<u>Procedures for Filers – Submitting Your</u> <u>Statement of Economic Interest Form</u>

You must use Google Chrome or Mozilla Firefox as your browser for accessing the Online Filing System.

You will receive a letter from the Will County Clerk's Ethics Department.
 This letter will contain your specific login information so you can access the new Online Statement of Economic Interests Filing System.



WILLCOUNTYCLERK.GOV

302 N. CHICAGO STREET JOLIET, IL 60432 815-740-4615

«FirstName» «LastName» «Address1» «City», «State» «Zip»

IMPORTANT INFORMATION REGARDING YOUR 2018 STATEMENT OF ECONOMIC INTERESTS FILING

Dear Filer,

Your name has been submitted to the Will County Clerk's Office, by the unit(s) of local government which you are affiliated with, as being required to file a 2018 Statement of Economic Interests. In the past, these filings were completed by submission of the yellow paper forms that many of you have become familiar with. In 2018, our office has transitioned to an Online Filing System, replacing the need for the yellow paper forms.

To access this system and file your 2018 Statement of Economic Interests, please go to the following website:

https://www.willcountyclerk.gov/general-services/statements-of-economic-interests/

Click the button labeled "File Your Statement Here" to be taken to the Online Filing System.

Click on "New User? CREATE ACCOUNT" – At this point you will be asked to provide your Filer ID and Registration Key.

Your Filer ID is: «FilerID» Your Registration Key is: «RegKey»

From there, the system will ask you to provide or confirm your e-mail address, create a new password for future access to the system, and verify information about yourself that was submitted by your affiliated unit(s) of government

(Note: After registration, your Registration Key will no longer be valid and only the new password you created will allow you to log back in. Make sure to store your Filer ID and new Password in a secure location for future access to the system.)

After verifying your account information, the system will allow you to submit your answers for each question on the Statement of Economic Interests. Once you have answered all of the questions you will be able to submit your Statement. A confirmation page will appear, which you can print for your records. You will also receive a receipt e-mailed to the address you provided when you registered your account.

 \downarrow \downarrow \downarrow see reverse side for additional information

Logging In

Go to the SEI Online Filing System page of the Will County Clerk's website https://www.willcountyclerk.gov/general-services/statements-of-economic-interests/

Select the "FILER LOG-IN" blue button. (Note: You can also reach the below page by going to the Table of Contents on the Will County Clerk's website and selecting the "Statements of Economic Interests" hyperlink).

FILER INFORMATION

Filing information is e-mailed to all persons certified to the Will County Clerk's Office as being required to file by early February each year. Filers are required to file their Statement by May 1. Access your online account and file your Statement of Economic Interests and find other helpful information at the links below.

- · Instructions for online filing system.
- Frequently asked questions for filers.



UNITS OF LOCAL GOVERNMENT INFORMATION

Each unit of local government must submit the list of persons within their organization who will need to file for the current year by February 1. Submit your list of required filers and find other helpful information at the links below.

- · Instructions for using the portal to submit list.
- Frequently asked questions for units of local government.
- · Who has to file?

UNIT OF LOCAL GOVERNMENT LOG-IN

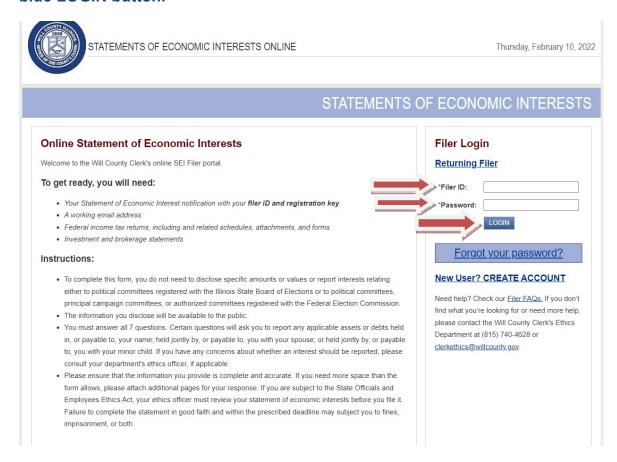
PUBLIC PORTAL

View completed statements online at the link below.

