# SF-278 Wizard

## Financial Executive Branch Personnel Public Disclosure Report

# User Guide

**November 2008 - Version 6.0**

**U.S. Department of State**
**A collaboration between:**
**Financial Disclosure Division and Office of Directives Management**

# Table of Contents

# Chapter 1 Introduction

## What is the SF-278 Financial Disclosure Form?

The SF-278 is a standard Office of Government Ethics (OGE) form used to document a person's outside affiliations and financial interests to determine if a conflict of interest exists with the individual's official duties. The Ethics in Government Act, as amended, requires certain individuals serving in senior or other designated positions in the United States Government to submit a full and complete accounting of their affiliations and financial interests. This is a Federal Government mandate to promote public trust and financial interests. The e-Forms SF-278 Wizard has the goal of providing an easier method for SF-278 filers to complete the form.

## Form Options

You have three options for completing the form, they are as follows:

1. The SF-278 Wizard is accessible on the Ethics and Political Activities Website (intranet)
2. The SF-278 Wizard and the SF-278 HTML Form format are accessible on the internet
3. The SF-278 Form in FAR (e-Forms) is accessible on OpenNet

## The SF-278 Wizard

The SF-278 Wizard is a step-by-step format placed over the e-Forms SF-278 form. It provides a more organized method of completing this complex form by displaying the information in a logical manner. Additionally, the design of the SF-278 Wizard incorporates standard business rules that restrict or allow a particular function based on pre-defined instructions.

## The Actual SF-278 Form in HTML and FAR Formats

Both the HTML and FAR versions of the form graphically show the actual form as it will look when printed.

**Note:** This guide covers how to systematically access, save, print and navigate through the process of completing the SF-278 using the SF-278 Wizard.

## Who Needs to File?

The Ethics in Government Act of 1978, as amended, requires senior officials in the executive, legislative, and judicial branches to file public reports of their finances and other interests outside the Government. At the Department of State, individuals required to file include all employees appointed to an Executive Schedule position, all members of the Senior Executive Service, all members of the Senior Foreign Service, all Schedule C employees, and any limited non-career appointee in the Foreign Service who is a political appointee.

## Who you can contact for questions and assistance?

Sarah E. Taylor, Chief, Financial Disclosure Division

L/EMP/FD

2201 C Street NW

Suite 5425

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Tel: (202) 647-6168

Fax: (202) 647-8573

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Or

Contact the L/Ethics front desk by dialing 202-647-4646

Email: L-EMP-FD Financial Staff@state.gov

# Chapter 2 Getting Started

This chapter discusses basic procedures used throughout the SF-278 Wizard. It provides instructions on how to log in and navigate.

## Introduction

The Department of State employees can access the SF-278 Wizard by typing in the following URL: http://forms.cerenade.com/sf278

Before you get started, the following is information you should know:

- For additional information you can view the video clips: http://www.state.gov/m/a/dir/forms/employment/c26873.htm
- The amount of data you can enter into the SF-278 Wizard equals the amount of data accepted in the OGE version of the SF-278 form
- For additional information on the SF-278, see the instructions for completing the SF-278 Wizard. Click on **SF-278-I** available on the internet website
- The SF-278 Wizard has drop down buttons that provide a list of pre-selected choices or you have the ability to type the information
- You can save your data *locally* from any screen that has the **Save** button located at the bottom of each screen. Remember to **save frequently** as discussed in Chapter 8
- In this document, the term "actual form" is referring to the form generated in Print Preview

## Page Navigation

As you are completing the SF-278, you will need to navigate through the many screens. Table 2.1 describes how to navigate in the SF-278 Wizard.

***Table 2.1 Navigation Symbols***

| Navigation Symbol | Description |
|---|---|
| **Close** | The **Close** button allows you to exit the Wizard. You will receive a warning to save your data before closing. |
|  | The **Help** icon is located on various screens in the SF-278 Wizard. By clicking on it you will receive additional information about the specific item. |

| Navigation Symbol | Description |
|---|---|
|  **Business Rule:** | The SF-278 Wizard has standard business rules and guidelines that control fields that are restricted or allowed based on your selections. This business rule icon appears throughout this guide to alert you to the business rule as it applies to a specific screen. |
| **[Next]** | The **Next** button takes you from the current screen to another screen based on the SF-278 business rule. |
| **[Back]** | The **Back** button takes you to the previous screen. |
| **[Save]** | The **Save** button saves the data entered.<br>**Warning**: The System does not automatically save your data, you must click **Save**. (See **Chapter 8**) |
| **[Print Preview]** | The **Print Preview** button displays the original SF-278 form. If you have entered data in the SF-278 Wizard, it will appear in the print preview of the SF-278 form. **Print Preview** will take you to the first page of the actual SF-278 form.<br>For more details on printing. (See **Chapter 9**) |
| **[Add Another]** | The **Add Another** button allows you to add a new line item in each of the schedules. |
| **[Delete]** | The **Delete** button allows you to delete the selected line item in each of the schedules. |
| **Privacy Act** | Click on the **Privacy Act** button to view the Privacy Act information. |

# Logging In

This section explains how to log in to the SF-278 Wizard. You need to log in each time you access the SF-278 Wizard.

To access:

**Steps:**

1. Open an internet browser, for example Internet Explorer. In the **Address** box, type in the following web address: http://forms.cerenade.com/sf278 or click this dynamic link (Figure 2.1).

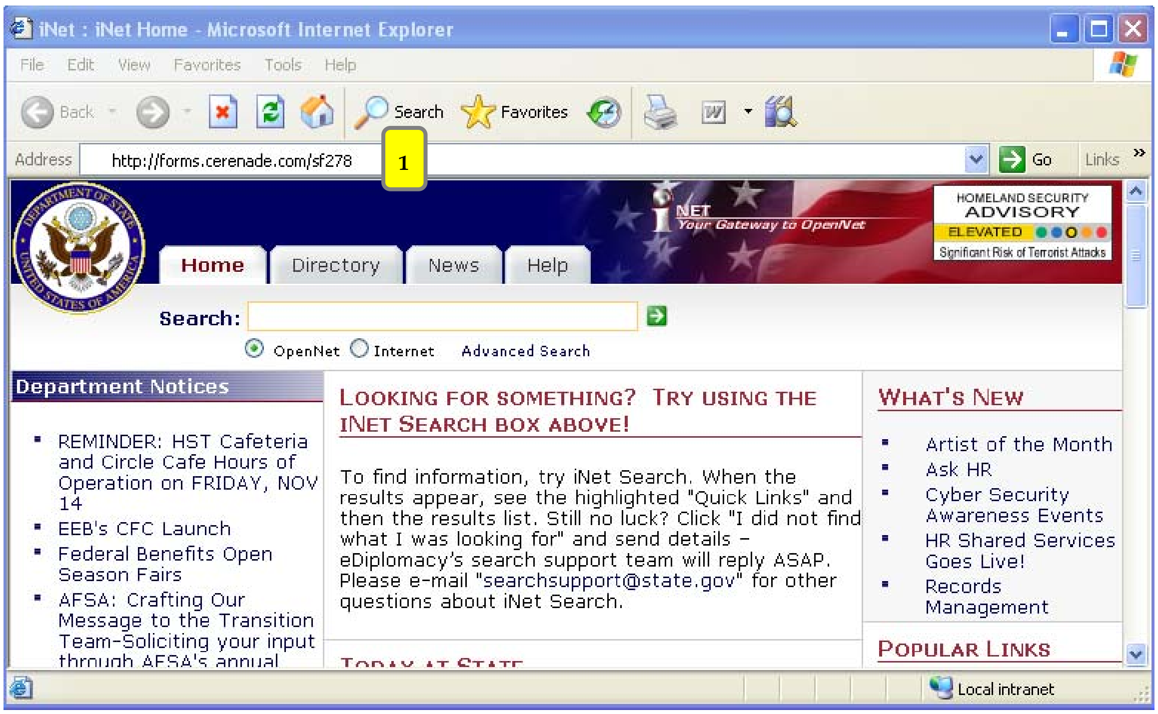



Figure 2.1

2. You will go to the SF-278 web page. Click on the Click Here link under US Department of State and USAID employees as seen below (Figure 2.2).

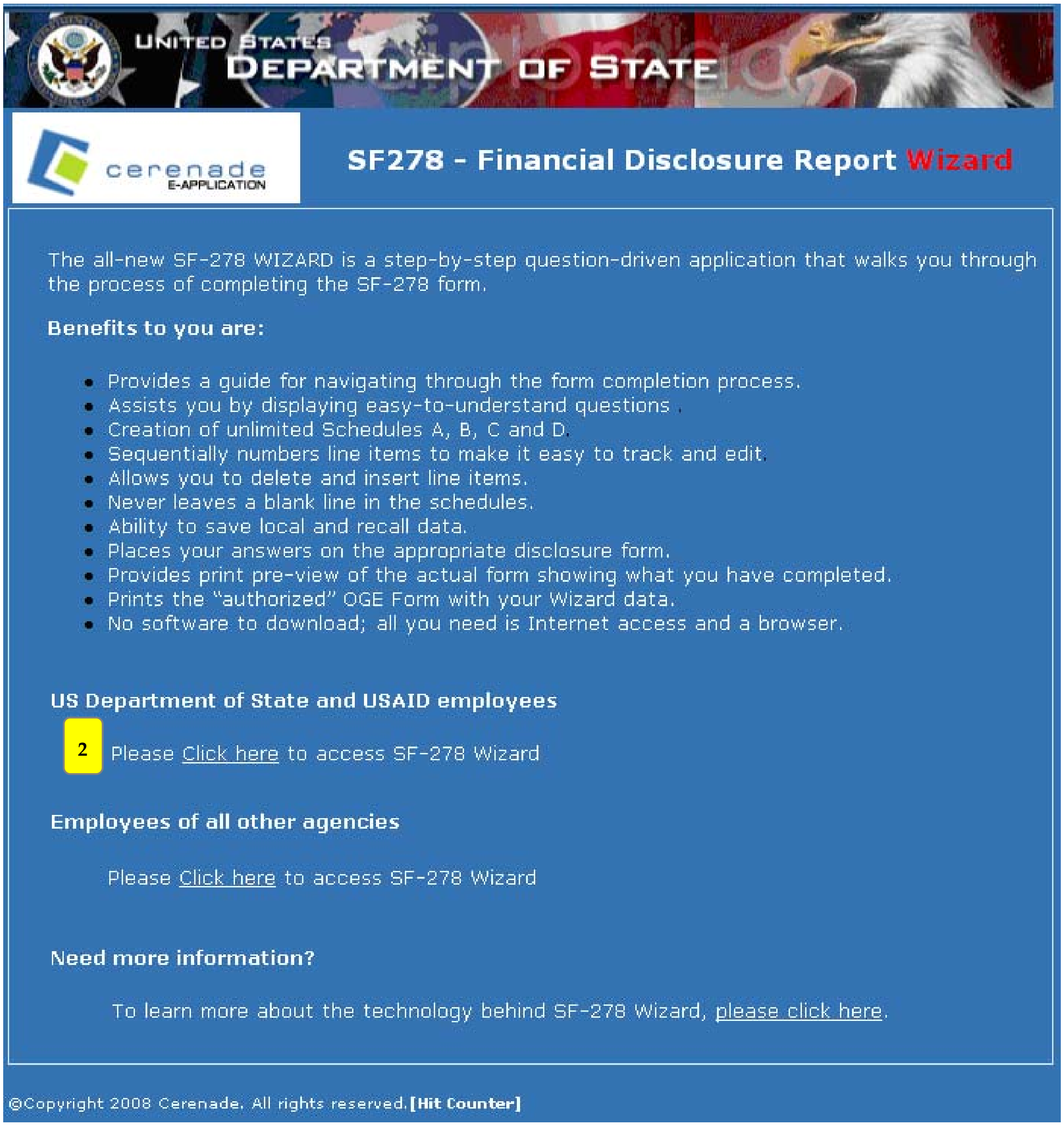



Figure 2.2

Once you have successfully logged in, the SF-278 Wizard opens to the **Guide** and you will be able to complete each part of the SF-278.

# The SF-278 Wizard Guide

**Steps:**

**1.** The **Guide** is located on the left side of the SF-278 Wizard and can be accessed on every page of the SF-278 Wizard (Figure 2.3). The **Guide** is your table of contents for the SF-278 Wizard. If you need to go to a specific section of the report, you may do so by clicking on the selected section from the **Guide**.

The **Guide** allows you to see where you are in the SF-278 completion process by highlighting the section in the color blue.

To begin using the SF-278 Wizard:

**2.** After you read the information on the initial **Guide** screen, click **Continued** or click on the section to which you want to go.

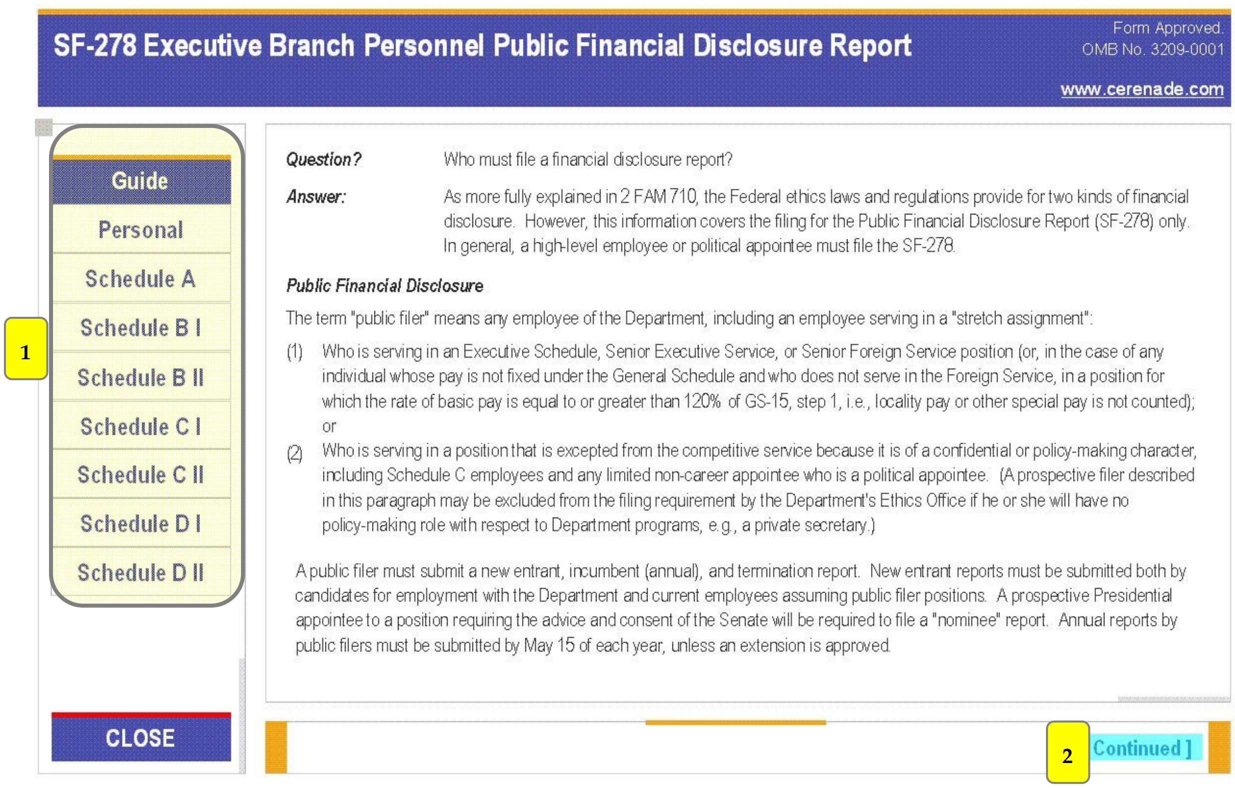



Figure 2.3

**3.** Select **SF-278 Wizard** (Figure 2.4).

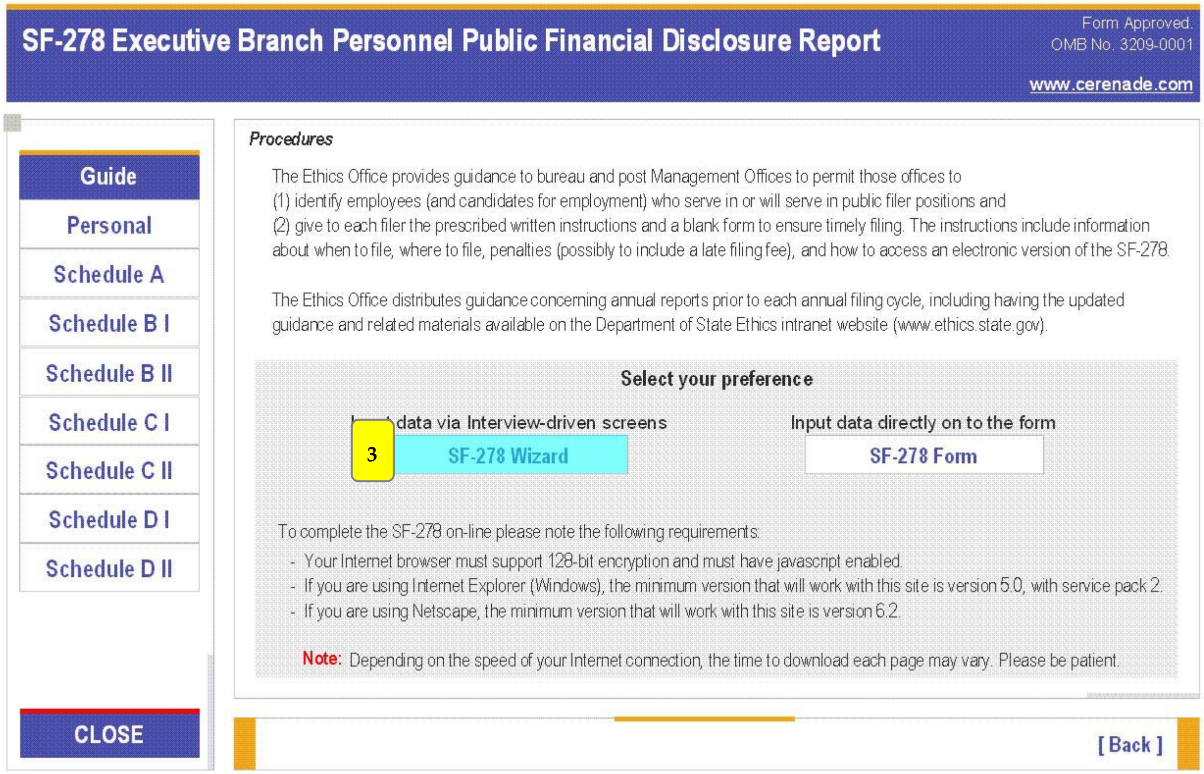



Figure 2.4

**4.** After you select the **SF-278 Wizard,** you have three options on this screen (Figure 2.5):

- Select **SF-278 Wizard** if you have no data to import
- Select **Import Data** to upload your existing data from a saved SF-278. (See **Chapter 10**)
- Select **Get Answers** if you need help with completing the form or select **Privacy Act Statement** to get the Privacy Act information

