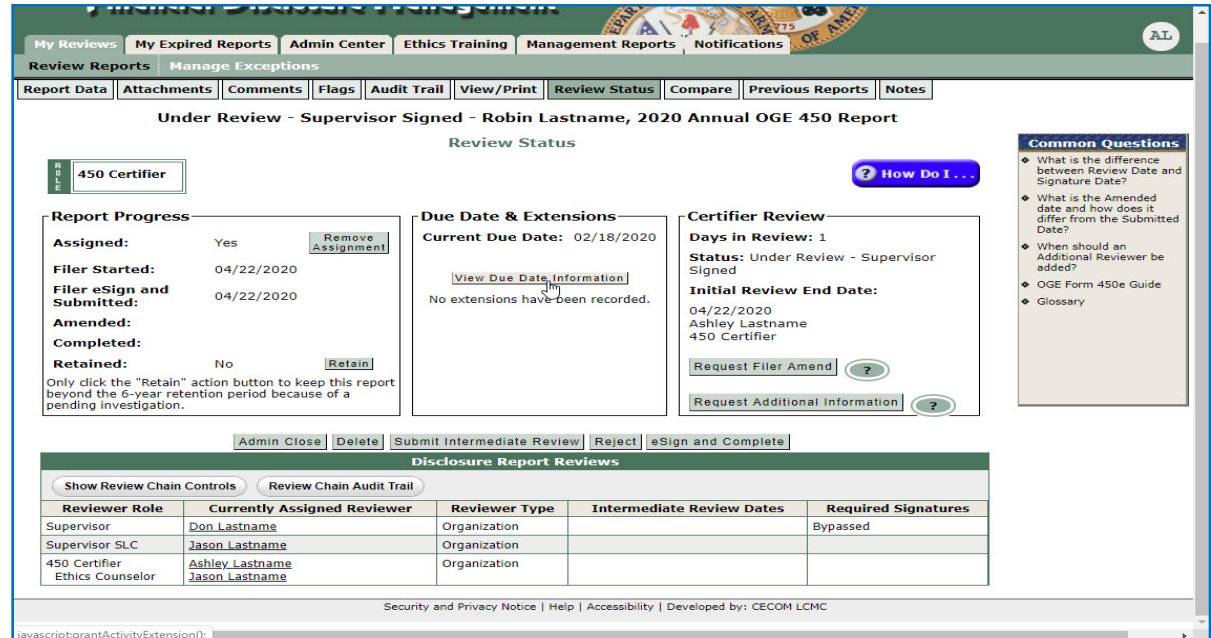


Recording an Extension

Extensions may be recorded after a disclosure is Assigned or once the Filers has started a Draft report.

To record an extension:

1. Go to **My Reviews | Review Reports** page.
2. Select the appropriate role from the My Roles and select **All** in the Action drop-down lists.
3. Type the Filer's name in the Last Name and/or First Name fields and click Search.
4. Click **Review Status** beside the appropriate report.
5. Click **View Due Date Information**.
6. Click **Record Extension**.
7. Enter the extension length and select the extension reason then click **Save**.



Under Review - Supervisor Signed - Robin Lastname, 2020 Annual OGE 450 Report

Review Status

450 Certifier

Report Progress

Assigned: Yes [Remove Assignment](#)

Filer Started: 04/22/2020

Filer eSign and Submitted: 04/22/2020

Amended:

Completed:

Retained: No [Retain](#)

Only click the "Retain" action button to keep this report beyond the 6-year retention period because of a pending investigation.

Due Date & Extensions

Current Due Date: 02/18/2020

[View Due Date Information](#)

No extensions have been recorded.

Certifier Review

Days in Review: 1

Status: Under Review - Supervisor Signed

Initial Review End Date: 04/22/2020

Ashley Lastname
450 Certifier

[Request Filer Amend](#) [Request Additional Information](#)

Common Questions

- What is the difference between Review Date and Signature Date?
- What is the Amended date and how does it differ from the Submitted Date?
- When should an Additional Reviewer be added?
- OGE Form 450e Guide
- Glossary

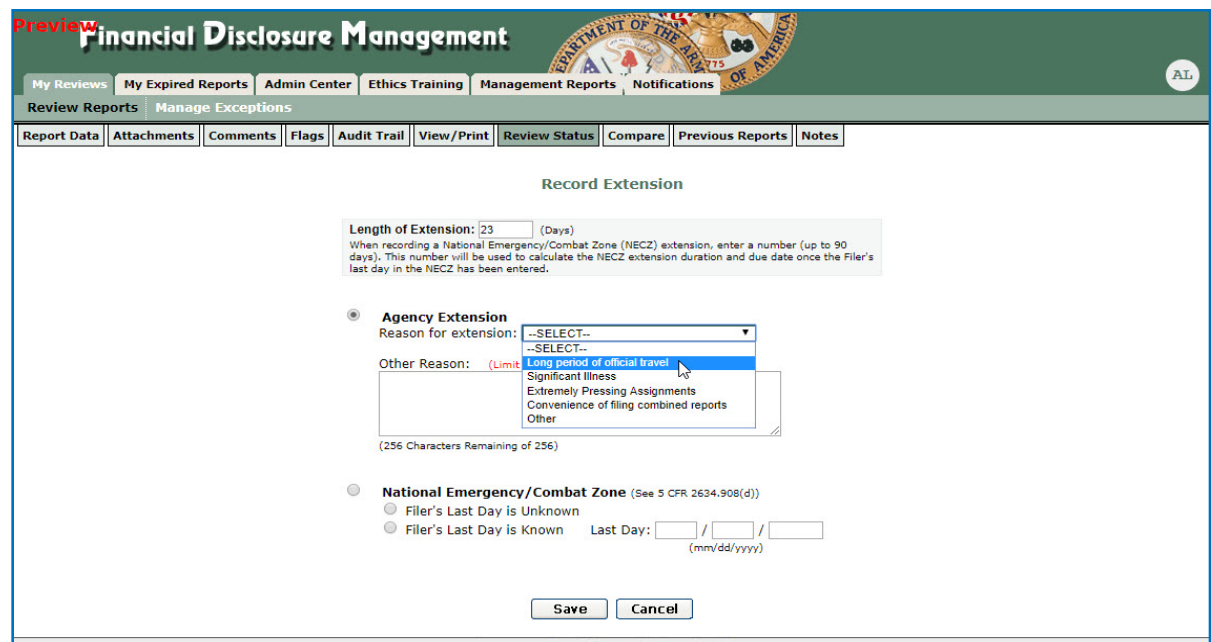
[Admin Close](#) [Delete](#) [Submit Intermediate Review](#) [Reject](#) [eSign and Complete](#)

