

Looking for help with your filing?

Contact your Center Legal Office:

- If you believe you should be filing a financial disclosure form but have not received a notice.
- If you have been notified to file a financial disclosure form but believe you are not in a position that requires filing.
- If you have substantive questions regarding the form and require legal counsel.
- Require an extension for filing your financial disclosure form.
- If you need to correct or change your form after it has been submitted.

Contact the NSSC:

- If you experience technical difficulty using EPTS.
- If you have been identified as a filer and are not able to access EPTS.
- If you have not received a notification from EPTS to file.



Contact Us:

Toll Free:
1-877-677-2123 (1-877-NSSC123)

Fax:
1-866-779-6772 (1-866-779-NSSC)

E-mail:
nssc-contactcenter@nasa.gov

Mail:
NASA Shared Services Center
ATTN: Financial Disclosures
Building 1111, C Road
Stennis Space Center, MS 39529

EPTS:
<https://eptsfiler.nssc.nasa.gov/>

NSSC homepage:
www.nssc.nasa.gov

NSSC Customer Service page:
www.nssc.nasa.gov/financialdisclosure

www.nasa.gov

National Aeronautics and
Space Administration



Will you be filing an OGE-450 or OGE-278 this year?



NSSC
NASA Shared Services Center

**Quick
Reference
Guide**

January 2012

NSQRG-1900-0001 Revision 4.0

Customer Focused



Filing Financial Disclosures Using EPTS



About EPTS

NASA's Ethics Program Tracking System (EPTS) is a Web-based service that enables users to electronically file, track, and review Federal Financial Disclosure Forms including the Confidential Financial Disclosure Office of Government Ethics (OGE)-450, Confidential Certificate of No New Interests OGE-450A, and Public Financial Disclosure Form OGE-278.

Advantages for Filers

- The secure, Web-based electronic system allows filers to complete their forms at work or at home.
- The electronic system gives filers easy access to instructions and examples to help them complete the form.
- Filers can save their work, logout during any part of the process, and log back in to continue filing from where they left off.
- After completing the form, filers can sign it digitally then route it to the appropriate legal office for review and no forms need to be mailed, filed, or otherwise physically handled.
- The filer's form is stored securely in the electronic system in a PDF format for future reference.
- Filers may access and print a PDF copy at any time.
- Once you have filed your form in EPTS, your form is easier to complete and is pre-populated with your previous personal and financial information.

Accessing EPTS

Only employees identified as financial disclosure filers can log into EPTS.

If you are accessing EPTS from work, login by going to <https://eptsfiler.nssc.nasa.gov>.

If you are accessing EPTS from home, log into EPTS using your NASA Access Launchpad account. If you do not know your Launchpad user ID, please visit <https://eauth-msfc.idp.nasa.gov/amserver/begin.tiles> (NASA only) and follow the instructions for obtaining your user ID.

If you have an Access Launchpad account, but do not recall your password, go to https://eauth-msfc.idp.nasa.gov/amserver/fpw_auid_form.tiles (NASA only).

Resources

- View the help tab on the EPTS login page.
- Visit the NSSC Customer Service Portal at www.nssc.nasa.gov/financialdisclosure for FAQs and additional resources.
- Review the tip sheets on the NSSC Customer Service Portal that have been posted by NASA legal offices and NSSC team members.

Process Overview

- Center HR and Legal Office review the list of EPTS filers and make necessary updates.
- The NSSC sends notifications to filers informing them of a filing requirement, offering information needed to file, and communicating the due date.
- NASA filers access EPTS and file their forms.
- The NSSC accepts the form (the filer is notified of a status change via e-mail from EPTS).
- The Center Legal Office reviews the form and sends a cautionary letter on potential conflicts of interest (if necessary) via EPTS.
- The Center Legal Office adjudicates the form (the filer is notified of a status change via e-mail from EPTS).

How do I find out if my position requires financial disclosure reporting?

If an employee occupies a financial disclosure position, that individual would have been notified upon initial appointment or advised by their supervisor after a yearly position review.