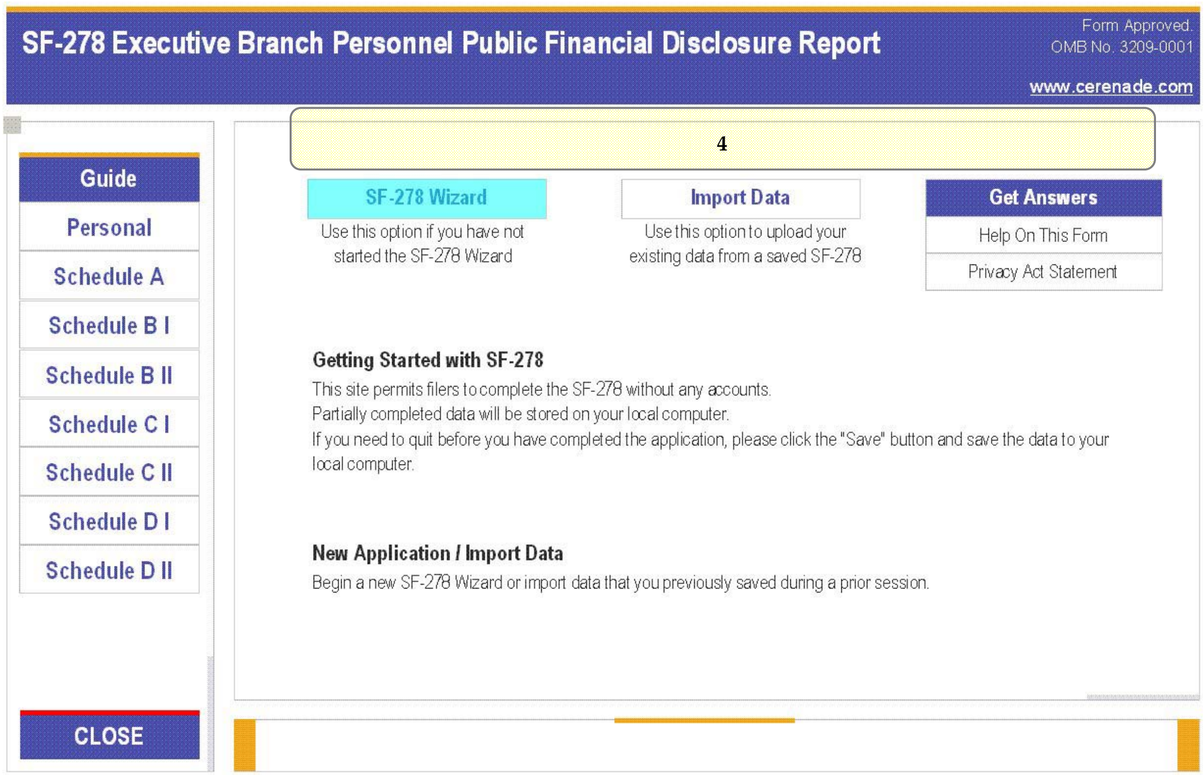



Figure 2.5

The details to complete each section are in the following chapters.

# Chapter 3 Personal

This section will discuss completing the **Personal** section of the SF-278 Wizard found on page 1 of the actual form.

## Reporting Status Section

Once you select the SF-278 Wizard, you will begin entering your information in the **Reporting Status Section** (Figure 3.1).

To complete the **Reporting Status Section**:

**Steps**:

**1.** Type your date of appointment or candidacy

**2.** Select your reporting status. You may choose from either:

- Incumbent
- New Entrant, Nominee, or Candidate
- Termination Filer

**Business Rule:** You can select both Incumbent and Incumbent Date AND Termination filer and Termination date if needed. If Incumbent and Incumbent Date OR Termination filer and Termination Date are selected, selecting New Entrant will remove the Incumbent and Termination Filer information.

**Business Rule:** If you select New Entrant or Nominee as the reporting status, the Wizard will automatically populate **None** in **Schedule B, Part I – Transactions and Part II: Gifts, Reimbursements, or Travel Expenses**.

**3.** After you have selected the appropriate reporting status and typed the additional applicable data, click **Next.** You will go to the **Reporting Individual Section**.

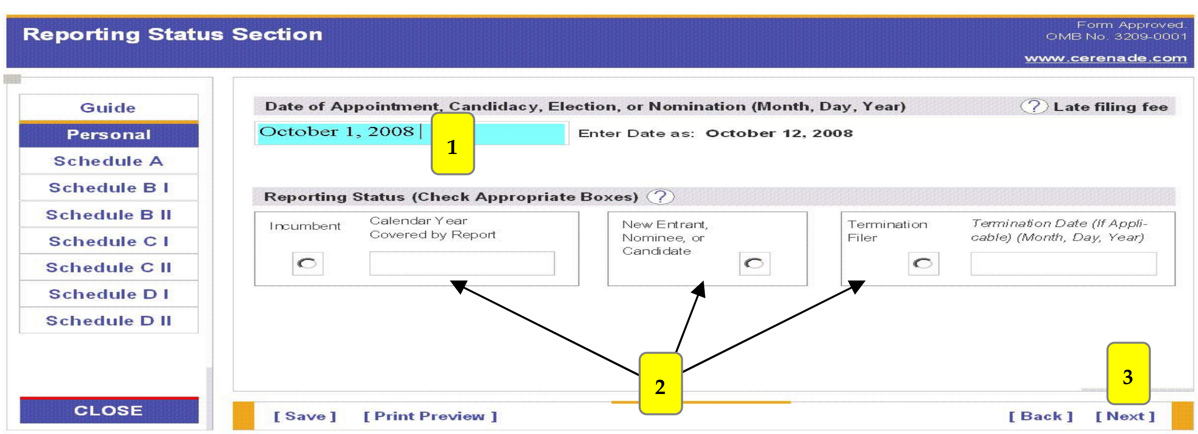



Figure 3.1

## Reporting Individual Section

To complete the **Reporting Individual Section**:

**Steps:**

**4.** Type your last name (Figure 3.2).

**5.** Type your first name.

**6.** Type your middle initial.

**7.** Type the complete address for your present office.

**8.** Type the telephone number including the area code.

**9.** Select your position from the **Title of Position** drop down list or type in your own.

**10**. Click **Next**. You will continue to the **Prior Positions Section**.

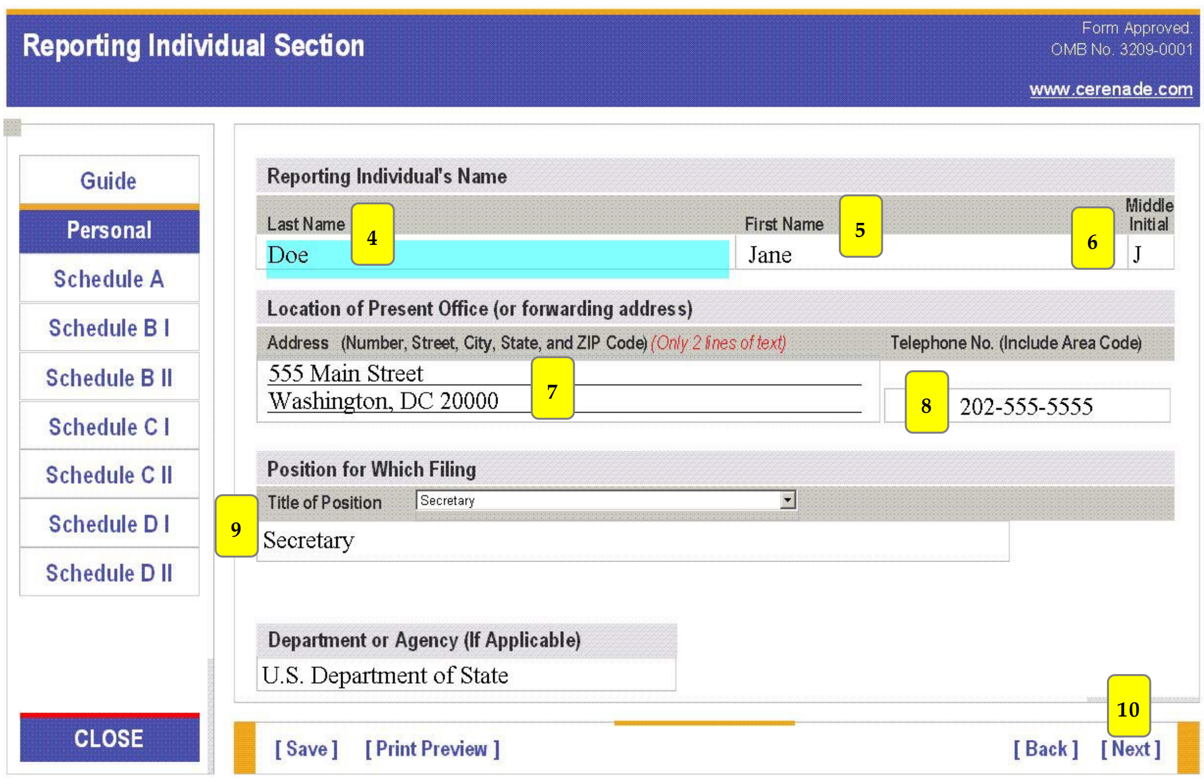



Figure 3.2

## Prior Positions Section

To complete the **Prior Positions Section**:

**Steps:**

**11.** If you have held an additional position(s) with the Federal Government during the preceding 12 months, type the title of the position and date held (Figure 3.3).

**12.** Select the name of the Senate Committee considering your nomination from the drop down list or you can type your own committee in. (See Business Rule below)

**Business Rule:** If you are an Incumbent or Termination Filer, this field will be locked. However, if you are New Entrant, the Wizard will automatically populate *Senate Foreign Relations Committee*, with the option to remove it.

**13.** If you intend to create a Qualified Diversified Trust, select **Yes**. Otherwise, select **No**.

**14.** Click **Next**. You will continue to **Comments of Reviewing Officials**.

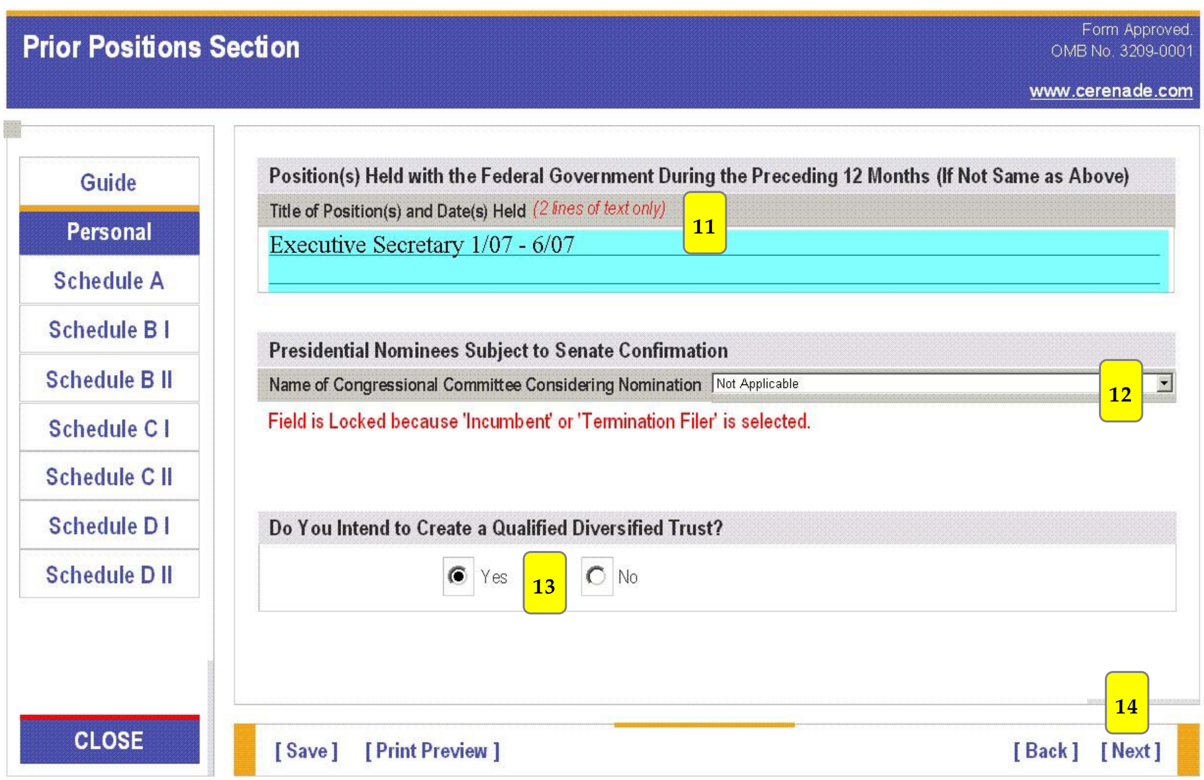



Figure 3.3

# Comments of Reviewing Officials

Only reviewing officials should complete the comments section. With the exception that if the filer has been granted an extension, then the filer completes the **Filing extension is granted** check box and completes the **Indicate number of days** text box.

