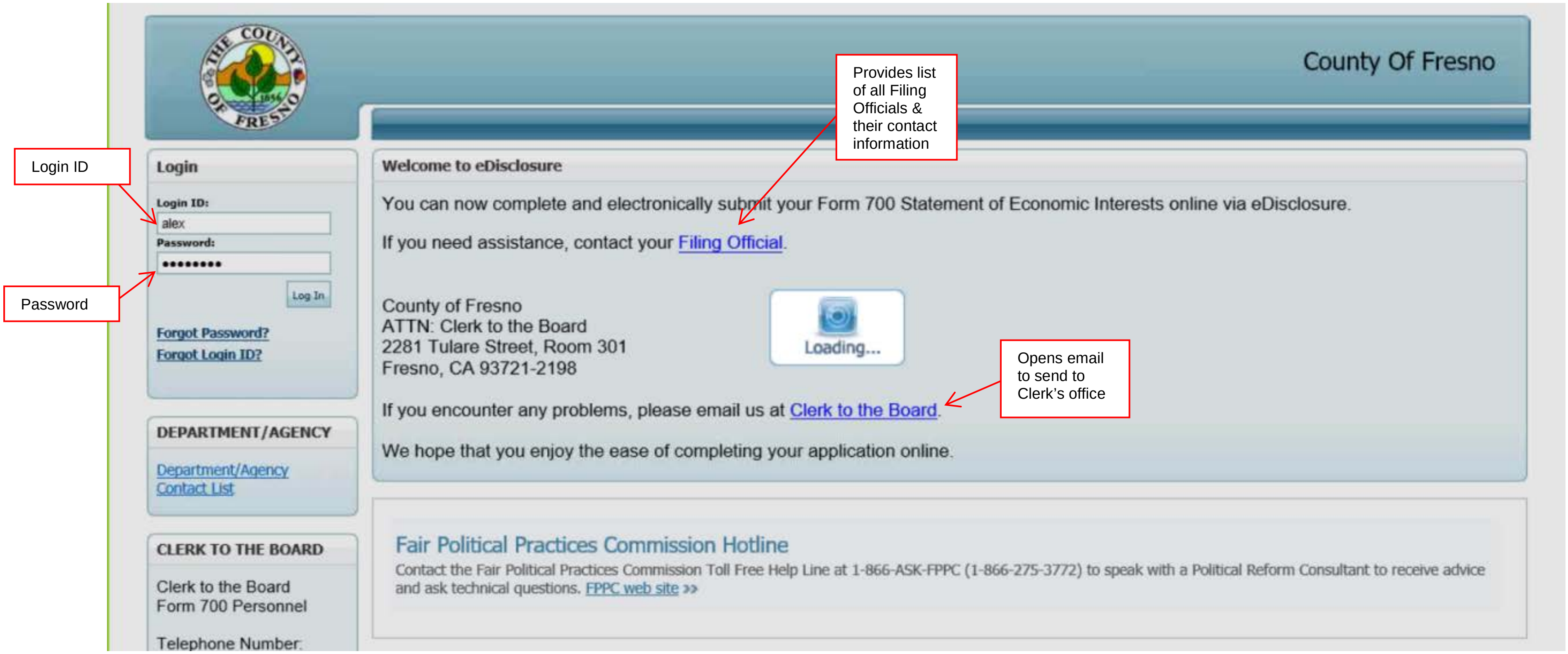
eDisclosure for Filing Officials

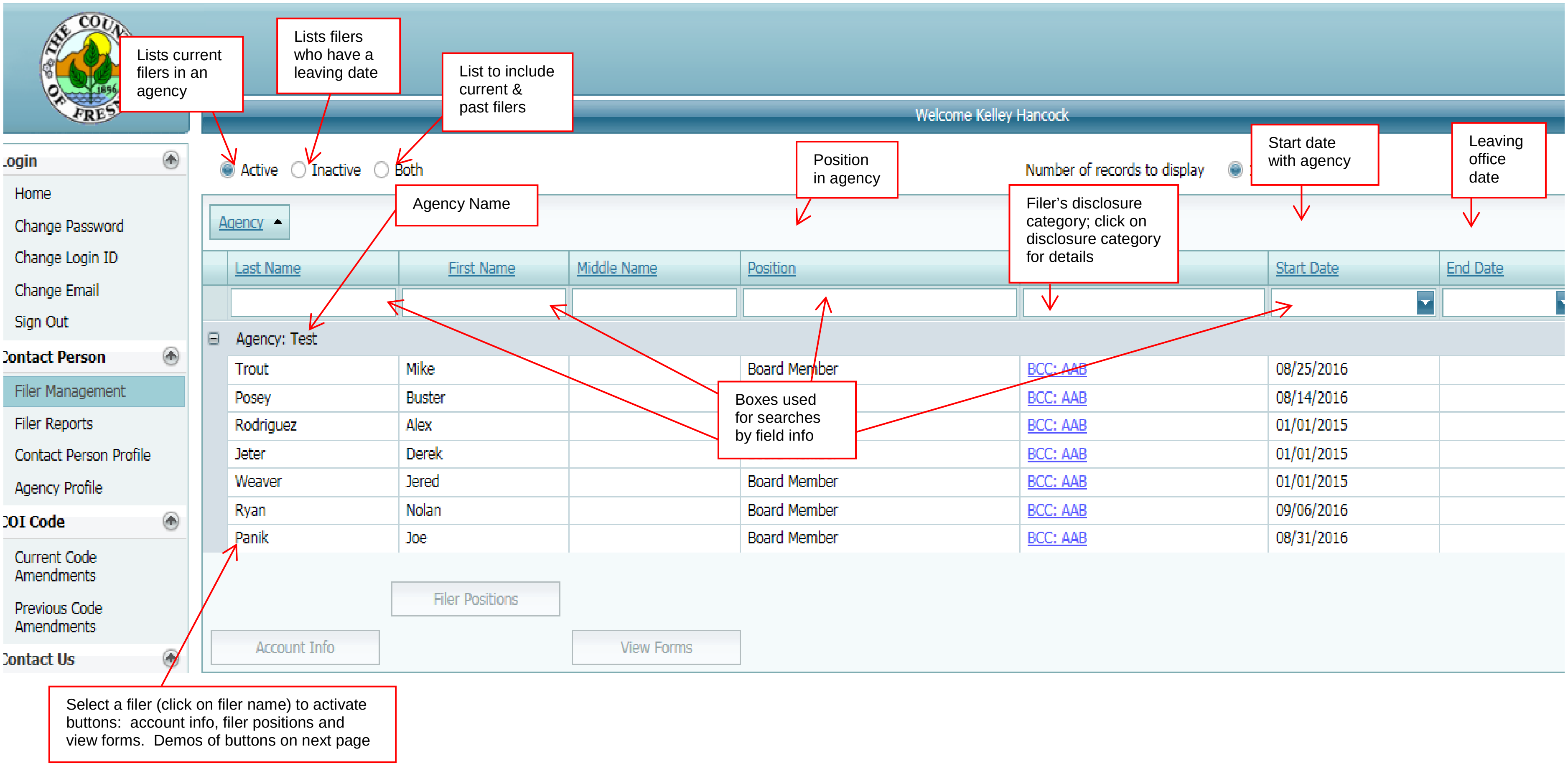
Each filing official (agency contact person) will receive an automatic email notifying them of their user login id and a temporary password when they are entered into the electronic filing system as the agency contact person. If you are a filing official and a filer, you will use the same user login and have access to the Contact Person menu and Filer menu.

