



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

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COMMISSIONERS

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INSTRUCTIONS FOR FILING YOUR SFI ELECTRONICALLY

NEW AND RETURNING USERS

To file your SFI online, please visit www.cambridgema.gov/SFI

RETURNING USERS

If you already have a password, click where it says “click here to login.” Enter your email address and password and click “Log In.” If you forgot your password, click on the link that says “Forgot your password?” and follow the directions on the screen. You will be emailed your password.

Once you log in, you will see the screen with the SFI form. For further instructions, please see the section entitled *Instructions for Completing and Submitting your SFI* on page 3.

NEW USERS

1. Click on the link that says “create a password.”

CAMBRIDGE ETHICS ORDINANCE

Election Commission

The City of Cambridge Ethics Ordinance (2.1118), enacted by the City Council in 1991, sets a minimum standard of ethical conduct for certain municipal officials and candidates for elective municipal office. Officials, designated by the City Manager, each April, are required to file a Statement of Financial Interests with the Election Commission on June 1st of each year for the preceding calendar year. Candidates are required to file by the last day on which nomination papers are due.

These Statements are public record and may be inspected in the Election Commission Office on request.

- To file electronically: [Create a password](#)
- If you already have a password: [click here to login](#)
- To download a blank form: [Statement of Financial Interests Form \(PDF\)](#)

2. Fill in the required information and click on *Submit*.

3. After clicking *Submit*, the following screen appears with the message: *Please check your email for username and password*. Go to your email and check for confirmation of your user name and the system-generated password.

**CITY OF CAMBRIDGE
ELECTION COMMISSION Statement of Financial Interests Form**

Please check your email for username and password.

[Click here](#) to return to the Election Commission Login page.

4. Use the link provided in your email to return to the Election Commission Login page. You should change your password immediately to something you will remember. Enter your e-mail address and the system-generated password and click *Change your Password*.

**CITY OF CAMBRIDGE
ELECTION COMMISSION Statement of Financial Interests Form**

Log In

Please enter your email address and password in the fields below to proceed

Email Address:

Password:

[Forgot your password?](#)
[Change your password](#)

5. Fill in your email address, your old password (the system generated password), and your new password and click “Change Password.” You will then automatically be redirected to the Statement of Financial Interests Form.

**CITY OF CAMBRIDGE
ELECTION COMMISSION Statement of Financial Interests Form**

Change Your Password

Email Address:

Current Password:

New Password:

Confirm New Password:

6. If you do not wish to fill out the form at this time, you may access it later by following the instructions for Returning Users (see page one of these instructions).

INSTRUCTIONS FOR COMPLETING AND SUBMITTING YOUR SFI

It is helpful to have all the necessary information before beginning to fill out the SFI form. The system is currently unable to save a partially completed form. As an alternative, you may submit a hardcopy of your SFI. The SFI form is also posted on the web site as a PDF file that can be printed for review or filled out and sent in by mail.

Title

At the beginning of the form, your name, address and email address will be filled in. You must fill in your phone number and your title. If you are a City employee, it will be your job title; if you are a member of a board or commission, it will be the name of the board or commission; if you are a candidate for public office, it will be the position for which you are running.

Sections 1 through 11

- a. You must complete all eleven required sections for the form to be successfully filed.
- b. If the answer to any section is not applicable, click the box next to the words “not applicable.”
- c. If you are providing information in one of the eleven sections, all related fields must be filled in. For example, in section 1, if you fill in Payer, you must also fill in Address and Association.
- d. When you have completed the form, type in your name and the date.

Printing a Copy

If you wish to have a hard copy of your SFI, you must print it before clicking *Submit*.

Submitting the SFI Electronically

- a. To file the SFI electronically, click Submit.
- b. If you have omitted an answer to any of the sections, an error message will appear. Follow the instructions to return to the incomplete section(s). When you have completed the sections, click on Submit. A message will appear saying that your filing is complete.

Confirmation of the Filing

A time-stamped copy of your SFI will be emailed to you as a receipt.

Amending the SFI

If you wish to amend your SFI after you have submitted it, or if you have any questions or concerns about the filing, please feel free to call the Commission at 617-349-4361 or send an email to: elections2@cambridgema.gov

Updated 4/26/2017