![Washington State Office of Financial Management - OFM logo]

Disclosure Forms Application

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Table of Contents

General Information

Contacts

For assistance with the Disclosure Form application, please contact your agency's Disclosure Form Agency administrator or your agency's [Statewide Accountant](#).

Overview

The Disclosure Forms application is a product offered and maintained by the Office of Financial Management (OFM) and is offered at no cost.

The Disclosure Forms application (DF) is a web-based computer system that allows state agencies to enter financial information that is not available in the Agency Financial Reporting System (AFRS). Every state agency is required to enter data into the Disclosure Forms application, including colleges and universities. The Office of Financial Management Statewide Accounting team (OFM SWA) uses this data to complete the Annual Comprehensive Financial Report and the Federal Single Audit Report.

The Disclosure Form application is a one-year system that has no historical data. It is recommended that agencies save or print their forms once completed.

This user manual is the technical document for the Disclosure Form application. This document should be used in conjunction with the annually updated [Fiscal year-end training and resources](#): Federal Disclosure Forms and State Disclosure Forms trainings.

Operating Environment

The Disclosure Form application is compatible with the internet browser Microsoft Edge and Chrome.

Operating Hours

The Disclosure Form application is typically open from July to September, but this can vary from year to year. Once open and available for agency use, data may be entered into the Disclosure Form application during these hours:

- 6:30 a.m. - 7:30 p.m.: Monday through Friday
- 7:00 a.m. - 7:30 p.m.: Saturday
- 7:00 a.m. - 1:00 p.m.: Sunday

The AFRS data within the Disclosure Form application is updated nightly (Monday – Friday). The updated AFRS data is displayed in the disclosure forms the following working day. (Tuesday's data will be displayed in the application Wednesday).

Data shown in the Disclosure Form application on Saturday, Sunday, and Monday is as of Friday night as the application is not updated over the weekend.

This application is refreshed annually and prior year history is not retained.

Web Page Address (URL)

The Disclosure Forms application web address is: https://disclosureforms.ofm.wa.gov.

Access to the page containing all OFM systems (as well as a link to the Disclosure Form application) is located at: OFM IT Systems.

Workflow

Agencies input data into the Agency Financial Reporting System (AFRS). After the data is posted in AFRS, the applicable data is reflected in the Disclosure Form application the next business day (see note under Operating Hours). Each form is designed to pull the necessary and applicable data from AFRS. Agencies complete the required disclosure forms within the Disclosure Form application for their agency.

OFM Statewide Accounting reviews the information completed by agencies in the Disclosure Form Application, working with agencies to make corrections as needed. The information from the Disclosure Form application and from Enterprise Reporting reports that summarize the responses are used to prepare the Annual Comprehensive Financial Report and the Federal Single Audit Report.

Agencies are encouraged to save a copy of the completed forms as prior years' history is not retained.

Tips

1. **Using the tab key on the keyboard will move you to the next field**.

2. **Symbols used in the Disclosure Forms**
   - The Add Row button Add Row allows you to add a row of new information to a disclosure form.
   - The Save button 💾 saves or updates a row of data that you have entered.
   - The Cancel button ✖ deletes or cancels a row of data that you have entered but not yet saved.
   - The Edit button ✏ allows you to edit data that you have already entered and saved.
   - The Delete button ✖ deletes a row of data that you have already entered and saved or cancels the update process.

3. **Entering Data in the Disclosure Forms**
   When you are entering data in the disclosure forms, do not use the web browser's "refresh" button or duplicate data may be entered into the system. If this happens, you will need to contact OFM helpdesk at heretohelp@ofm.wa.gov to remove the duplicate data.

4. **Amount Boxes**
   An amount box is used to enter a number. Enter numbers in whole dollars only. Do not enter pennies, decimal points, dollar signs, etc. The software does the formatting in an amount box. If you enter 1000 the software will automatically convert it to 1,000.