To complete the **Comments of Reviewing Officials**:

**Steps:**

**15.** If the filer has been granted an extension, select the filing extension check box (Figure 3.4).

**16.** Type the number of days the extension has been granted.

**17.** Type your comments.

**18.** Click **Next**. You will continue to **Schedule A – Assets and Income**.

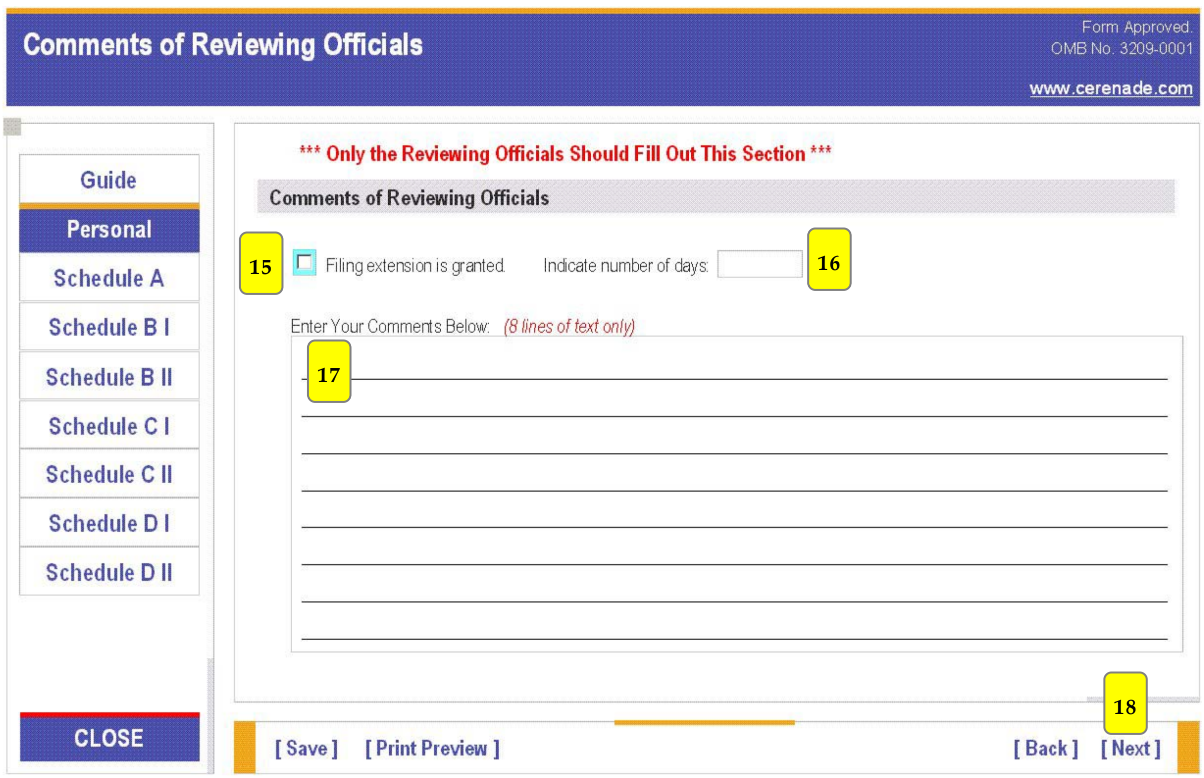



Figure 3.4

# Chapter 4 Schedule A

This chapter will discuss completing Schedule A in the SF-278 Wizard.

## Schedule A - Assets and Income

**Steps:**

**1.** Click **None** if you have no assets to report in **Schedule A**. Then select **Next** and you will continue to **Schedule B**.

**2.** If you have items to report in Schedule A, click **Next** (Figure 4.1).

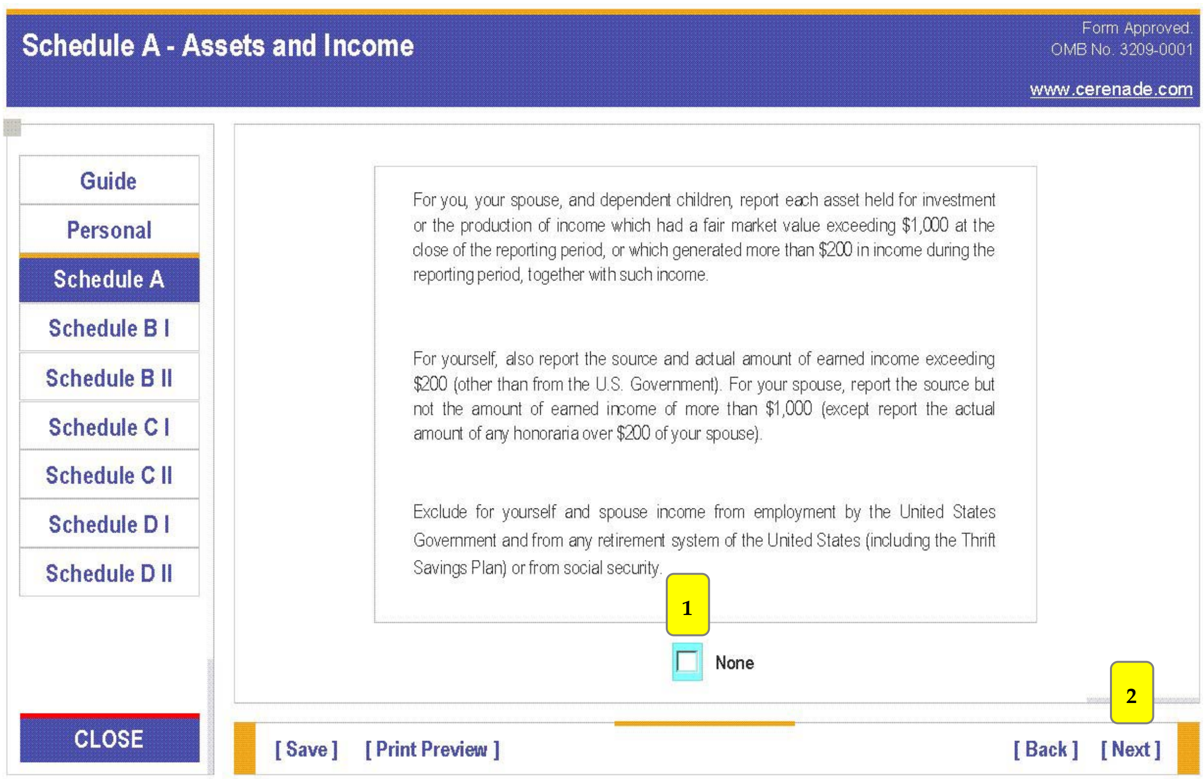



Figure 4.1

To complete **Schedule A**:

**Steps:**

**3.** For **Block A**, type each asset in detail. Only 2 lines of text only (Figure 4.2).

Note: Skip **Block B** and **Block C** if this is a Sub-category item.

**4.** For **Block B**, select the valuation of the asset.

**5.** If the asset is a mutual fund and meets the Excepted Investment Fund (EIF) criteria, see  for definition.

 If you select EIF, do not select the **Type of Income**. If you do not select EIF, you must select the **Type of Income**.

**6.** For **Block C**, select the income type associated with the asset. If the income type is not listed, select **Other Income** and specify the type and actual amount.

**7.** Select the amount of income.

**8.** If amount is associated with Honoraria, type the date.

**9.** The **Add Another** button allows you to add a new line item in each of the schedules.

**10.** The **Delete** button allows you to delete the selected line item in each of the schedules.

**11.** When you have added all assets and income, click **Next**. You will continue to **Schedule B**.

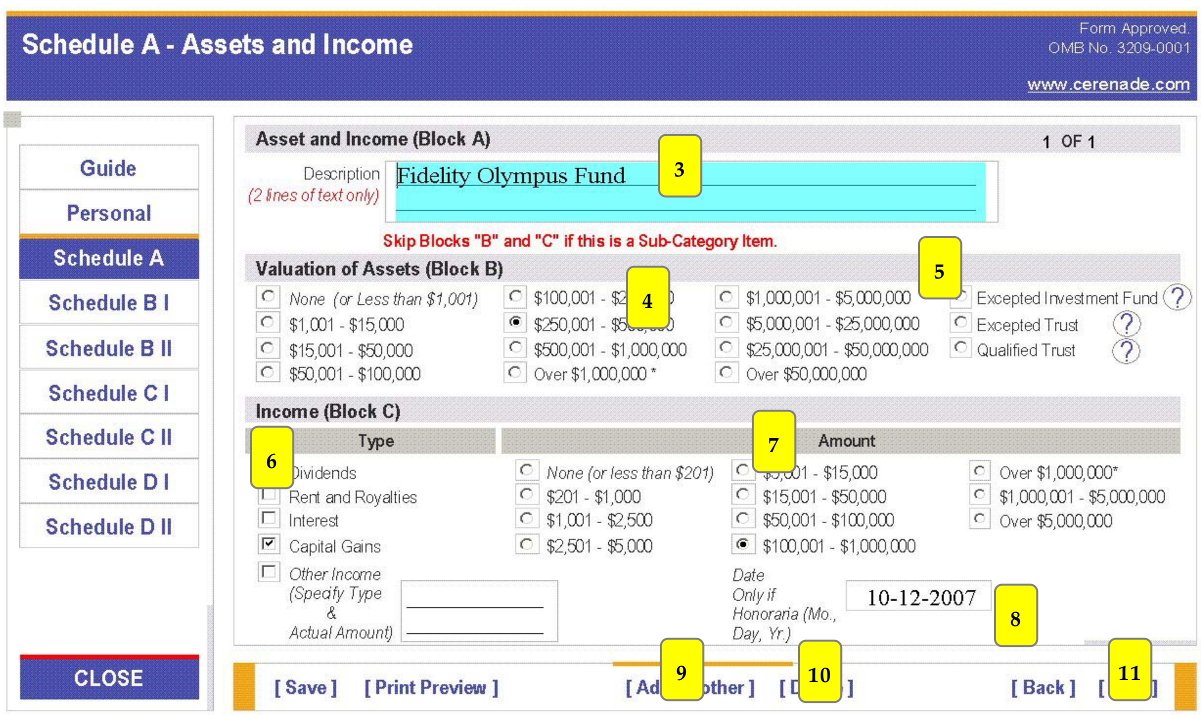



Figure 4.2

# Chapter 5 Schedule B

The chapter will discuss completing Schedule B: Part I and Part II in the SF-278 Wizard.

## Schedule B - Part I: Transactions

**Steps:**

**1.** If you select Incumbent or Termination Filer as the reporting status, you must select **None** if you have nothing to report. Then select **Next** and you will continue to **Schedule B: Part II**.

If you have transactions to report, select **Next** to continue to Schedule B: Part I.

**2.** If you select New Entrant or Nominee as the reporting status, the Wizard will automatically populate **None** in **Schedule B, Part I – Transactions and Part II: Gifts, Reimbursements or Travel Expenses**. Select **Next** (Figure 5.1).

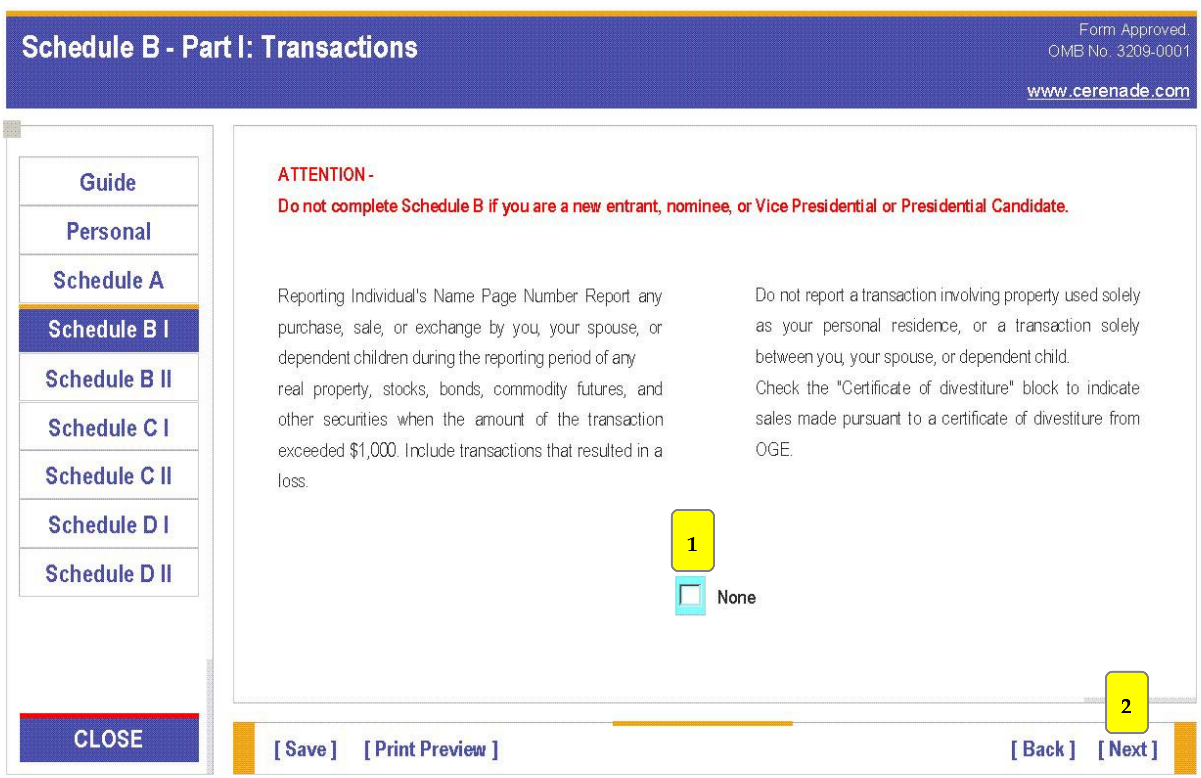



Figure 5.1

To complete **Schedule B – Part I: Transactions**:

**Steps:**

**3.** Type a description of your asset (Figure 5.3).

**4.** Type the date of the transaction (Mo, Day, Yr).

**5.** Choose the **Transaction Type**. Your choices are: **Purchase**, **Sale**, or **Exchange**.

**6.** Select the amount of the transaction.

**7.** The **Add Another** button allows you to add a new line item in each of the schedules.

**8.** The **Delete** button allows you to delete the selected line item in each of the schedules.

**9.** After you have added all transactions, click **Next**. You will continue to **Schedule B – Part II**.

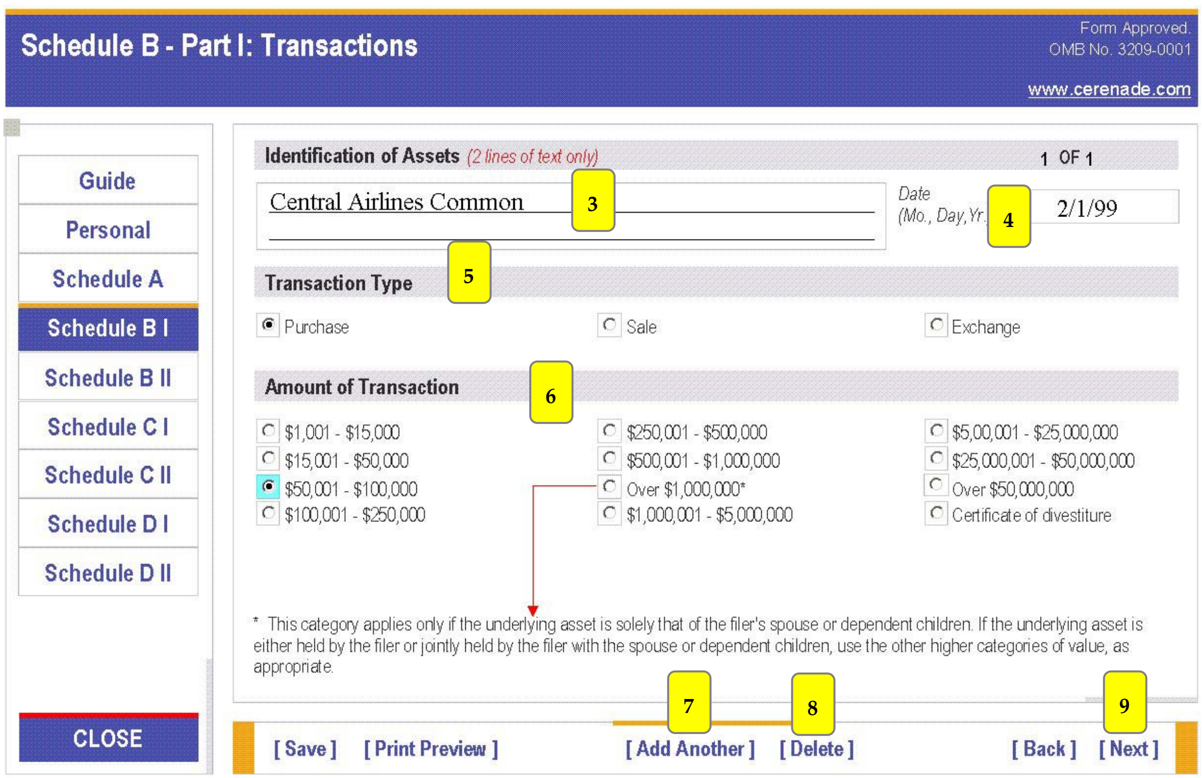



Figure 5.2

## Schedule B - Part II: Gifts, Reimbursements, and Travel Expenses

**Steps:**

**10**. If you select Incumbent or Termination Filer as the reporting status, you must select **None** if you have nothing to report. Then select **Next** and you will continue to **Schedule C: Part I**.

