

EIS FILER INSTRUCTIONS

What you will need:

- The Email Notification with Filer ID and Registration Key **OR** if you are an existing user you will log in with your email address and password from last year. Forgot password? Click on forgot password link or call our office 630-232-5950.
- Your pertinent professional and financial information
- A working email address

STEP 1: Register/Verify your account

- Click on the link in your notification letter. This will take you to the home page. Click on "File" button next to "file your statement here"
- Enter your filer ID and registration key only if you are a new user. Click on Register. If you are an existing/previous user, then enter your email and password under "Existing User". Click Log In.
- Choose a password if prompted as a new user.

STEP 2: My Information

- Review your contact information and make sure it is accurate. Make any changes necessary. Confirm your email address. Your filing receipt will be sent to that email address. That will be the only filing receipt you will receive.
- If correct click save and continue

STEP 3: My Unit of Government

- Review your unit of government information. If your title is incorrect, please contact your unit.
- If you believe your Statement of Economic Interests should be filed for more than one unit, contact the unit of government that you are missing to see if you are required to file.
- If correct click save and continue

STEP 4: My Statement

- Complete each of the seven questions. Click save and continue after each question.
- You can track your progress throughout your questionnaire using the numbered progress bar and click on the number of any previous question to which you wish to return.

STEP 5: Submit Statement

- After answering and saving the last question, review your answers and verify that each is complete and accurate to the best of your knowledge. Put a check mark in the verification box.
- Click "Submit Statement" to complete your filing.
- Print a copy for your records. The filing receipt is sent to the email address in the system.
- **SAVE THIS RECEIPT.** It is the only receipt you will receive, the system cannot provide another if it is lost.
- If you wish to amend your statement, you may do so until the May 1 deadline.

Logging in again

- To log in after you have registered you will log in as an existing user and enter your user name (email address) and password you created.

