

This guide will give you a brief overview of some of the main features and components of the Financial Disclosure Management (FDM) system. Separate Quick Reference Cards (QRCs) will give you a more in depth, step-by-step look at the various processes contained within FDM.

# ACCESSING FDM

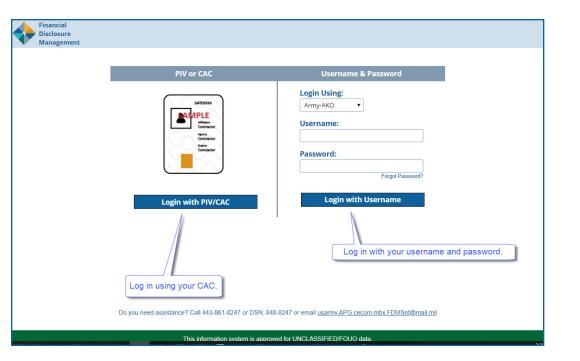
Before you can log in to the Financial Disclosure Management system (FDM), you must be a registered FDM user. Simply type in <u>https://www.fdm.army.mil</u> into your browser address bar and then click the Login button on the left side of the page.

## Using Your CAC

If you have a CAC, click Login (log in using your CAC) on the FDM Login page.

## Using Your Username and Password

You can also access FDM by typing in your username and password. Be sure to select your appropriate authenticating source/user directory from the Login Using drop-down.



## **My Reports**

My Reports is the main work area for Filers where they can create and manage their disclosure reports.

## Reports Not Started)

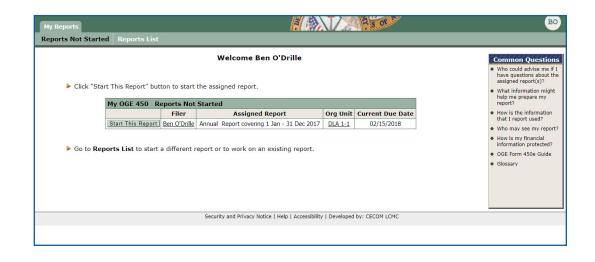
OGE 450 and 278 Filers and Filer Assistants are directed to Reports Not Started tab when they have been assigned to create a disclosure report in FDM. This page is the where Filers begin creating financial disclosure reports. Once a Filer or Filer Assistant starts an assigned report, the report will move from the Reports Not Started page to the Filer's Reports List page.

## **Reports List**

The Reports List displays any reports you already have in FDM. OGE 278 and OGE 450 Filers and Filer Assistants can opt to create a different report than the one assigned, by clicking Reports List tab.

The Reports List is where any Filer would go to amend report that is Under Review.

Filer Assistants begin creating financial disclosure reports from the Assist Filers page. If a Filer Assistant has more than one Filer, they can select the Filer through a drop-down list on the page.



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		g report select a report fr					<ul> <li>How is the inform that I report use</li> </ul>
My OGE 450	Reports	5					Who may see my
		7			→ Add New	Report	<ul> <li>How is my finant information prot</li> </ul>
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	11						<ul> <li>Is there an extenservice during a national emerge a combat zone?</li> </ul>
							<ul> <li>How do I reques extension?</li> </ul>
							<ul> <li>What happens if file by the requir date?</li> </ul>
							<ul> <li>If I have question completing my my whom do I conta assistance?</li> </ul>

## Report Data

Report Data is the main area used for preparing a financial disclosure report. Filers and their Assistants can access Report Data by clicking View, Edit or Amend beside a financial disclosure report on the Reports List page. Other useful report pages are:

#### Attachments

Within Attachments, a Filer can add, replace or delete attachments and Reviewers can view any associated attachments. Attachments can also be added to a report after the report is complete.

#### Comments

Within Comments, Filers and Reviewers can record their comments on a financial disclosure report. Filers can edit comments if the financial disclosure report has a draft status. Comments can also be added to a report after the report is complete.

#### Flags

Within Flags, Filers and Reviewers can review any financial disclosure report flags, to note any missing or invalid information.

