



Reviewers use FDM to review financial disclosure reports efficiently online. FDM assists reviewers in identifying conflicts (or potential ones) between a filer's official duties and his/her private financial interests and affiliations. This Quick Reference Guide highlights the key reviewer features in FDM. For example, the Compare feature highlights changes when a filer prepopulated the current report from a prior one in FDM.

LOCATING OGE 450s TO REVIEW

FDM has two Reports List views Org Unit and Worklist. The Worklist is the default view for all FDM reviewers. OrgUnit View Mode lists disclosures by Org Unit. Most reviewers will use FDM's Worklist to see which reports are ready for review.

1. Click **My Reviews | Review Reports**.

Using the Worklist

2. In the Search area select the following and click **Search**.
 - ROLE - Supervisor or 450 Certifier
 - FORM TYPE - OGE 450
 - YEAR - the report year
 - REPORTING STATUS- All
 - REVIEW STATUS - Under Review
 - ACTION - eSign

Note: The Action setting narrows the display to only reports ready/available for your eSign action.

Continue to the Reviewing a Report section.

Using Org Unit View

Use the Org Unit view to list reports by Filer Org Unit.

1. On the Review Reports page, click **Org Unit View**.
2. Check the Role box and ensure you are in the appropriate role, i.e., Supervisor, 450 Certifier.
3. Select the Org Unit from the Next Level Down drop-down list.
4. Select **Show My Filer's Reports** to see a listing of all of the reports you are responsible for reviewing.
5. Under the Search area, select the following and click **Search**.
 - FORM TYPE - OGE 450
 - YEAR - The report year
 - REPORTING STATUS - All
 - REVIEW STATUS - All

Financial Disclosure Management

My Reports Assist Filers My Info My Reviews Admin Management Reports Resources

Remind Filers Remind Supervisors Review Reports

Review Reports - Worklist View Mode

Search

My Roles: Supervisor Form Type: ALL Year: 2008 Reporting Status: ALL Review Status: ALL Action: eSign

Last Name Starts With: Last Name: First Name:

Search Reset

Printer-Friendly

Assigned	Filer	Org Unit	Supervisor	Form Type	Year	Reporting Status	Review Status	Days In Review	My Review/Signature Date	
Yes	Coone, Ty X	Baltimore RO	Lyons, Dan D	OGE450	2008	Annual	Under Review	0		View eSign End Review
Yes	O'Drille, Ben X	Baltimore RO	Lyons, Dan D	OGE450	2008	Annual	Under Review	0		View eSign End Review
Yes	Romeo, Alf X	Baltimore RO	Lyons, Dan D	OGE450	2008	Annual	Under Review	0		View eSign End Review

Financial Disclosure Management

My Reports Assist Filers My Info My Reviews Admin Management Reports Resources

Remind Filers Remind Supervisors Review Reports

Review Reports - Org Unit View Mode

Supervisor Work List View Mode

Org Unit: My Orgs > Baltimore RO -SELECT-Next Level Down

Show Filer's Reports for Baltimore RO

Show My Filer's Reports Include Filer's Reports for Org Units assigned to other Supervisors

Search

Form Type: OGE 450 Year: 2008 Reporting Status: Annual Review Status: Under Review

Last Name Starts With: Last Name: First Name:

Search Reset

Printer-Friendly

Assigned	Filer	Org Unit	Supervisor	Form Type	Year	Reporting Status	Review Status	Days In Review	My Review/Signature Date	
Yes	Beache, Sandy X	Baltimore RO	Lyons, Dan D	OGE450	2008	Annual	Under Review	4	09/19/2008	View
Yes	Coone, Ty X	Baltimore RO	Lyons, Dan D	OGE450	2008	Annual	Under Review	0		View
Yes	O'Drille, Ben X	Baltimore RO	Lyons, Dan D	OGE450	2008	Annual	Under Review	0		View
Yes	Romeo, Alf X	Baltimore RO	Lyons, Dan D	OGE450	2008	Annual	Under Review	0		View

REVIEWING A REPORT

Using FDM, reviewers can check reported financial interests for completeness and identify any that may conflict with the Filer's official duties. In addition, reviewers can check that a report is administratively accurate and complete. The FDM's "Flags" tool helps prevent many common mistakes before the Filer submits his/her report.

