



FINANCIAL DISCLOSURE 2025 PRE-SEASON CHECKLIST

The following is a list of items can help to make sure your system is ready for the coming filing season:

- Review current year filing deadlines
- Check Roles: Check permissions added this year and add new roles as appropriate
- Check properties added this year and set as needed
- Check for existing, errant Annual Reports and remediate before launch
- Review and update internal communications such as website updates, newsletter announcements, and leadership briefings
- Schedule internal refresher training for administrators, filers, and reviewers
- Review and update list of notification reminders and email templates – update for any changes (Names/email addresses/phone numbers/web links)
- Set calendar reminders to send these out by email at 15-, 10- and 5-days out from the deadline. Each reminder should have progressively stronger language.
 - The final 5-day-out reminder should include the filer’s immediate supervisor on the distribution
 - Send a daily past-due reminder for those filers that have missed the deadline
 - For those you decide to use, make sure you have
- Review/update manager and EPC names and email addresses (if you use them)
- Review and update prohibited items list (if you use this)
- Set date for sending pre-invitations (links for training dates can be embedded)
- Send invitations on the established date

Intelliworx has helped 39 federal agencies – just like yours – manage annual filings for 90,000 civil servants and political appointees with FDonline. Our solution provides ethics offices with a simple and secure way to collect, review and manage the entire business process of financial disclosure.

We’ve created solutions for the U.S. Government for over 20 years, providing workflow management software that helps clients automate business processes such as financial disclosure, telework, credentialing, and onboarding, among others.