If you have items to report in Schedule B: Part II, click **Next** (Figure 5.3)

**11.** If you are a New Entrant or Nominee **Do Not** complete Schedule B, click **Next**.

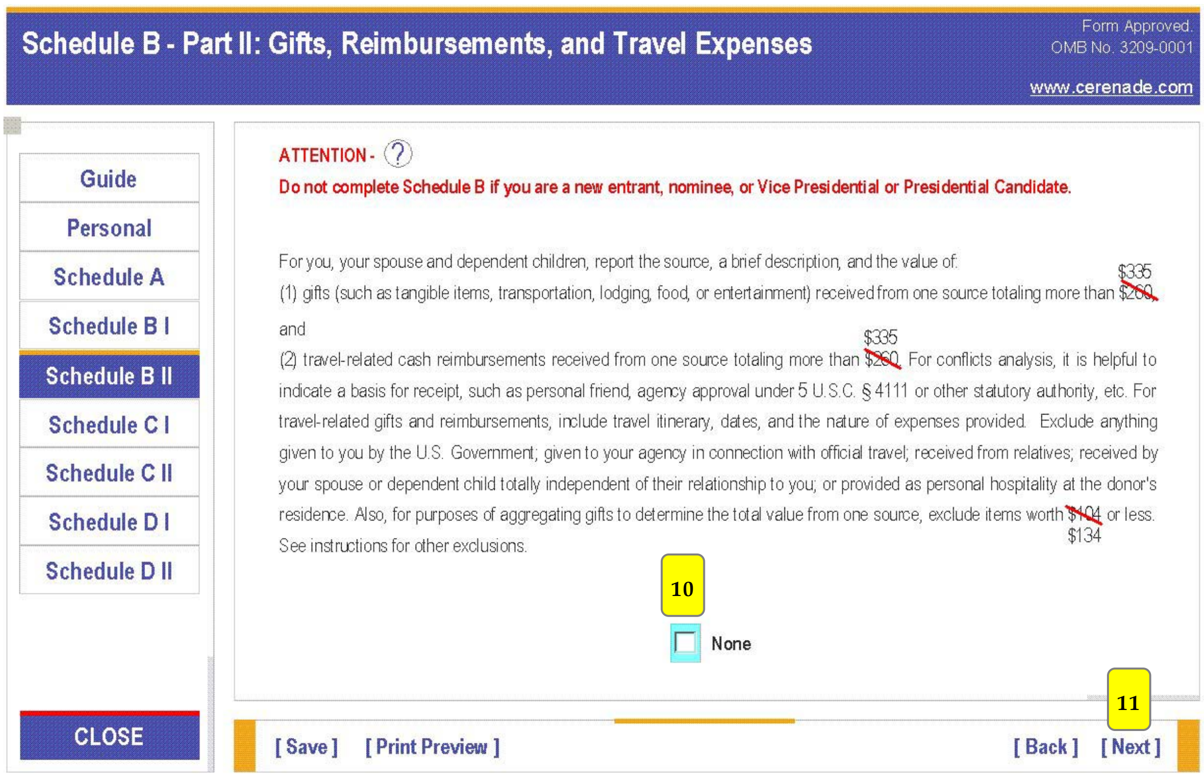



Figure 5.3

To complete **Schedule B – Part II: Gifts, Reimbursements, and Travel Expenses**:

**Steps:**

**12.** Type the name and address of the source. Only 2 lines of text. (Figure 5.4)

**13.** Type a brief description of the gift, reimbursement, or travel expense. Only 2 lines of text.

**14.** Type the value of the item.

**15.** The **Add Another** button allows you to add a new line item in each of the schedules.

**16.** The **Delete** button allows you to delete the selected line item in each of the schedules.

**17.** After you have added all the items, click **Next**. You will continue to **Schedule C**.

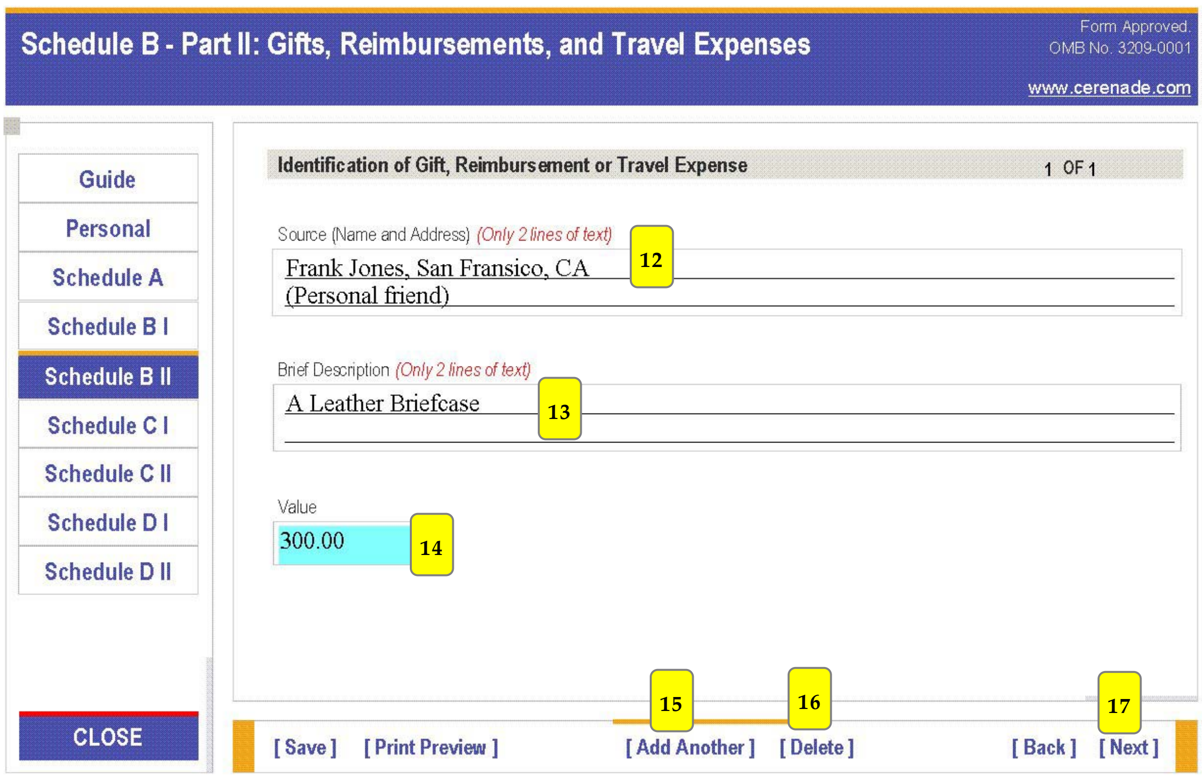



Figure 5.4

# Chapter 6 Schedule C

This chapter will discuss Schedule C: Part I and Part II of the SF-278 Wizard.

## Schedule C- Part I: Liabilities

**Steps:**

**1.** If you select Incumbent or Termination Filer as the reporting status, you must select **None** if you have nothing to report. Then select **Next** and you will continue to **Schedule C: Part II**.

**2.** If you have liabilities to report in **Schedule C: Part I**, click **Next** (Figure 6.1).

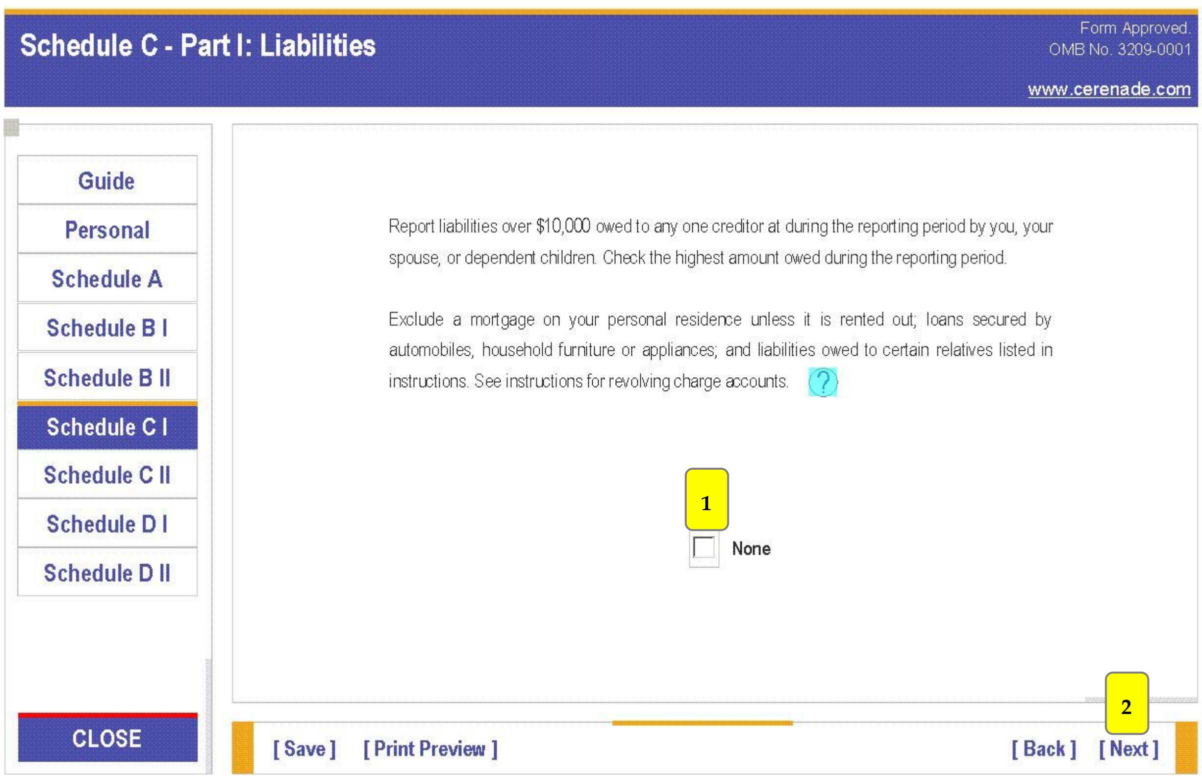



Figure 6.1

To complete **Schedule C – Part I: Liabilities**:

**Steps:**

**3.** Type the name and address of your creditor. Only 2 lines of text (Figure 6.2).

**4.** Type a brief description of the liability. Only 2 lines of text.

**5.** Type the date the liability was incurred. For example, 2007.

**6.** Type the interest rate (if applicable).

**7.** Type the term (if applicable).

**8.** Select the category of amount or value.

**9.** The **Add Another** button allows you to add a new line item in each of the schedules.

**10.** The **Delete** button allows you to delete the selected line item in each of the schedules.

**11.** After you have added all liabilities, click **Next**.

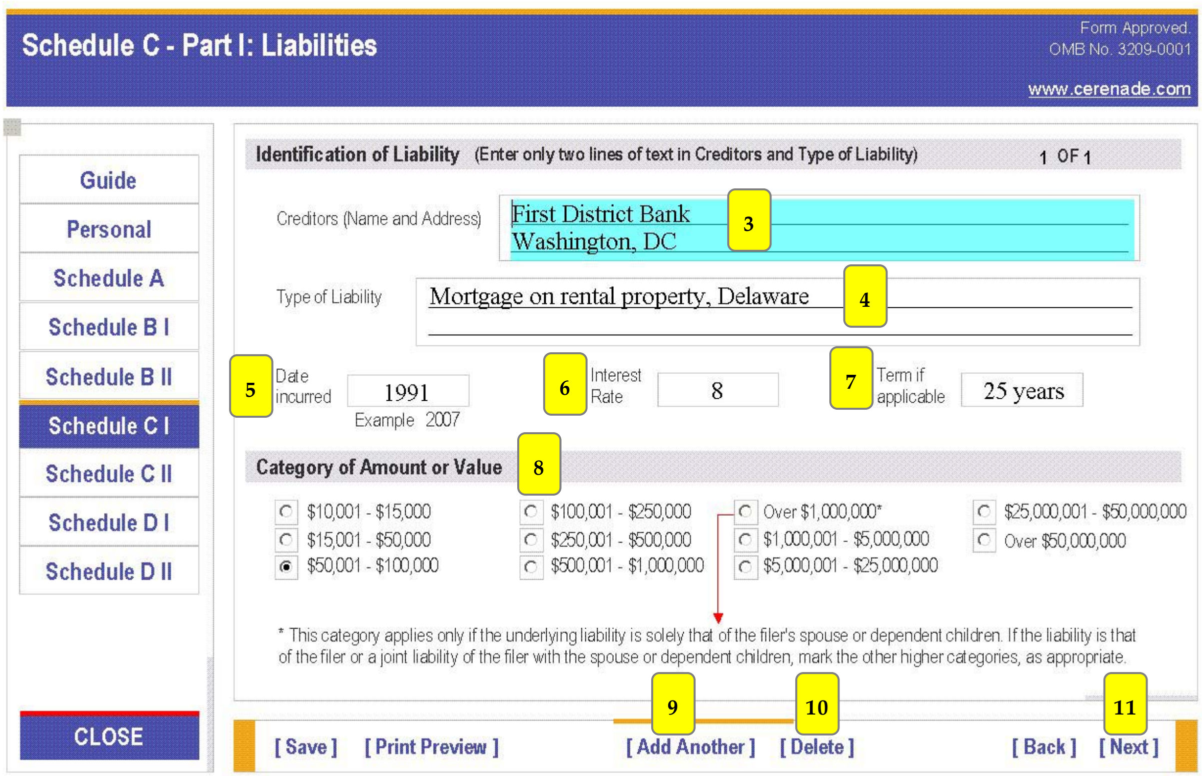



Figure 6.2

# Schedule C - Part II: Agreements or Arrangements

**Steps:**

**12.** If you select Incumbent or Termination Filer as the reporting status, you must select **None** if you have nothing to report. Then select **Next** and you will continue to **Schedule D: Part I**.

**13.** If you have Agreements or Arrangement to report in **Schedule C: Part II**, click **Next** (Figure 6.3).

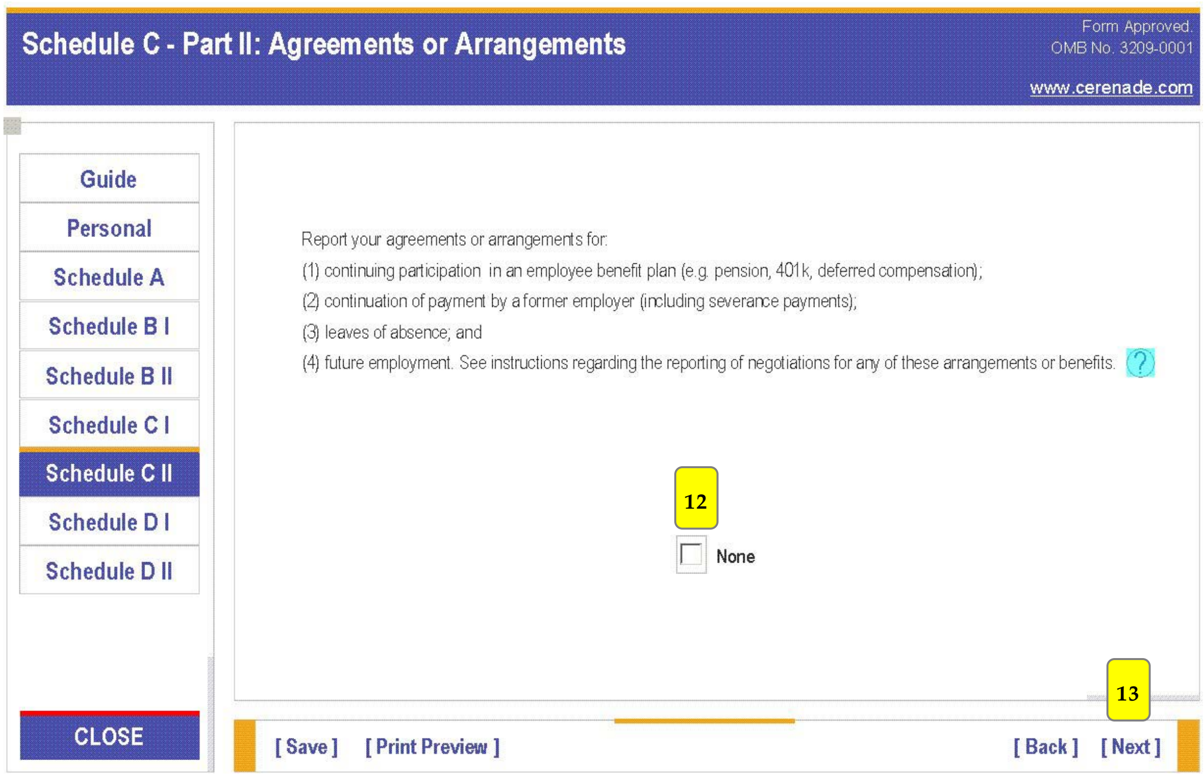



Figure 6.3

To complete **Schedule C – Part II: Agreements or Arrangements**:

**Steps:**

**14.** Type the status and terms of any Agreement or Arrangement (Figure 6.4).

**15.** Type the names of the parties involved in the Agreement or Arrangement.

**16.** Type the date of the Agreement or Arrangement. For example: 7/85.

**17.** The **Add Another** button allows you to add a new line item in each of the schedules.

**18.** The **Delete** button allows you to delete the selected line item in each of the schedules.

**19.** After you have added all Agreements or Arrangements, click **Next**. You will continue to **Schedule D: Part I**.

