

Part 3

Starting a New POFD



In this section you will learn how to begin a new POFD.

Let's start a new form, click the red button



The screenshot shows the APOC Online Forms interface. The page title is "PUBLIC OFFICIAL / LEGISLATIVE FINANCIAL DISCLOSURE". Under the "Actions" section, there are several options: "Start New Form", "Resume", "Copy", "Amend", and "Delete". The "Start New Form" button is highlighted with a red dashed circle, and a large orange arrow points to it from the left. Below the actions is a table of "Financial Disclosure Forms" with a filter section above it. The filter section includes a "Year" dropdown set to "All", and radio buttons for "Amended" (selected), "Amended Only", and "Not Amended Only". The table has columns for Name, Year Reporting Period, Filer Type Position, Status Date Filed, and Action.

Filter				
Year: All	Amended: <input checked="" type="radio"/> Any <input type="radio"/> Amended Only <input type="radio"/> Not Amended Only			
Name	Year Reporting Period	Filer Type Position	Status Date Filed	Action
wer asd 123 vesd	2015 Annual 1/1/2014 - 12/31/2014	Local Municipal Government Office Holder	Incomplete Not Filed	View / Print Resume Delete
Michael Burns 1720 Douglas Hwy	2015 Final 1/1/2015 - 6/1/2015	Executive Office Holder	Filed 7/7/2015	View / Print Copy Amend
David Woodmancy PO Box 354	2013 Final 1/1/2013 - 7/19/2013	Judicial Office Holder	Filed 7/25/2013	View / Print Copy Amend
David Stone 2339 Meadow Lane	2012 Final 1/1/2012 - 11/20/2012	Local Municipal Government Office Holder	Filed 12/4/2012	View / Print Copy Amend
Carl Gatto PO Box 384	2012 Final 1/1/2012 - 10/20/2012	Office Holder	Filed 12/4/2012	View / Print Copy

Important deadlines and instructions here.

When ready click the blue “Start” button

The screenshot shows a web browser window displaying the APOC Online Forms page for the Financial Disclosure Statement. The page is titled "FINANCIAL DISCLOSURE STATEMENT" and "INSTRUCTIONS". It provides detailed instructions for public officials and candidates, including filing deadlines and contact information for APOC staff. At the bottom of the page, there is a "Start" button highlighted with a red dashed circle and a red arrow pointing to it. The page number "1 / 19" is visible at the bottom center.

As stated in AS 39.50.020

Cancel Start

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It's important to start correctly!



The Year of Report is the year you are reporting in; the Report date from and to is the previous year unless this is a final POFD (we'll deal with finals in a little bit). "Why are you filing" is self-explanatory—each will bring you a menu to choose from. The report type is important so that you appear in the right place. When done hit the blue next button. You can come back and make changes later.

IMPORTANT FACT— members of local municipal planning and zoning commissions are local municipal government.

The screenshot shows a web browser window displaying the 'APOC Online Forms' application. The page title is 'FINANCIAL DISCLOSURE STATEMENT' and the section is 'PURPOSE OF FILING'. The form includes the following fields and options:

- Year of Report:** 2015
- Report Date From:** 1/1/2014
- Report Date To:** 12/31/2014
- Why are you filing?**
 - Office Holder
 - State Candidate
 - Municipal Candidate
 - Judicial Retention Candidate
- Report Type:**
 - CANDIDATE STATEMENT. Due when filing declaration of candidacy.
 - INITIAL STATEMENT. Due 30 days from appointment for new public officials (and annually thereafter.)
 - ANNUAL STATEMENT. Due by March 15th - for incumbent officials.
 - FINAL STATEMENT. Due 90 days after leaving office.

At the bottom of the form, there are three buttons: 'Cancel' (red), 'Previous' (blue), and 'Next' (blue). The page number '2 / 19' is displayed at the bottom center. The footer of the page reads 'State of Alaska | © 2015 | [Send Us Feedback](#)'.

Why are you filing? Boards and Commissions



If you select Board/Commission Member go to the drop down box and select the board or commission you are on. Not every state board or commission is required to file a financial disclosure. If you don't see the board you are on listed you may not have to report. Call APOC.

The screenshot shows the APOC Online Forms website. The page title is "FINANCIAL DISCLOSURE STATEMENT". Below the title is a section for "PURPOSE OF FILING". The form includes fields for "Year of Report" (2015), "Report Date From" (1/1/2014), and "Report Date To" (12/31/2014). There are radio buttons for "Why are you filing?" with options: Office Holder, State Candidate, Municipal Candidate, and Judicial Retention Candidate. A "Branch:" section has radio buttons for Board/Commission Member, Executive, Judicial, Legislative, and Local Municipal Government. A "Board or Commission:" dropdown menu is open, showing a list of various Alaska state entities. The "Report Type:" section has radio buttons for CANDIDATE STATEMENT, INITIAL STATEMENT, ANNUAL STATEMENT, and FINAL STATEMENT. The page footer includes "State of Alaska | © 2015 | Send Us Feedback".

