eDISCLOSURE SYSTEM IN THE PUBLIC SERVICE

1. **What is eDisclosure?**

*eDisclosure system* is an electronic system used by members of the Senior Management Service (SMS) in the Public Service to disclose their financial interests. It replaces the conventional paper-based form. The system maintains a data base of the financial disclosures known as register of designated employees’ interests.

2. **Benefits of the eDisclosure system**

- Quick and easy to use;
- Users only register once;
- Easy identification and management of conflicts of interest; and
- Easy generation of reports and statistics.

3. **How can users access the system?**

*eDisclosure system* can be accessed by URL [https://edisclosure.gov.za](https://edisclosure.gov.za) within the government network. Users will at first use their identity number to access the system and thereafter a username and password will be required to access the system.

4. **Steps to follow when registering on the system**

*On the internet browser type [https://edisclosure.gov.za](https://edisclosure.gov.za) to access the eDisclosure home screen.*

*On the eDisclosure Home screen:*

- Type in your SA ID number;
- Select the institution you work in (the default option “government” is for employees paid through PERSAL);
- Click on the “Register” button.

*eDisclosure Registration screen:*

- Populate all the fields marked with? or highlighted fields
- Click on the “Submit” button. (A One Time Pin (OTP) will be sent to either your e-mail address.
**eDisclosure activation screen:**

- Type in the OTP (One Time Pin); and
- Click on the “Submit” button.

**eDisclosure register login screen:**

- Type in your username;
- Type in your password; and
- Click on “Login” button.

**eDisclosure register main menu screen:**

- Click on “Manage Disclosures” and
- Disclose in all the eight categories (N.B click on the “Save” button after capturing each category)

Once all information has been captured within the “Manage Disclosure” section,

The user will:

- Click on “Declaration” and then
- Select the “Create Declaration” option.

**Create Declaration screen (all captured information will be displayed on this screen)**

- Select the “Active Disclosure Period” from the dropdown list;
- Click on the “Continue” button;
- Enter “any comments / notes” pertinent to this submission (If any);
- Click on the “Submit” button;
- Read the confirmation message; and
- Click on the “OK” button.

**5. Other things that the user can do on the eDisclosure system**

The user can:

- Edit a document
- Delete a document
- View a previously submitted declaration?
• Upload a document to the repository?
• Change the Password on the eDisclosure system

FOR MORE INFORMATION ON THE eDISCLOSURE SYSTEM PLEASE CONTACT THE DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION (INTEGRITY AND ETHICS MANAGEMENT UNIT) AT 012 336 1426 /1058/1237/1541.