Login Screen

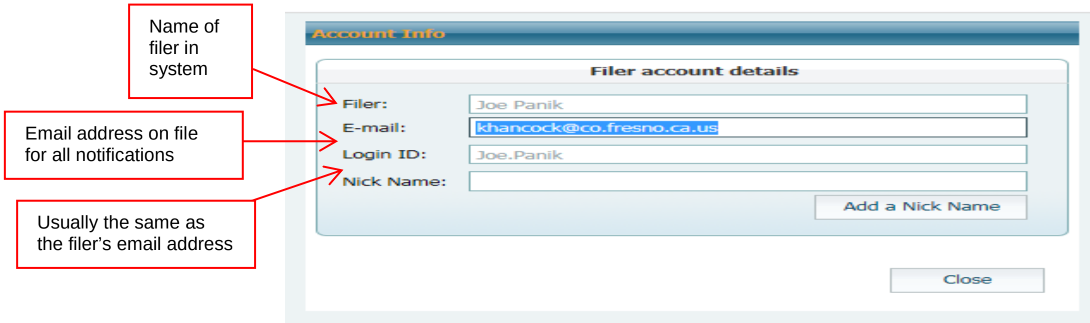


Filer Management Screen

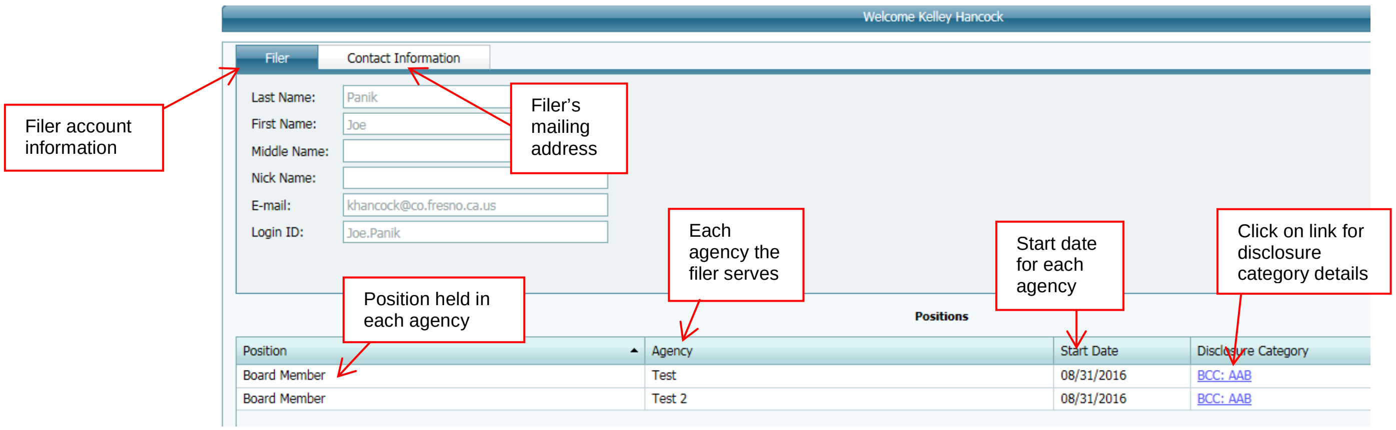
This screen will list each agency and its filers for the contact person logged in.



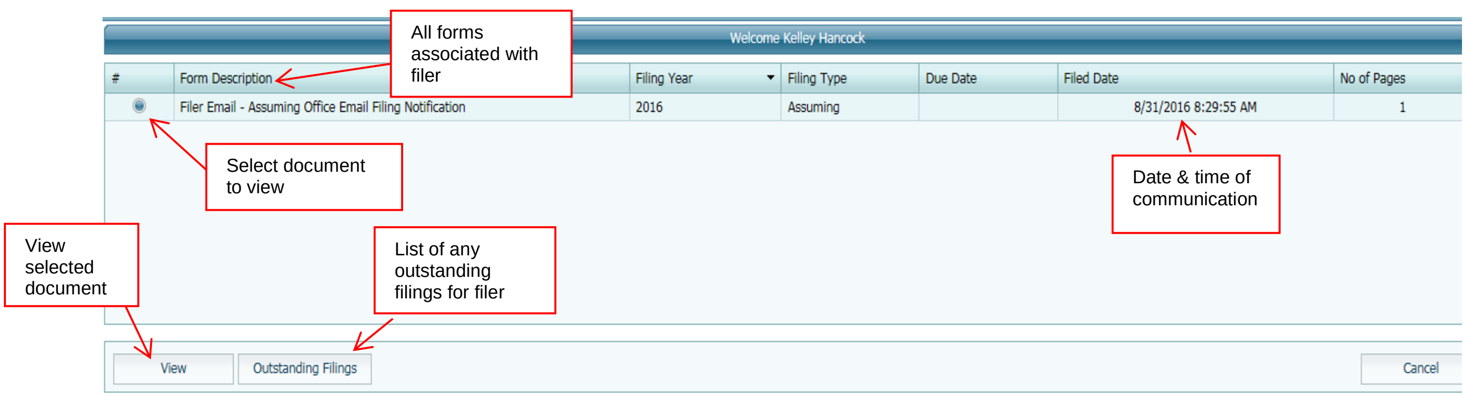
Account Info Screen - Account info for specific filer