IMPORTANT FACT—members of local municipal planning and zoning commissions are local municipal government

Why are you filing? Executive Branch

If you are filing as a member of the executive branch there are two drop downs for you to choose from. Please choose from each before trying to proceed.

The screenshot shows a web browser window displaying the APOC Online Forms page. The browser's address bar shows the URL: <https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10399>. The page title is "POFD Form". The browser's taskbar shows several open applications, including "Suggested Sites", "Employee Documents Onl...", "Messaging, Enterprise Ap...", "Outlook Web App", "State of Alaska", "Google", and "Web Slice Gallery".

The website header includes the "State of Alaska" logo and navigation links: "myAlaska", "My Government", "Resident", "Business in Alaska", "Visiting Alaska", and "State Employees". The main navigation menu includes "HOME", "POFD/LFD", "GROUPS/ENTITIES", "CANDIDATES", "LOBBYING", "INDEPENDENT EXPENDITURES", and "ADMINISTRATION". The current page is titled "FINANCIAL DISCLOSURE STATEMENT" and "PURPOSE OF FILING".

The "PURPOSE OF FILING" section contains the following fields:

- Year of Report:** 2015
- Report Date From:** 1/1/2014
- Report Date To:** 12/31/2014
- Why are you filing?**
 - Office Holder
 - State Candidate
 - Municipal Candidate
 - Judicial Retention Candidate
- Branch:**
 - Board/Commission Member
 - Executive
 - Judicial
 - Legislative
 - Local Municipal Government
- Executive Position:** Commissioner
- Department:** Department of Corrections
- Report Type:**
 - CANDIDATE STATEMENT: Due when filing declaration of candidacy.
 - INITIAL STATEMENT: Due 30 days from appointment for new public officials (and annually thereafter.)
 - ANNUAL STATEMENT: Due by March 15th - for incumbent officials.
 - FINAL STATEMENT: Due 90 days after leaving office.

At the bottom of the form, there are three buttons: "Save & resume later", "Previous", and "Next". The page number "2 / 19" is displayed at the bottom center.



Why are you filing? Judicial Branch



Another
brief drop
down box.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

PURPOSE OF FILING

Year of Report: 2015 Report Date From: 1/1/2014 Report Date To: 12/31/2014

Why are you filing?
 Office Holder State Candidate Municipal Candidate Judicial Retention Candidate

Branch:
 Board/Commission Member
 Executive
 Judicial
 Legislative
 Local Municipal Government

Judicial Position:
Select One
Judge
Judge / Magistrate

Report Type:
 CANDIDATE STATEMENT: Due when filing declaration of candidacy.
 INITIAL STATEMENT: Due 30 days from appointment for new public officials (and annually thereafter.)
 ANNUAL STATEMENT: Due by March 15th - for incumbent officials.
 FINAL STATEMENT: Due 90 days after leaving office.

Save & resume later Previous Next

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Why are you filing? Legislative Branch



Pick your
position
from the
drop
down
box.

The screenshot shows a web browser window with the URL <https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx?ID=10399>. The page title is "POFD Form". The website header includes "State of Alaska" and navigation links for "myAlaska", "My Government", "Resident", "Business in Alaska", "Visiting Alaska", and "State Employees". The main navigation bar contains "HOME", "POFD/LFD", "GROUPS/ENTITIES", "CANDIDATES", "LOBBYING", "INDEPENDENT EXPENDITURES", and "ADMINISTRATION". The breadcrumb trail is "State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD".

The form is titled "FINANCIAL DISCLOSURE STATEMENT" and "PURPOSE OF FILING". It includes the following fields and options:

- Year of Report:** 2015
- Report Date From:** 1/1/2014
- Report Date To:** 12/31/2014
- Why are you filing?**
 - Office Holder
 - State Candidate
 - Municipal Candidate
 - Judicial Retention Candidate
- Branch:**
 - Board/Commission Member
 - Executive
 - Judicial
 - Legislative
 - Local Municipal Government
- Legislative Position:** (Dropdown menu)
 - Select One ---
 - Legislative Director
 - Member of Select Committee on Legislative Ethics
 - Representative
 - Senator
- Report Type:**
 - CANDIDATE STATEMENT: Due when filing declaration of candidacy.
 - INITIAL STATEMENT: Due 30 days from appointment for new public officials (and annually thereafter.)
 - ANNUAL STATEMENT: Due by March 15th - for incumbent officials.
 - FINAL STATEMENT: Due 90 days after leaving office.

At the bottom of the form, there are three buttons: "Save & resume later" (red), "Previous" (blue), and "Next" (blue). The page number "2 / 19" is displayed below the buttons. The footer of the page reads "State of Alaska | © 2015 | [Send us Feedback](#)".



Why are you filing? Local Municipal Government

Again, there is a drop box for you to select the municipality from. Please choose one since there may be other people with your name and this is one way to differentiate the Tom Jones from North Pole from the Tom Jones in Anchorage.