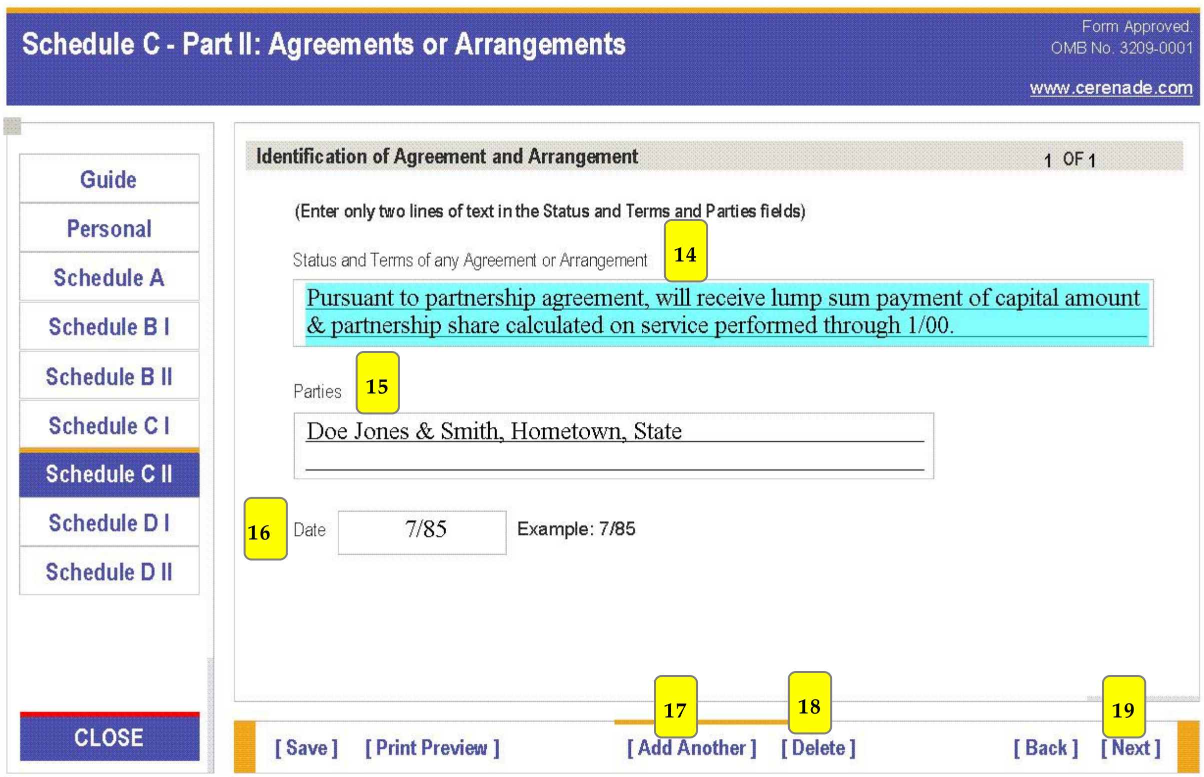



Figure 6.4

# Chapter 7 Schedule D

This chapter will discuss Schedule D: Part I and Part II of the SF-278 Wizard.

## Schedule D- Part I: Positions Held Outside of U.S. Government

**Steps**:

**1.** If you have no positions held outside of U.S. government to report in **Schedule D: Part I**, select **None**. Then click **Next** to continue to **Schedule D - Part II**.

**2.** If you have held positions outside the U.S. Government, select **Next** (Figure 7.1).

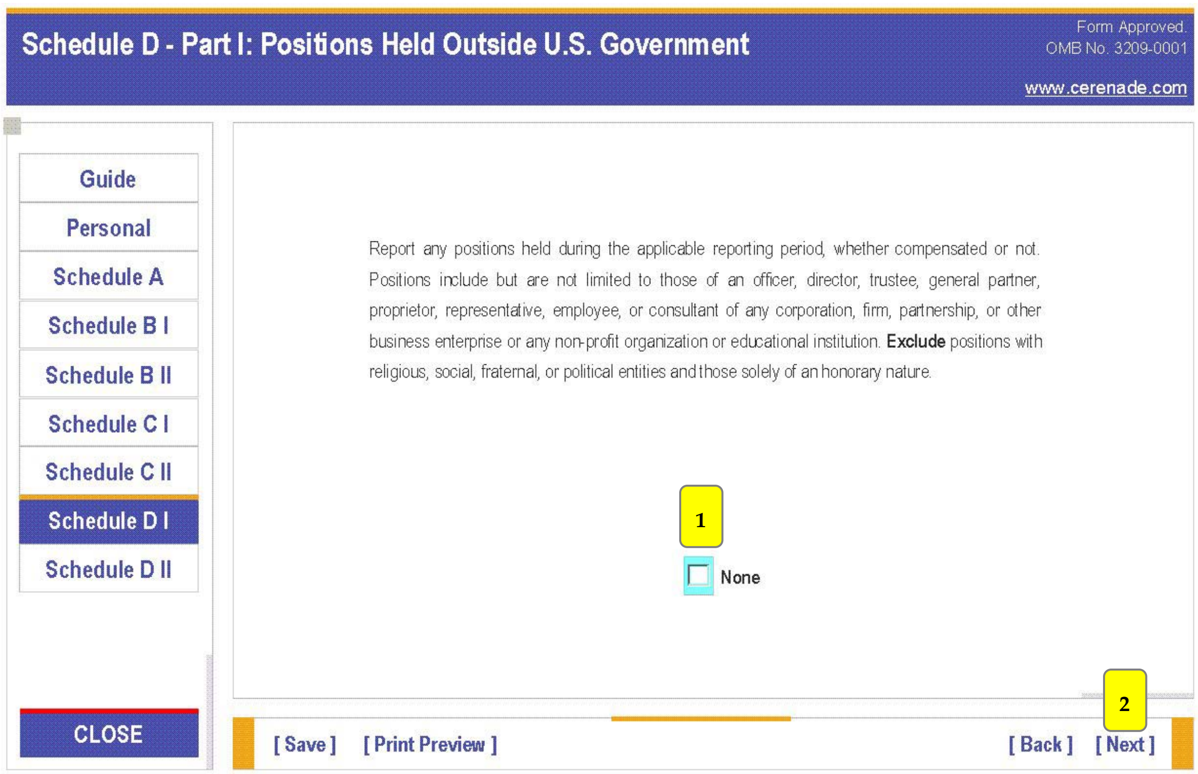



Figure 7.1

To complete **Schedule D – Part I: Positions Held Outside U.S. Government**:

**Steps:**

**3.** Type the **Organization (Name and Address)**. Only 2 lines of text (Figure 7.2).

**4.** Type the **Type of Organization**. Only 2 lines of text.

**5.** Type the **Position Held**. Only 2 lines of text.

**6.** Type the date you started the position. For example: 6/92.

**7.** Type the date the position ended.

**8.** The **Add Another** button allows you to add a new line item in each of the schedules.

**9.** The **Delete** button allows you to delete the selected line item in each of the schedules.

**10.** After you have added all positions held outside the U.S. Government, click **Next**.

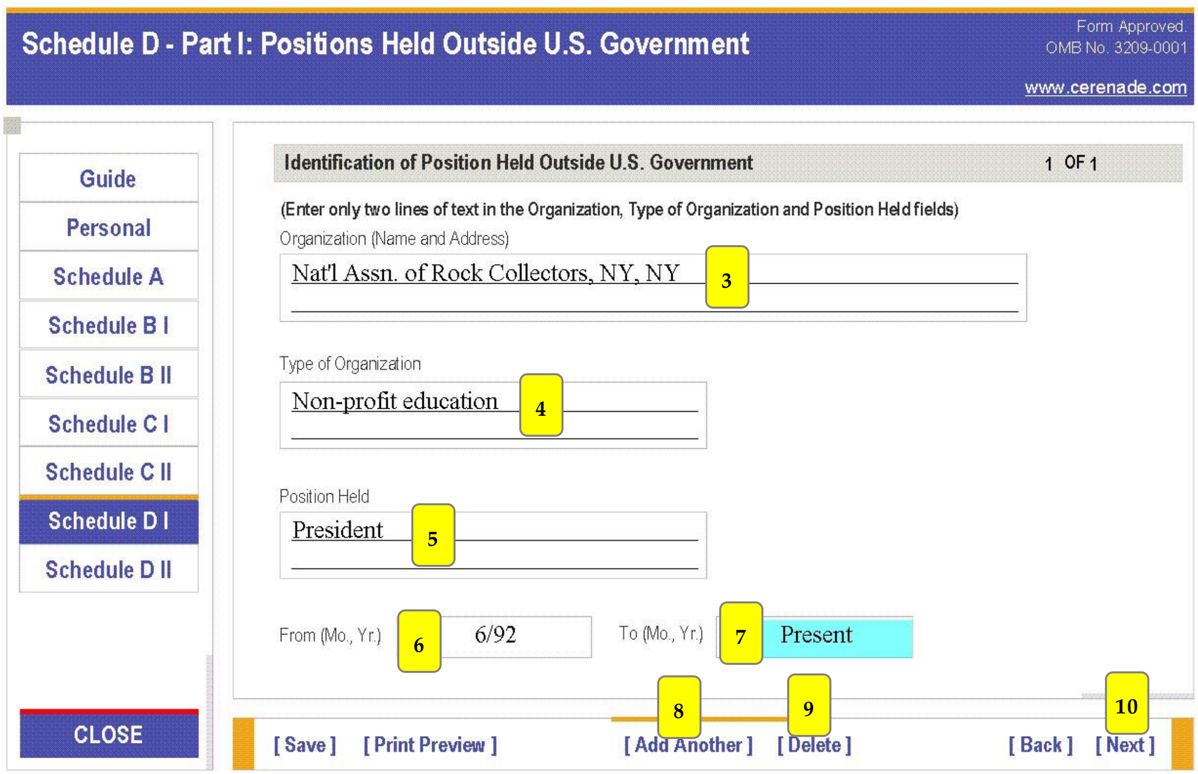



Figure 7.2

# Schedule D - Part II: Compensation in Excess of $5,000 Paid by One Source

**Steps:**

**11.** If you selected New Entrant or Nominee as the reporting status, or if you have no compensation to report in **Schedule D - Part II**, select **None**.

**12.** If you have received compensation in excess of $5,000 paid by one source to report, click **Next** (Figure 7.3).

If Incumbent or Termination Filer was selected in the reporting status, the SF-278 Wizard will automatically populate the **None** check box.

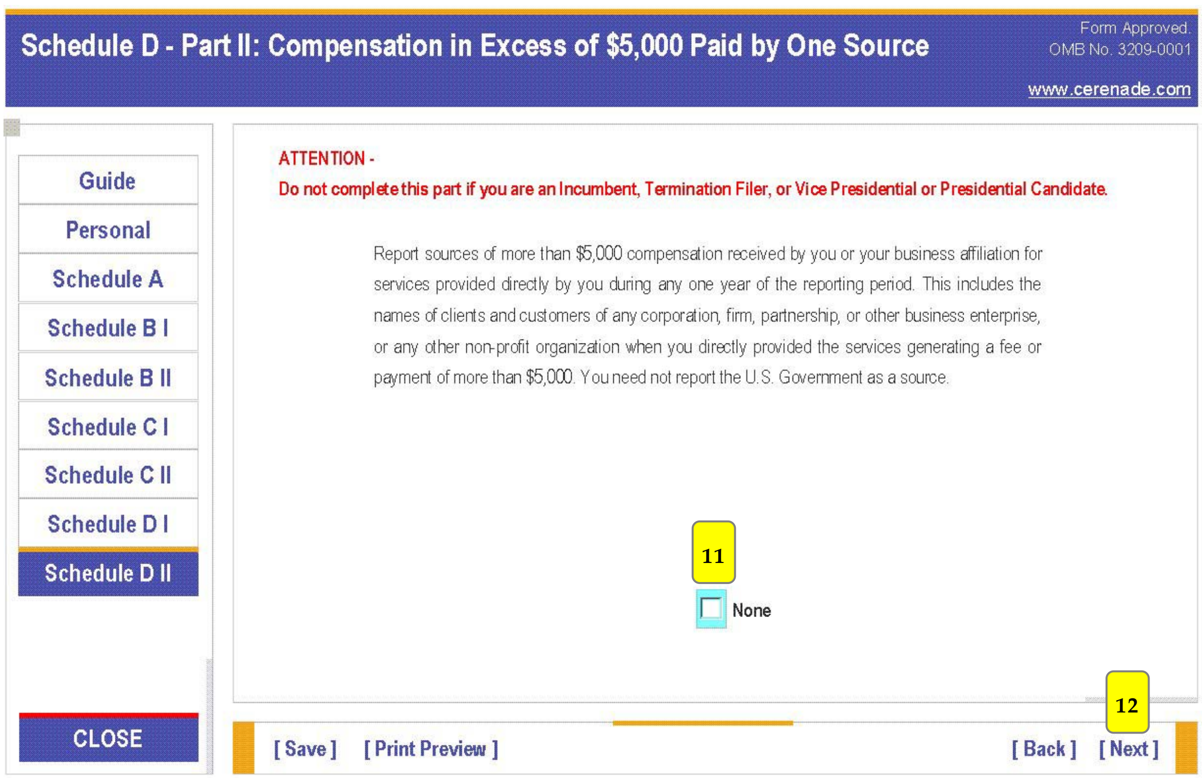



Figure 7.3

To complete **Schedule D – Part II: Compensation in Excess of $5,000 Paid by One Source**:

**Steps:**

**13.** Type the name and address of the compensation source. Only 2 lines of text.

**14.** Type a brief description of the duties for which you were compensated. Only 2 lines of text.

**15.** The **Add Another** button allows you to add a new line item in each of the schedules.

**16.** The **Delete** button allows you to delete the selected line item in each of the schedules.

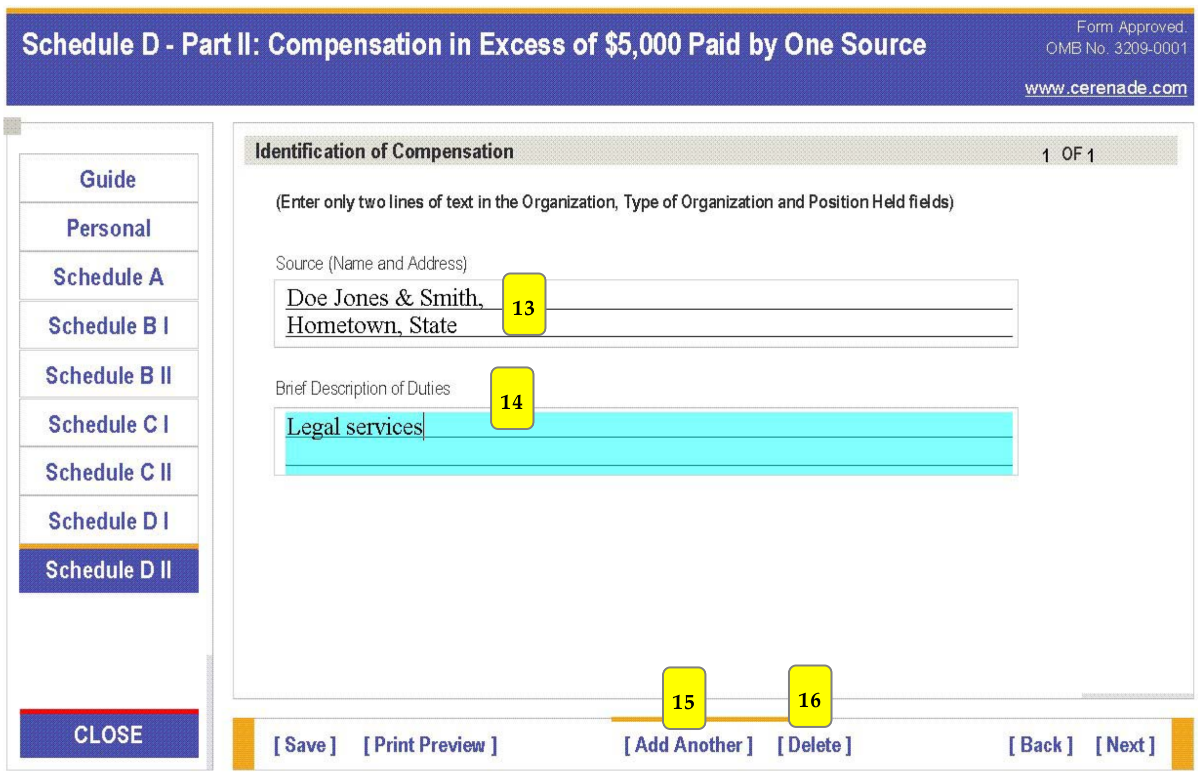



Figure 7.4

This is the end of the data entry for the SF-278 Wizard. In the remaining chapters, you will learn how to save, print, and import your data.

