

## **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> 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> 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.**