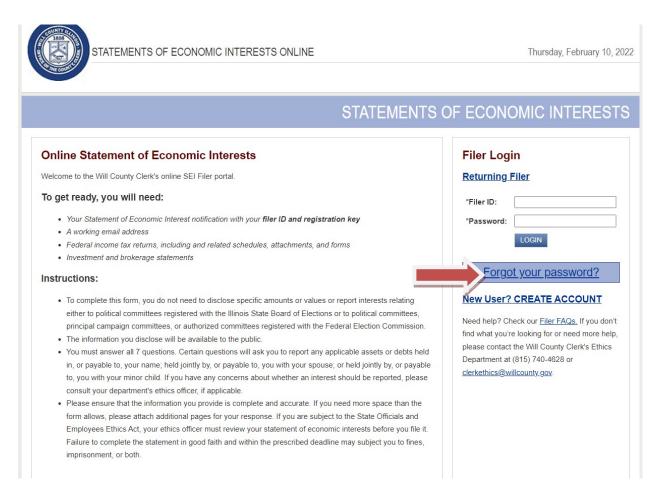
STATEMENTS OF ECONOMIC INTERESTS

If you are a returning filer, continue reading. If you are a new filer who has never used the system, skip to page 6.

You will be taken to the Filer login page. Enter your Filer ID and Password you created previously when logging into the system last year. Click the blue LOGIN button.



If you do not remember your password and are a returning filer, click the "Forgot your password" blue button.



Enter your Filer ID that is found on the letter sent to you by the Will County Clerk's Office and an e-mail will be sent to the e-mail address that you received your letter at to reset your password.

Enter your Filer ID that is found on the letter sent to you by the Will County Clerk's Office and click Submit.

An e-mail will be sent to the e-mail address that you received your letter at to reset your password.

FILER Password Reset To reset your password, enter your Filer ID that you use to sign in to Statements of Economic Interests Online. Once submitted, your new password will be sent to the email address you entered. NOTE: This is for Filers, not for Agencies. If you are trying to login as an Agency, please go to the UOG Login Page. Filer ID Submit Back to Login

NEW FILERS ONLY

If you are a returning filer who has already logged in skip to page 9.

You will be taken to the Filer login page. Locate the link titled "New User? CREATE ACCOUNT". Click on that link to display the field to enter your registration key found in your letter.



Thursday, February 10, 2022

STATEMENTS OF ECONOMIC INTERESTS

Online Statement of Economic Interests

Welcome to the Will County Clerk's online SEI Filer portal.

To get ready, you will need:

- Your Statement of Economic Interest notification with your filer ID and registration key
- · A working email address
- · Federal income tax returns, including and related schedules, attachments, and forms
- · Investment and brokerage statements

Instructions:

- To complete this form, you do not need to disclose specific amounts or values or report interests relating
 either to political committees registered with the Illinois State Board of Elections or to political committees,
 principal campaign committees, or authorized committees registered with the Federal Election Commission.
- The information you disclose will be available to the public.
- You must answer all 7 questions. Certain questions will ask you to report any applicable assets or debts held
 in, or payable to, your name; held jointly by, or payable to, you with your spouse; or held jointly by, or payable
 to, you with your minor child. If you have any concerns about whether an interest should be reported, please
 consult your department's ethics officer, if applicable.
- Please ensure that the information you provide is complete and accurate. If you need more space than the
 form allows, please attach additional pages for your response. If you are subject to the State Officials and
 Employees Ethics Act, your ethics officer must review your statement of economic interests before you file it.
 Failure to complete the statement in good faith and within the prescribed deadline may subject you to fines,
 imprisonment, or both.

Filer Log	in
Returning	Filer
*Filer ID:	
*Password:	
	LOGIN
Forgo	ot your password?
	CREATE ACCOUNT

Need help? Check our <u>Filer FAQs</u>, If you don't find what you're looking for or need more help, please contact the Will County Clerk's Ethics Department at (815) 740-4628 or clerkethics@willcounty.gov.

imprisonment, or both.

Enter your Filer ID and your Registration Key to register your account.