If you need to save, see Chapter 8.

If you need to print, see Chapter 9.

If you need to import, see Chapter 10.

# Chapter 8 Saving the SF-278 in the Wizard

You can use the **Guide** to edit any of the sections by selecting the section.

It is recommended that you save often to avoid losing any of your data. You can only save the SF-278 to your local computer. On every screen where data can be entered there is a **Save** button located on the bottom left. Saving your data is easy. It is similar to saving a document in Word.

To save the SF-278:

**Steps:**

**1.** Click **Save** (Figure 8.1).

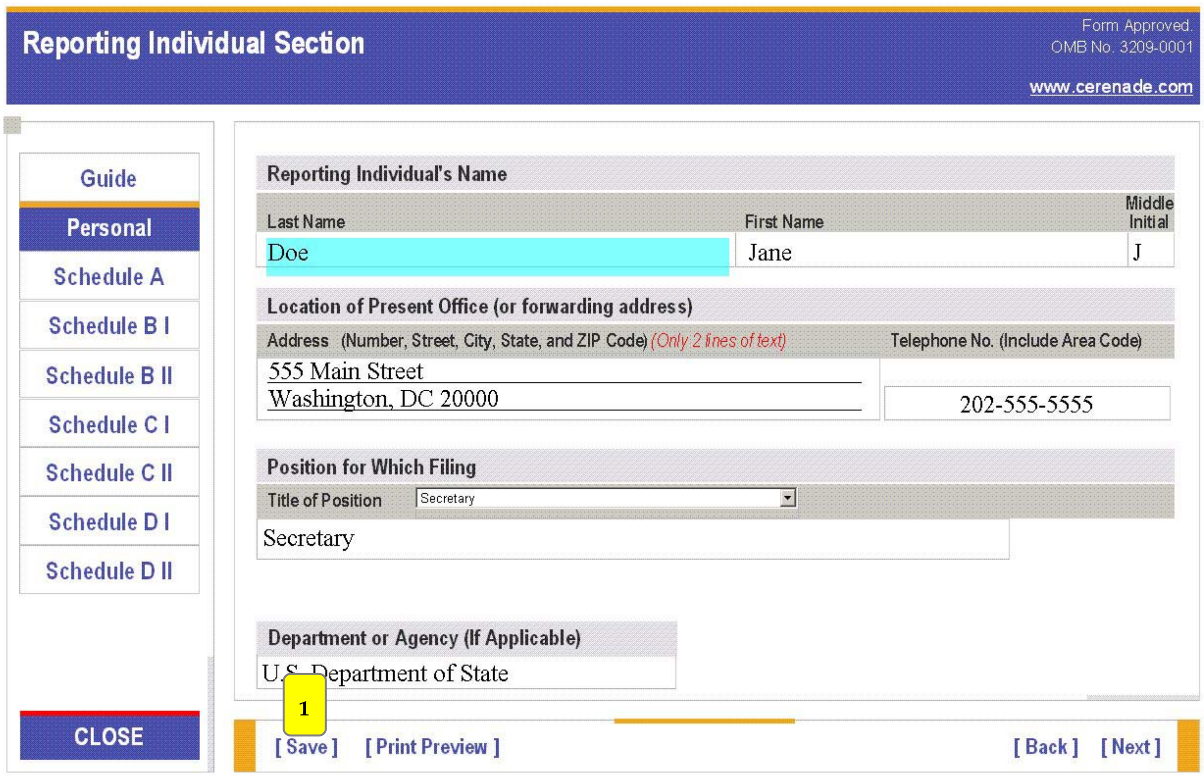



Figure 8.1

If your pop-up blocker is not turned on, skip to **Step 6**.

If your popup blocker is turned on, follow **Steps 2-5** (Figure 8.3). Note: You may or may not see all of these screens.

2. Click **OK** on the **Information Bar** window.

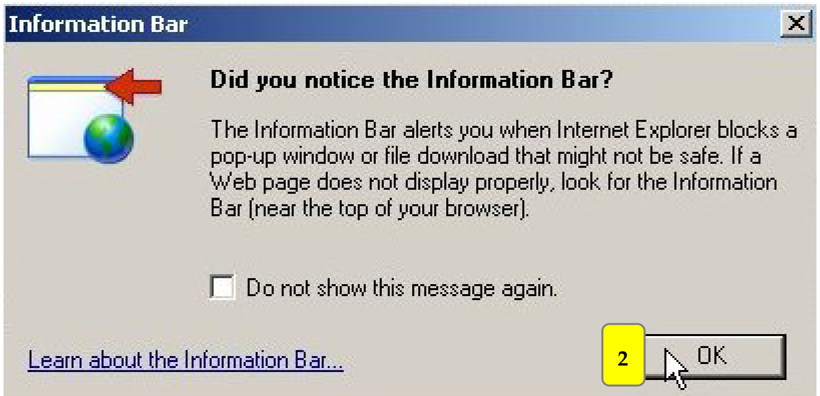



Figure 8.2

3. Click on the Pop-up Blocked message (Figure 8.3).


Figure 8.3

4. Click **Always Allow Pop-ups from This Site** (Figure 8.4).

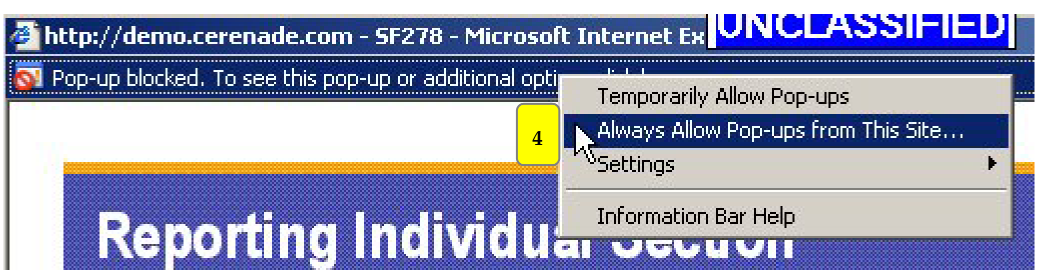



Figure 8.4

**5.** Click **Yes** to allow pop-ups (Figure 8.5).

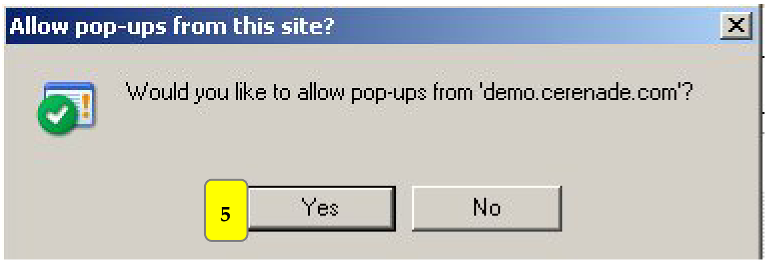



Figure 8.5

**6.** Now that you have allowed pop-ups, click **Save** (Figure 8.6).

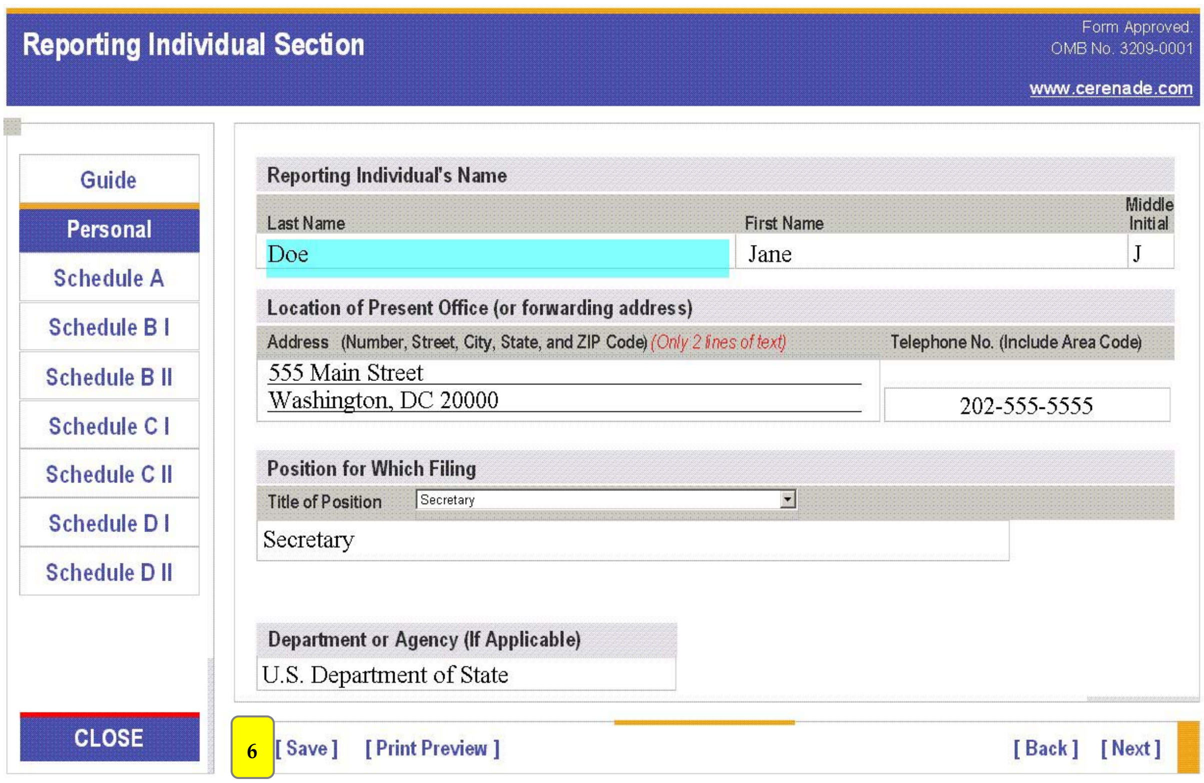



Figure 8.6

**7.** Click **Continue** (Figure 8.7).

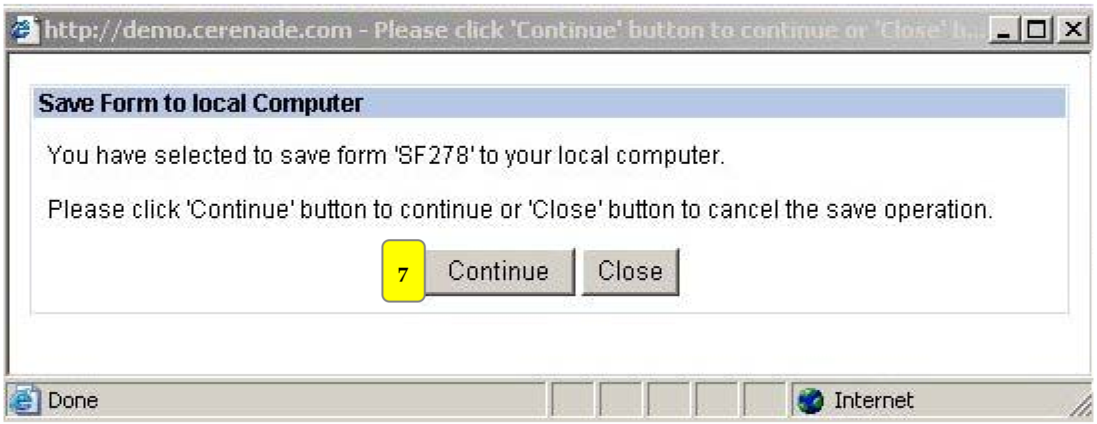



Figure 8.7

On many computers you may have pop-up blockers turned on and if so, you will see Figure 8.8.

**8.** Click in the yellow security section to continue.

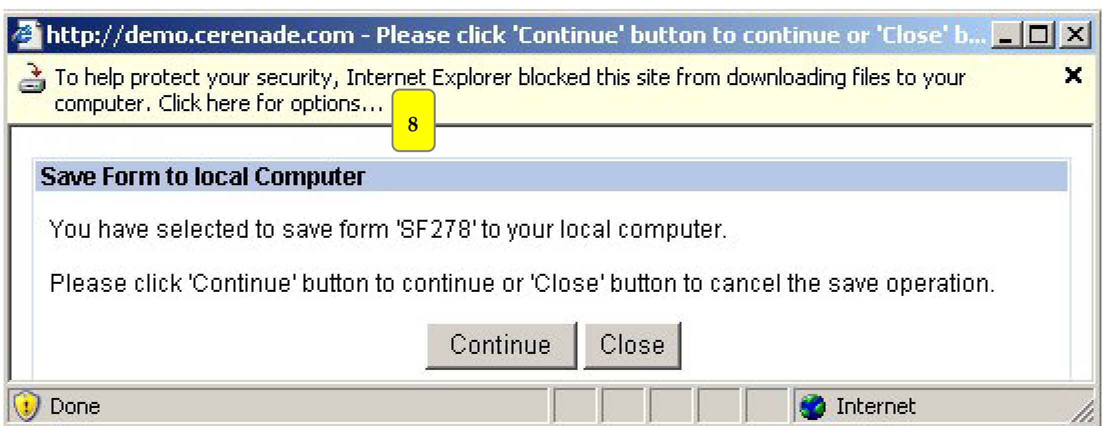



Figure 8.8

**9.** From the drop down list, click **Download File** (Figure 8.9).

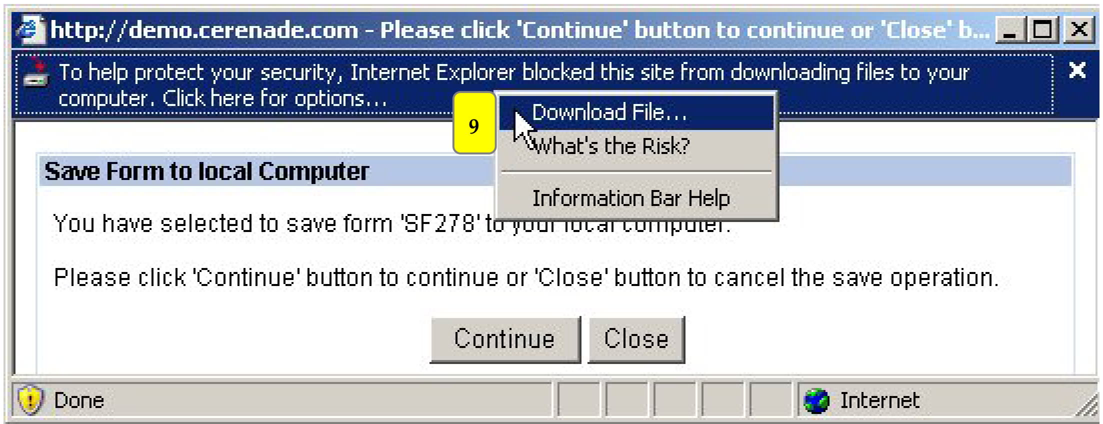



Figure 8.9

**10.** On the **File Download** window, click **Save** (Figure 8.10).

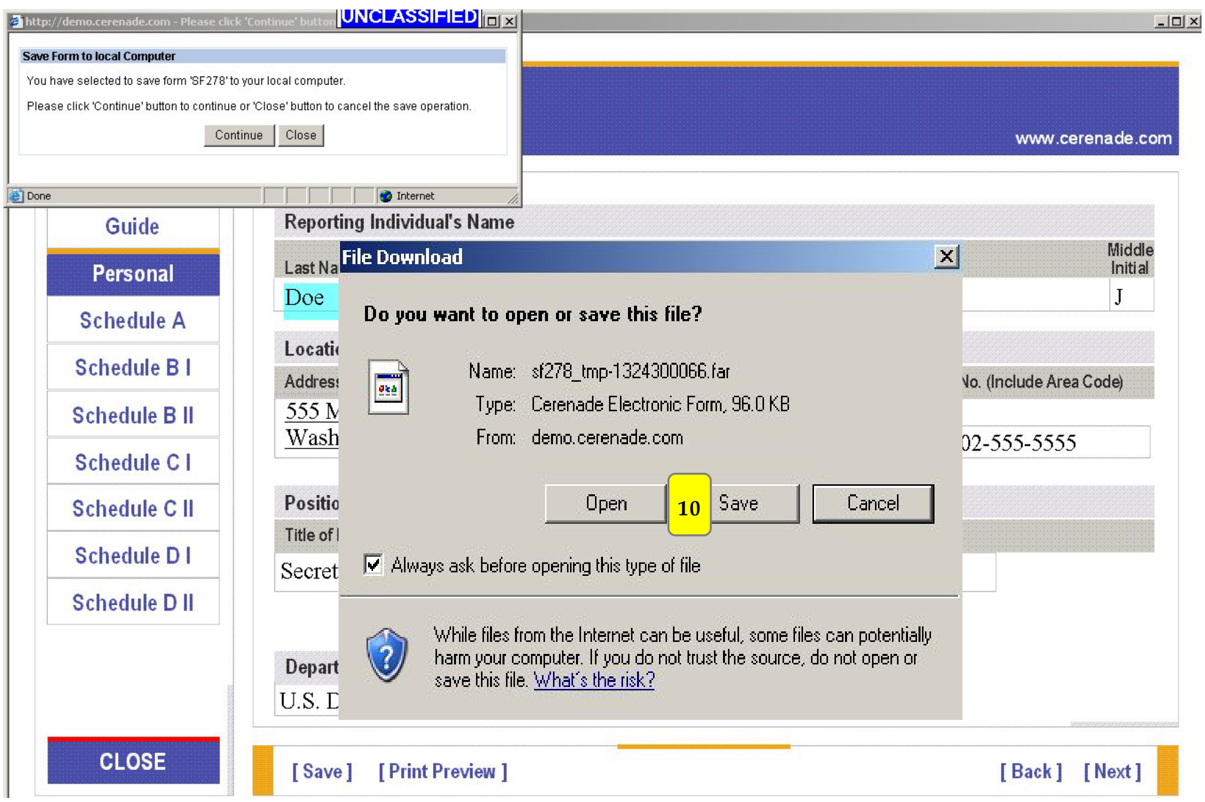



Figure 8.10

The **Save As** dialog box opens allowing you to choose a place to save your file.

