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ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

January 14, 2014

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MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Ethics
K. Michael Conaway, Chairman
Linda T. Sánchez, Ranking Member

SUBJECT: Announcement of the New Electronic Filing System for Financial Disclosure Statements and Periodic Transaction Reports

The Ethics in Government Act, as amended, requires Members, officers, and certain employees¹ of the U.S. House of Representatives and related offices to file Financial Disclosure Statements (FD Statement) and Periodic Transaction Reports (PTRs) with the Clerk of the House. The Stop Trading on Congressional Knowledge Act (STOCK Act) required the Clerk to develop an electronic filing system for FD Statements and PTRs. The electronic filing system is now available for House filers to make PTR and FD Statement filings. **Although use of the electronic filing system is voluntary, the Committee strongly recommends that filers use it to make all filings.**

Filers were sent an e-mail on January 2, 2014, from “FD Accounts” with the subject “New Financial Disclosure Account Created” that contained the filer’s initial login information for the new electronic filing system. This login information included a temporary, system-assigned password. Filers should personally log in to the system and re-set their password to one they can more easily remember. At that time, filers are also able to designate up to three third-party preparers to assist them with their filings. Any designated third-party preparers will have access to that particular filer’s information, but not that of any other individual

Filers (and designated third-party preparers) can log onto the system at <https://fd.house.gov>. If you need to make a filing but did not receive login information, or if you have lost your temporary password, please contact the Legislative Resource Center at (202) 226-5200 for assistance.

¹ Employees who qualify as “senior staff” are required to file FDs and PTRs. Any employee who was paid at the senior staff rate on the first day of the 2014 pay cycle (January 3) is required to file PTRs for any reportable transaction during 2014, as is any employee paid at that rate for any two months during 2014. The senior staff rate for 2014 is \$120,749 (a monthly pay rate over \$10,062). Employees who were paid at the 2013 senior staff rate (\$119,553.60, a monthly rate of \$9,962.80) for at least 60 days in 2013 must file an FD Statement covering calendar year 2013.