Filer Positions Screen – Positions for specific filer

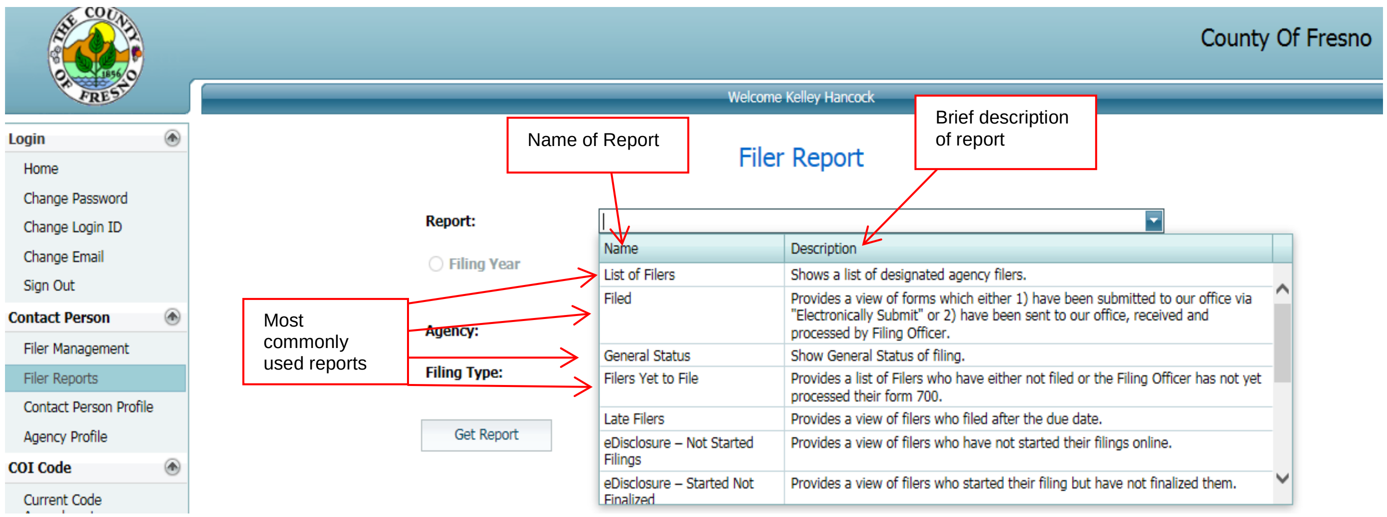


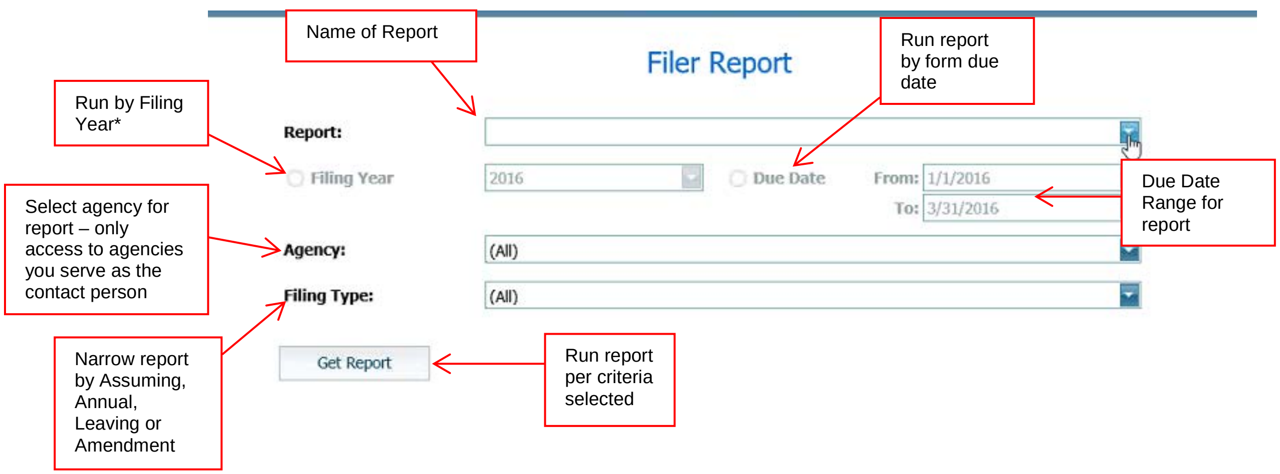
View Forms Screen – Forms for specific filer



Filer Reports Screen

Reports take the place of the Form 700 log. All information that was maintained on the Form 700 log, can be found by running reports.

