



#### Where to log in:

You will find the url to log into the NetFile Form 700 filing system on the letter you receive reminding you about your upcoming deadline to e-file your Form 700 (see orange arrow to the right).



#### BOARD OF EDUCATION

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#### SUPERINTENDENT

Robert G. Nelson, Ed.D.

10/17/2023

The Contract of the Section of

Re: Annual Statement of Economic Interests Form 700 Required

Dear East Section 1

This is notice that your position is identified in Fresno Unified School District's Conflict of Interest Code (COI) as a designated filer of the Form 700 Statement of Economic Interests. Your Annual Statement is due no later than 4/1/2024.

Below are details on how you will access your Form 700 through our vendor, NetFile.

If you already have an account (and remember your password):

- 1. Log in to the system at <a href="https://netfile.com/filer">https://netfile.com/filer</a>.
- Enter your FUSD email) for email address.

If you are new to the system OR have forgotten your password:

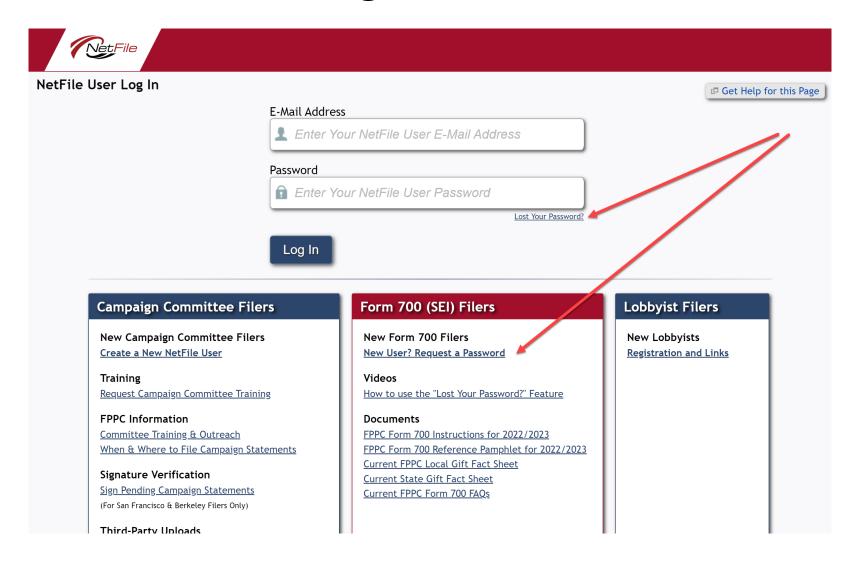
- 1. Log in to the system at <a href="https://netfile.com/filer">https://netfile.com/filer</a>.
- Enter (your FUSD email) for email address.
- 3. Select "lost your password"; the system will send you an email with a link to create your unique password.
- 4. Log in to begin the Form 700 filing process.

After you log in, click the "Get Help for this Page" button for information and instructions. Each page also includes links to short instructional videos. At the end of the process, you can create a draft document for review. When you





