

How to Complete the Disclosure of Secondary Employment and Compensation Form

Step 1: Review the 2022 Secondary Employment & Compensation Disclosure Form email and **click the link** at the bottom titled, “Secondary Employment & Compensation Disclosure Form”.

Step 2: Complete the mandatory **Employee Information** section.

Step 3: Complete the mandatory **Secondary Employment Information** section.

- A. If you have secondary employment click the “Yes” radio button.
 - 1. If you’ve previously received an opinion from the State Ethics Commission regarding your current secondary employer, select the checkbox.
 - 2. If you have a copy of your previously received opinion letter, upload it via the “Upload” button. (This is not a mandatory field.)
 - 3. Complete the “List Secondary Employer(s) Below” section. If you have more than one secondary employer, select the “Enter additional secondary employer” checkbox. Filers can list up to 5 secondary employers.

- B. If you do not have secondary employment click the “No” radio button.
 - 1. Review the “I Do Not Have Secondary Employment” attestation and select the corresponding checkbox.

Step 4: Review the mandatory “**Attestation**” section and select the corresponding checkbox.

- A. Enter or upload your electronic signature.
- B. Enter your email address.
- C. Enter the date.

Step 5: Review your entries for accuracy, scroll to the bottom of the form and select “**Submit**”. You will receive an automated email containing the first portion of your responses.

Supervisor Attestation: Please leave the Supervisor Attestation section blank for your immediate supervisor to complete. Your immediate supervisor will receive an automated email requesting that they review your filing and complete the Supervisor Attestation section. Upon your supervisor’s completion, you will receive a final confirmation email containing a PDF of your fully completed form.

Notes:

- 1. If your MDH Agency is not listed, please type it into the corresponding field.
- 2. To save your responses, scroll to the bottom of the form, click “Save” and follow the prompts. Responses must be finalized within 7 days or the access link will expire. Please do not select “Save” in lieu of “Submit”.