

INFORMATION ABOUT E-FILING & CANDIDATE QUALIFYING FAQ'S

All Form 1 and Form 6 disclosures must be completed electronically in the [Electronic Financial Disclosure Management System](#) (EFDMS). Paper versions of Forms 1, 1X, 1F, and Forms 6, 6X, and 6F are no longer be promulgated by the Florida Commission on Ethics.

INDIVIDUALS WHO CURRENTLY HOLD A POSITION WITH A FILING REQUIREMENT: Access EFDMS via the "I am a Filer" button using the username and password you previously created. If you have forgotten your username or password, use the "forgot my" buttons for a reset. If this is your first time in EFDMS, register by creating a username and password. After completing your disclosure form, you will submit the form electronically to satisfy your annual filing requirement for the position you hold. Then, click to print the "Verification and Receipt of Filing" to take your Qualifying Officer. The verification/receipt can be accessed from your Filer Dashboard at any time, or it can be printed from the popup when you e-file your disclosure form. Your disclosure form is published to the Commission's website, pursuant to law.

INDIVIDUALS WHO DO NOT CURRENTLY HOLD A PUBLIC POSITION WITH A DISCLOSURE FILING REQUIREMENT: To access EFDMS to complete a Form 1 or Form 6 to submit as a part of the qualifying process, access EFDMS via the "I am a Candidate" button. If you ran for office within the last 12 months, login with your username and password. Use the "forgot my" buttons if you need to reset your username or password. If you are new to EFDMS, follow the registration process to create a username and password. After completing the disclosure form in EFDMS, you must print the form to take to your Qualifying Officer.

Please note that any filers who are eligible for a public records exemption and wish to have certain information redacted from their form, in accordance with the public records laws should download and complete the confidentiality form (<https://www.ethics.state.fl.us/Documents/Forms/PublicRecordsExemption.pdf?cp=20231121>) and mail the completed form to the Commission prior to submitting their disclosure. That way, their filer record will be noted accordingly and redactions applied prior to the form being published on the Commission's website.

Anyone wishing to file a Form 6 or a Form 1 for qualifying purposes MUST register in the system to access the disclosure form. A valid email is required to register. Within the system, filers and candidates will find helpful pop ups, FAQs, and tutorials. EFDMS provides candidates and filers with a series of questions and prompts to help them navigate the disclosure process. Those individuals wishing to have their CPA or Attorney assist them with completing the disclosure will be able to share their disclosure with their CPA/Attorney electronically, through the system. Instructions for non-incumbent/non-filer candidate access to the system are included with this memo.

- ✓ **Individuals who previously e-filed a disclosure form with the Commission do not need to (re)create a registration and login credentials.** They must access the system using their previously established username and password or reset their password using the associated links.
- ✓ If you are a current public officer or employee with a filing requirement, log into EFDMS via the "I am a Filer" button. **DO NOT CLICK THE "I am a Candidate" button if you are a**

current public officer and employee, even if you will be using the disclosure form to qualify for office.

- ✓ If you are not a current public officer or employee, log into EFDMS via “I am a Candidate.” If you logged into the system from the Candidate button last year, use the username and password to log in.

Candidate Qualifying

Q: I am a City Commissioner or Mayor qualifying for office in 2025 for an election in 2026 do I file a Form 1 or a Form 6?

A: Pending the outcome of Loper v Lukis, a Form 1 is the corrector form, unless officials in your municipality are otherwise required to file a Form 6.

Q: I am a teacher, and I am qualifying to run for County Commissioner in 2026. How do I file a Form 6 to qualify for office?

A: As a teacher, you do not have an existing requirement to file financial disclosure. Go to the EFDMS login page and click the "I am a Candidate" button. Follow the prompts to register and set up your User Profile and log in credentials. Then, log into EFDMS and follow the instructions to complete the 2025 Form 6. Once you have completed the form and reviewed your information for accuracy, PRINT the form, sign and date it, and file the form with your Qualifying Officer.

Q: I am a Planning & Zoning Board Member, and I must file a 2025 Form 1 in by July 1, 2026. However, I am qualifying in 2026 to run for County Commissioner. How do I obtain and file a Form 6 to qualify for office? Do I need to file both forms?

A: You are considered a current public officer with a filing requirement. You will access the system via the “I am a Filer” button. Once you are logged in, from your Filer Dashboard, navigate to the 2025 Form 6 and follow the instructions to complete, review, and electronically file the 2025 Form 6. Once the form is submitted electronically, click the "Verification and Receipt of Filing" link on your filer Dashboard. Print the verification and take it to the Qualifying Officer for qualifying. If filed prior to July 1, 2026, the 2025 Form 6 you filed will also satisfy your requirement to file the 2025 Form 1.