## Create or reset password:

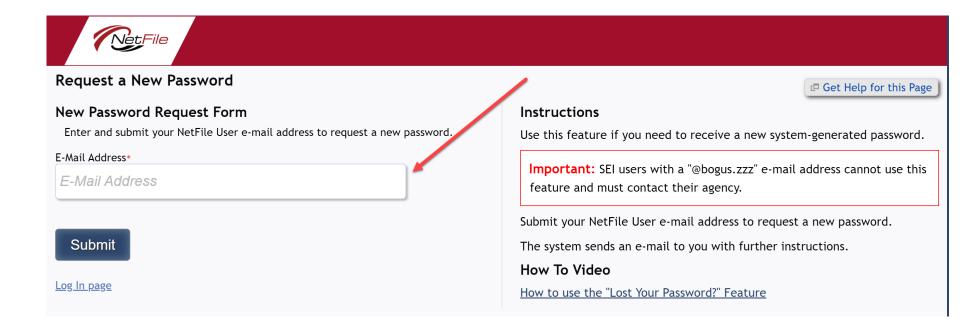






## Request password:

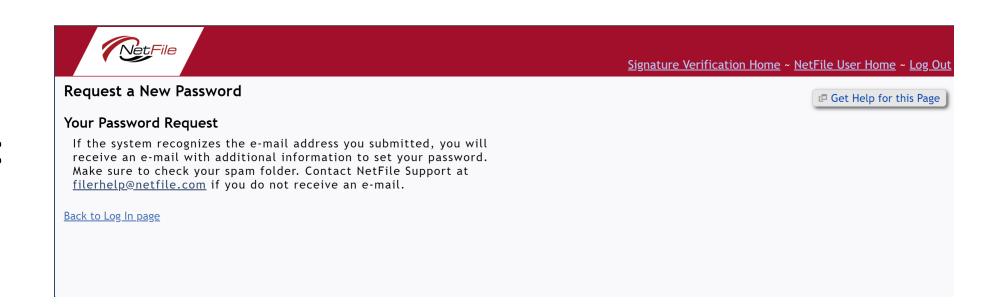
#### Form 700 E-Filing Tutorial







## System response:









#### no-reply@netfilemail.com

2:49 PM (1 minute ago)





E-mail from NetFile

secure link):

(click on

to Thomas -

Hi Thomas Diebert,

You have requested a new system-generated password.

If you have not requested a new password, contact NetFile Support at filerhelp@netfile.com.

Click the following link to request a new password:

https://www.netfile.com/Filer/Authentication/ResetPassword?userReference=hooverhigh%40netfilegov.com&passwordResetKey=38 b1556c07e04a80a9f2f7fdabbf6313

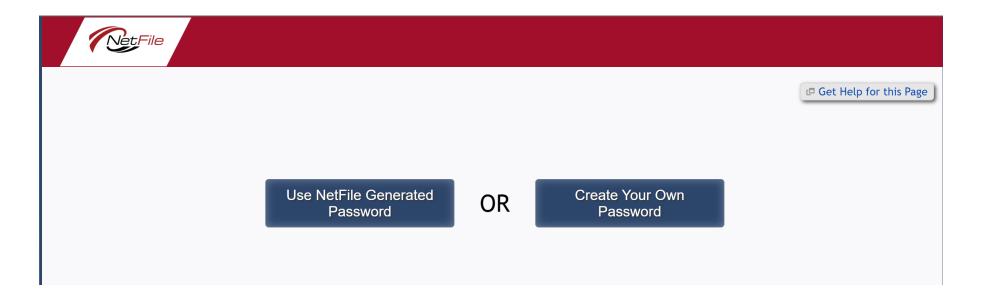
Please note that the link expires after 72 hours.

Sincerely,





Choose preference to create password:

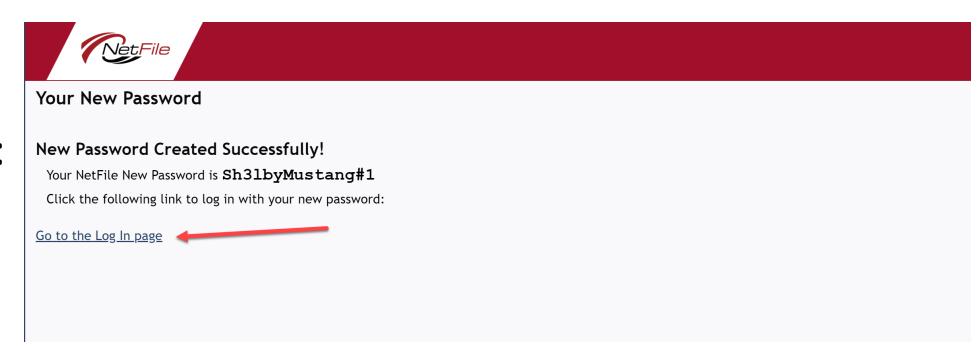






### Password confirmation:

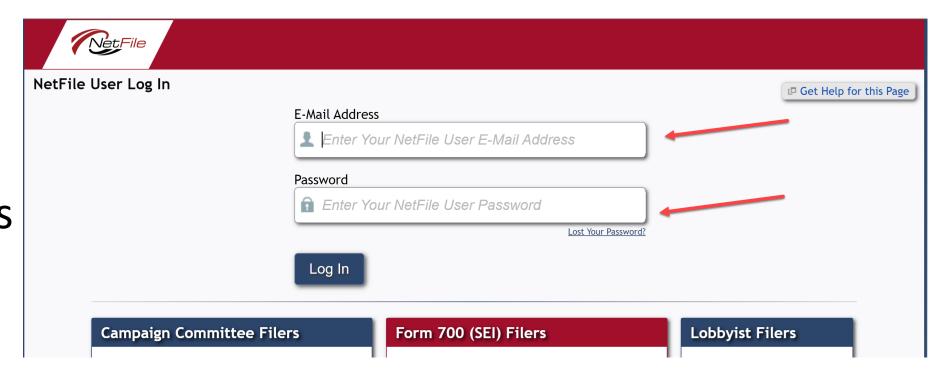
Click hyperlink







To Log In:
Enter your
e-mail address
and newly
created
password

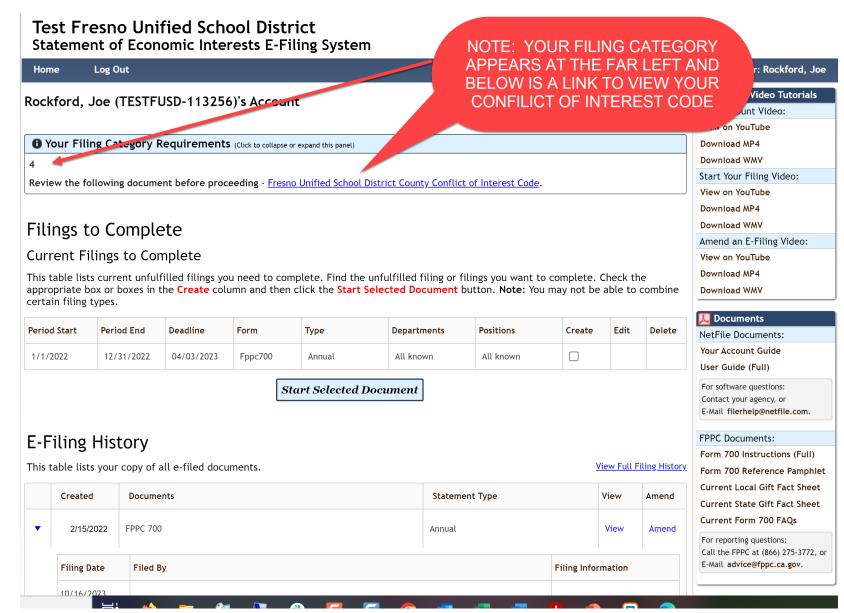






#### Home screen:

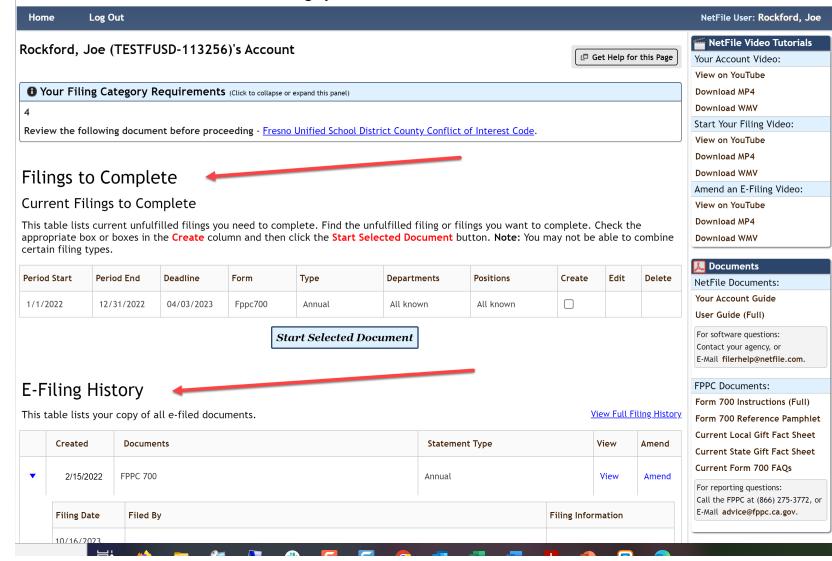
Conflict of Interest
Code (COI) Review –
Click to open COI
Code to determine
what you are
required to file