5. **Text Boxes**

   A text box is used to enter information and/or an explanation. The user does the formatting. For example, if you want to include a number in a numerical format in your data you will need to type in the dollar sign and the comma. Explanation of "Other" is required; entries will not save unless an explanation is provided.

6. **Copying Data from Excel or Word to a Disclosure Form**

   You can copy a number from an Excel worksheet into an "amount" box in a disclosure form. You can copy words/explanations from a Word file into a "text" box in a disclosure form.

7. **Copying Data from a Disclosure Form to Excel or Word**

   You can copy data from a disclosure form into Excel. For best results you should be in "View" mode to do this. Highlight the area you want to copy in the disclosure form and "copy/paste" into Excel. This will allow you to perform Excel functions such as totals on the data.

8. **Printing a Disclosure Form**

   Choose "View" access mode. Then choose "CTRL-P" or right click and select "Print." This will give you a print screen. If using "portrait" layout truncates the data, you will need to change the Page Setup to "landscape."

9. **Printing the Financial Disclosure Certification**

   If you wish to print out the Financial Disclosure Certification so that it looks more like a formal memo, choose "CTRL-P" or right click and select "Print." Then select "More settings" and under "Options" unselect "Headers and footers."

10. **Saving a Disclosure Form as a PDF**

    Choose "View" access mode. Then choose "CTRL-P" or right click and select "Print." You will need to change the "Printer" setting to "Save as PDF." Save it in the appropriate folder. We recommend printing or saving all your state and federal forms so you can refer to them next year. This is a one-year application and prior year history is not retained.

11. **"AFRS Amount" Signs**

    As in Enterprise Reporting, the "sign" (+ or -) may be reversed from AFRS for liabilities and revenues so that these numbers show as positive amounts in the disclosure forms, for example the Unavailable and Unearned Revenue form. The disclosure forms that have beginning balances, activity, and ending balances are similar in format to a trial balance report and will show the original AFRS sign, for example the Liabilities by Major Class form.

12. **Reconciliation Boxes**

    This box displays the amount(s) you entered, the amount(s) from AFRS, and any difference. The difference should be zero. If the difference is not zero you will need to research why and enter an explanation in the comment box. Rounding difference are okay in most instances and do not require an explanation.

13. **Lead Sheet**

    After all the required information has been completed for a form, you need to manually choose "Yes" from the drop-down menu in the "Completed" column of the Lead Sheet. The Lead Sheet does not fill this in automatically.

14. Error Messages

Error messages appear in red at the top of the form when there is a problem. You must address the problem listed or "cancel" the row before you will be allowed to continue.

15. Required Disclosure Forms

Certain disclosure forms are required for all agencies and will be indicated as required in the "Required" column on the Lead Sheet page. In addition, if AFRS data prefilled a disclosure form, your agency is required to complete the form. Read SAAM 90.40 and 95.20 to determine which forms may be applicable to your agency.

16. How to Increase the Font Size of the Disclosure Forms

You will need to increase the font size of the browser. For the Microsoft Edge browser:

a. Open the Microsoft Edge Browser
b. Click on the three dots at the top right (under the X)
c. Click on **Settings**
d. Click on **Appearance**
e. Scroll down and click on **Fonts**
f. Change the font size to desired size

Security

Become a User

The Disclosure Forms application is a secure application that has both Administrator and User roles available for agencies.

Administrator Role

Users with the Administrator role can add, edit, or inactivate agency users for their own agency within the application.

To designate/remove an Agency Administrator an agency must complete the Disclosure Forms Security Administrator form, have it signed by their agency director or designee, and send it to OFM *(see – Disclosure Form Administrator Security Form under "System Access" on the* Disclosure Form Application (DF) IT Systems *web page).*

OFM will then set up or remove the designated Agency Administrator(s) per the form and notify the individual(s).

The Agency Administrator(s) will then, in most cases, be able to edit and add agency user(s).

User Role

The User role is necessary for a user to be able to log into the Disclosure Form application and either view or edit the agency forms depending on the role assigned.

