

Dear Trustee:

It is time for you to file the *2017 Statement of Economic Interests Form* which is based upon information for the calendar year of 2016. For Francis Marion University, this form is required of all members of the Board of Trustees; the President, the Provost; the Vice President for Administration; the Vice President for Business Affairs; the Vice President for Development/Executive Director of the Foundation; Vice President for Public Affairs; the Vice President for Student Affairs, and the Director of Purchasing.

Reports are due by March 30, 2017 at noon. If they are not received on time penalties begin to accrue at \$100 per day. All filers are required to submit their reports electronically <http://ethics.sc.gov> . Paper copies are not accepted and no exceptions will be made.

According to the State Ethics Commission, you have an existing electronic account. Due to increased cybersecurity you will need your username and password to access the Ethics Commission website. If you are unable to access the website or your account you may contact the Commission at 803-253-4192.

Across the top of the home page there is a series of quick links: “User Guides; Electronic Filing; Public Reporting; Contact Us” which you can click on to learn more about the filing process. In the “Users Guide” section, the [Electronic Filing Registration User Guide](#) will help you with the basics of operating your account; the [Statement of Economic Interest User Guide](#) will answer questions about completing the form.

If you have questions, call (843.661.1114) or e-mail (cwages@fmarion.edu) me. Once you have completed the process, **print the confirmation page which indicates that you have successfully submitted the *Statement of Economic Interests Form*.**

Best Regards,

Charlene Wages