The program will assign a random file name. For example, *sf278_tmp127563398.far*. It is recommended you change the file name so that it identifies the form followed by your name and year. For example, *sf278_Doe2007.far*. *FAR* is the extension name and must not be changed.

**11.** Edit the file name that appears (Figure 8.11).

Note: If you have previously saved the file, you can select it and overwrite it when asked.

**12.** Click **Save** to save the file to the place you have designated.

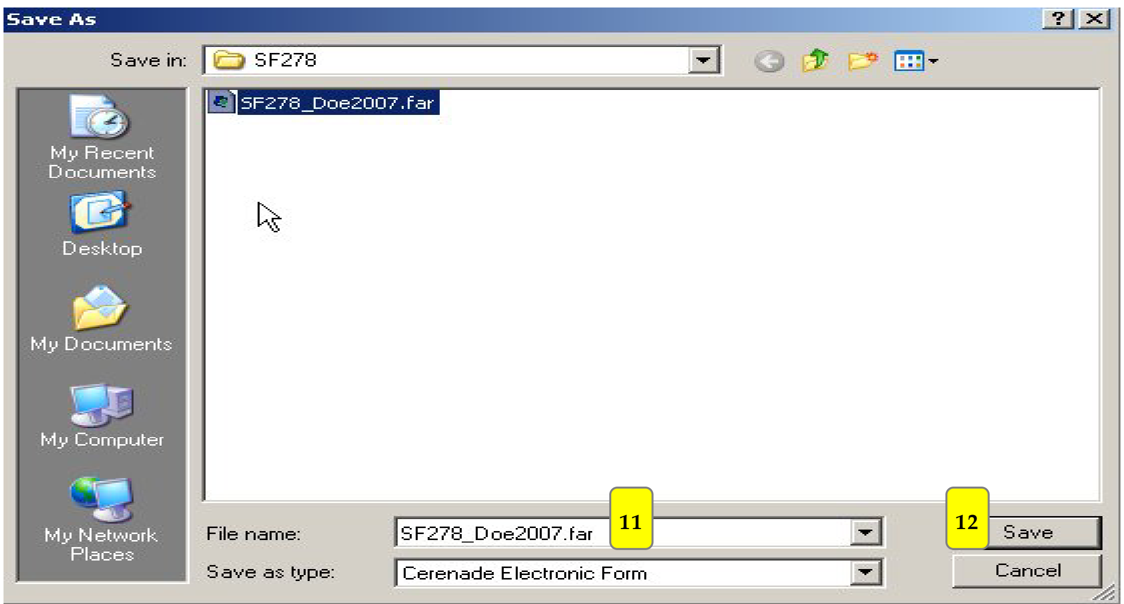



Figure 8.11

**13.** Click **Close** to return to the SF-278 Wizard (Figure 8.12).

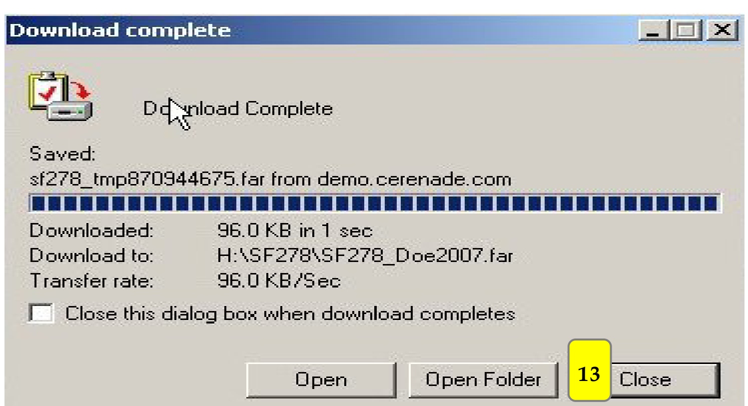



Figure 8.12

# Chapter 9 Preview and Printing the SF-278 in the Wizard

From any SF-278 Wizard screen that has a **Print Preview** button located at the bottom of the screen, you can view your data in the actual form.

To preview and print your data:

**Steps:**

1. Click **Print Preview** (Figure 9.1).

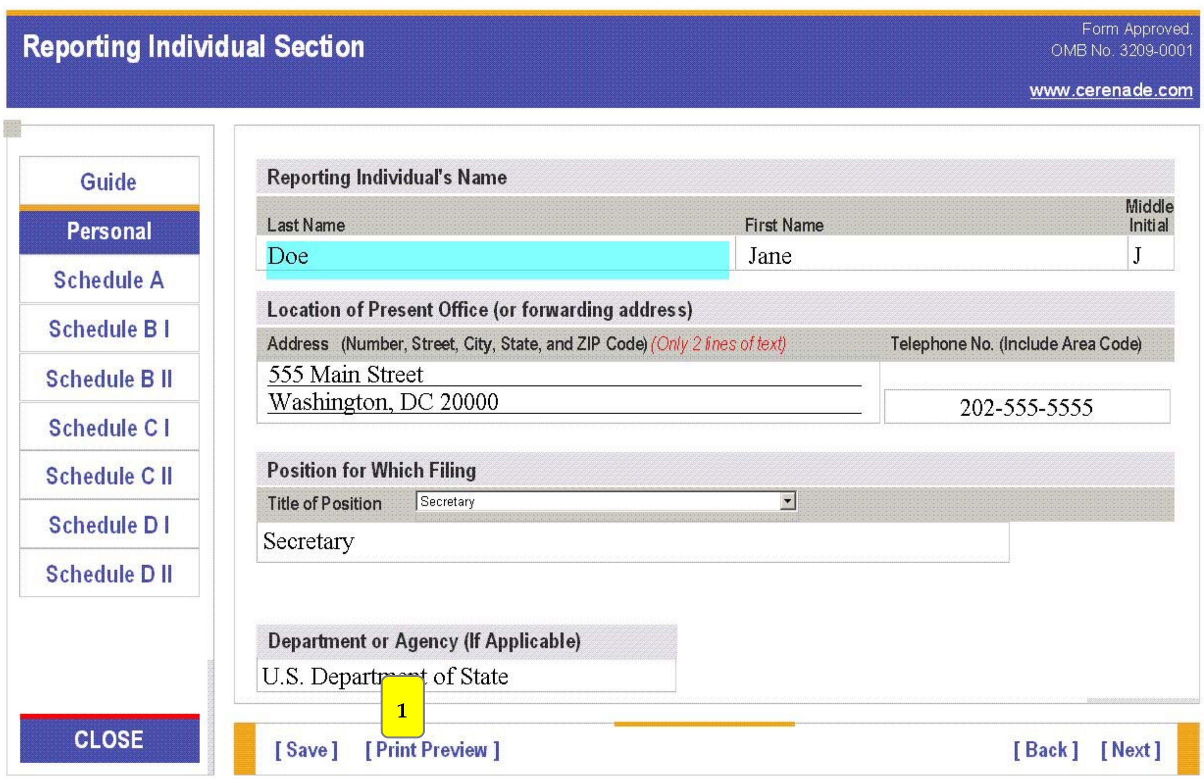
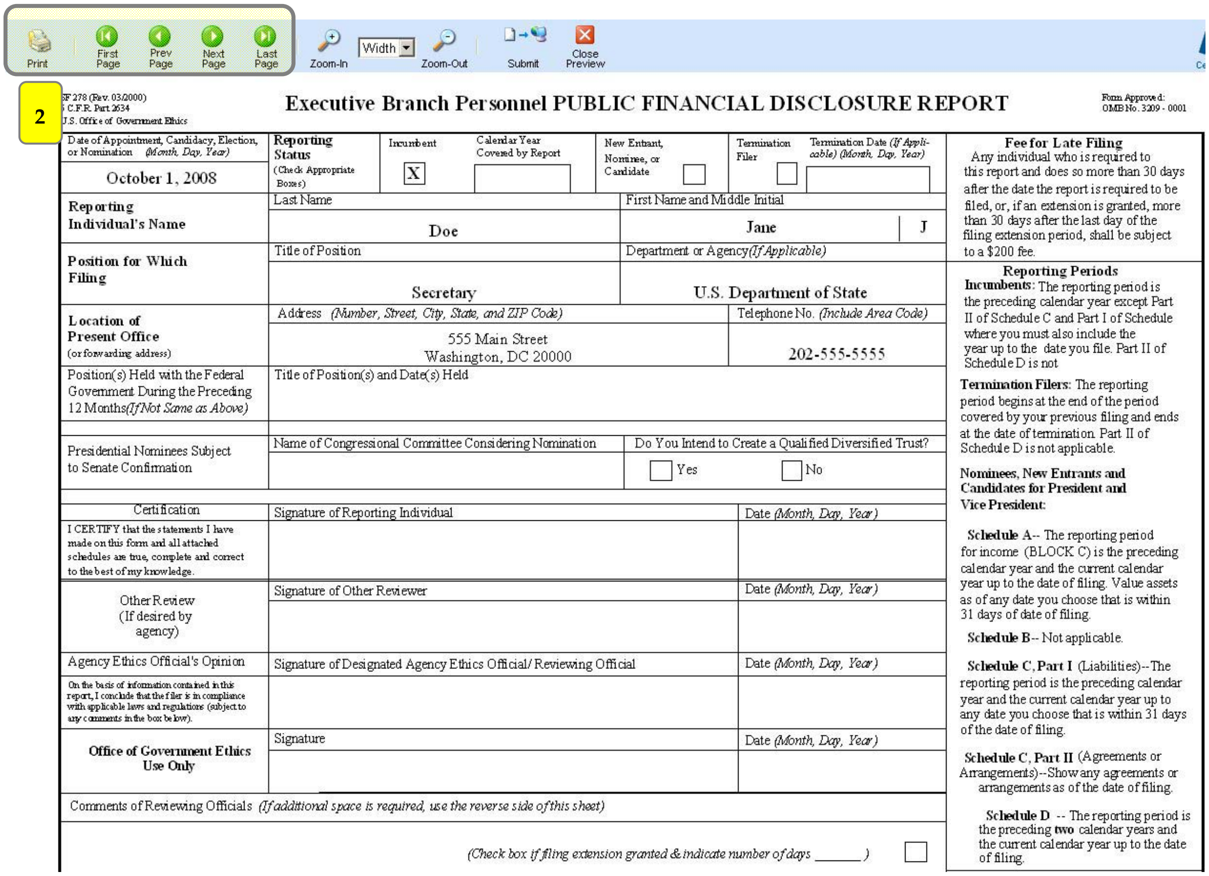



Figure 9.1

You can navigate to each page by using the green arrows or you can print the form.

**2.** Click the **Print** icon (Figure 9.2).




SF 278 (Rev. 03/2000)
5 C.F.R. Part 2634
U.S. Office of Government Ethics

**Executive Branch Personnel PUBLIC FINANCIAL DISCLOSURE REPORT**

Form Approved: OMB No. 3209 - 0001

| | | | |
|---|---|---|---|
| Date of Appointment, Candidacy, Election, or Nomination *(Month, Day, Year)*: October 1, 2008 | **Reporting Status** (Check Appropriate Boxes): Incumbent [X]; Calendar Year Covered by Report; New Entrant, Nominee, or Candidate [ ] | Termination Filer [ ]; Termination Date *(If Applicable) (Month, Day, Year)* | **Fee for Late Filing** Any individual who is required to file this report and does so more than 30 days after the date the report is required to be filed, or, if an extension is granted, more than 30 days after the last day of the filing extension period, shall be subject to a $200 fee. |
| **Reporting Individual's Name** | Last Name: Doe | First Name and Middle Initial: Jane J | |
| **Position for Which Filing** | Title of Position: Secretary | Department or Agency *(If Applicable)*: U.S. Department of State | |
| **Location of Present Office** (or forwarding address) | Address *(Number, Street, City, State, and ZIP Code)*: 555 Main Street Washington, DC 20000 | Telephone No. *(Include Area Code)*: 202-555-5555 | |
| Position(s) Held with the Federal Government During the Preceding 12 Months *(If Not Same as Above)* | Title of Position(s) and Date(s) Held | | |
| Presidential Nominees Subject to Senate Confirmation | Name of Congressional Committee Considering Nomination | Do You Intend to Create a Qualified Diversified Trust? [ ] Yes [ ] No | |
| Certification: I CERTIFY that the statements I have made on this form and all attached schedules are true, complete and correct to the best of my knowledge. | Signature of Reporting Individual | Date *(Month, Day, Year)* | |
| Other Review (If desired by agency) | Signature of Other Reviewer | Date *(Month, Day, Year)* | |
| Agency Ethics Official's Opinion: On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations (subject to any comments in the box below). | Signature of Designated Agency Ethics Official/Reviewing Official | Date *(Month, Day, Year)* | |
| **Office of Government Ethics Use Only** | Signature | Date *(Month, Day, Year)* | |

Comments of Reviewing Officials *(If additional space is required, use the reverse side of this sheet)*

*(Check box if filing extension granted & indicate number of days _______ )* [ ]

**Reporting Periods**

**Incumbents:** The reporting period is the preceding calendar year except Part II of Schedule C and Part I of Schedule where you must also include the year up to the date you file. Part II of Schedule D is not

**Termination Filers:** The reporting period begins at the end of the period covered by your previous filing and ends at the date of termination. Part II of Schedule D is not applicable.

**Nominees, New Entrants and Candidates for President and Vice President:**

**Schedule A**-- The reporting period for income (BLOCK C) is the preceding calendar year and the current calendar year up to the date of filing. Value assets as of any date you choose that is within 31 days of date of filing.

**Schedule B**-- Not applicable.

**Schedule C, Part I** (Liabilities)--The reporting period is the preceding calendar year and the current calendar year up to any date you choose that is within 31 days of the date of filing.

**Schedule C, Part II** (Agreements or Arrangements)--Show any agreements or arrangements as of the date of filing.

**Schedule D** -- The reporting period is the preceding **two** calendar years and the current calendar year up to the date of filing.

Figure 9.2

The **Print Parameters** dialog box opens (Figure 9.3).

