

This guide will give you a brief overview of some of the main features and components of the Financial Disclosure Management (FDM) system. Separate Quick Reference Cards (QRCs) will give you a more in depth, step-by-step look at the various processes contained within FDM.

ACCESSING FDM

Before you can log in to the Financial Disclosure Management system (FDM), you must be a registered FDM user. Simply type in <https://www.fdm.army.mil> into your browser address bar and then click the Login button on the left side of the page.

Using Your CAC

If you have a CAC, click Login (log in using your CAC) on the FDM Login page.

Using Your Username and Password

You can also access FDM by typing in your username and password. Be sure to select your appropriate authenticating source/user directory from the Login Using drop-down.

usarmy.APG.cecom.mbx.FDMSpt@mail.mil'. A green bar at the very bottom contains the text 'This information system is approved for UNCLASSIFIED//FOUO data.'." data-bbox="441 269 953 669"/>

Financial Disclosure Management

PIV or CAC

Username & Password

DATEXXXX
SAMPLE
Affiliate Contractor
Agency Contractor
Byline Contractor

Login with PIV/CAC

Login with Username

Login Using:
Army-AKO

Username:

Password:

Forgot Password?

Log in using your CAC.

Log in with your username and password.

Do you need assistance? Call 443-861-8247 or DSN: 848-8247 or email usarmy.APG.cecom.mbx.FDMSpt@mail.mil

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MY REPORTS

My Reports is the main work area for Filers where they can create and manage their disclosure reports.

Reports Not Started

OGE 450 and 278 Filers and Filer Assistants are directed to Reports Not Started tab when they have been assigned to create a disclosure report in FDM. This page is where Filers begin creating financial disclosure reports. Once a Filer or Filer Assistant starts an assigned report, the report will move from the Reports Not Started page to the Filer's Reports List page.

My OGE 450 Reports Not Started

	Filer	Assigned Report	Org Unit	Current Due Date
Start This Report	Ben O'Drille	Annual Report covering 1 Jan - 31 Dec 2017	DLA 1-1	02/15/2018

Reports List

The Reports List displays any reports you already have in FDM. OGE 278 and OGE 450 Filers and Filer Assistants can opt to create a different report than the one assigned, by clicking Reports List tab.

The Reports List is where any Filer would go to amend report that is Under Review.

Filer Assistants begin creating financial disclosure reports from the Assist Filers page. If a Filer Assistant has more than one Filer, they can select the Filer through a drop-down list on the page.

My OGE 450 Reports

Assigned	Year	Reporting Status	Review Status	Org Unit	Last Updated	
Yes	2019	New Entrant	Under Review - Supervisor Signed	OGE_1	08/20/2019	Amend View

Report Data

Report Data is the main area used for preparing a financial disclosure report. Filers and their Assistants can access Report Data by clicking View, Edit or Amend beside a financial disclosure report on the Reports List page. Other useful report pages are:

Attachments

Within Attachments, a Filer can add, replace or delete attachments and Reviewers can view any associated attachments. Attachments can also be added to a report after the report is complete.

Comments

Within Comments, Filers and Reviewers can record their comments on a financial disclosure report. Filers can edit comments if the financial disclosure report has a draft status. Comments can also be added to a report after the report is complete.

Flags

Within Flags, Filers and Reviewers can review any financial disclosure report flags, to note any missing or invalid information.

Audit Trail

The Audit Trail tracks and time stamps all changes made to the report.

View/Print

Within View/Print, a Filer or Reviewer can view and print a financial disclosure report, flags, comments and job description.

Review Status

Review Status page shows the progress of a financial disclosure report, which includes signing status, a list of assigned reviewers and their role as well as their review and signature date.

My Reports
Reports Not Started | Reports List

Welcome Ty Coone

- Annual OGE 450 Reports are due 15 February.
- To start a new OGE 450 report click "Add New Report".
- To work on an existing report select a report from the table below.

My OGE 450 Reports [Add New Report](#)

Assigned	Year	Reporting Status	Review Status	Org Unit	Last Updated	
Yes	2019	Annual	Complete Amended 08/22/2019	OGE_1	08/22/2019	View
Yes	2018	New Entrant	Under Review - Filer Signed	OGE_1	08/22/2019	Amend View

Common Questions

- What is the FDM e450?
- Why must I file this report?
- How is the information that I report used?
- Who may see my report?
- How is my financial information protected?
- What are the reporting rules for the OGE Form 450?
- Is there an extension for service during a period of national emergency or in a combat zone?
- How do I request an extension?
- What happens if I do not file by the required due date?
- If I have questions about completing my report whom do I contact for

My Reports
Reports Not Started | Reports List

Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

Complete - Ty Coone, 2019 Annual OGE 450 Report
Review Status

450 Filer [How Do I...](#)

Report Progress

Assigned: Yes
 Filer Started: 08/20/2019
 Filer eSign and Submitted: 08/22/2019
 Amended: 08/22/2019
 Completed: 08/22/2019
 Retained: No

Due Date & Extensions
 Current Due Date: 02/15/2019
[View/Edit Due Date & Extensions](#)
 No extensions have been recorded.