Reviewing Options

- Use **End Initial Review** to signify that you have conducted an initial review of a financial disclosure report.
- Use **eSign** when you have completed your review and are confident there are no conflicts of interest.
- **View** allows you to review the financial disclosure report online.
- **Assign** allows you to assign a report that the Filer has already started.
- **Remove Assignment** allows you to remove the report assignment if it was assigned erroneously. If the report Review Status is Not Started or Draft, the report is removed from FDM when the assignment is removed.

1. Click **View** beside the appropriate report. The Getting Organized page is displayed for the OGE 450 report you are reviewing.

Reviewing Report Flags

Review any report flags to be sure all errors and omissions are addressed. A yellow flag indicates that information is missing but is not required in order to submit the report.

2. Click **Flags**.
3. Review the report's flags. When complete, click either **Report Data** to return to the details of the OGE 450 you are reviewing or **View/Print** to view and print the financial disclosure report form.

Comparing Reports

In FDM, you can easily compare changes/differences between a prior report and the current report. The Compare feature is only available if the Filer pre-populated from a previous report.

4. Click **Compare**.
5. Review the report changes.
6. Click **Report Data** and then **eSign** to eSign the report.

Note: FDM reviewers (i.e., supplemental or additional) can request a copy of a Filer's previous report for comparison. To request a copy of a Filer's previous reports, click the **Previous Reports** tab and then click **Request a Copy**. E-mail requests are automatically sent to the Filer's current organizational legal reviewers.

Financial Disclosure Management

My Reports Assist Filers My Info My Reviews Admin Management Reports Resources Log Out

Remind Filers Remind Supervisors Review Reports

Report Data Attachments Comments **Flags** Audit Trail View/Print Review Status Previous Reports

Under Review - Ben X. O'Drille, 2008 Annual OGE 450 Report

Yellow Flags

Contact Information

- ◆ The address line 1 of the home address was not provided.
- ◆ The city of the home address was not provided.
- ◆ The country of home address was not provided.

Disclosure Report Comparison

Printer: Extensiv

Compare to Report Under Review 2007 New Entrant
Comparison Date June 11, 2008 12:46:50

Change Summary				
	Changed	Added	Deleted	Unchanged
Assets	0	1	1	2
Income	0	0	0	1
Liabilities	0	1	0	0
Agreements	0	0	0	1
Positions	0	1	0	1

Current to Previous Disclosure Totals	
Current Disclosure Report	Previous Disclosure Report
Gifts	1

Legend
 & strike-through = Change & faded text = Delete & blue text = Added
 & yellow circle = Caution & green circle = Unchanged

Assets and Investment Income

Instructions: Report for Yourself, Spouse, and Dependent Child: Assets held for investment with a value greater than \$1,000 at the end of the reporting period OR assets held for investment which produced more than \$200 in income during the reporting period, including but not limited to: Assets such as stocks, bonds, annuities, trust holdings, partnership interests, life insurance, investment real estate, or a privately-held trade or business; Sector mutual funds; those funds invested in a particular industry, business, or location such as ABC Electronics Fund or XYZ Canada Fund (report the full name of the fund, not just the general family fund name); Holdings of retirement plans, such as 401(k)s or IRAs (list each holding except diversified mutual funds); Holdings of investment life insurance; Holdings of variable annuities; Defined benefit pension plans provided by a former employer (include the name of the employer).