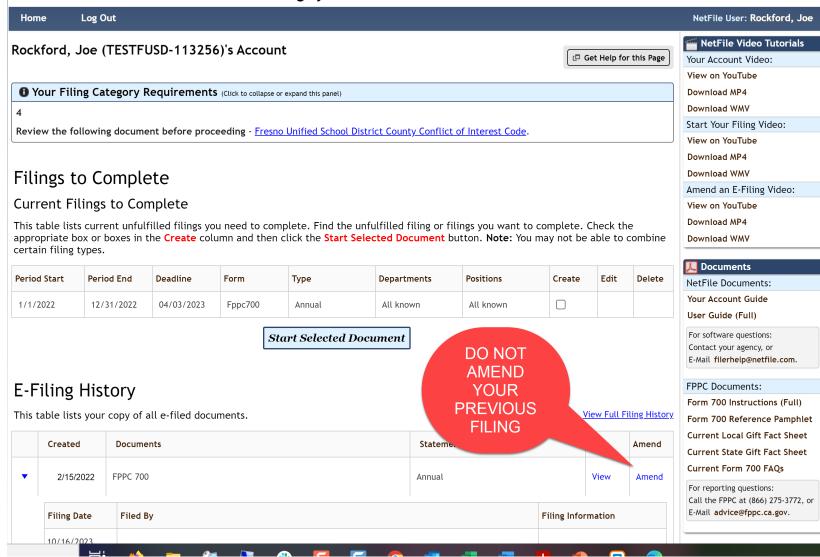
# Home screen Note 2 areas: Filings to Complete AND E-Filing History







# WARNING: AMEND IS ONLY USED IF YOU HAD A MISTAKE ON LAST YEARS FILING THAT YOU WANT TO CORRECT

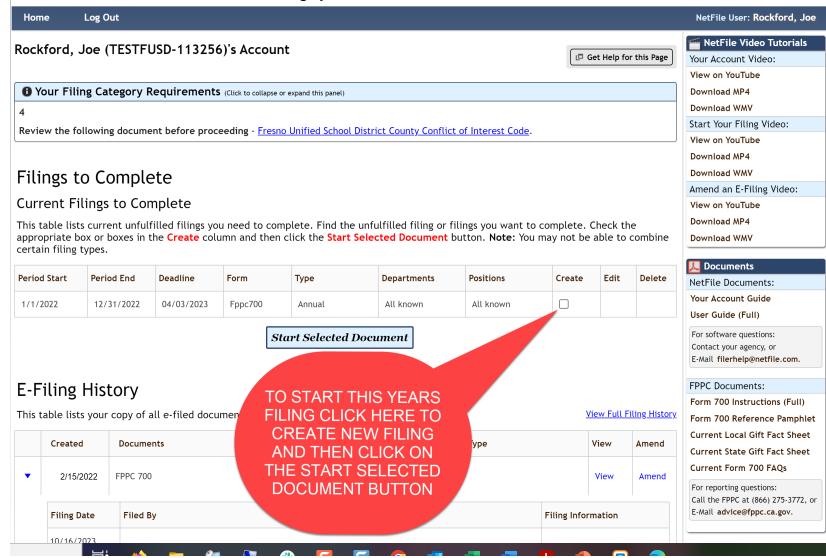






#### TO START:

Make sure you have a requirement in the "Filings to Complete" area for the filing you want to make. If you do not see anything in this area, contact FUSD staff.

