Financial Disclosure Management

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.
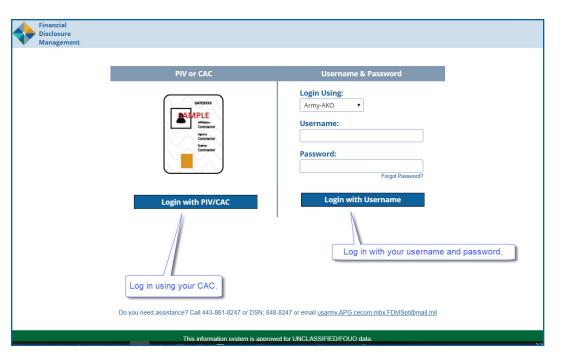
ACCESSING FDM

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.

Financial Disclosure Management

PIV or CAC	Username & Password

DATEXXXX

SAMPLE
Affiliation Contractor
Agency Contractor
Expires Contractor

Login Using:
Army-AKO ▼

Username:

Password:

Forgot Password?

Login with PIV/CAC   **Login with Username**

Log in with your username and password.

Log in using your CAC.

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

This information system is approved for UNCLASSIFIED/FOUO data.

MY REPORTS

My Reports is the main work area for Filers where they can create and manage their disclosure reports.
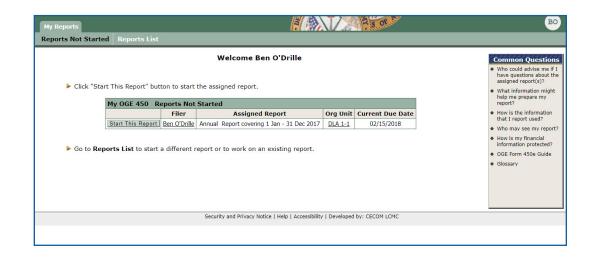
Reports Not Started)

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 the 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.

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.

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.
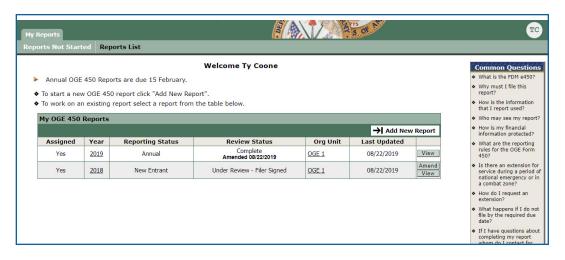
Audit Trail

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.
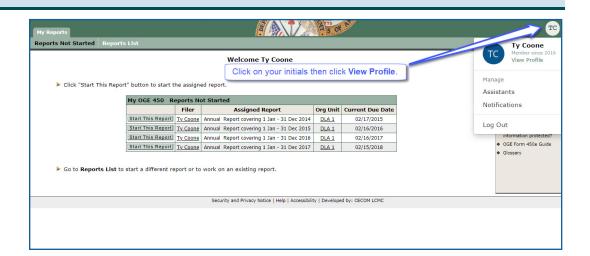

Compare

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.
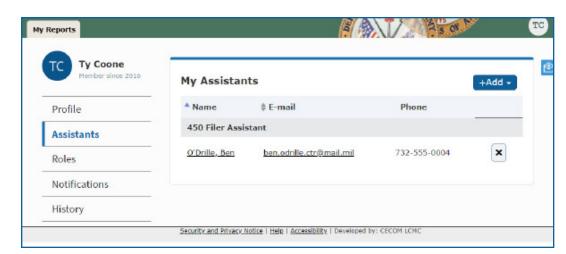

Profile

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.

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.

History

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

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