

Filing Instructions for Public Officials

1. Login to PIRS (Public Integrity Reporting System). You will be brought to the Financial Disclosures screen. If this is your first Financial Disclosure filing, the screen will look similar to the one below. If you have filed previously, those filings will also be displayed on the page.

To begin your Financial Disclosure filing, click on the “Start” link in the Actions column.

Public Integrity Reporting System

PublicOfficer@gmail.com Help Logout

Profile Disclosures

Financial Disclosures

Filter

For John PublicOfficer | Public Officer Id #1003624

Year ↓	Status	Date Filed	Filed By	Actions
2020	Due			Start

Items per page: 20 1 - 1 of 1

2. The Financial Disclosure filing will open to the first tab, Assets. For each section, you must do one of the following:
 - a. Click on the “None” button if you do not have any qualifying items to report for that section
 - b. Click the “Add Item” button to add a qualifying item. Repeat until all qualifying items are reported

Public Integrity Reporting System

plrs_test1@state.de.gov Help Logout

Profile Disclosures

Financial Disclosure 1003620-2020 | 2020

[Back to Financial Disclosures List](#)
For John PublicOfficer | Public Officer Id #1003620

Assets Creditors Money Received / Income Review

Report legal or equitable ownership in excess of \$5,000 fair market value, or from which income of more than \$5,000 was derived during the preceding calendar year in Categories A, B, and C.
DO NOT REPORT: Time or demand deposits, e.g., checking or savings accounts, or debt instruments with a fixed yield unless convertible to an equity instrument, e.g., US Savings Bonds, Certificates of Deposit, Money Market Funds.

Instruments of Ownership

Name, instrument and nature of ownership, includes: 401K, 457(b), deferred compensation, mutual funds, IRA.

[Add Item](#) [None](#)

No Instruments of Ownership Reported

Business Enterprise

Name, nature of ownership and position of management e.g., JW Foods, partnership, director.

[Add Item](#) [None](#)

No Business Enterprises Reported

Professional Organization

Professional Organization (name, address, type of practice (**do not identify clients**) & position of management e.g., ABC Law Firm, 123 Public Rd Dover, DE, legal services, partner).

[Add Item](#) [None](#)

No Professional Organizations Reported

Constructive Control

Any of the preceding which are constructively controlled (e.g., ABC, Mutual Funds, trustee for minor child).

[Add Item](#) [None](#)

No Constructively Controlled Assets Reported

[Go to next tab](#)

- After all of the sections have been completed. Either, click on the “Go to next tab” at the bottom of the page or click on the tab at the top.



Assets Creditors Money Received / Income Review

Report legal or equitable ownership in excess of \$5,000 fair market value, or from which income of more than \$5,000 was derived.

[Go to next tab](#)

- You can pause at any time while filling out the filing. The next time you login, the filing screen will show a “Continue” link in the action column for you to resume.

Year ↓	Status	Date Filed	Filed By	Actions
2020	Due			Continue

Items per page: 20 1 - 1 of 1 < > |

- On the “Money Received/Income” tab, there is a section to report any gifts over \$250 received in the filing year. If a Lobbyist had reported any gifts provided to you, they will display in a table above your entries.

This information is only provided for your convenience and will not be included in your Financial Disclosure filing unless you choose to include it.

Gifts

The following are reportable lobbyist gifts

Gift Date ↑	From	Description	Value
01/06/2020	Esposito, Gerard	Delaware State Chamber Annual	\$275.00

Below, report any gifts exceeding \$250 that were given to you by someone other than a member of your family.

[Add Item](#) [None](#)

No Gifts Reported

If no gifts were reported by Lobbyists, the section will display as:

Gifts

You have no reportable lobbyist gifts

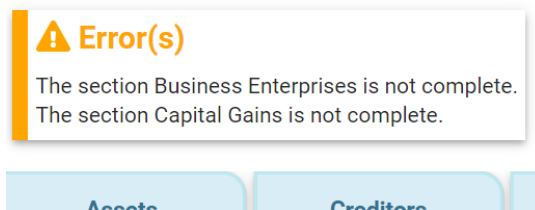
Below, report any gifts exceeding \$250 that were given to you by someone other than a member of your family.