Reporting Period: 01/01/2007 through 12/31/2007

Compare Result	Asset Name	Type of Asset	Owner	No Longer Held
&	Yahoo Inc.	Stock, bond, option or security	Self	<input type="checkbox"/>
&	ATG LIF	Life Insurance (not term)	Self	<input type="checkbox"/>
&	Microsoft Inc.	Stock, bond, option or security	Self	<input type="checkbox"/>
&	BBSH LLC	BBSH LLC	Spouse	<input type="checkbox"/>

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Report Data

7. Select the appropriate report data sections and make any necessary comments.

Comments

Comments can be added to specific line items or to the OGE 450 report itself as substantive or non-substantive comments. A comment should be included as part of the OGE 450 of record, if it is a substantive comment that provides additional information, a clarification, or a correction that materially affects the data reported on the OGE 450 and should be available whenever the report is reviewed.

Comments and attachments can also be added to a report after the report is complete (see Supplemental section.)

Adding a Line Item Comment

8. Click **Add a Comment** beside the appropriate line item.
9. Review any existing reviewer or filer comments.

Note: Only select **Include as part of the OGE 450 of Record** if you want to include this comment as an official part of the disclosure report. This function is only available for 450 Certifiers, their ECs and Assistants.

10. Type your comment and click **Save**.

Adding a Report Comment

11. Click **Comments** in the Review Reports submenu. The Comments page displays.
12. Click **Add Report Comment**.
13. Type the appropriate information and then click **Save**.

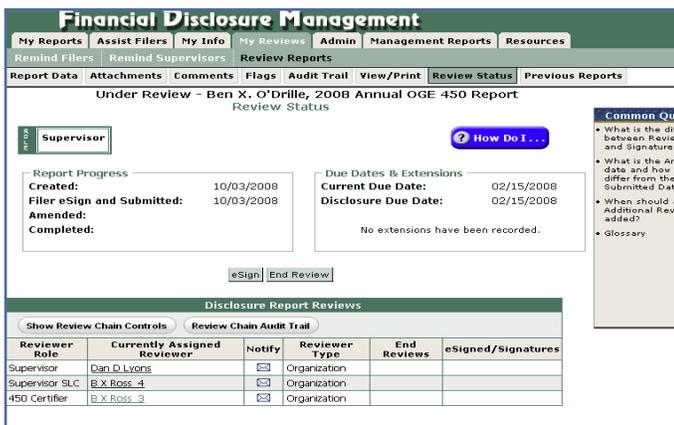
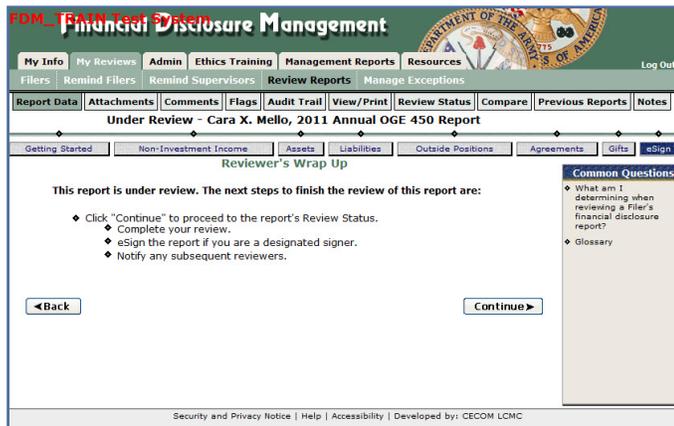
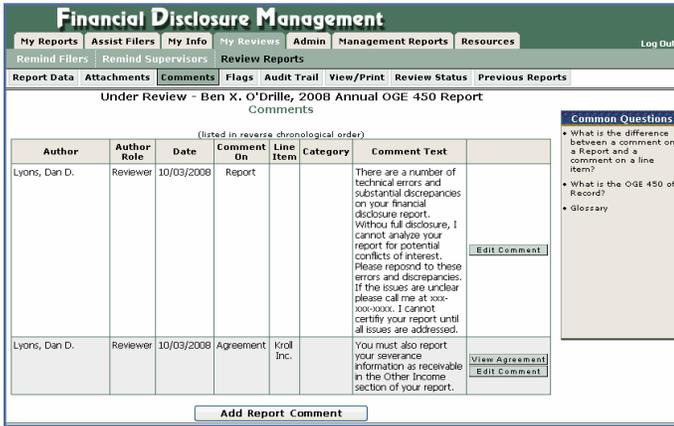
eSign

14. When you have completed your review, click **eSign**.
15. Click **Continue**.

eSigning an OGE 450

Note: Do not click **eSign** if you want the Filer to make changes prior to you completing your review.

