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Please be advised that filers who do not comply with filing requirements are subject to a fine starting at \$250.

How to fill out the Annual Disclosure Report online:

- Users must open the form in Adobe Acrobat in order to properly fill out the form.
- To download Adobe Acrobat visit: <https://get.adobe.com/reader/>

How to Sign the Annual Disclosure Report Completed Online:

- 1) Click on the Signature Field
- 2) Choose Create New Digital ID
- 3) Choose the second option entitled Windows Certificate
- 4) Fill in the fields with your information
- 5) When you click finish, you will be prompted to save the PDF. Name the file `can_2016_report_yourlastname`. Your digital signature will be created with the date and time of the signature. You should only sign the document in its final form for submission. This will be the PDF version of the report that you email to the Conflicts of Interest Board.

You must answer all questions, sign the report, and email it to efiling@coib.nyc.gov.