[Add Item](#) [None](#)

No Gifts Reported

6. The last tab is the Review tab.

Upon opening the Review tab, an error will display at the upper left top of the screen indicating if any sections were missed. An example is below:



Review each section to ensure the information is submitted. You are able to go back to any tab and modify any section at this time.

Once you are confident the information is complete and accurate, click on the checkbox next to the attestation at the bottom of the page:

- ☐ **I HEREBY CERTIFY** that I have read the foregoing report, and that to the best of my knowledge and belief, it is true, correct, and complete. I further certify that I have not and will not hereafter transfer any assets, interests or property while retaining an equitable interest therein for the purpose of concealing said assets, interests or property from disclosure.

Submit

Upon selecting the checkbox, the “Submit” button will become enabled. To complete your filing, click on the “Submit” button.

7. You will be returned to the Financial Disclosure list screen. The Status of the filing has been updated to “Filed”, the Date Filed has been updated with the current date, and the Filed By column is updated with the email address associated with your account at the time of filing.

Financial Disclosures

Filter					For John PublicOfficer Public Officer Id #1003620	
Year ↓	Status	Date Filed	Filed By	Actions		
2020	Filed	06/24/2021	John.PublicOfficer@delaware.gov	View Revise		
Items per page: 20					1 - 1 of 1	

Printing a copy of your Financial Disclosure

To print a copy of your Financial Disclosure, perform the following steps:

1. Click the “View” link in the Actions column for the row of the Financial Disclosure you wish to print.
2. A PDF of your Financial Disclosure will download to the computer.
3. Open the Financial Disclosure document and select print.

Revising a copy of your Financial Disclosure

To revise a copy of your Financial Disclosure, perform the following steps:

NOTE: You must complete all revisions to the disclosure during this process. If you exit the Financial Disclosure prior to clicking on the Submit button, your changes will not be saved.

1. For the row of the Financial Disclosure, click on the “Revise” link in the Actions column
2. The Financial Disclosure will open and display the information you had previously entered
3. For any of the sections, you can choose to Add a new item, Edit an existing item or Delete an existing item. An example of the rows is shown below:

Instruments of Ownership
Name, instrument and nature of ownership, includes: 401K, 457(b), deferred compensation, mutual funds, IRA.
[Add Item](#) [None](#)

Entity ↑	Instrument	Nature Of Ownership	Actions
Navy Federal Credit Union	Traditional IRA Plan	Retirement Plan	Edit Delete

Constructive Control
Any of the preceeding which are constructively controlled (e.g., ABC, Mutual Funds, trustee for minor child).
[Add Item](#) [None](#)

Asset ↑	Instrument	Nature of Control	Actions
None			

4. When you have made all of your revisions, proceed to the Review tab.
 - a. Review the entries for the Financial Disclosures, you can return to any tab and make additional modifications at this time.
 - b. When you are satisfied that no additional modifications are needed, click the checkbox next to the attestation at the bottom of the Review page and click on the Submit button.

☐ **I HEREBY CERTIFY** that I have read the foregoing report, and that to the best of my knowledge and belief, it is true, correct, and complete. I further certify that I have not and will not hereafter transfer any assets, interests or property while retaining an equitable interest therein for the purpose of concealing said assets, interests or property from disclosure.

[Submit](#)

5. You will be returned to the Financial Disclosures page. The Date Filed field will be updated with today's date.

Before:

Year ↓	Status	Date Filed
2020	Filed	03/13/2021
2019	Filed	03/15/2020

After:

Year ↓	Status	Date Filed
2020	Filed	06/24/2021
2019	Filed	03/15/2020