Thursday, February 10, 2022

STATEMENTS OF ECONOMIC INTERESTS

Online Statement of Economic Interests Filer Login Welcome to the Will County Clerk's online SEI Filer portal **Returning Filer** To get ready, you will need: Forgot your password? Your Statement of Economic Interest notification with your filer ID and registration key **New User? CREATE ACCOUNT** · A working email address · Federal income tax returns, including and related schedules, attachments, and forms · Investment and brokerage statements *Filer ID: *Registration Key: Instructions: . To complete this form, you do not need to disclose specific amounts or values or report interests relating Need help? Check our Filer FAQs. If you don't either to political committees registered with the Illinois State Board of Elections or to political committees, find what you're looking for or need more help, principal campaign committees, or authorized committees registered with the Federal Election Commission. please contact the Will County Clerk's Ethics . The information you disclose will be available to the public. Department at (815) 740-4628 or • You must answer all 7 questions. Certain questions will ask you to report any applicable assets or debts held clerkethics@willcounty.gov. in, or payable to, your name; held jointly by, or payable to, you with your spouse; or held jointly by, or payable to, you with your minor child. If you have any concerns about whether an interest should be reported, please consult your department's ethics officer, if applicable. • Please ensure that the information you provide is complete and accurate. If you need more space than the form allows, please attach additional pages for your response. If you are subject to the State Officials and Employees Ethics Act, your ethics officer must review your statement of economic interests before you file it.

Failure to complete the statement in good faith and within the prescribed deadline may subject you to fines,

If you receive an error stating you have already registered, please click the "Returning Filer" link to log in. If you receive this error and have NOT previously registered your account, please contact our office immediately at (815) 740 – 4628.



Thursday, February 10, 2022

STATEMENTS OF ECONOMIC INTERESTS

Online Statement of Economic Interests

Welcome to the Will County Clerk's online SEI Filer portal.

To get ready, you will need:

- Your Statement of Economic Interest notification with your filer ID and registration key
- · A working email address
- · Federal income tax returns, including and related schedules, attachments, and forms
- · Investment and brokerage statements

Instructions:

- To complete this form, you do not need to disclose specific amounts or values or report interests relating
 either to political committees registered with the Illinois State Board of Elections or to political committees,
 principal campaign committees, or authorized committees registered with the Federal Election Commission.
- . The information you disclose will be available to the public.
- You must answer all 7 questions. Certain questions will ask you to report any applicable assets or debts held
 in, or payable to, your name; held jointly by, or payable to, you with your spouse; or held jointly by, or payable
 to, you with your minor child. If you have any concerns about whether an interest should be reported, please
 consult your department's ethics officer, if applicable.
- Please ensure that the information you provide is complete and accurate. If you need more space than the
 form allows, please attach additional pages for your response. If you are subject to the State Officials and
 Employees Ethics Act, your ethics officer must review your statement of economic interests before you file it.
 Failure to complete the statement in good faith and within the prescribed deadline may subject you to fines,
 imprisonment, or both.

Filer Login

Returning Filer

Forgot your password?

New User? CREATE ACCOUNT

You have already registered. Please click 'Returning Filer' to login.

*Filer ID:

*Registration Key:

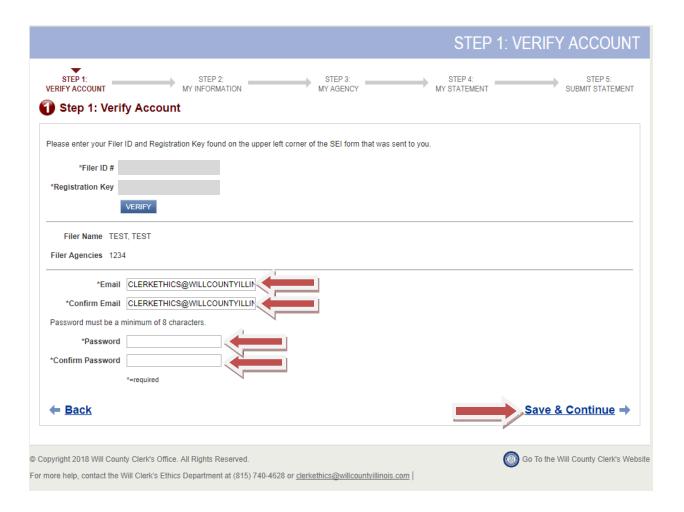
REGISTER

Need help? Check our <u>Filer FAQs</u>, If you don't find what you're looking for or need more help, please contact the Will County Clerk's Ethics Department at (815) 740-4628 or <u>clerkethics@willcounty.gov</u>.

