

Use Remind Filers to monitor and manage filing activities and send reminder notifications. Filers who have completed their filing task will not list on this page.

Annual Reminder Notification

- ♦ **OGE 450 Filers who need an Initial Notification to file** - Initial notification is only for those Filers who have been assigned a current year report. Use this option to locate Filers who are assigned an Annual OGE 450 Report and send a notification to remind them of their annual requirement to file.

Note: This message can only be sent once for annual assignments. Once sent, filers no longer list under this option.

Monitor Report Progress and Notify

- ♦ **All OGE 450 Filers who have not yet started their reports** - Use this option to locate Filers who have not started their report.
- ♦ **All OGE 450 Filers who have not yet submitted their reports** - Use this option to locate Filers who have not eSigned their report.
- ♦ **All OGE 450 Filers who are late** - Use this option to locate Filers who are delinquent in eSigning their report.

To send a reminder notification to Filers:

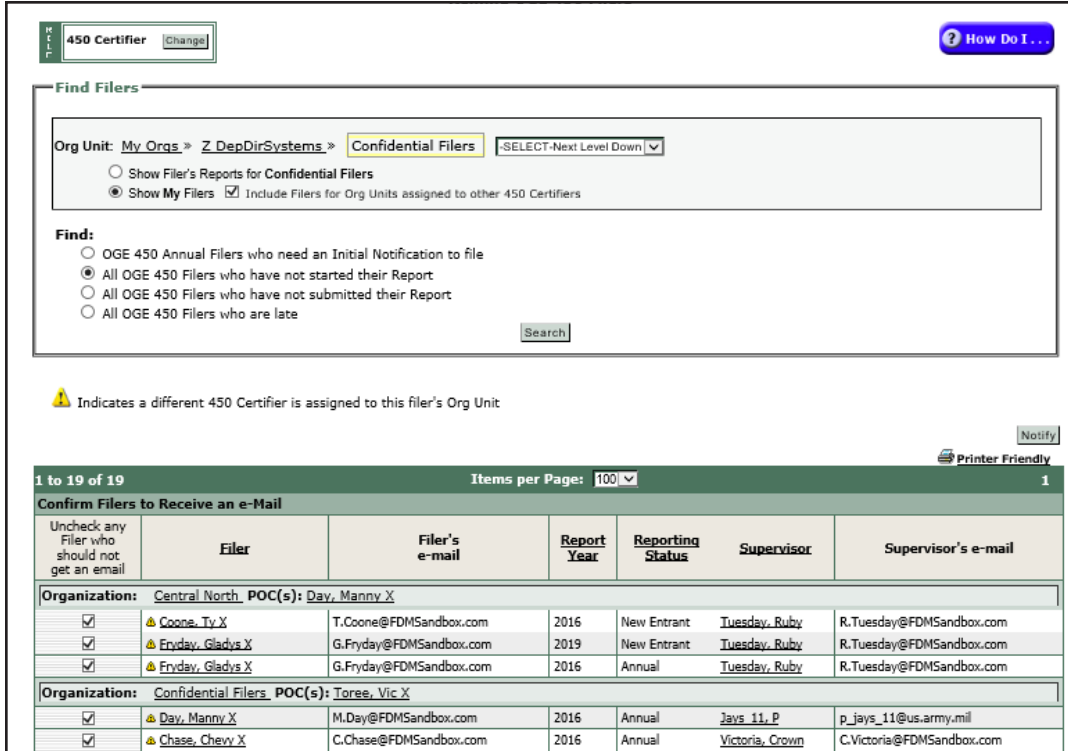
1. Go to **My Reviews | Remind Filers**.
2. Select the Org Unit from the **Next Level Down** drop-down list and the appropriate **View**.

Choose Recipients of Notification

3. Select the appropriate option and click **Search**. A list of Filers who have not completed their selected task displays. You can deselect a checkbox if you do not want an e-mail sent to a specific Filer.

Note: Filers who have completed their tasks will not appear on the Remind Filers list.

4. Click **Notify** to remind Filers that their reports are due.



The screenshot shows the 'Remind Filers' application interface. At the top, there is a '450 Certifier' dropdown menu set to 'Confidential Filers' and a 'How Do I...' help button. Below this is the 'Find Filers' section with search filters for 'Org Unit' (My Orgs > Z_DepDirSystems > Confidential Filers) and a 'Next Level Down' dropdown. There are radio buttons for 'Show Filers Reports for Confidential Filers' and 'Show My Filers', and a checked checkbox for 'Include Filers for Org Units assigned to other 450 Certifiers'. The 'Find' section has radio buttons for 'OGE 450 Annual Filers who need an Initial Notification to file', 'All OGE 450 Filers who have not started their Report', 'All OGE 450 Filers who have not submitted their Report', and 'All OGE 450 Filers who are late'. A 'Search' button is at the bottom right of the search area.