Disclosure Report Reviews

Reviewer Role	Currently Assigned Reviewer	Reviewer Type	End Initial Review Dates	eSigned/Signatures
Supervisor	Supr_16 D_OGE	Organization	08/22/2019 OGE, Supr_16 D. Supervisor	08/22/2019 OGE, Supr_16 D. Supervisor
Supervisor SLC	SLC_14_OGE	Organization		
450 Certifier	450C_15_OGE	Organization	08/22/2019 OGE, 450C_15 450 Certifier	08/22/2019 OGE, 450C_15 450 Certifier

Common Que

- What is the difference between Review Signature Date?
- What is the Amended date and how does it differ from the Signature Date?
- When should an Additional Review be added?
- OGE Form 450e
- Glossary

Compare

In FDM, you can easily compare changes/differences between a prior report and the current report. This feature is only available if you pre-populated from a previous report.

ACCOUNT PROFILE

The account profile section provides you access to personal details such as name and email address, report contact information, roles that you hold in FDM, a listing of assistants/ECs, and a history of actions that have been applied to your account.

My Reports

Reports Not Started Reports List

Welcome Ty Coone

Click on your initials then click View Profile.

▶ Click "Start This Report" button to start the assigned report.

My OGE 450 Reports Not Started		Filer	Assigned Report	Org Unit	Current Due Date
Start This Report	Ty Coone	Annual Report covering 1 Jan - 31 Dec 2014	DLA 1	02/17/2015	
Start This Report	Ty Coone	Annual Report covering 1 Jan - 31 Dec 2015	DLA 1	02/16/2016	
Start This Report	Ty Coone	Annual Report covering 1 Jan - 31 Dec 2016	DLA 1	02/16/2017	
Start This Report	Ty Coone	Annual Report covering 1 Jan - 31 Dec 2017	DLA 1	02/15/2018	

▶ Go to **Reports List** to start a different report or to work on an existing report.

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Profile

The Profile contains your personal contact information, such as email address, phone and mailing address. Information on this page can be updated and saved at any time. This page displays the first time a FDM user logs into the system for editing and/or verification.

The Report Related section will automatically update into your report.

you do not have a Government Office address, provide a mailing address.

Bldg/Apt/Suite/Other (Optional)

City/Province State

South Brunswick HI

Zip Code (Optional)

07703

Country

UNITED STATES

Report Related

Note: Any updates made to this section will update the contact information in any unsigned (filer) disclosure.

Grade Branch/Unit

04 8th Infantry BN

Agency

Army

Position/Title

Cyber Operation Specialist

Save Changes

Assistants

Use the Assistants section to add or remove a Filer assistant to yourself. You can also see a list of users who have added you as an assistant to them.

My Reports

TC Ty Coone Member since 2016

Profile

Assistants

Roles

Notifications

History

My Assistants +Add

Name	E-mail	Phone
450 Filer Assistant		
O'Drille, Ben	ben.odrille_ctr@mail.mil	732-555-0004

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History

The History section of your Profile allows you to view a history of your FDM account activity.

Profile	Show 100 entries 1
Assistants	<input type="checkbox"/> Notification Sent for Report Assignment - Subject: Start Your Report due 09/21/2019 (Automatic Notice) <i>OGE, 450C_15 - 450 Certifier - Aug 22, 2019 11:12 AM EDT</i>
Roles	<input type="checkbox"/> Assigned Report 2018 OGE 450 New Entrant <i>OGE, 450C_15 - 450 Certifier - Aug 22, 2019 11:12 AM EDT</i>
Notifications	<input type="checkbox"/> Notification Sent for Report Assignment - Subject: Start Your Report due 02/15/2019 (Automatic Notice) <i>OGE, 450C_15 - 450 Certifier - Aug 20, 2019 10:21 AM EDT</i>
History	<input type="checkbox"/> Assigned Report 2019 OGE 450 Annual <i>OGE, 450C_15 - 450 Certifier - Aug 20, 2019 10:21 AM EDT</i>
	<input type="checkbox"/> Moved from Org Unit DLA 1 to Org Unit OGE 1 <i>OGE, 450C_15 - 450 Certifier - Aug 20, 2019 09:57 AM EDT</i>
	<input type="checkbox"/> Automatically Assigned Report 2018 OGE 450 Annual <i>FDM, SysAdm_1 - Help Desk - Apr 11, 2019 05:07 PM EDT</i>