

## OMNIFORM INSTRUCTIONS

The Omniform allows you to complete your financial disclosure statement on your computer. Once you have completed the Omniform statement on the computer, you must print it out, sign and date it in ink on the last page, and then mail it in pursuant to our general Instructions. You may not email or fax it.

You must respond to every question on the financial disclosure statement:

- Once you start filling out the Omniform, you must respond to every question on the first page, or you will not be able to print out, or save, the statement. You must type in your retirement number on the top right of the first page. You can find your retirement number above your name on the label on the first page of the financial disclosure statement form that was sent to you in January. If you do not have the form, or if there is no retirement number on the form, call the Commission office at 212 428-2899.

- If you do not respond to any of the other questions, a default response, "Not Answered", will be generated by the computer. You must delete those words, and either answer the question or type "None".

- If your answer to a question is "None", type that in the first field (first line, on the left), in the response area.

- Not Applicable (N/A) is an acceptable response ONLY:

1. if you are not married and only to that part of Question 3a that requires a spouse's full name; and
  2. if you are not married and you do not have unemancipated children and only to questions 4b and 5b.
- If N/A is your answer to one of these questions only, type it in the first field in the response area.

To move from page to page, use the indicator tabs at the bottom right hand corner of your computer screen. To move from question to question, use the "Tab" key or your mouse. To move from one field to another in a question, use the "Tab" key or your mouse. DO NOT USE THE "ENTER" KEY TO MOVE AROUND IN THE OMNIFORM.

If you can not complete a question in the space provided, extra pages have been provided at the end of the Omniform. These pages are numbered 13 and 14 in the indicator at the bottom right hand corner of your screen. You must indicate, in the response area to the relevant question, that you are using extra pages. You must clearly indicate the question you are answering in the extra pages and follow the format of the question as set forth in the body of the Omniform. If you do not use either of the two extra pages, or you use only one, do not print out the blank page(s).

If you are not able to complete the Omniform in one sitting you can download your work in progress and save it on your computer. In saving the incomplete Omniform, you should use the same caution that you would use to protect the confidentiality of a partially completed hard copy of a financial disclosure statement. We recommend that you save the incomplete Omniform on a diskette, and store it in the same place you would store a hard copy of an incomplete financial disclosure statement, or save it on your C drive if it is secure. When you save your form, we suggest that you use the "File" icon in the toolbar at the top of your computer screen, and choose "Save As" rather than "Save", but do not try to convert it into other software such as word processing. The name of your saved file must be: \_\_\_\_\_ .exe. Use any word you want to fill in the blank.

We suggest that you print out the form by using the "File" icon and choosing "Print". In "Print Range" choose "Pages". If you are printing out the form without any extra pages, choose pages 1 to 12; if you are printing out the form with one extra page, choose pages 1-13; if you are printing out the form with both extra pages, choose pages 1-14.

In all other ways, our general Instructions should be your guide in completing the Omniform financial disclosure statement. If you have any further questions, please call the Commission office.