• Step 1 - Verify Your Account

Once you have clicked the "Register" button, you will be asked to verify your account. Your filer ID and registration key will already be listed, but you will need to verify your e-mail address as well as create a password. If the e-mail address is in correct, you can change it on this screen. Please make sure the e-mail you provide is a regularly accessed e-mail address, as this is where your filing receipt will be sent.

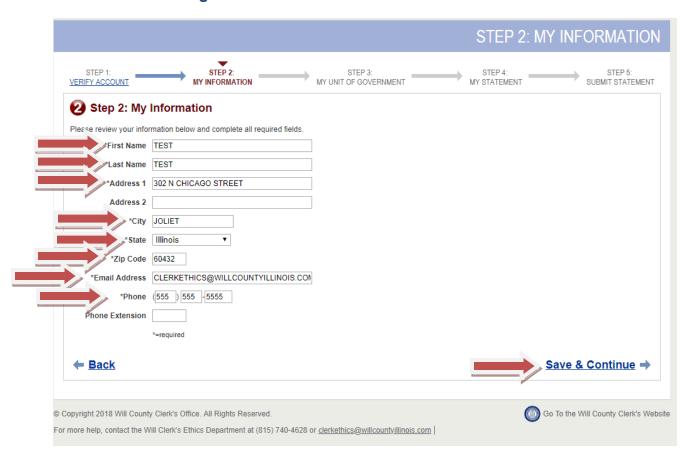
Once you have made the necessary changes and entered a password, hit the "Save & Continue" link in the bottom right of the screen.



• Step 2 – My Information

Here you will verify and update all of your information. This includes your name, address, e-mail address (if not changed on the previous screen), and the best phone number to reach you.

Once you have entered the information, click the "Save & Continue" link on the bottom right of the screen.



Step 3 – My Unit of Government

This screen is where you will confirm the unit of governments that you are affiliated with as well as your title for that unit of government.

If the information listed for units of government are correct, click the "Save & Continue" link on the bottom right of the screen and skip to Step 4 of these instructions.



• Step 3 – My Unit of Government (Continued)

If you are in a different position than the ones listed, or if you have a new position not listed, please call us at (815) 740 – 4628 so that we can modify your record for that filing year.

If you no longer are in one of the positions listed on the Step 3: My Unit of Government page, please call us at (815) 740 – 4628 and we will remove that agency from your record for that filing year.

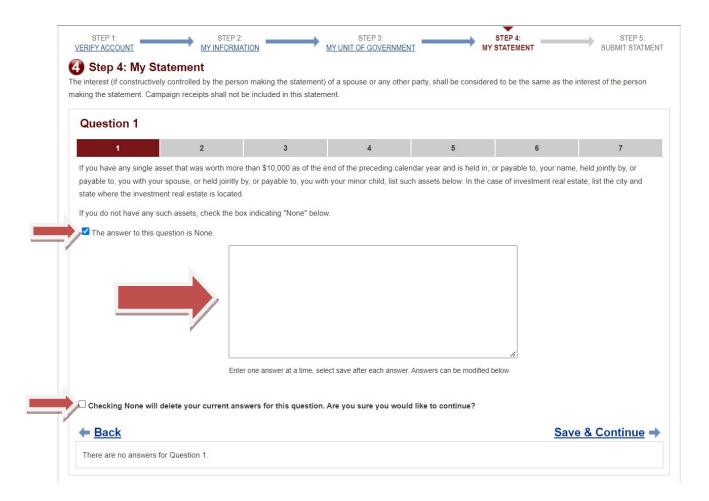
• Step 3 – My Unit of Government (Continued)

Once your list of units of government is correct, click the "Save & Continue" link on the bottom left of the screen.