Q: I am a City Commissioner or Mayor who e-filed a 2024 Form 1 in June of 2025 and I need to qualify to run for re-election to the City Commission/Mayor in 2026. I am confused about how to qualify for office. What form do I file and where/how I file the form.

A: As a City Commissioner or Mayor, during the pendency of Loper v Lukis, your form requirement remains the Form 1, so you will need to log into EFDMS under “I am a Filer,” to file the 2025 Form 1 electronically. Then, navigate to your Filer Dashboard and click the “Verification and Receipt of Filing” to provide to your Qualifying Officer.

Chapter 99, as amended in CS/CS/SB 774, permits Qualifying Officers to accept the verification in lieu of the filer having to print and file a copy of the e-filed Form 6 with the Qualifying Officer.

Q: I am a County Commissioner who filed my 2024 Form 6 in June of 2025, in EFDMS. I am qualifying to run for the Florida House of Representatives in 2026. How do I file my Form 6 in 2026 to qualify for office?

A: As an existing disclosure filer, click the “I am a Filer” button to log into EFDMS using your username/password you used last year. From your Filer Dashboard, select the 2025 Form 6, complete the 2025 Form 6 following the instructions and additional information provided on screen, and file it electronically in EFDMS. Then, navigate back to your EFDMS Filer Dashboard, click "Verification and Receipt of Filing," print that verification and take it to your Qualifying Officer.

Chapter 99, as amended in CS/CS/SB 774, permits Qualifying Officers to accept the verification in lieu of the filer having to print and file a copy of the e-filed Form 6 with the Qualifying Officer.

ACCESS TO ELECTRONIC FILING OF FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS (FORM 6) OR STATEMENT OF FINANCIAL INTERESTS (FORM 1)

The Form 1 and Form 6 disclosure requires detailed financial information. **CANDIDATES ARE URGED TO ALLOW AMPLE TIME TO REGISTER, CREATE A PROFILE, USERNAME/PASSWORD, AND COMPLETE THE DISCLOSURE.** Waiting until the last day of qualifying may not provide sufficient time to access the system, accurately complete the disclosure, print and file it with the Qualifying Officer.

- Individuals who filed a Form 1 or Form 6 electronically in EFDMS in 2025 must use the same username and password for 2026 or reset their password.
- Individuals who are eligible for a public records exemption and wish to have certain information redacted from their form, in accordance with the public records laws should download and complete the confidentiality form (<https://www.ethics.state.fl.us/Documents/Forms/PublicRecordsExemption.pdf?cp=20231121>) and mail the completed form to the Commission *prior to* submitting their disclosure. That way, their filer record will be noted accordingly and redactions applied prior to the form being published on the Commission's website.

Individuals accessing the system for the first time, including Candidates, access EFDMS in one of two ways:

Incumbent candidates and candidates who currently hold another position subject to an annual filing requirement:

- **IMPORTANT FIRST STEP!** Add EthicsFDMSinfo@mail.disclosure.floridaethics.gov to their e-mail "safelist."
- Log in and complete the verification process.
- Individuals who are not already designated as a confidential filer in the system can mail a signed, notarized public records exemption request if they qualify for confidentiality under s. 119. 071, F.S. (<https://www.ethics.state.fl.us/FinancialDisclosure/DownloadAForm.aspx>). Once the request is on file with the Commission, agency staff will be able to redact certain information on the filer's form that is exempt under public records laws.
- Complete the disclosure in the e-filing system.
- File/submit the disclosure electronically.
- Print a copy of the "Verification and Receipt of Filing" OR print a copy of the completed disclosure.
- File the verification OR the printed copy of the disclosure with the Qualifying Officer.

Candidates who *do not* currently hold a Form 6 or Form 1 office or a position with a disclosure requirement:

- **IMPORTANT FIRST STEP!** Add EthicsFDMSinfo@mail.disclosure.floridaethics.gov to their e-mail "safelist." Visit disclosure.floridaethics.gov.
- Click "I am a candidate."
- Click "request registration e-mail."
- Candidate will receive an e-mail from EthicsFDMSinfo@mail.disclosure.floridaethics.gov.
- If they don't receive the e-mail, they should check their SPAM or Junk folder.
- Register account information.
- Log in and complete the verification process.
- Complete the disclosure in the e-filing system.
- Print the completed disclosure.
- File the disclosure with the Qualifying Officer.

Commission staff is ready to assist Candidates with access to the new system and the completion of the disclosure for qualification purposes. Please contact us at 850-488-7864 or disclosure@leg.state.fl.us, if we can provide further assistance.