**3.** Under **Output**, select **Print to Adobe PDF**.

**4.** You can select the page range if you want to print just selected pages.

**5.** Under **Print Mode**, make sure that **Final Copy – Form and Data are printed** is selected.

**6.** Click **Continue**

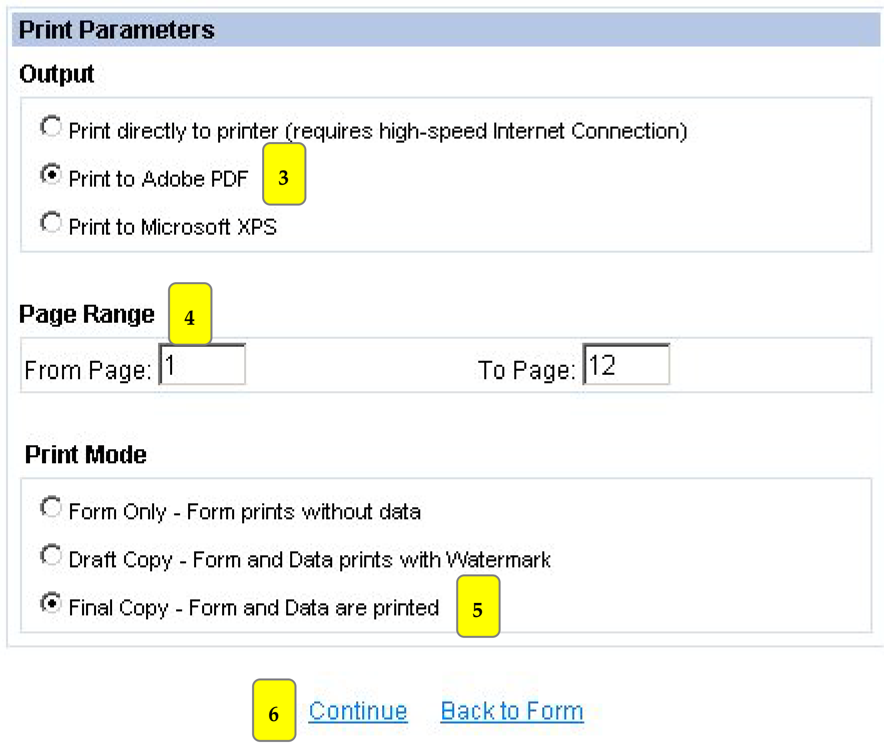



Figure 9.3

A new window opens displaying the PDF on your screen (Figure 9.4).

7. Click the **Printer** icon to complete the print process

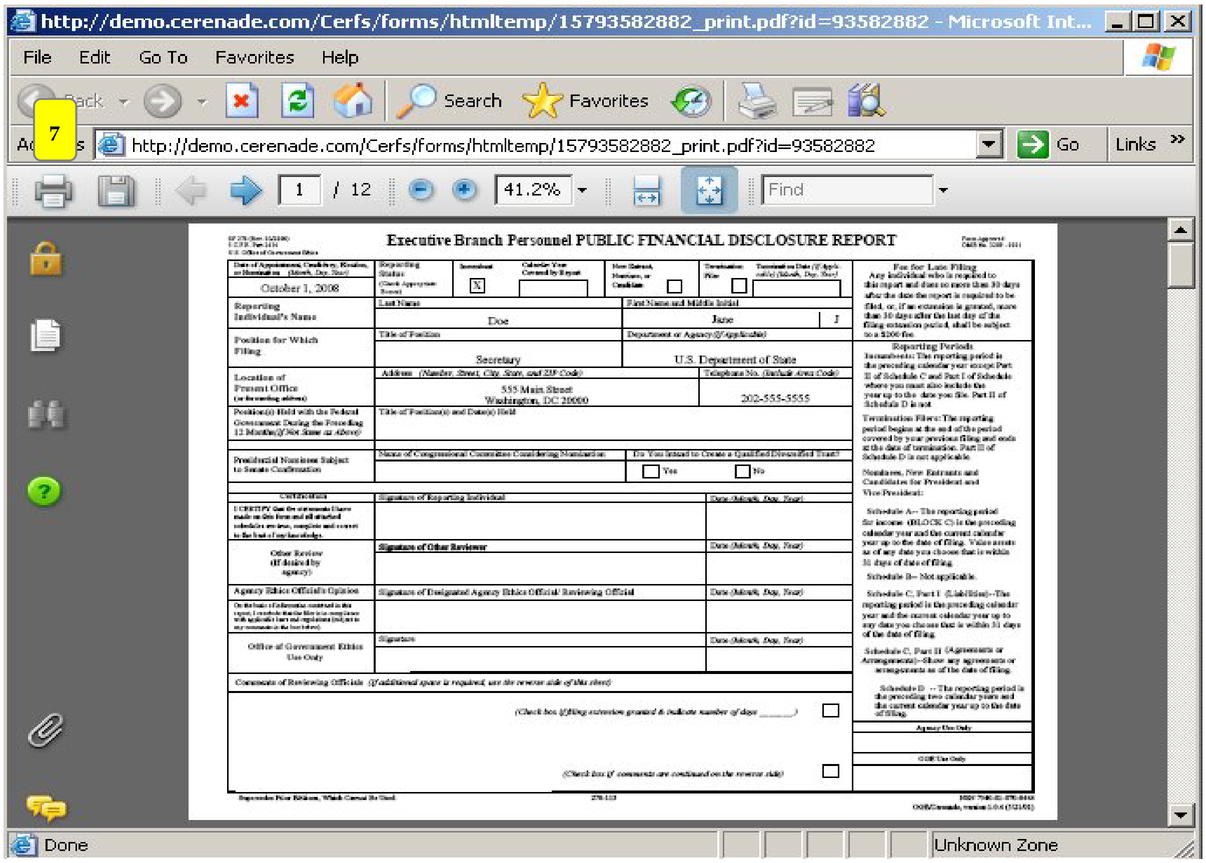



Figure 9.4

**8.** Click **OK** to print the SF-278 (Figure 9.5).

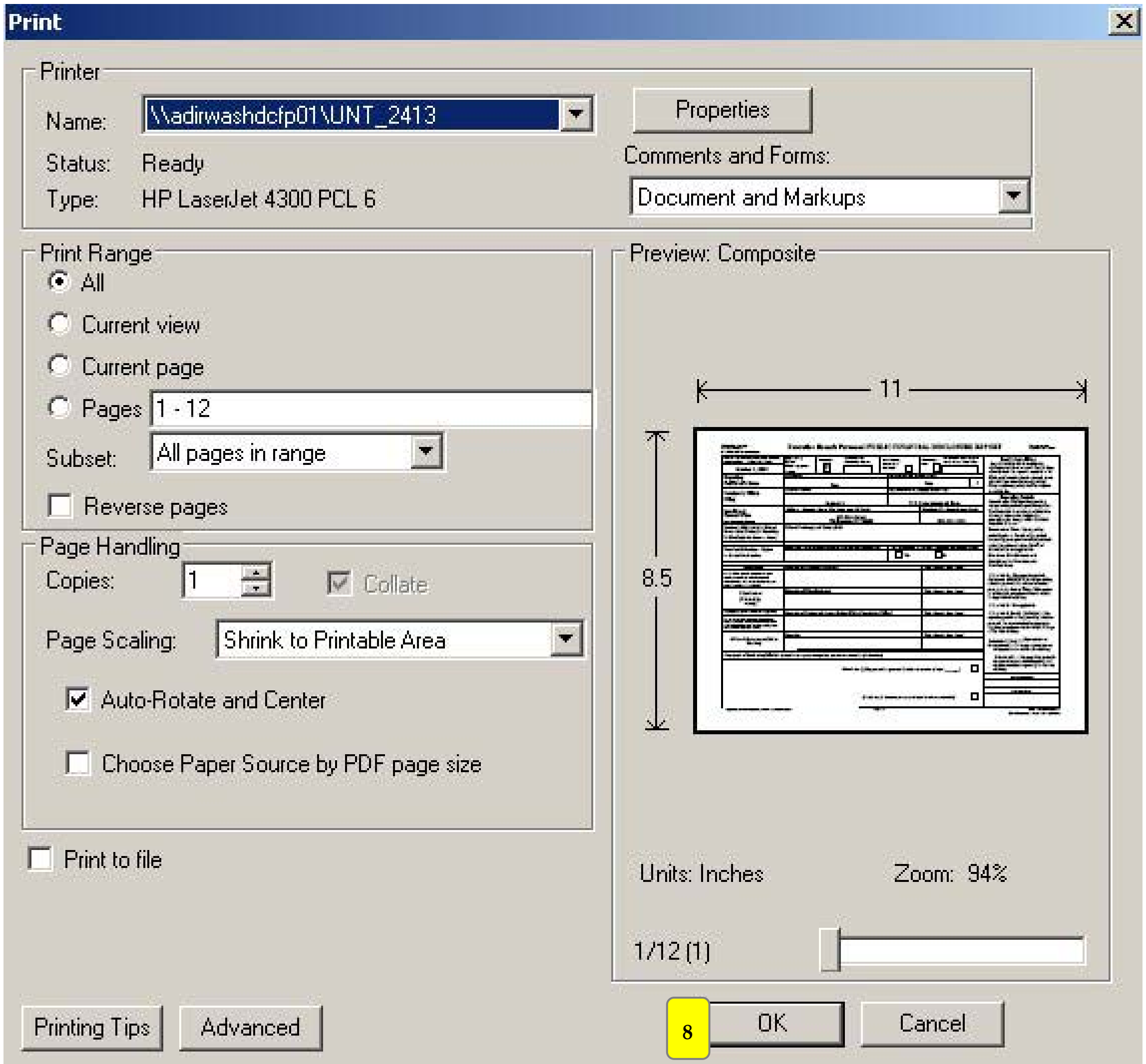



Figure 9.5

After your file prints, it will bring you back to the PDF File which you can close.

# Chapter 10 Importing data into the Wizard

If you have existing data from a saved SF-278 created in the Wizard, you can import your data back into the SF-278 Wizard.

To import your data into the SF-278 Wizard:

**Steps:**

**1.** From this **Guide** page in the Wizard, click **Import Data** (Figure 10.1).

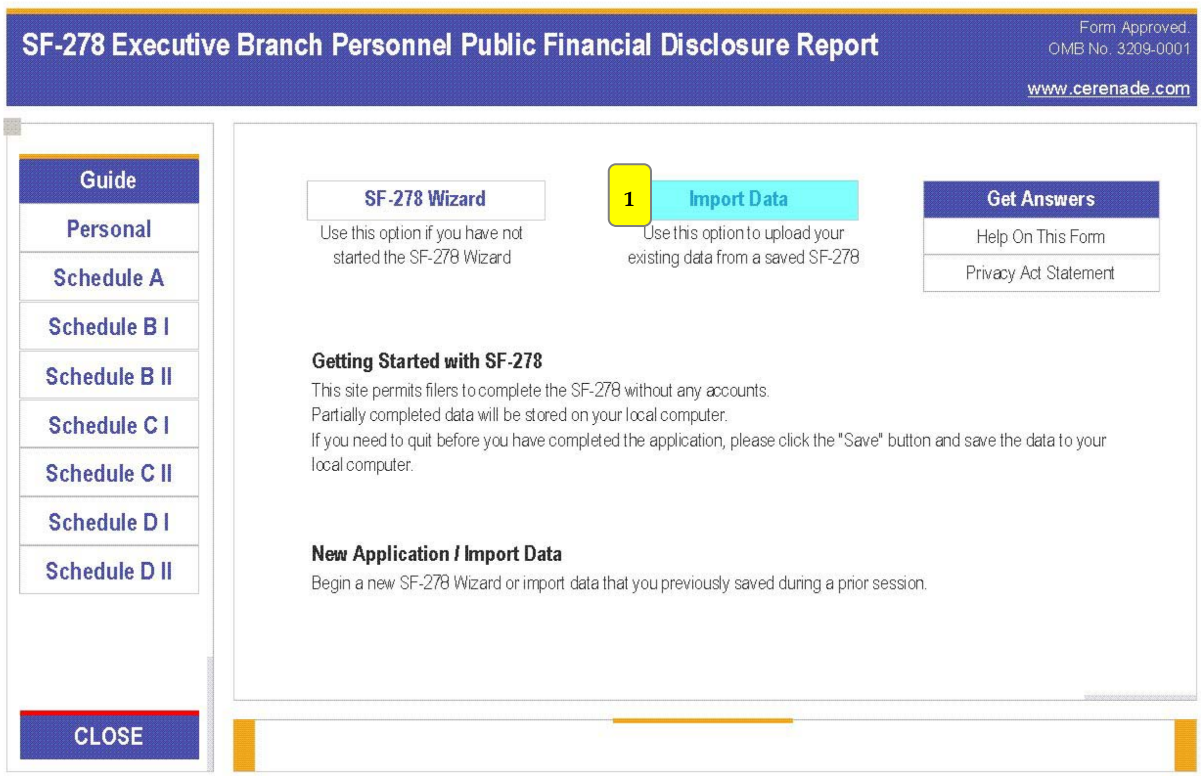



Figure 10.1

**2.** Click **Browse** to edit your previously saved form (Figure 10.2).

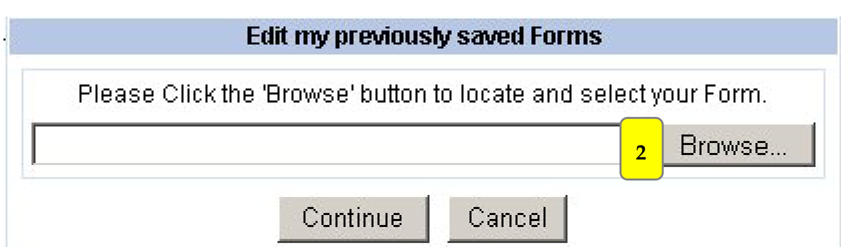



Figure 10.2

The **Choose file** dialog box opens allowing you to use the **Look In** drop down box to choose the folder you saved your FAR file. The example in Figure 10.3 uses the **SF278** folder.

**3.** Select the FAR file that you have named and click **Open**. This example uses **SF278_Doe2007.far**.

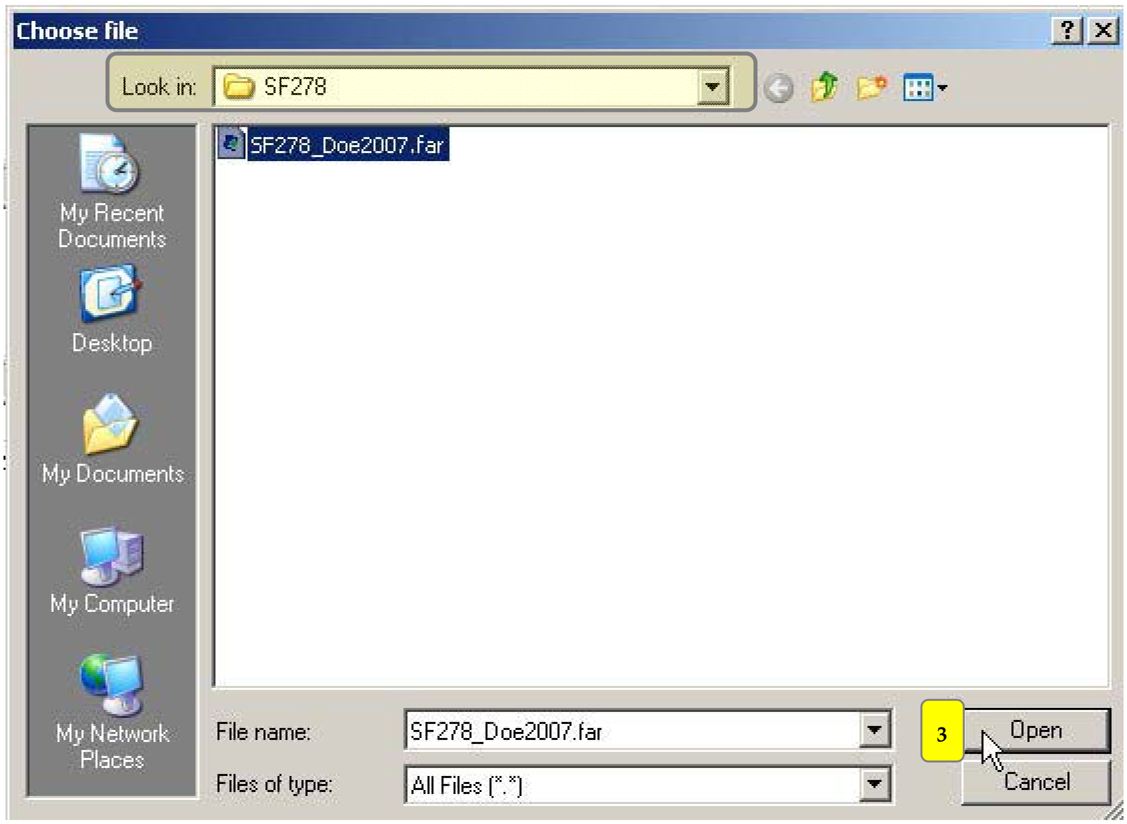



Figure 10.3

**4.** Click **Continue** to upload your data into the SF-278 Wizard (Figure 10.4).


Figure 10.4

# Chapter 11 Submitting the SF-278 form to L/EMP/FD

Complete and save your SF-278 file. Open Outlook and start a new email message. Address the message to SF278@state.gov and attach your FAR file stored on your local computer. For example, *SF278_Smith2007.far*.

Currently, we do not have approval to accept electronically signed SF-278 reports. Thus, we must receive a signed copy, even if you email the completed report to the L/EMP/FD office.

You will need to also submit a signed copy by mail to:

L/EMP/FD

2201 C Street NW

Suite 5425

Washington, DC 20520

Or

You can also fax a signed copy to:

Fax: (202) 647-8573