1. If authorized to use the Disclosure Form application by your agency, your approving authority will provide your Agency Administrator or OFM Statewide Accountant with your:

   - E-mail address,

     Your correct E-mail address is important. Your E-mail address is normally used as your Logon ID. It is also used to get a new password assigned or when using the Forgot User ID function.

   - Agency number(s) (four characters),

   - First name, last name, middle initial (optional),

     and

   - The User role (only one of the following two roles must be selected) –

     - **Disclosure Form User - Edit Access**: allows a user to enter/edit/change data in the disclosure forms for their agency.

     - **Disclosure Form User - View Access**: allows a user to only view the forms, they cannot enter/edit/change data.

2. When the Disclosure Form application is opened for agency use, if you are a new user, you will need to click on the "Forgot Password" link on the Logon screen and follow the instructions. When the information is validated, you will receive an email notification with your temporary password. The first time you log on, the Disclosure Form application will require you to change your temporary password. (see – Change Your Password section).

Administrator

In order to view the "Administration" tab within the Disclosure Form application, the "Agency Administrator" role must be assigned to the user's profile (per a form submitted by the agency to OFM Statewide Accounting).

View Agency Users List

1. Log into the Disclosure Form application.
2. Click on the **Administration** tab.
3. Click on the **Manage Users** link.

4. The User List screen for the specific agency you are logged in under will appear.

User Profile Manager - User List for 2150

	<-Prev Next->		View By: All ⌄				
Home	**User ID**	**Name**	**Status**	**Roles**		**Admin**	**Reset Password**
Add Users							
Find Users							
Change Password							
Help		Algiere, Heidi	Active	Roles		P	
		Anderson, Kim	Active	Roles		A	Reset

Screen Navigation:

- Using the **View By** drop-down box at the top of the screen, you can change the users that are displayed by: All users, Active users, or Inactive users.
- Ten user names display per screen.
- In the screen's top and bottom left corners are the **Prev** and **Next** commands. If Prev and / or Next is underlined click to scroll to a prior or next screen of users.
- To view the user's role(s), click the **Roles** link for that specific user. The user's role(s) will be displayed on the screen.

   Note: there is no way to download an agency user list in its entirety.

Add Users

Important! If a user is being added to more than one agency in the Disclosure Form application, this must be done by OFM. A ticket requesting multiple agency access will need to be submitted to the OFM helpdesk at heretohelp@ofm.wa.gov.

1. Log into the Disclosure Form Application
2. Click on the **Administration** tab
3. Click on the **Manage User** link
4. Click **Add Users** on the menu on the left
5. Input the following:
    - User ID (*normally the user's email address)*
    - Email address
    - First Name
    - Last Name
    - Middle Initial (optional)
6. Choose Authorized System Roles for the new user

   (*only one of the following two roles may be selected*)
    - **Disclosure Form User - Edit Access**: allows a user to enter/edit/change data in the disclosure forms for their agency.
    - **Disclosure Form User - View Access**: allows a user to only view the forms, they cannot enter/edit/change data.

7. Click **Add user** button. Check the screen message to ensure the new user is added.

Find User

1. Log into the Disclosure Form application
2. Click on the **Administration** tab
3. Click on the **Manage User** link
4. Click on **Find Users** link
5. Input the first and last name
6. Click **Search**

Update or Inactivate User

Users cannot be deleted from the Disclosure Form application, but they should be marked as "Inactive" if they no longer need access to the application.

1. Log into the Disclosure Form application
2. Click on the **Administration** tab
3. Click on the **Manage User** link
4. Locate the user's profile (either by going through the list or using the **Find Users** link)
5. Click on the user's Name in blue to open the user's profile
6. Update the necessary fields:
   - User ID (*normally the user's email address)
   - Email address
   - First Name

- Last Name
- Middle Initial (optional)
- Authorized System Roles
  (only one of the following two roles must be selected)
  - **Disclosure Form User - Edit Access**: allows a user to enter/edit/change data in the disclosure forms for their agency.
  - **Disclosure Form User - View Access**: allows a user to only view the forms, they cannot enter/edit/change data.
- Status
  - Active
  - Inactive

7. Click **Update User** button

Reset User's Password:

Agency Administrators cannot view users' passwords, but they do have the ability to reset them.