16. On the Review Status page, click **eSign**. A message displays confirming your review.
17. Click **OK**.
18. Click **eSign**. An e-mail message is sent to the next set of reviewers indicating that the report is awaiting their review.



Ending Initial Review

A reviewer can End Initial Review indicating that they have conducted an initial review of a financial disclosure report. Ending Initial Review is not the same as eSigning a report as it does not sign the report. You can still add comments to the disclosure after you have ended your initial review.

19. On the Review Status page, click **End Initial Review**. A message displays indicating that if the filer amends this report you will need to review the report again.

20. Click **OK** to end your initial review. The Review Status page is displayed.

Note: The Days in Review counter does not stop when a reviewer clicks the **End Initial Review** button. Days in Review only stops after a certifying authority eSigns and Completes a report.

The screenshot shows the 'Review Status' page for a report titled 'Under Review - Raine X Stormy, 2010 Annual OGE 450 Report'. The report is assigned to '450 Certifier'. The 'Report Progress' section shows: Assigned: No, Filer Started: 10/04/2010, Filer eSigned and Submitted: 10/04/2010, Amended: Completed. The 'Due Date & Extensions' section shows: Current Due Date: 02/16/2010, with a link to 'View/Edit Due Date & Extensions' and a note that no extensions have been recorded. Below this is a 'Disclosure Report Reviews' table:

Reviewer Role	Currently Assigned Reviewer	Notify	Reviewer Type	End Initial Review Dates	eSigned/Signatures
Supervisor	Stormy X Sea	<input type="checkbox"/>	Organization	10/04/2010 Sea, Stormy X, Supervisor	10/04/2010 Sea, Stormy X, Supervisor
Supervisor SLC	Brock X Lee	<input type="checkbox"/>	Organization		
450 Certifier	Misty X Raine	<input type="checkbox"/>	Organization		

Request Filer Amend a Report

450 Certifiers and their ECs can request a filer amend their report directly from FDM. FDM adds a report comment to the report once an amendment is requested. The reviewer can also add this comment as a Note for the report. The amendment request information then prepopulates into an e-mail that the reviewers sends to the filer through the reviewer's e-mail application. Once the reviewer clicks Request Filer Amend, the report is only accessible on the Manage Exceptions page.

Note: Legal Reviewers can only request an amendment if the report has a status of Under Review.

21. On the Review Status page, click **Request Filer Amend**. The Add Report Comment and Note page is displayed.

22. Type any additional information in the comment about the requested amendment and then copy and paste this comment into the Notes text box.

23. Click **Continue**. Your e-mail client opens with a default message to the Filer about amending their report in FDM.

24. Click **Send**.

The screenshot shows the 'Request Filer Amend - Add Report Comment and Notes' page. It includes instructions for the 3-step process: 1. Add a short comment about the amendment request. 2. Add an e-mail (optional). 3. E-mail the Filer for clicking. The 'Comment on Report' section contains the text: 'Report returned to filer for amendment Please amend and add underlying assets to your retirement plan asset.' Below this is a 'Notes' section with the text: '10/4/2010 by Raine, Misty X - Report returned to filer for amendment. Please amend and add underlying assets to your retirement plan asset.'

