

OGE Form450, 450A and OGE 278

Summary of features

Scheduler/Notification

- New scheduler user interface
- Send pre-notification email giving filers a head-up that the filing cycle is about to begin and they have been identified as being required to file.
- Send notice of the beginning of the filing period.
- 'From' email field for identifying sub-organizations or individuals on a common template
- Unlimited number of automated and manually sent email templates

Administration/management

- Manager Review List
- Add new filers manually or through an upload document
- Reassign to another organizational entity
- Accept Reassignments
- Change status – Active, Reassigned, No Longer Required
- Filer Purge – purge all records more than six years old – per OGE regulations.
- Manage Filer Accounts
- Manage Manager/EPC Accounts
- Manage Reviewer Accounts
- Manage Prohibited lists – Stocks and Mutual Funds –selected from drop down list, from a search, or manual entry.
- Establish 450A year

Organization creation maintenance

- Create and manage multiple levels of organizations and their assigned managers/EPCs/filers/reviewers.
- Higher level organizations can view and manage lower level child organizations

Multi-Year support

- Ability to 'clone' the last full submission into the current filing.

Enhanced Review

- Dependent on submission content, filings will fall into one of several categories

- Full support for two levels of review (intermediate review and final review) with digital signatures at both levels
- Mass Review – one button review of all submissions that do not have any reportable disclosures. Basically nothing to review in these cases so allow single button review/signature.
- eStax style (electronic stack of documents) of review.
 - Each category presents the reviewer with a list of filers (names) that can be reviewed individually or in a stack.
 - Reviewers can make notes, set status and electronically sign.
- Ability for Reviewers to make and store ‘Notes’ associated w/ the filer’s submission to track actions/comments. Reviewer Name, Timestamp, Notes. Notes can be private or public.
- Ability for reviewers to send notices to filers for functions such as; questions about a filing, need to divest or recuse based on an asset holding, other administrative requirements.

Filers

- Ability to select public or private form for filing and review process.
- Filers can have read-only access to previous submissions at any time.
- Import of previous year’s filing information
- Filing is completed in an interview session with context sensitive help on each page.
- Complete and current stock and mutual fund lookup
- Review completed document prior to submission
- Digital signature provided