1. Log into the Disclosure Form application
2. Click on the **Administration** tab
3. Click on the **Manage User** link
4. Locate the user's profile (either by going through the list or using the **Find Users** Link)
5. Either
   a. Click the **Reset** button in the Reset Password column for the specific user
      OR
   b. Click on user's Name in blue to open the user's profile and then click **Reset Password** button at the bottom
6. An email will be sent to the user's email address with a temporary password.

Logon

Disclosure Forms Logon Screen

User ID field

Agency Number field

Password field

DISCLOSURE FORMS APPLICATION

The logon screen provides security for the Disclosure Form application. Complete the following steps to log on:

1. Type **https://disclosureforms.ofm.wa.gov/** in the **Address** field and click **Go**, or press Enter. *The Disclosure Form application logon screen is displayed.*
2. Type your User ID assigned by the Agency Administrator or OFM Statewide Accountant in the **User ID** field (*normally the user's email address).*
3. Type your agency number (four characters) in the **Agency Number** field.
4. Type your Password in the **Password** field.
   *Please note that passwords are case sensitive.
5. Click **Login.**
6. If the login was successful, the Disclosure Form application will display.

Forgot User ID

If you forget your User ID (normally your email address), complete the following steps to retrieve your Disclosure Form application User ID:

1. Go to the Disclosure Form application logon screen (see – Logon).
2. Click the **Forgot User ID** link on the logon screen.
3. The Forgot User ID screen will display.
4. Type your email address into the **Email Address** field.
5. Type your agency number (four characters) in the **Agency Number** field.
6. Click **Submit**.
7. When the information is validated, you will receive E-mail notification of your user ID.

Forgot Password

If you forget your Password, complete the following steps to reset your Disclosure Form application password:

1. Go to the Disclosure Form application logon screen (see – Logon).
2. Click the **Forgot Password** link on the logon screen.
3. The Forgot Password screen will display.
4. Type your User ID assigned by the Agency Administrator or OFM Statewide Accountant in the **User ID** field (*normally the user's email address)*.
5. Type your agency number (four characters) in the **Agency Number** field.
6. Click **Submit**.
7. When the information is validated, you will receive E-mail notification of your temporary password. The next time you logon to the Disclosure Form application, you will be required to change your temporary password (see – Change Your Password).

Note: *Your Agency Administrator does not know and cannot view your password; however, they can request a new password on your behalf and you will receive the same e-mail notification as above.*
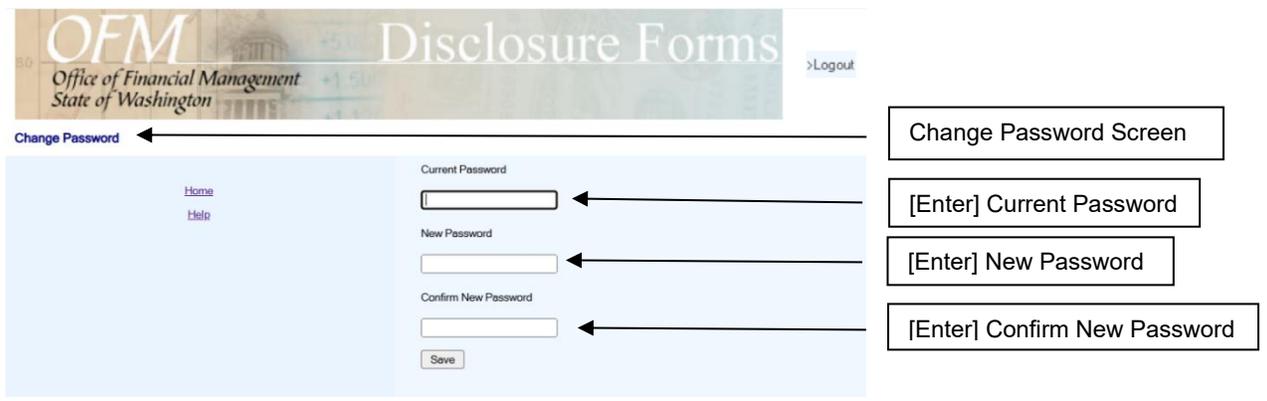
Change Your Password