State of Alaska
myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (APOCED) *** Logout

HOME POFD/LFD GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

PURPOSE OF FILING

Year of Report: 2015 Report Date From: 1/1/2014 Report Date To: 12/31/2014

Why are you filing?
 Office Holder State Candidate Municipal Candidate Judicial Retention Candidate

Branch:
 Board/Commission Member
 Executive
 Judicial
 Legislative
 Local Municipal Government

Report Type:
 CANDIDATE STATEMENT: Due 30 days before the election
 INITIAL STATEMENT: Due 30 days before the election
 ANNUAL STATEMENT: Due by 12/31/2014
 FINAL STATEMENT: Due by 12/31/2014

-- Select One --
Anchorage, Municipality of
Barrow, City of
North Pole, City of
Fairbanks Northstar Borough
Juneau, City and Borough
Kenai Peninsula Borough
Ketchikan Gateway Borough
Kodiak Island Borough
Lake and Peninsula Borough
Matanuska-Susitna Borough
North Slope Borough
Northwest Arctic Borough
Soldotna, City of
Unalaska, City of
Wasilla, City of
Wrangell, City and Borough of
Hooper Bay, City of
Skagway, Municipality of
Yakutat, City and Borough of
Angoon, City of
Fort Yukon, City of
Holy Cross, City of
Hoonah, City of
Hydaburg, City of
Kotzebue, City of
Kwethluk, City of
Lower Kalskag, City of
Manokotak, City of
McGrath, City of

...candidacy.
...new public officials (and annually thereafter.)
...officials.

Save & resume later Previous Next

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Pick the type of report



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APOC Online Forms (APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

PURPOSE OF FILING

Year of Report: 2015 Report Date From: 1/1/2014 Report Date To: 12/31/2014

Why are you filing?
 Office Holder State Candidate Municipal Candidate Judicial Retention Candidate

Branch: Board/Commission Member Executive Judicial Legislative Local Municipal Government

Executive Position: Commissioner

Department: Department of Corrections

Report Type:
 CANDIDATE STATEMENT: Due when filing declaration of candidacy.
 INITIAL STATEMENT: Due 30 days from appointment for new public officials (and annually thereafter.)
 ANNUAL STATEMENT: Due by March 15th - for incumbent officials.
 FINAL STATEMENT: Due 90 days after leaving office.

Save & resume later Previous Next

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Here you pick if this is an initial, annual, final or candidate filing.



This is another way that staff can match reports file to reports expected. If you don't choose the correct reason for filing staff may not be able to find your report.

If you are an incumbent and need to file a candidate POFD don't amend your annual, copy your annual and change the reason for filing.

Help us help you!



The information on page 2 of the form is more important to you than you might think. It allows APOC staff to ensure that you have filed on time. We match what you put on page 2 to a set of expectations. When the information on page 2 does not match the expectations staff can't always see your report. So, if you are filing for the election for the state senate, but on page 2 you say you're running for a council seat in Wasilla, staff or others won't see your report and assume that you haven't reported.

You've already logged in and entered the reasons you're reporting. Page 3 is where you enter your contact information.



It helps to be consistent. If your name is William, but you go by Bill, use Bill as your first name here, but use it whenever you file.

State of Alaska
myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

CONTACT INFORMATION

First Name: Last Name:

Address:

City: State: Zip Code: Country:

Contact Phone: Alternate Phone: Fax:

E-Mail:

Partner Type: Partner Name:

Spouse Domestic Partner None / Not Applicable

Note: Include stepchildren and adoptive children.

Dependent Children: Non-Dependent Children living with you:

0 0

Save & Resume Later Previous Next

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It will be helpful for you and for APOC if you provide an e-mail address and phone number you use regularly. If your address or phone changes you can amend your report.



This is how it would look filled out



POFD Form

https://myalaska.state.ak.us/apoc/form/POFD/POFD.aspx

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

APOC Online Forms (APOCED) *** Logout

HOME **POFD/LFD** GROUPS/ENTITIES CANDIDATES LOBBYING INDEPENDENT EXPENDITURES ADMINISTRATION

State of Alaska > Department of Administration > APOC > Online Forms > POFD/LFD

FINANCIAL DISCLOSURE STATEMENT

Office Holder - Executive - Commissioner - Department of Corrections - Report From: 1/1/2014 To: 12/31/2014

CONTACT INFORMATION

First Name: Fred
Last Name: Flintstone

Address: 1212 Rockaway Drive

City: Bedrock **State:** Alaska **Zip Code:** 99508 **Country:** United States

Contact Phone: 907-521-4585 **Alternate Phone:** **Fax:**

E-Mail: freddybaby@gravelnet.com

Partner Type: Spouse Domestic Partner None / Not Applicable **Partner Name:** Wilma

Note: Include stepchildren and adoptive children.

Dependent Children: 1 **Non-Dependent Children living with you:** 0

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Save & Resume Later Previous **Next**

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Mr. Flintstone should always file as Fred in the future. Filing as Frederick could cause identification issues in the future

When done, click on the blue NEXT button.

If you run out of time you can always Save & Resume later