

Amending a report voids your last digital signature on the OGE 450 report. You must digitally sign the OGE 450 report again once your amendments are complete. FDM notifies all the reviewers who completed an initial review of your report prior to this amendment informing them that your OGE 450 report has changed since it was last submitted.

As with drafting or editing your OGE 450 report, you must go to Wrap-Up to complete the amendment process. During WrapUp, you must Re-certify your changes and re-sign your report.

1. On the Reports List Page, click **Amend** beside the appropriate OGE 450 report.
2. Make the appropriate additions/corrections.
3. When complete, click **Re-Submit Now** and click **Continue**.
4. Click the **Esign** button.

My OGE 450 Reports			
Assigned Report	Review Status	Org Unit	
2022 New Entrant Report	Draft	CECOM	 
2022 Annual Report	Under Review - Amendment in Progress Amended 08/10/2023	CECOM	
2021 New Entrant Report	Under Review - Amendment in Progress	CECOM	
2021 Annual Report	Under Review - Filer Signed	CECOM	 

Report Data

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | Gifts | eSign

Report Ready for Submission

- Congratulations, you have completed entry of your 2021 Annual. The next step is to submit the report to your Supervisor for their review.

We welcome your feedback to improve our FDM.

[Provide Feedback](#)

Re-Submit Now

Re-Submit Later

[Back](#) [Continue](#)

ADDING REPORT COMMENTS

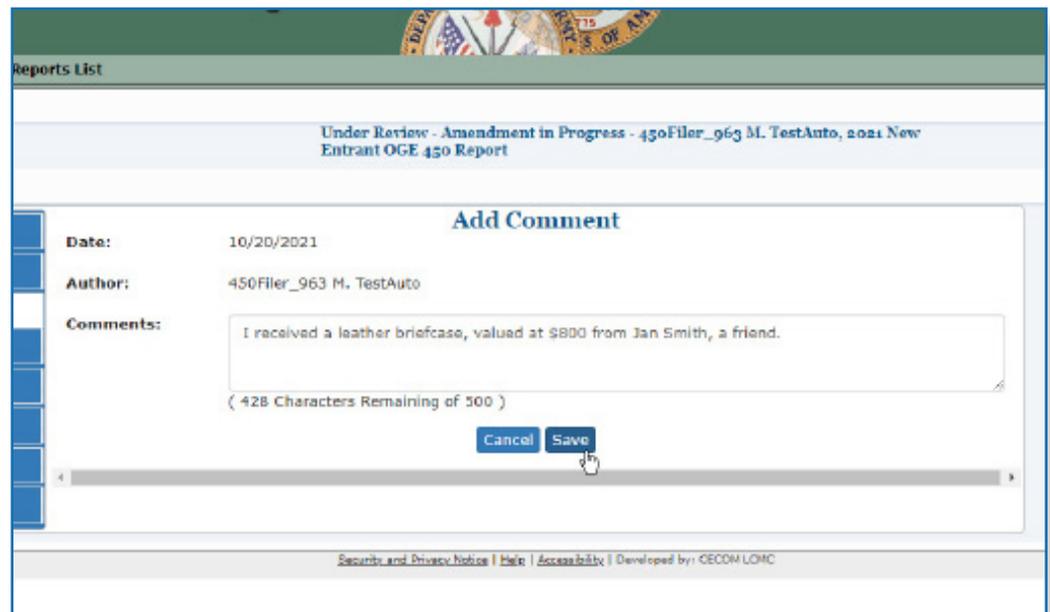
Comments can be added to specific line items or to the OGE 450 report itself as substantive or non-substantive comments. Comments (and attachments) can also be added to a report after the report is complete (see next section).

Adding a Line Item Comment

1. Click **Add a Comment** beside the appropriate line item you added. The Add Comment page is displayed
2. Type the appropriate information and click **Save**.

Adding a Report Comment

3. Click **Comments** in the My Reports submenu. The Comments page displays.
4. Click **Add Report Comment**.
5. Type the appropriate information and click **Save**.



SUPPLEMENTAL REPORT COMMENTS AND ATTACHMENTS

At times, reviewers may request OGE 450 filers to provide additional report information even after the report review is complete (e.g. a disqualification, an ethics agreement.) Consult your ethics counselor for assistance before using this feature. In FDM, Filers and their assistants can add this supplemental information through report comments and report attachments once the report is complete.

1. On the Reports List Page, click **View** beside the appropriate OGE 450 completed report.

Supplemental Report Comments

2. Click the **Comments** sub-tab and then click **Add Report Comment**.
3. Type your comment then click **Save**.
4. At this point you can edit the comment you just added or add any additional report comments.

Supplemental Report Attachments

1. Click the **Attachments** sub-tab and then click Add Attachment.
2. Select the **Attachment Type** and then type a brief description of your file in the Notes field.
3. Click **Browse** to locate the file you wish to upload to your financial disclosure report.
4. Once you have found the file, click **Upload**.
5. At this point you can Replace and/or Delete any existing attachments or add a new attachment.

Complete - Kevin M. , 2018 Annual OGE 450 Report

Comments

[Add Report Comment](#)

Date	Comment On	Line Item	Category	Comment Text
10/28/2018	Report			Report returned to filer for amendment.

[Add Report Comment](#)

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Complete - Kevin M. , 2018 Annual OGE 450 Report

Attachments

- No attachments are required when filing an OGE 450. If you do have something to attach, click "Add Attachment"

Date Attached	Originator	Type	Name	Category	Notes
No data available in table					

[Add Attachment](#)

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