

February 7, 2022

«FIRST\_NAME» «LAST\_NAME»

«ADDRESS\_1»

«ADDRESS\_2»

«CITY», «STATE» «ZIP»

Employee Number: «PERS\_NO»

Dear «FIRST\_NAME» «LAST\_NAME»,

A commonwealth position that you currently hold or held in calendar year 2021 meets the definition of a "public official" or "public employee" under the State Ethics Act and/or the Governor's Code of Conduct. Therefore, you are required to file financial disclosure statements for the period from January 1, 2021 through December 31, 2021. **You must visit the filing website by May 1, 2022 to submit your statements.**

Access the online filing website at <https://www.fd.state.pa.us/FD/Instructions.aspx> to submit your disclosure. Follow the detailed login instructions on this webpage. Depending on your circumstance, you may need to use either your CWOPA account or a Keystone Login account. If you do not have a CWOPA account, you will need to use a Keystone Login account to access the filing website. If you do not already have a Keystone Login account, follow the instructions below to create one.

**To create a Keystone Login account**, follow these steps:

1. In your web browser (e.g., Internet Explorer), go to the Keystone Login website: <https://keystonelogin.pa.gov>
2. Select "Register" and complete the required information.
3. Once you have established a Keystone Login account, close the browser window.

Once you have established your Keystone Login account, go to the Financial Disclosure website: <https://www.fd.state.pa.us/FD/Instructions.aspx>. From there, click the "Commonwealth of Pennsylvania – Citizen Login" link and login with your Keystone Login username and password.

If you believe your position does not meet the filing requirement, you must submit a Financial Disclosure Appeal Form (STD-314) to your agency HR office. This form is available after you log into the filing website or by contacting your agency's financial disclosure coordinator.

Failure to complete the necessary financial disclosure forms or to file an appeal by May 1, 2022, is considered non-compliance and places you in violation of the Governor's Code of Conduct and/or the State Ethics Act. A notice of your non-filing status will be escalated for appropriate action through the Office of Administration and State Ethics Commission.

The HR Service Center is available to answer your questions at 866.377.2672 from 7:30 a.m. to 5 p.m., Monday through Friday. For PA Relay services, instead dial 711. Interpreter services are available upon request. Content-related questions should be directed to your Agency Financial Disclosure Coordinator. Select the "Agency Coordinators" link located near the top of the left side of the page.

Sincerely,

HR Service Center

[www.myhronline.pa.gov](http://www.myhronline.pa.gov)