Determining if an Amendment was Requested

The Notes column on the Manage Exceptions display of reports will reflect the most recent Note on a report. If that is the "amendment requested" note you will see it as shown below. To determine if an amendment was requested for a specific report:

25. Go to **My Reviews | Manage Exceptions**.

26. Click **View** beside the appropriate report.

27. Click the **Comments** tab to review the amendment request.

Note: A report that has an Amendment Request will remain on the Manage Exceptions list until the report is certified in FDM.

Notes

450 Certifiers have the ability to attach an electronic “post-it” note to a report to indicate that there are items that require a follow-up before the report can be certified. Once a Note is added to a report, the report is moved from the 450 Certifier’s Worklist to the Manage Exceptions list. To add a Note to a Filer’s report:

1. Select the **Notes** tab.
2. Click **Start/Add More Notes**.
3. Type your Note content and then click **Save**. The report is now located on your Manage Exceptions list.

Closing and Deleting Report Notes

To remove a report from the Manage Exceptions list, a 450 Certifier can either close or delete the existing report note(s).

- Closing a report Note indicates that the report is ready for final review.
- Deleting report Notes, removes all report Note text.

VIEWING/PRINTING A REPORT

1. Click **View** beside a disclosure on the Reports List page.
2. Click **View/Print** and then click **View/Print** again. The report displays in a separate browser window.

Printing a Report

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

Date Received by Agency	10/3/2008		
Employee Signature	eSigned in FDM by: Brian X. O'Delle User ID: 1006800696480879 E3 10/3/2008		
Part I: Non-Investment Income This report has no reported Non-Investment Income			
Part I: Assets			
Asset Name	Type of Asset	Owner	No Longer Held
1 Family Dollar	Stock, bond, option or security	Self	
2 MetLife Incu	Life Insurance (not term)	Self	
3 Wells Fargo & Co (NYSE)	Stock, bond, option or security	Self	
Part II: Liabilities This report has no reported Liabilities			
Part III: Outside Positions			
Organization	Type of Organization	Position	No Longer Held
1 Habitat for Humanity, Ocean City, MD, USA	Non-Profit or Volunteer Organization	volunteer	
The position provided is 'Other'.			
Part IV: Agreements or Arrangements			
Parties	Type of Agreement or Arrangement	Terms of Agreement or Arrangement	
1 Kroil Inc., New York, NY, USA		Continuing participation in employer's severance plan for next 36 months.	
Author	Author Role	Date	Comment On Category Comment Text
Lynne Dan D.	Reviewer	10/3/2008	Agreement You must also report your severance information as receivable in the Other Income section of your report.

REVIEWING AN AMENDED OGE 450

If a filer amends or changes the OGE 450 after your review, you should review the changes and eSign the report again.

1. On the **My Reviews / Reports List** tab (or if the report has a note attached, select **My Reviews / Manage Exceptions**),
2. In the Search area select the following and click **Search**.
 - ROLE - Supervisor, 450 Certifier
 - FORM TYPE OGE 450
 - YEAR - The report year
 - REPORTING STATUS- All
 - REVIEW STATUS - Under Review
 - ACTION - eSign

Crossed out Review Dates indicates that the report was amended and needs to be reviewed once again.

2. Click **View** beside the appropriate report.

Audit Trail

Review the Audit Trail to review report events and to verify if your recommended changes were made by the Filer.

3. Click **Audit Trail**. The Audit Trail page displays.

Reviewing a Report's Events

4. Click **View Event** beside the revised line item.

Reviewer's eSign

5. Click **Report Data** and then **eSign** to record your review by eSigning the amended report.
6. Click **Continue**. The Review Status page is displayed.
7. Review the report and signoff progress.
8. **eSign** the report.
9. Click **Report List** to continue reviewing financial disclosure reports in FDM.

The screenshot shows the 'Review Reports - Worklist View Mode' interface. It includes a search area with filters for My Roles (Supervisor), Form Type (ALL), Year (ALL), Reporting Status (ALL), Review Status (ALL), and Action (eSign). Below the search area is a table with columns: Assigned, Filer, Oca Unit, Supervisor, Form Type, Year, Reporting Status, Review Status, Days in Review, My Review/Signature Date, and a 'View' button. The table contains one entry for a report by O'Drille, Ben X. with a review status of 'Under Review Amended 10/03/2008' and a signature date of 10/03/2008.