To change your own password:

1. Click the **My Profile** tab.
2. Click the **Manage Your Profile** link.

3. Click the **Change Password** link.
4. Enter your current password, new password, and confirm new password on the screen and click **Save** on the Change Password screen.

A valid password must be:

- At least eight characters long.
- Contain a special character such as ! # $ % () * + , - . / ; : = ? @ [\ ] ^ _ ' { } \ |~
- Contain two of the following three items:
    o Upper case letter
    o Lower case letter
    o Number
- And cannot contain the user's last name, first name or user ID.

5. When the information entered is validated, your new password will be effective.

Change Your Name and / or E-mail Address

To change your first name, last name, middle initial (optional) and / or E-mail address:

1. Click the **My Profile** tab
2. Click the **Manage Your Profile** link

3. Change the information
    a. The first name, last name, and Email address are required
    b. Email must be format as characters@characters.characters.
4. Click **Save**
5. Check the screen message to ensure the change was made (no notification is sent to the user)

A user cannot change their user ID or authorized system roles. The Agency Administrator can change all information, including the User ID and authorized system roles.

Application Functions

Lead Sheet

Each agency has a **State Forms** and a **Federal Forms** tab within the application. Each tab has a Lead Sheet page that lists all of the disclosure forms.

The Lead Sheet contains the following fields:

- Form due date at the top of each group, forms are grouped by due date.
- View/Edit form
    1. *Click to open the form. Ability to View or Edit the disclosure form based on your access level.*
    2. Save button at the bottom will save any changes made to the disclosure form *(only after clicking edit)*
    3. Return to Lead Sheet button at top & bottom will return user to the Lead Sheet screen.
- Disclosure Form Title

- SAAM Link
    1. Helps determine whether your agency needs to complete the form.
    2. Details how to complete the disclosure form.
- Required indicator
    1. The Lead Sheet will note if your agency is required to complete the form due to:
        - o The form is required by OFM, or
        - o AFRS activity that requires the form for your agency, or
        - o The form is always required for your agency, such as OST, DRS, and Higher Education.

    2. **Do not rely solely on the Lead Sheet to tell you if a form is required for your agency (specifically for questionnaire type disclosure forms). It's important to review the SAAM instructions to determine if a form applies to your agency for the current fiscal year.**
    3. It's also possible that a form that applied to your agency last year might not apply this year, or vice versa.
- Completed indicator
    1. After all the required information has been completed for a form, you need to manually choose "Yes" from the drop-down menu in the "Completed" column of the Lead Sheet. The Lead Sheet does not fill this in automatically.
    2. Mark Yes, No, or N/A to help let your Statewide Accountant know when your form is complete and ready for review.
- Edit Status
    1. Click pencil icon to edit the complete indicator of the form.
    2. Click the save icon to save the changes made to the complete indicator of the form. *(only after clicking pencil/edit)*
    3. To cancel the changes made to the complete indicator, click the pencil/ icon. *(only after clicking pencil/edit)*

Forms

State Disclosure Forms:
For instructions on how to complete each form, please see either the State Disclosure Forms Training or the SAAM section noted in the Disclosure Form application for the specific form.

Federal Disclosure Forms:
For instructions on how to complete each form, please see either the Federal Disclosure Forms Training or the SAAM section noted in the Disclosure Form application for the specific form.