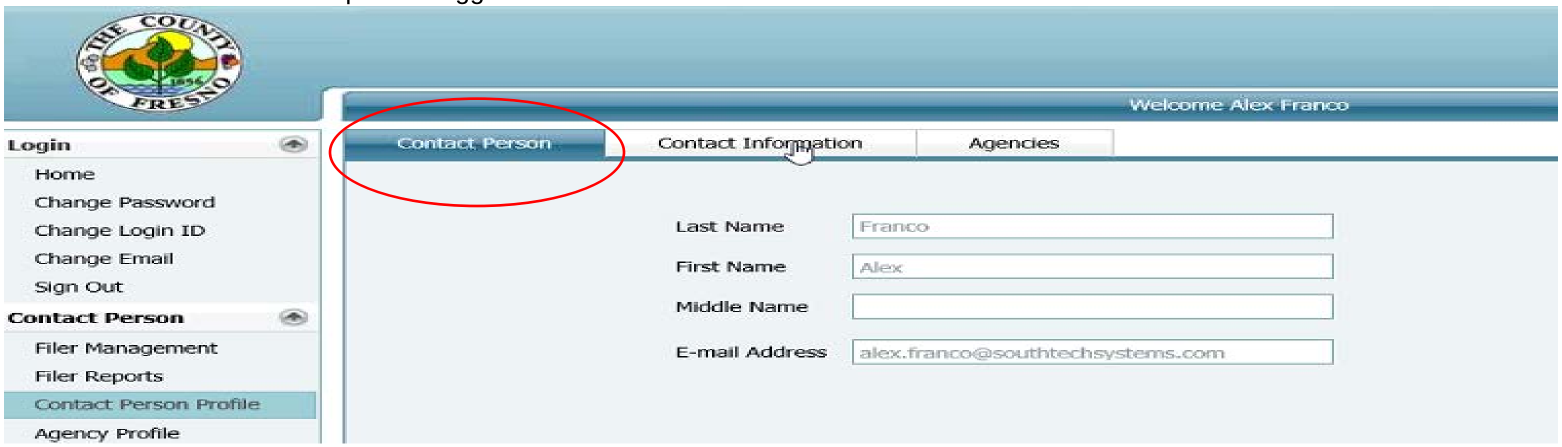




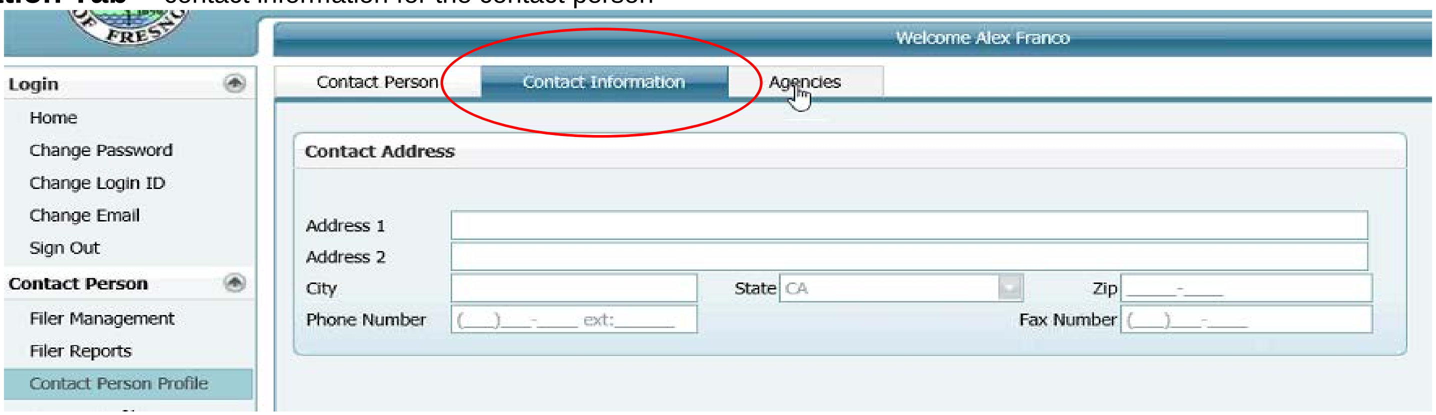
*Filing Year – use the year that is being covered/reported on the Form 700. Example: To run a report for the Annual Form 700s that were due April 1, 2016, use the filing year 2015. Although the form was due in 2016, the filer was reporting on financial interests for the 2015 calendar year.