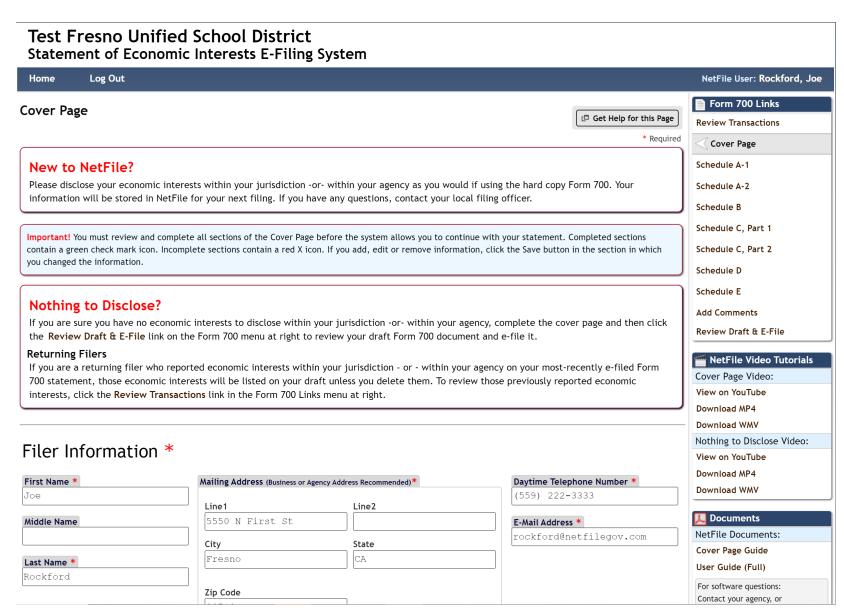






#### Cover Page:

This is a very long page you need to review for accuracy.

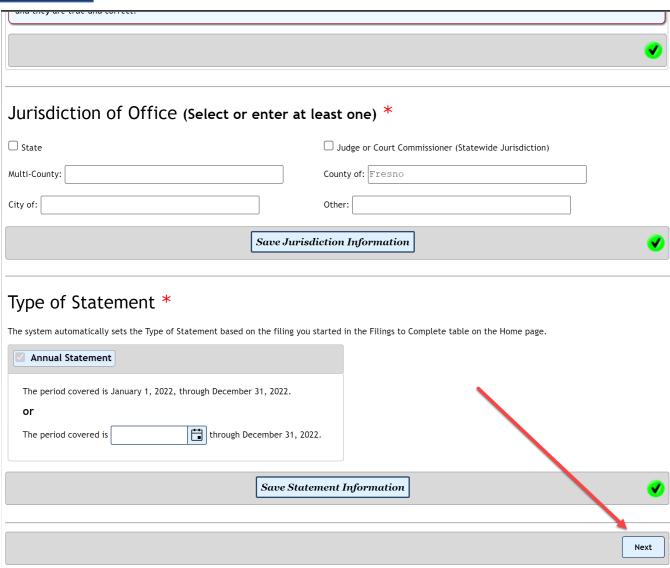






#### Cover Page:

After you have reviewed the entire page and made any appropriate changes, click the "Next" button.

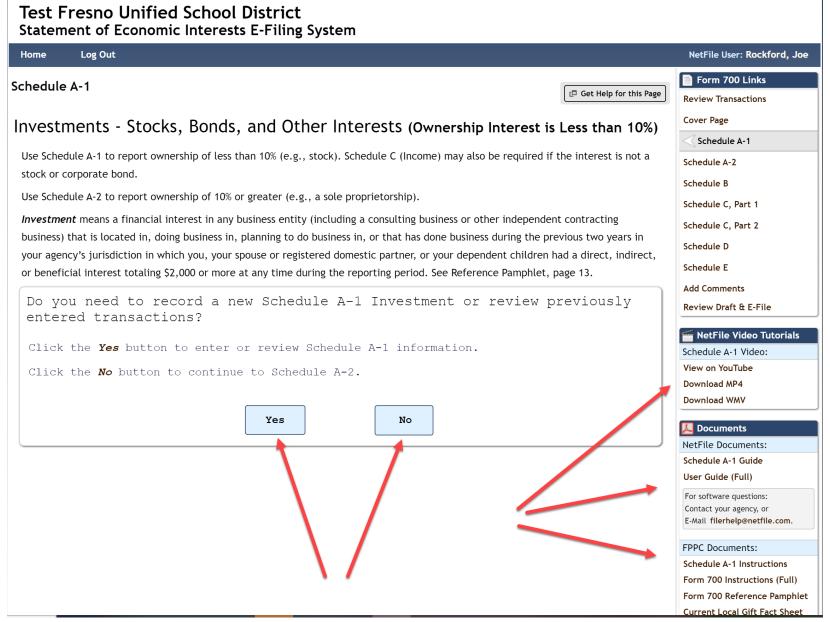






# If you are filing for the very first time:

- 1. You will be asked if you want to file all schedules starting at Schedule A-1 shown here.
- 2. On any page in the system, your right side of the screen always contains help areas with different video tutorials on every screen AND pdf guides for the NetFile system and FPPC documentation.

