Quick Guide to disclose financial interest electronically

eDisclosure

the **dpsa**
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

We Belong   We Care   We Serve

Quick Guide to disclose financial interest electronically

What is eDisclosure system?

It is an electronic system used by designated employees to disclose their financial interests. With effect from 01 August 2016 it is compulsory to disclose financial interests using the eDisclosure system.

Who must disclose?

- All members of Senior Management Service

- Employees earning an equivalent salary level 13 and above and Occupation Specific Dispensation

- Level 11 and 12 also referred to as Middle Management Service (MMS).

- Employees in Supply Chain Units

- Employees in Financial Management Units

- Ethics Officers

- Officials in the Office of the Public Service Commission who verify financial disclosure forms of SMS members.

Why disclose financial Interests?

To:

- Ensure transparency;

- Ensure accountability; and

- Manage conflict of interest between your official duties and your private financial interests.

Disclosure period

- SMS members disclose in April for the previous financial
- eDisclosure system opens from the 01-30 April (the deadline is fixed).
- New SMS members submit within 30 days of assumption of duty (special request to open the system for newly appointed SMS members should be made by the ethics officer).
- 31 May :   HOD submits forms of SMS members to PSC.
            Executive Authority submits the financial disclosure form of HOD to PSC.

Period to disclose for other categories

Other categories of Designated Employees	Period to Disclose Financial Interest
Employees earning an equivalent of salary level 13 and above through the OSD	01-30th June of the year in question
Employees appointed at salary level 12 including employees earning the equivalent of salary level12 through OSD.	01-31st July of the year in question
Employees who are authorized by the Minister , EA,HOD or the chairperson of the Public Commission (PSC) for purposes of record keeping and effective implementation Part 2of the Chapter 2 of the PSR , 2016	01- 31 July of the year in question
Employees appointed at Salary level 11 including employees earning the equivalent of salary level 11through OSD.	01-31st July of the year in question
Employees in Supply Chain Management and Finance Units , irrespective of their levels	01-31st of the year in question
New employees appointed in the above categories	Within 30 day after assumption of duty

Details of Interests to be disclosed

1. Shares, Loan accounts and other form of equity
2. Income generating Assets
3. Trusts
4. Directorships and Partnerships
5. Remunerative work outside employee's department
6. Consultancies and retainerships
7. Gifts and Hospitality from a source other than a family member
8. Sponsorship
9. Vehicles
10. Ownership and other interests in immovable property

URL: https://edisclosure.gov.za

Steps to follow when registering
1.   On the internet browser type https: // edisclosure.gov.za
You will land on the eDisclosure home page
On the eDisclosure home page
2.   Type in your id number
3.   Select government
4.   Click on the **Register** button

If you receive the message: "SA ID does not exist on the employee register", request a registration form from your ethics officer.

You will land on the registration page
On the eDisclosure Registration Page
5.   Create Username & Password
6.   Verify Password
NB: Keep Username & Password in a secure place. From this stage onwards they are your ticket to access the eDisclosure system (no username and password, no access)
7.   Populate all other highlighted fields (cell phone and email field)
8.   Click Submit

A One Time Pin (OTP) will be sent to your email. Open your email to obtain the OTP.

9.   Navigate to the OTP activation Screen (if you have closed the OTP screen navigate back to the home page, click "click here to activate your registration)

 On the OTP activation Screen

10. Populate the OTP, username, and ID number.
11. Click Submit

Registration process is complete & you will now be on the login page

On the edisclosure login

Type in your username & Password

Click login

1. Orientate yourself by reading the information on the welcome page
2. Click Manage Disclosures or Quick start
3. Click the first category (e.g. shares and other financial interests, click new shares and other financial interests, a form will appear on the screen with the relevant year populated)
   Do not try to change the year
4. Capture your information. If you have nothing to disclose click default values below the disclosure fields.
5. save
6. Click next disclosure type, follow the same steps as with the first category
7. Click next Disclosure type until you have disclosed all categories
8. You are now ready to disclose
   Make sure you have captured and saved your information for all disclosure types.

Submit your disclosure form

1. On the left menu below "manage disclosure menu", click **submissions**
2. Click "new submission"
3. On the right hand side of the page, select the Disclosure Period (default one is set)
4. Click continue
5. Your information will appear on the page,
   Read through the information to ensure that it is correct
6. Click Submit
7. A confirmation message will pop-up
8. If you are confident that the information you captured is correct, click ok, otherwise click cancel and navigate back to where you want to make corrections.
   After this stage, no corrections can be made
9. An auto generated message will pop out to confirm your disclosure has been submitted successfully

Forgotten password?

1. Type: https://edisclosure.gov.za/DynamicAction?pageid=475
   OR when on the eDisclosure login page
2. Click the "forgot password"
3. Enter your id number and click submit
4. An email with username and temporary password will be sent to your email. Leave the OTP page and navigate to your emails. Kindly read through the whole email. At the end of the email there is an OTP provided. You need this OTP to activate your registration again.
5. Navigate back to the OTP page (if you have closed the page navigate to the home page and click "click here to activate your registration")
6. Populate all the fields to activate your registration and clicking submit
7. You will be directed to the login page. Use the username and temporary password provided on the email, login
8. You will be directed to the change password page. Where it says "old password, use the temporary password provided on the email
9. Click change password and then you will be directed to "welcome page"

These steps are captured with screen shots on the login page "forgot password help"

For any further information / clarity please contact us on edisclosure@dpsa.gov.za