



Conflict of Interest Questionnaire (CIQ) Form E-Filing System Guide

Under State Local Government Code [Chapter 176](#), city vendors are required to file Form CIQ (Conflict of Interest Questionnaire) when a relevant conflict exists.

1. Registering in the E-filing System

- Access the [CIQ E-Filing Portal](#).
- If this is your **first time** filing a CIQ in the e-filing system, select the link to the right of the login portal to create your User ID.
- Enter the required contact information. Select user type: **Conflict of Interest Vendor**.
- Click **Create Account**.
- The system will automatically send an email to set up the account and password. The email will come from donotreply@ethicsfile.com.

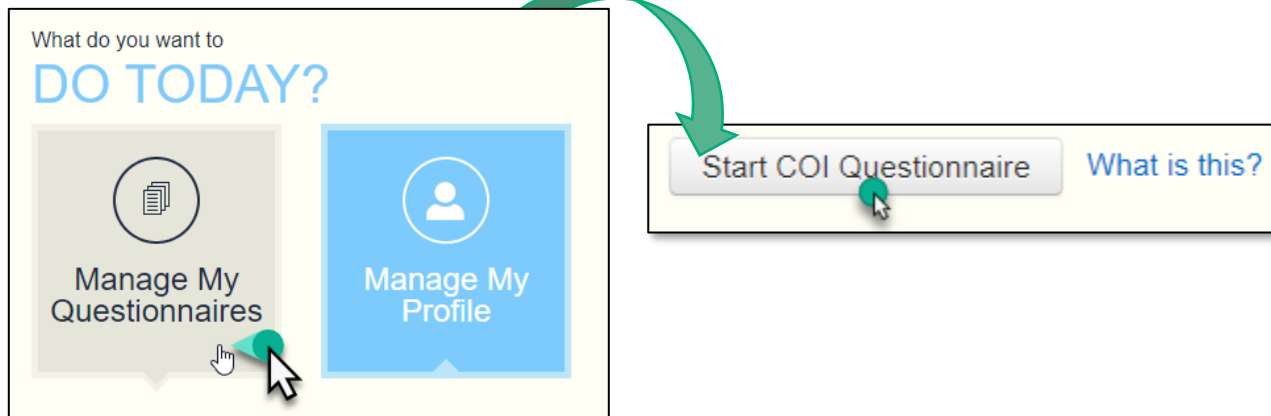
Note: If an email is not received within 5 to 10 minutes, please check your junk folder.

- Upon logging in, verify that the user information is correct and select **Accept**. If changes are required, select **Update**.



2. Filling Out the Conflict of Interest Questionnaire

- a. On the main dashboard, select **Manage My Questionnaires** and **Start COI Questionnaire**.



- b. Select **Learn More** to reference Chapter 176, Local Government Code.
- c. Enter the **Business Entity Name**.
Answers like “N/A” or “None” will not be accepted, and the form will be rejected.
- d. If this is an update to a previously filed questionnaire, check the box for question 2.
- e. Enter the **name of the local government officer**.
- f. Select **Next**.

Conflict of Interest Questionnaire

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor. [Learn More](#)

1. Enter the name of the vendor who has a business relationship with local government entity

Business Entity Name

2. ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3. Enter the name of the **local government officer** about whom the information is being disclosed.

First Name: *

Middle Initial:

Last Name: *



- g. On the next page you will describe the relationship.
 - i. Enter a description
 - ii. Answer **Subpart A**, Yes or No
 - iii. Answer **Subpart B**, Yes or No
- h. If you have multiple relationships to disclose between the business entity and local government officer, select **Add Another** and complete the process for each different relationship.
- i. When the information is complete, select **Next**.

- j. For question 5, the “**vendor named in Section 1**” is the name added on the first screen, question 1. (Refer to **Section 2c** on this document.)
- k. Reference [Local Government Code Chapter 176.003\(a\)\(2\)\(B\)](#) for help answering question 6.
- l. Select **Next**.



3. Submitting the Conflict of Interest Questionnaire

- a. On the final screen, before selecting Submit, there is an option to preview a PDF of the CIQ. **Review carefully for errors.**
- b. Also, there is an option to add an alternate email if you would like to receive a confirmation to a different email address than the one previously provided when creating the account.
- c. Enter the First Name, Last Name, and login password to sign electronically.
- d. Click **Submit**.

Conflict of Interest Questionnaire

You have completed the Conflict of Interest Questionnaire. Select Preview PDF to confirm all fields are correct. To proceed with filing your form, please sign and submit below.

[Preview PDF](#)

Confirmation Email: After the questionnaire is electronically filed, a confirmation email will be sent to the address you previously provided to the City of Austin. You may enter an alternate email to also receive this confirmation, if desired.

Alternate Email (Optional)

Please enter your password and electronic signature. This information serves as the electronic signature of the person legally responsible for filing this questionnaire.

Signature

Password

[Back](#) [Submit](#) [Cancel](#)

4. Reviewing your CIQ and Submitting Additional Questionnaires

- a. There is an option to print the complete questionnaires in the **Manage My Questionnaires** screen by searching for the report and selecting the **Print** button.
- b. If you have other questionnaires to submit, you may do so from this same screen by selecting **Start COI Questionnaire**.

[Start COI Questionnaire](#) [What is this?](#)

Completed Questionnaires

Vendor	Officer Last Name	Officer First Name	Date Completed	Action
Business Entity Name	Last Name Officer	First Name Officer	05/23/2022	Print

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