

# Filing Statements of Economic Interests (SEIs)

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*A user manual for officials required by Wisconsin Statutes to submit annual reports of Economic Interests to the Wisconsin Ethics Commission.*

# FILING STATEMENTS OF ECONOMIC INTERESTS

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Wisconsin Ethics Commission

<https://sei.wi.gov>

<https://ethics.wi.gov>

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## **About Statements of Economic Interests**

### **Introduction**

The Ethics Code, or Chapter 19 of Wisconsin Statutes, require most state public officials to file a report of Statements of Economic Interests once a year with the Wisconsin Ethics Commission. Officials are required to identify a variety of interests, including securities they hold, business and clients, creditors, employers, and gifts and honoraria. This allows the public and press to watch out for possible conflicts of interest, and can help public officials to be aware of issues where legal advice may be required, or recusal may be recommended. These statements cover 4 major groups of state public officials:

- 1) Appointees must file within 21 days of beginning a new position, and then annually, by April 30 of each calendar year.
- 2) Nominees must file within 21 days of their nomination, and then once confirmed to their position, annually, by April 30 of each calendar year.
- 3) Candidates for office must file a Statement within 3 days after the deadline for filing nomination papers. Spring candidates must file in the first week or two of January, and fall candidates must file in the first week of June.
- 4) Reserve Judges must only file if they take a case. The SEI is due within 21 days.

In 2018, the Wisconsin Ethics Commission launched a new online reporting system for SEIs. This replaces the previous paper-based reporting system. Ethics staff will provide each official required to complete an SEI a username and password. Some filers in 2018 may choose to receive or submit a paper form.

### **Is the information on Statements of Economic Interests publicly available?**

Generally, anything submitted on an SEI is public information. However, in order to view an SEI, requestors must submit a request form and provide their name, address, and phone number. If an SEI is requested, the official that filed the SEI is notified of the requestor's information, usually within 24 hours of the information being provided.

Statements of Economic Interests do not ask for account numbers, home addresses, or other private information. State public officials should take care not to provide information that they do not wish to become public.

### **Relevant Statutes and Other Information**

The definition of a State Public Official and a list of officials required to file can be found in [WIS STAT § 19.42](#). A full list of agencies and positions is available here: [Officials Required to File](#).

The due dates, late filing procedures, and waiver requests can be found in [WIS STAT § 19.43](#). More specific procedures on late filing and waivers are available here: [Statements of Economic Interests Standard Settlement Schedule and Waiver Policy](#).

The statutory requirements for the SEI can be found here: [WIS STAT § 19.44](#). More detailed instructions are listed in each section of the SEI.

## How To Log On To The SEI Website

1. You will receive an email with your username and password, and a link to the website.
2. Go to <https://sei.wi.gov/>.
3. In the right corner of the menu bar, click on **Official Log In**.
4. Enter your username and password.
5. Click on the **Log In** button.
6. If it is your first time logging in, you will be prompted to change your password. You must have one letter, one number, and one symbol in your new password, and it must be at least 6 digits long. Please keep in mind that you may only log in to this site once a year, and record the password where you can find it again.

## How to Reset Your Password

1. Go to <https://sei.wi.gov/>.
2. In the right corner of the menu bar, click on **Official Log In**.
3. At the bottom of the screen, click **Forgot/Reset your Password**.
4. In the **Forgot your password?** screen, enter your email address, then click **Email Link**.
5. A new password will be emailed to you.

If you have multiple emails, you will receive a notification to both your state email and your personal email. Your state email will function as the username, and the system will not recognize your personal email. Some officials, like board or commission members, may only have a personal email on file, and in that case, the personal email will be your username.

Once you have logged in with the password provided, the system will display a button reading **“Hello (Your.Name)!”** in the upper right corner of your screen. To manually update your password:

6. Click the **“Hello...”** button.
7. Click the **Change your password** link.
8. Enter your old password once and your new password twice, then click **Change Password**. Again, you must have one letter, one number, and one symbol in your new password, and it must be at least 6 digits long.

## How to Enter your Statement of Economic Interests

1. When you first log in, you should arrive at the **Search Official Name** screen. If you have navigated to one of the other screens, click **Official Log In** to return there.
2. Your name should be automatically displayed in the **Active Officials List**. (In rare cases, officials may have already left their position, but still be required to file an SEI for the year. If this is the case, you should click the **Non Active Officials** button to see your name.) Click on your name.
3. In the **Verify Contact Info** screen, please verify your name and contact information, including the **Work Address** or **Filer Address**. (Most contact will be by email, mail will only be used by specific request). If you make any changes, click the **Save Official** button.
4. Click on **Step 2: Verify Position Information**, and verify that the agency and position information are correct. Only agency-level users can update this information, so if changes are necessary, please contact ethics staff.
5. Click on **Step 3: File SEI**. You will see a list of SEIs you have filed for past years.
6. If you do not see an SEI for the current filing year, click the **“Report SEI for Year: 2018”** button. If the 2018 filing year is already in the list, click **Edit SEI**.
  - a. The first screen is general instructions. When you have read them, click the green button at the bottom – **1A: Investments - WDC**. The green buttons will save your entries and move to the next screen.
  - b. If you filed last year, the information you provided will be pre-populated for you. In each screen, make updates as necessary and click the **Save and Go To...** button at the bottom.
  - c. In the final screen, you will **Certify and Submit**.
    - i. Click the checkbox under **“I have read the accompanying instructions and certify.”**
    - ii. Click **Submit**.
  - d. You will receive a confirmation email that your SEI has been submitted. If you do not receive a confirmation email, you should contact Ethics staff to ensure the SEI has been received.
  - e. (Optional) If you wish to print a hard copy (or a .pdf file) for your records, navigate back to the **Step 3: File SEI screen**. Click the **Print SEI** button next to the correct year. (The form may take some time to open). You may use the disk button to save or the printer button to print your SEI.

## Amend a Previously Filed Statement

1. Log in to the SEI website and navigate to the **File SEI** page following the directions above.
2. Click the **Edit SEI** button next to the filing year you want to change.
  - a. You may navigate with the **Save and Go To...** button at the bottom of each screen, or using the **Go To Sections** button in the upper right.
  - b. In each screen, make updates as necessary and click the **Save and Go To...** button at the bottom.
  - c. In the final screen, you will **Certify and Submit**.
    - i. Click the checkbox under “**I have read the accompanying instructions and certify.**”
    - ii. Click **Submit**.
  - d. You will receive a confirmation email that your SEI has been submitted. If you do not receive a confirmation email, you should contact Ethics staff to ensure the SEI has been received.
  - e. (Optional) If you wish to print a hard copy (or a .pdf file) for your records, navigate back to the **Step 3: File SEI screen**. Click the **Print SEI** button next to the correct year. (The form may take some time to open). You may use the disk button to save or the printer button to print your SEI.