Disclosure Report Reviews

[Show Review Chain Controls](#) [Review Chain Audit Trail](#)

Reviewer Role	Currently Assigned Reviewer	Reviewer Type	Intermediate Review Dates	Required Signatures
Supervisor	Don Lastname	Organization		Bypassed
Supervisor SLC	Jason Lastname	Organization		
450 Certifier	Ashley Lastname	Organization		
Ethics Counselor	Jason Lastname	Organization		

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Record Extension

Length of Extension: 23 (Days)

When recording a National Emergency/Combat Zone (NECZ) extension, enter a number (up to 90 days). This number will be used to calculate the NECZ extension duration and due date once the Filer's last day in the NECZ has been entered.

Agency Extension

Reason for extension: [--SELECT--](#)

Other Reason: [\(Limit\)](#) [Long period of official travel](#) [Significant Illness](#) [Extremely Pressing Assignments](#) [Convenience of filing combined reports](#) [Other](#)

(256 Characters Remaining of 256)

National Emergency/Combat Zone (See 5 CFR 2634.908(d))

☐ Filer's Last Day is Unknown

☐ Filer's Last Day is Known Last Day: / / (mm/dd/yyyy)

[Save](#) [Cancel](#)

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Editing An Extension

1. Go to **My Reviews | Review Reports** page

Note: If the report has a National Emergency/Combat Zone extension, go to the Review Reports | Manage Exceptions page.

2. Select the appropriate role from the My Roles and select **All** in the Action drop-down lists.
3. Type the Filer's name in the Last Name and/or First Name fields and click Search.
4. Click **Review Status** beside the appropriate report.
5. Click **View Due Date Information**.
6. Click **Edit**
7. Make the appropriate changes, click **Save** and **Save** again

Financial Disclosure Management

My Reviews | My Expired Reports | Admin Center | Ethics Training | Management Reports | Notifications

Review Reports | Manage Exceptions

Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status | Compare | Previous Reports | Notes

Edit Extension

Create Date: 04/23/2020

Length of Extension: 5 (Days)
When recording a National Emergency/Combat Zone (NECZ) extension, enter a number (up to 90 days). This number will be used to calculate the NECZ extension duration and due date once the Filer's last day in the NECZ has been entered.

☒ **Agency Extension**
Reason for extension: Extremely Pressing Assignments
Other Reason: (Limit 256 characters)
(256 Characters Remaining of 256)

☐ **National Emergency/Combat Zone** (See 5 CFR 2634.908(d))
☐ Filer's Last Day is Unknown
☐ Filer's Last Day is Known Last Day: / / (mm/dd/yyyy)

Save Cancel

Deleting an Extension

1. On either **My Reviews | Review Reports** or **My Reviews | Manage Exceptions** page
2. Select the appropriate role from the My Roles and select **All** in the Action drop-down lists.
3. Type the Filer's name in the Last Name and/or First Name fields and click **Search**.
4. Click **Review Status** beside the appropriate report.
5. Click **View Due Date Information**.
6. Click **Delete** and **OK** to confirm the extension deletion
7. Click **Save**

Under Review Are you sure, you want to delete this extension? OK Cancel

450 Certifier

Override Due Date: Use ONLY when necessary to record the legal due date (e.g., because the date automatically assigned by FDM is not the correct legal due date). Only Certifying Officials or their EC can override the statutory due date. A reason must be included when overriding a Due Date in FDM, which usually just consists of indicating the appointment or termination date of the filer.

Record Extension: Use this function to record an extension to the legal due date. Report extensions are recorded on the Review Status page of a report.

Note: ECs may need to override a due date and then still record an extension (e.g., Filer appointed 6/1, report assigned 6/15, giving filer only 15 days to file EC may override to record 6/30 due date but extend 15 days to provide filer 30 days to file).

Year: 2020
 Current Due Date: 03/17/2020
 Total Extension Days: 28
 Due Date: 02 / 18 / 2020
☐ Override Due Date ? Reason: (Limit 256 characters)
 (256 Characters Remaining of 256)
 Admin Due Date: / / (mm/dd/yyyy)

Create Date	Type	Length of Extension Days	Reason	Edit	Delete
04/23/2020	Agency Extension	5	Extremely Pressing Assignments	Edit	Delete
04/23/2020	Agency Extension	23	Convenience of filing combined reports	Edit	Delete

Record Extension ?

Back Audit Trail

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