Below the search area is a warning icon and text: 'Indicates a different 450 Certifier is assigned to this filer's Org Unit'. There is a 'Notify' button and a 'Printer Friendly' icon.

The main table shows a list of filers with columns: 'Uncheck any Filer who should not get an email', 'Filer', 'Filer's e-mail', 'Report Year', 'Reporting Status', 'Supervisor', and 'Supervisor's e-mail'. The table is divided into two sections by organization.

Uncheck any Filer who should not get an email	Filer	Filer's e-mail	Report Year	Reporting Status	Supervisor	Supervisor's e-mail
Organization: Central North. POC(s): Day, Manny X						
<input checked="" type="checkbox"/>	▲ Coone, Ty X	T.Coone@FDMSandbox.com	2016	New Entrant	Tuesday, Ruby	R.Tuesday@FDMSandbox.com
<input checked="" type="checkbox"/>	▲ Fryday, Gladys X	G.Fryday@FDMSandbox.com	2019	New Entrant	Tuesday, Ruby	R.Tuesday@FDMSandbox.com
<input checked="" type="checkbox"/>	▲ Fryday, Gladys X	G.Fryday@FDMSandbox.com	2016	Annual	Tuesday, Ruby	R.Tuesday@FDMSandbox.com
Organization: Confidential Filers. POC(s): Torsee, Vic X						
<input checked="" type="checkbox"/>	▲ Day, Manny X	M.Day@FDMSandbox.com	2016	Annual	Jays 11, P	p_jays_11@us.army.mil
<input checked="" type="checkbox"/>	▲ Chase, Chevy X	C.Chase@FDMSandbox.com	2016	Annual	Victoria, Crown	C.Victoria@FDMSandbox.com

Review E-mail Message and Send

The Confirm Reminder page is used to notify a Filer that he/she has been assigned a report to file in FDM and lists the type of report that should be filed along with the due date.

5. Type any additional text to add to your message and then click **Send**. The Remind OGE 450 Filers page is displayed with a message summary.

Note: You can also send a copy of this message to any associated POCs and Supervisors from this page.

Note: Be careful when pasting text copied from a Microsoft Word document as the text may not appear as intended if special characters are present.

6. When your message is complete, click **Send**.

Message: [Filer Firstname Middle Lastname] :

It is time to file your [Report Year][Reporting Status] OGE 450 Report in FDM.

1. Log in to FDM - URL: <https://fdm-preview.army.mil>. (If this is the first time you are entering FDM, you will see a Contact Information screen to review, update, and complete. Click Save when finished.)
2. You should land on the My Reports / Reports Not Started page if a report has been assigned (otherwise as a Filer you will be on the My Reports | Report List page).
3. Click the Start this Report button beside the report. FDM will guide you in entering your information.
4. When your report is complete, click the e-Sign button to sign and submit your report.

Please consult your legal advisor if you have questions about this requirement to file a Financial Disclosure Report, or need an extension. Also, consult your legal advisor if you do not think you should file such a report.

For further assistance, contact the FDM Service Center at 443-861-8679 or DSN 848-8679. Additional information can be found on the Help & Support page at: <https://fdm-preview.army.mil/helpSupport/helpSupport.htm>. E-mail: mailto:usarmy.APG.cecom.mbx.FDMSpt@mail.mil

(Limit 2,500 characters)

Add your optional text here:

(2500 Characters Remaining of 2500)

Closing: Regards,
Ansel X. ADAMS

Send a summarized e-mail to 3 POCs

From: A.Adams@sandbox.com

Subject: FDM - Your Filers have been reminded to start their assigned OGE 450 Reports

Message: [POC Firstname Middle Lastname] :

FDM reminded Filer(s) in the Org Unit(s) you support to start their assigned OGE 450 Reports in FDM. The Filers and their respective Supervisors, grouped by your assigned Organizations, are listed below. Log in to FDM - URL: <https://fdm-preview.army.mil> at any time to track their filing progress.

[POC's Organization Name 1]
Supervisor: [Supervisor1 Lastname, Firstname Middle]
[Filer1 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report
[Filer2 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report