The screenshot shows the 'Audit Trail' for the report 'Under Review - Ben X. O'Drille, 2008 Annual OGE 450 Report'. The table lists events in reverse chronological order:

Date	Role	Name	Event
10/03/2008 14:08	Filer	O'Drille, Ben X.	E-Signed
10/03/2008 14:08	Filer	O'Drille, Ben X.	Recertified Report
10/03/2008 14:06	Filer	O'Drille, Ben X.	Added Income View Event
10/03/2008 14:06	Filer	O'Drille, Ben X.	Amended Report
10/03/2008 14:06	Reviewer	Lyons, Dan D.	Ended Review
10/03/2008 13:50	Reviewer	Lyons, Dan D.	Added Comment View Event
10/03/2008 13:48	Reviewer	Lyons, Dan D.	Added Comment View Event
10/03/2008 13:42	Filer	O'Drille, Ben X.	E-Signed
10/03/2008 13:42	Filer	O'Drille, Ben X.	Submitted Report
10/03/2008 13:29	Filer	O'Drille, Ben X.	Created Report

SUPPLEMENTAL REPORT COMMENTS AND ATTACHMENTS

At times, reviewers may want to include additional report information even after the report review is complete (e.g. a disqualification, an ethics agreement.) In FDM, Supervisor reviewers, 450 Certifiers and their ECs/Assistants can add supplemental 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.

You can add either additional report comments or attachments to a completed report.

Supplemental Report Comments

2. Click the Comments sub-tab and then click **Add Report Comment**.

3. Type your comment and then click **Save**.

At this point, you can edit the comment you just added or add any additional report comments. Report comments cannot be deleted.

Supplemental Report Attachments

4. Click the **Attachments** sub-tab and then click **Add Attachment**.

5. Select the **Attachment Type** and then type a brief description of your file in the **Notes** field.

6. Click **Browse** to locate the file you wish to upload and then click **Upload**.

At this point, you can Replace and/or Delete any existing attachments or add a new attachment.

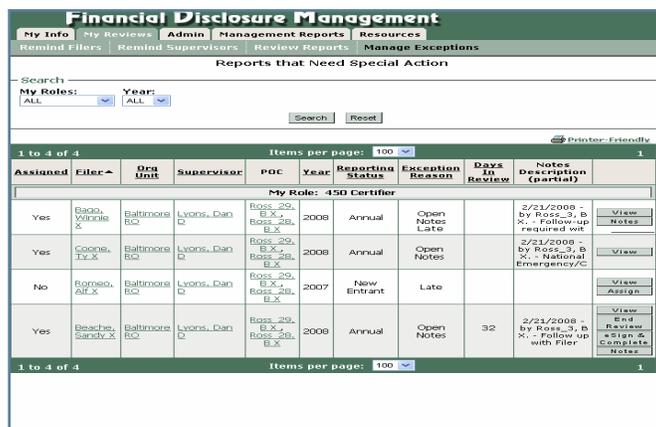
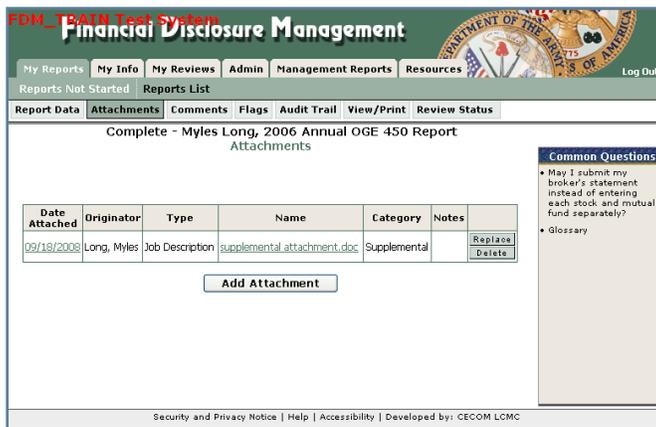
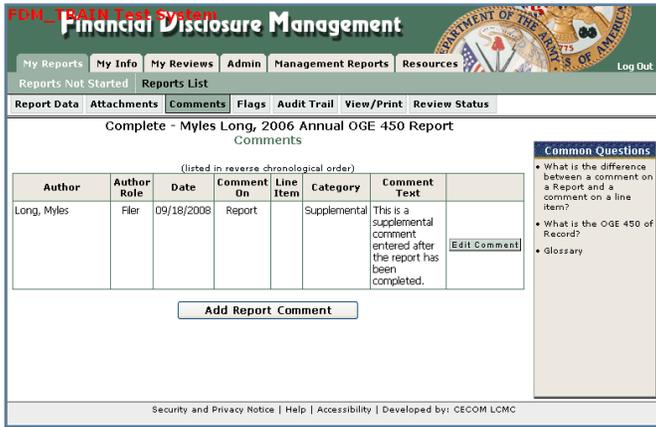
MANAGE EXCEPTIONS