Contact Person Profile Screen

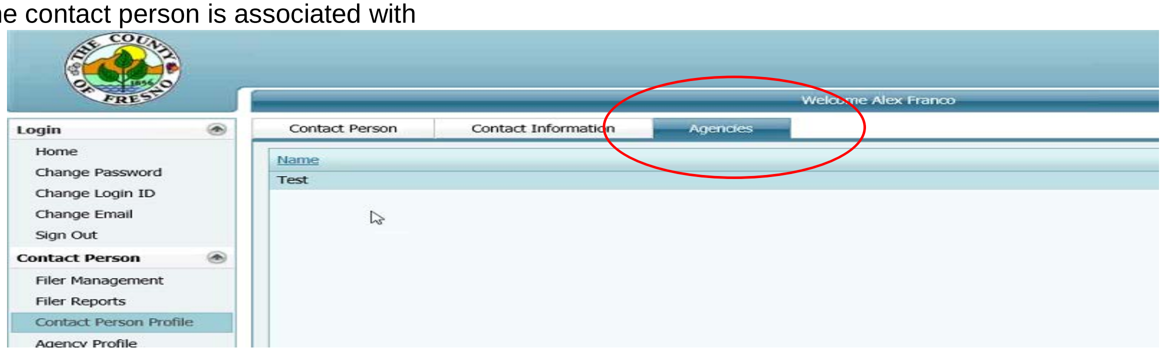
Contact Person Tab – information for person logged in to e-Disclosures



Contact Information Tab – contact information for the contact person



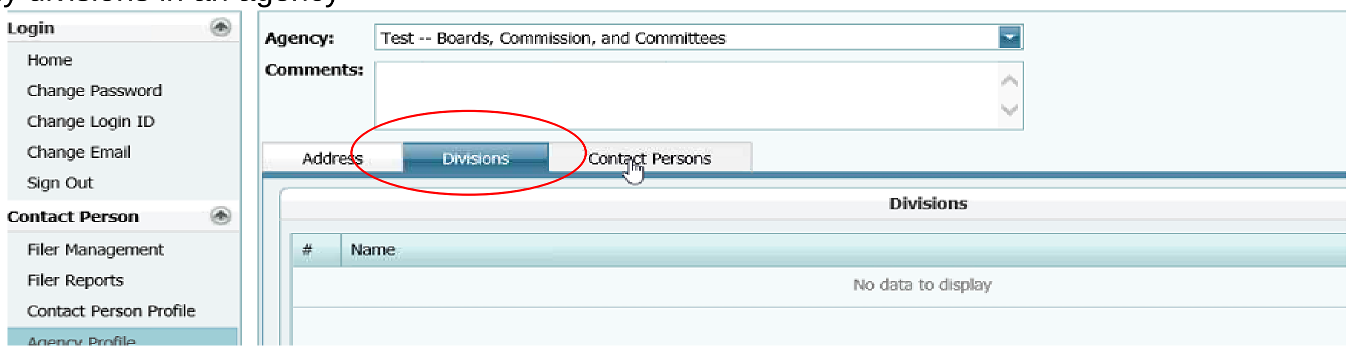
Agencies Tab – agencies the contact person is associated with



Agency Profile Screen

Agency Address Tab – agency address on file with the Clerk's office

Divisions Tab – any divisions in an agency



Contact Persons Tab – contact person(s) for an agency with their info