**SC Ethics Filings FAQs**

1. **Do I need to create a new account if I already have an Ethics account?**
	1. Existing users of the Public Disclosure and Accountability Reporting System need to migrate their accounts into the new system. You can start by [migrating your account](http://www.ethicsfiling.sc.gov/filing/dashboard/universal-login). Use your current username and password to log in.
2. **How do I create a new Ethics Filing account?**
	1. Visit [www.ethicsfiling.sc.gov](http://www.ethicsfiling.sc.gov) and click the Create an Account button. Follow the prompts to create a new account. Watch the [Create Account video](http://www.ethicsfiling.sc.gov/filing/help) for specific instructions.
3. **I didn’t receive an email after I created an account. What do I do?**
	1. First, check your spam filters to determine if it was flagged as spam. You may want to configure your spam filters to allow emails from portal.sc.gov. Second, allow a few extra minutes for the confirmation email to show up in your inbox or spam folder. Sometimes it takes a few extra minutes for emails to pass through the email network. If you have followed the above two instructions and you have still not received the email, please call NIC SC at 803.771.0131 extension 1 or email support@portal.sc.gov for assistance.
4. **I have entered my password numerous times and I am sure it is correct, but I’m receiving a message to check my email and password.**
	1. Visit [www.ethicsfiling.sc.gov](http://www.ethicsfiling.sc.gov) and click the Forgot Password link. You will be able to reset your password using the email address associated with your account. If you reset your password and you are still not able to log in, please call NIC SC at 803.771.0131 extension 1 or email support@portal.sc.gov for assistance.
5. **It says “check my email and password” when I try to log in.**
	1. If you have an existing Ethics account and haven’t migrated your account into the new system, start by [migrating your account](http://www.ethicsfiling.sc.gov/filing/dashboard/universal-login). Watch the [Migrate Account video](http://www.ethicsfiling.sc.gov/filing/help) for a demo of this process.
6. **I’m running for a new office. Do I need to create a new account?**

No. You only need one account, even if you are running for a new office. Follow the steps below to add a new office:

* 1. To add a new office, go to [www.ethicsfiling.sc.gov](http://www.ethicsfiling.sc.gov) and login to your account.
	2. Click on Elections & Campaign Reports from the top navigation menu.
	3. Click on the New Run for Office button and follow the prompts to add the new office you are seeking.
1. **How do I start my candidate campaign disclosure reports for a new office?**
	1. Go to [www.ethicsfiling.sc.gov](http://www.ethicsfiling.sc.gov) and log into your account.
	2. Click on Elections & Campaign Reports from the top navigation menu.
	3. Click on the office run name.

Your initial, quarterly, and pre-election reports will autogenerate after you add contributions, expenditures, and loans totaling $500.00. Quarterly and pre-election reports will be available to submit following the end of a quarter. For example, the Quarter 1 report will be available to submit beginning on April 1.

1. **How do I start a new Statement of Economic Interests?**
	1. Go to [www.ethicsfiling.sc.gov](http://www.ethicsfiling.sc.gov) and login to your account.
	2. Click Statements of Economic Interests from the top menu bar or from your dashboard.
	3. Click the “Start New Report” button and select the report year.
	4. Click Save