



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

MEMORANDUM

DATE: January 14, 2020
TO: Board of Directors, Alternates and Other Filing Officials
FROM: Susanna Banuelos
RE: 2019 Statement of Economic Interest Form 700

You are a designated Conflict of Interest Filer and it is time to file your Annual Form 700. You are now eligible to prepare and submit your Form 700 electronically in the privacy of your own personal secured filing area.

It is our vision that eDisclosure system will make it easier for you to comply with reporting requirements and save time and money for you and our organization. This program is secure and password-protected; and it assists you with filling out the form accurately and completely, performing an error-check prior to finalization. Once you complete your Form 700 in eDisclosure, the next time it is necessary to submit a form 700, the system allows information to be copied from a prior year's filing. You will have access to eDisclosure 24/7 and online help is available in a form of video tutorials and user guides under Help menu.

Upon login you will see a list of positions that you are required to file Form 700 for. Once you have completed your form, the system will prompt you to electronically submit your completed Form 700. Once submitted your form will be saved in your online e-filing cabinet under "Previous Filings" menu.

Note: The geographic limits of CJPRMA exceed those of any of our members, so the Form 700 that you filed with your own agency will not be sufficient to meet FPPC requirements. The office jurisdiction of CJPRMA is multi-county, encompassing the 28 counties on the roster. You are required to report investments, sources of income, and interests in real property that are located in or do business within CJPRMA's jurisdiction.

To commence using eDisclosure for e-Filing of your Form 700, please take the following steps.

1. Watch a short "how to" video at this link:
<http://www.southtech-tutorials.com/eDisclosure/FilerDemo/tutorial.html>
2. Access eDisclosure system and complete your form 700 at this link:
<https://www.southtechhosting.com/CJPRMA/eDisclosure/>
3. Please submit your Form 700 by April 1, 2020.