



**Thank you for filing your disclosures online.**



All legislators, legislative employees, and public members of the Ethics Committee are required to file annual disclosures for all associations within 30 days after the first day of session (February 20, 2020).

Annual disclosures examples include:

- Close economic association
- State benefit and loan programs (See Appendix C in the Standards of Conduct Handbook for more information)
- State contracts and leases of \$5,000 or more
- Representation for compensation
- Membership on a board. You must file a disclosure if you serve on a board with one or more of the following powers: advisory, investigatory, managerial, or supervisory power—even if you have no voting power—in a:
  - \* Non-profit
  - \* For profit
  - \* Religious
  - \* Educational
  - \* Condo Association
  - \* Governmental or National Board.

***File your disclosure online. It's easy!***

1. Go to <http://intranet.akleg.gov/> and scroll down to “File now” under the “File an Ethics Disclosure” section.
2. Go to the line that begins with “Click HERE”.
3. Double click on the word “HERE.”
4. Enter your credentials (your computer log-in).
5. Click on the type of disclosure you want to file.
6. Complete the form using drop down menus when available. (Provide complete information about the donor and a description of the topics discussed, forums attended, or other pertinent information.)
7. Check your completed disclosure for accuracy and click submit.

**DISCLAIMER**

*Information in this newsletter is given as a general overview. Your circumstances may require more specific information and advice. Please contact the ethics office if you have any questions as to whether your intended action is in compliance with the Ethics Act AS 24.60.*

**Contact the Select Committee on Legislative Ethics**

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