



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 Office of Government Ethics (OGE)-450, Confidential Financial Disclosure Report; the OGE-450A, Confidential Certificate of No New Interests; the OGE-278, Public Financial Disclosure Form; and the OGE 278-T, Periodic Transaction Report.

Advantage 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, log out 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 and the system routes it to the appropriate legal office for review; no forms need to be mailed, filed or 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 anytime by accessing the "My Forms Archive" tab in EPTS.
- 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, log-in by going to <https://eptsfiler.nssc.nasa.gov>.
- If you are accessing EPTS from home, log in to EPTS using your NASA Access Launchpad account. If you do not know your Launchpad User ID, please visit <https://id.nasa.gov/uss/MyIdentity.uss> (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://launchpad.nasa.gov/amserver/idm/EndUser> (NASA only).

Graphic Image Above shows a copy of the login screen.

Resources

- View the help tab on the EPTS login page.
- Visit the NSSC Customer Service Portal at www.nssc.nasa.gov/financialdisclosure for Frequently Asked Questions (FAQs) and additional resources.

NASAfacts

Process Overview

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

Contact your Center Legal Office

- If you need to correct or change your form after it has been submitted and it is in a completed status.
- 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.
- If you require an extension for filing your financial disclosure form.
- If you need to correct or change your form after it has been submitted.

Contact your Supervisor

If you believe you should be filing a financial disclosure form but have not receive a notice.

If you have not received a notification from EPTS to file.

Contact the NSSC

If you need to correct or change your form after it has been submitted and it is in an awaiting status.

If you experience technical difficulty using EPTS.

If you have been identified as a filer and are not able to access EPTS.

EPTS

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

NSSC Financial Disclosure page

www.nssc.nasa.gov/financialdisclosure

About the NSSC

The NSSC provides services across the Agency in five functional areas including, Agency information technology services and selected activities in financial management, human resources, procurement and business support services.

The NSSC strives to provide customer-focused, consistent, high-quality, easily-accessible and timely support services.

Access the NSSC website at:

<https://www.nssc.nasa.gov>

NASA Shared Services Center

Attn: Financial Disclosures

Building 1111, C Road
Stennis Space Center, MS 39529

NSSC Customer Contact Center

Phone: 1-877-677-2123 (1-877-NSSC123)

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

Email: nssc-contactcenter@nasa.gov

Web: <https://www.nssc.nasa.gov>