#### Audit Trail

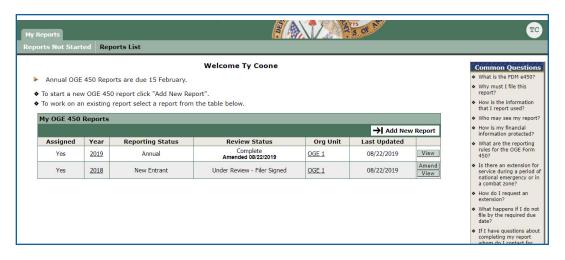
The Audit Trail tracks and time stamps all changes made to the report.

#### View/Print

Within View/Print, a Filer or Reviewer can view and print a financial disclosure report, flags, comments and job description.

#### **Review Status**

Review Status page shows the progress of a financial disclosure report, which includes signing status, a list of assigned reviewers and their role as well as their review and signature date.



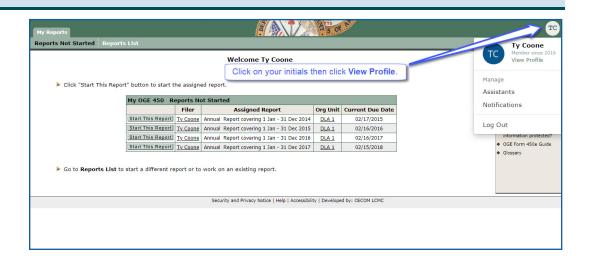
My Reports						<b>?</b> 🐼	A 3 08 65		
Reports No	t Started R	eports List							
Report Data	Attachments	Comments	Flags A	udit Trail V	iew/Print	Review Status			
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#### Compare

In FDM, you can easily compare changes/differences between a prior report and the current report. This feature is only available if you prepopulated from a previous report.

# ACCOUNT PROFILE

The account profile section provides you access to personal details such as name and email address, report contact information, roles that you hold in FDM, a listing of assistants/ECs, and a history of actions that have been appliEd to your account.



## Profile

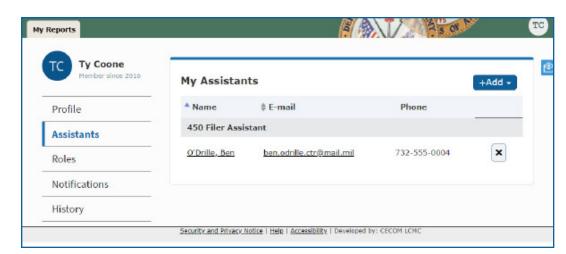
The Profile contains your personal contact information, such as email address, phone and mailing address. Information on this page can be updated and saved at any time. This page displays the first time a FDM user logs into the system for editing and/or verification.

The Report Related section will automatically update into your report.

Office address, provide a mailing address.	Bldg/Apt/Sulte/Othe	r (Optional)			
	City/Province		State		
	South Brunswick	¢	ні		
	Zip Code	(Optional)			
	07703				
	Country				
	UNITED STATES				
Report Related	Grade	Branch/Unit	201		
Report Related Note: Any updates made to	Grade 04	Branch/Unit 8th Infantry	PN		
this section will update the contact information in any unsigned (filer) disclosure.	Agency				
diaigned (mer) diacloadre.	Army				
	Position/Title				
	Position/Title				
	Position/Title Cyber Operation	Specialist			

### Assistants

Use the Assistants section to add or remove a Filer assistant to yourself. You can also see a list of users who have added you as an assistant to them.



## History

The History section of your Profile allows you to view a history of your FDM account activity.

Profile	Show 100 T entries 1
Assistants	Notification Sent for Report Assignment - Subject: Start Your Report due 09/21/2019 (Automatic Notice)
Roles	OGE, 450C_15 · 450 Certifier · Aug 22, 2019 11:12 AM EDT
Notifications	□ Assigned Report 2018 OGE 450 New Entrant OGE, 450C_15 · 450 Certifier · Aug 22, 2019 11:12 AM EDT
History	Notification Sent for Report Assignment - Subject: Start Your Report due 02/15/2019 (Automatic Notice) OGE, 450C_15 · 450 Certifier · Aug 20, 2019 10:21 AM EDT
	Assigned Report 2019 OGE 450 Annual OGE, 450C_15 · 450 Certifier · Aug 20, 2019 10:21 AM EDT
	GE, 450C_15 · 450 Certifier · Aug 20, 2019 09:57 AM EDT
	Automatically Assigned Report 2018 OGE 450 Annual FDM, SysAdm_1 · Help Desk · Apr 11, 2019 05:07 PM EDT