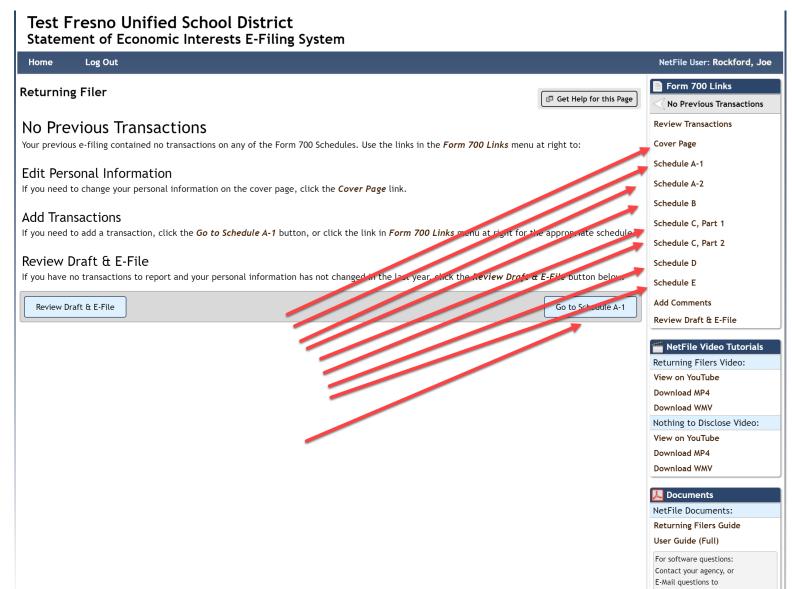






# If you have filed in the system previously:

- 1. You will be brought to the "Returning Filer" screen shown here.
- 2. This filer's previous filing had no transactions on schedules.
- 3. If you wanted to add any Schedule information, click on the Schedule indicated by the orange arrows.
- 4. For this demo we will add a Schedule A by clicking on it.

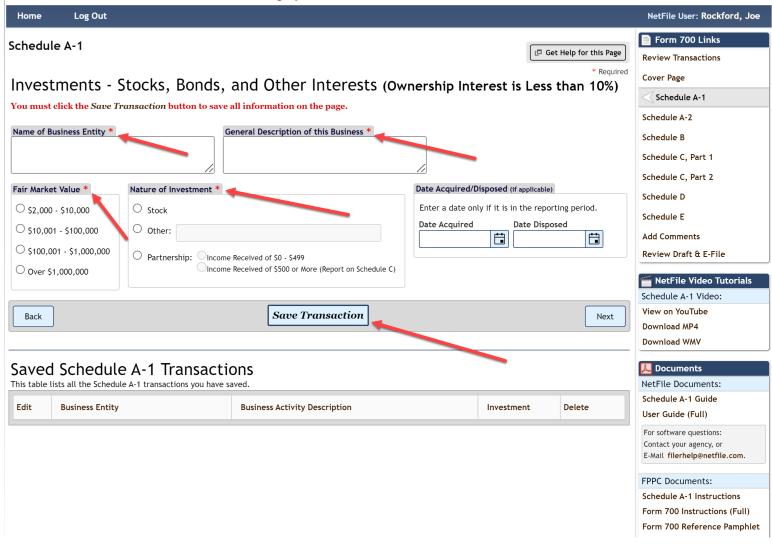






# You will be brought to this screen:

- 1. You need to populate the required fields indicated by the red asterisks.
- 2. Then click on the button "Save Transaction".