The Manage Exceptions tool allows 450 Certifiers to track Filer and Supervisor Reviewer compliance and to manage reports that require any special action(s). Reports display on the Manage Exceptions list if:

- OPEN NOTES - The Report has existing Notes or a National Emergency/ Combat Zone extension has been recorded for the report.
- LATE - The Filer has not submitted the report by the report's due date.
- LATE - More than 30 days have passed since the Filer has submitted (or re-submitted if their report in FDM) and the Supervisor has not eSigned.

To complete your review of a report with notes from the Manage Exceptions list:

1. Click **Notes** beside the appropriate report.
2. Review the existing notes. When complete, you can click either **Close** or **Delete Notes** to indicate that the report review can now be completed.
3. Click **OK** to the confirmation message.
If the report is ready for certification:
4. Select the **Review Status** tab.
5. Click **eSign** and **Complete**. Your review has been recorded.



DELETING A REPORT

450 Certifiers and their ECs can delete or remove OGE 450 reports that are unneeded, erroneous, and/or "Admin Closed." This feature allows you to get rid of abandoned Draft reports left in FDM after a Filer was deleted, as well as incomplete reports that will never be completed and those reports that are "Admin Closed."

A report is eligible for deletion if:

- the report has a Review Status of Certified Complete and the date is six years after the last Filer eSign date.
- the report has a Review Status of Completed without signature and the date is six years after the report completion date.
- the report has a Review Status of Draft.
- the report has a Review Status of Under Review.

Note: Once a report is deleted from FDM, it cannot be recovered.

To delete a report from the Reports Worklist View or Org Unit view:

1. Click **My Reviews | Review Reports**.
2. In the Search area select the appropriate filers and click **Search**.
3. Click on **View** beside the report you wish to delete.
4. Click on the **Review Status** tab.
5. On the Review Status page, click on the **Delete** button. The Delete Confirmation page is displayed.
6. Select **Yes, permanently delete this report** checkbox and then click the **Confirm** button.

The report is now permanently removed from FDM.

Reviewer Role	Currently Assigned Reviewer	Notify	Reviewer Type	End Reviews	eSigned/Signatures
Supervisor	TrainingFDM X Supervisor	<input type="checkbox"/>	Organization		
Supervisor SLC	TrainingFDM X SLC	<input type="checkbox"/>	Organization		
450 Certifier	Torea X Vlic	<input type="checkbox"/>	Organization		

Warning! You are about to permanently delete a report from FDM.

DELETED REPORTS CANNOT BE RECOVERED.

Review the retention rule in [§ 2634.604 Custody of and denial of public access to confidential reports](#) before permanently deleting the report from FDM.

Yes, permanently delete this report.