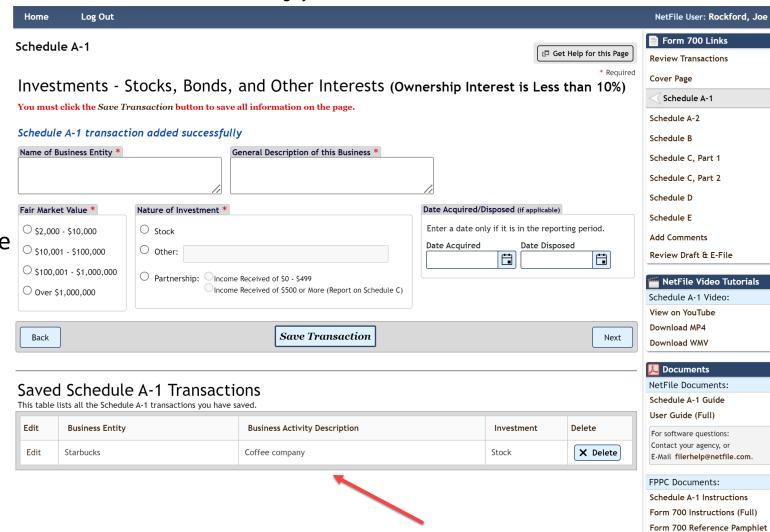






### Saved transaction:

- 1. Appears at the bottom of the screen.
- 2. You can now enter another transaction at the top of the screen OR click the "Next" button to proceed to the next schedule.

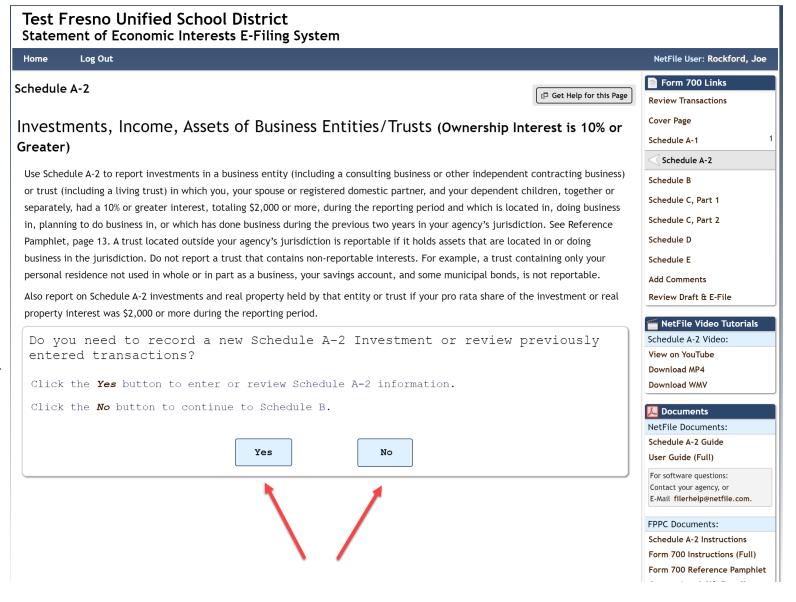






### After clicking next:

- 1. You will come to the next Schedule and be asked if you want to record a new transaction on this Schedule.
- 2. Clicking on "Yes" will bring you to the page to enter your transaction(s).
- 3. Clicking "No" will proceed to the next Schedule.
- 4. Go through this process until arriving at the end to "Review Draft & E-File".

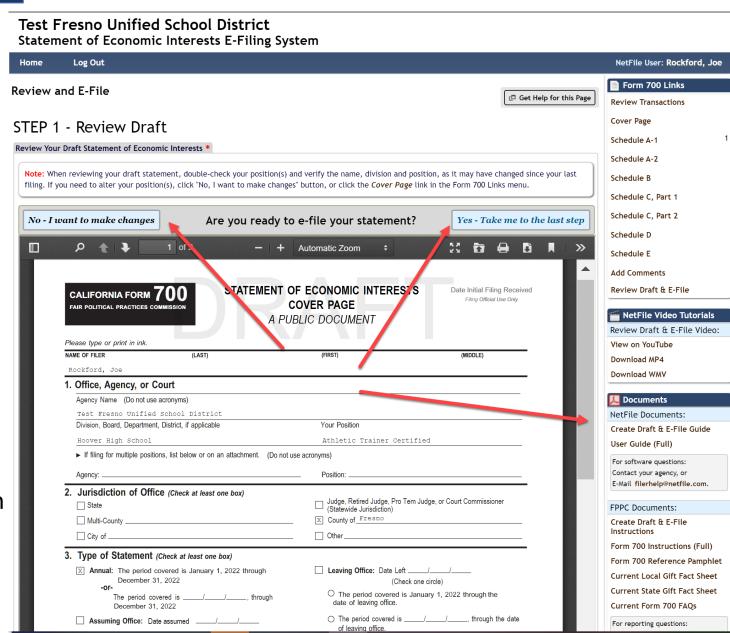






#### After clicking Review Draft & E-File:

- 1. Pull down on the scroll bar at the right of the viewer to view entire filing.
- 2. If you need to make more changes, click on the top left button titled "No I want to make changes" and this will bring you back to the "Cover Page" to make any changes on any part of the form.
- 3. If you are ready to e-file, click on "Yes Take me to the last step".







# After clicking "Yes – Take me to the last step":

- 1. Read the language in Items 1 and 2 onscreen.
- 2. Click on "E-File Statement".

#### Form 700 E-Filing Tutorial

Test Fresno Unified School District Statement of Economic Interests E-Filing System Log Out NetFile User: Rockford, Joe Form 700 Links Review and E-File Get Help for this Page **Review Transactions** Cover Page STFP 2 - F-File Statement Schedule A-1 E-File Your Statement of Economic Interests Schedule A-2 1. If you are an elected officer and your agency posts redacted filings online that you want to make changes to in accordance with Schedule B FPPC regulation 18313.6, submit your request to filerhelp@netfile.com 2. Verify the pre-populated signature information below and change it when necessary: Schedule C. Part 1 I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information Schedule C, Part 2 contained herein and in any attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct: Schedule D Response E-Mail \* Date Signed \* Signature (your name as signed) \* Schedule E 10/17/2023 Joe Rockford rockford@netfilegov.com Add Comments Review Draft & E-File 3. Click the E-File Statement button below to electronically file your statement with your agency. MetFile Video Tutorials Important: If you are not ready to e-file your statement, use the links on the Form 700 Links menu on the right side of the page to make changes to your Review Draft & E-File Video: draft. View on YouTube Download MP4 E-File Statement Download WMV Documents NetFile Documents: Create Draft & E-File Guide User Guide (Full)

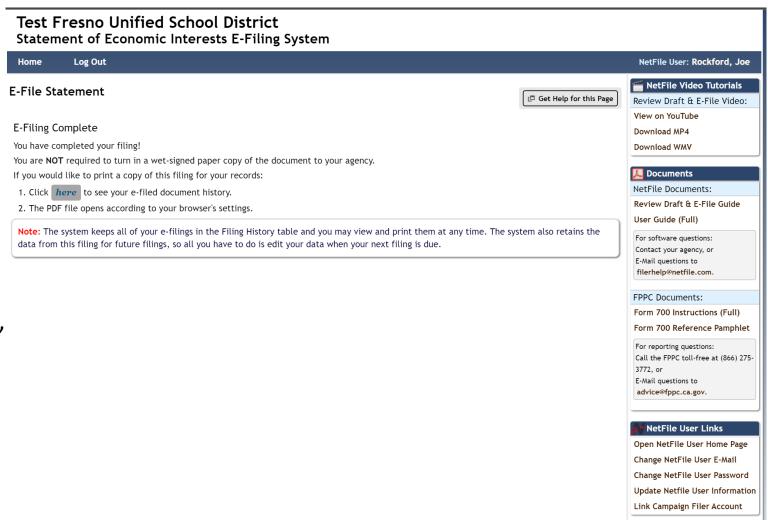




### After clicking "E-File Statement":

- 1. A successful e-filing will be shown by the "E-Filing Complete" screen shown here.
- 2. You will also receive an e-mail confirmation of your successful filing.
- 3. If your e-filing was not successful, follow the onscreen instructions.

#### Form 700 E-Filing Tutorial







# Congratulations! You are done.