Step 4 – My Statement

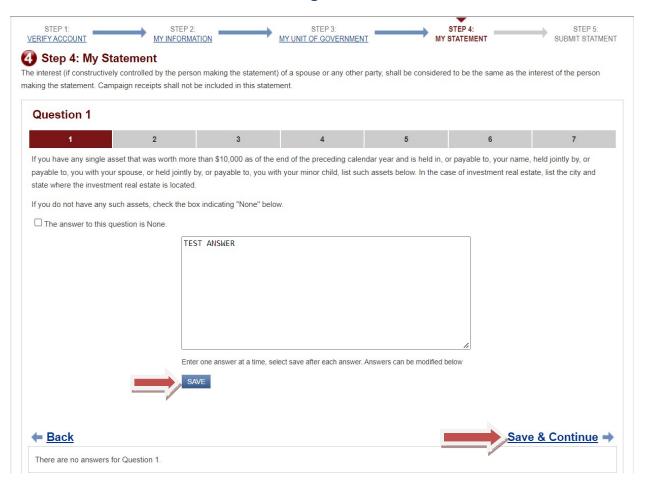
This section is where you will answer the questions on the Statement of Economic Interests form. As of 2022, there are 7 questions on the form. If the question does not apply to you, please select the box next to "The answer to this question is None." If you select that box, you will then have to select the box below confirming "Checking None will delete your current answers for this question. Are you sure you would like to continue?" If the question applies to you, please answer the question by typing into the text box.



Step 4 – My Statement (Continued)

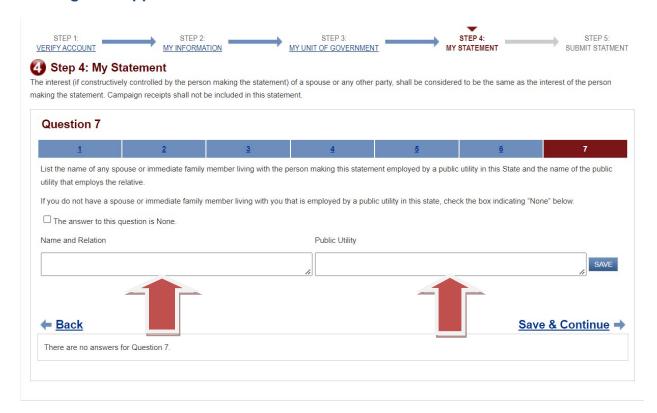
If you have more than one answer for a particular question, please enter the information for the first answer and click the blue "Save" button right below the fields you entered the answer in. Clicking the "Save" button will move the answer below and clear the text box for more answers to be entered for that question.

Once you have entered all of your answers for the question, click the "Save & Continue" link on the bottom right of the screen.



Step 4 – My Statement (Continued)

Certain questions (4, 5, and 7) have two text boxes right next to each other. If you have an answer that you need to enter for these questions, both text boxes must be completed for the system to save the answer. An error message will appear if one of the text boxes is not filled out.



• Step 5 – Submit Statement

Submitting your statement is the final step. This page will show you all the questions along with all of the answers you entered. If you have any changes to make, click the wording of the question on this screen to be taken back to that question.

If all the answers are as you want them to be, please print this page so you have a copy for your records by clicking the gray "Print" in the top left corner. Once printed, click on the box at the bottom next to "I declare that this statement of economic interests...." before clicking on the "Submit Statement" blue link on the bottom right corner of the screen.

Picture on Next Page

STEP 5: SUBMIT STATEMENT

STEP 1: STEP 2: STEP 3: STEP 4: STEP 5:
VERIFY ACCOUNT MY INFORMATION MY UNIT OF GOVERNMENT MY STATEMENT SUBMIT STATEMEN

6 Step 5: Submit Statement

rint a copy of your answers.

Print

Your Statement of Economic Interests will be locked after the filing deadline. Please verify by checking the box below question 7 that you have answered all questions.



Statement of Economic Interests

Filed with the Will County Clerk http://www.willcountyclerk.gov (815) 740-4628 Hiter: TEST, TEST Hiter ID: 5621 Hiter Marling Address: TEST TEST, IL, 60432

Your Agencies

Code	Agency	Title
BEE200	BEECHER COMMUNITY UNIT SCHOOL DISTRICT 200U	TEST
BEFIRE	BEECHER FIRE PROTECTION DISTRICT	TEST

Review Your Answers

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, you rame, held iointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, check the box indicating "None" below.

ANSWER: None

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, check the box indicating "None" below.

ANSWER: None

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, check the box indicating "None" below.

ANSWER: None

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services. If you or your spouse had no such affiliations, check the box indicating "None" below.

ANSWER: None

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist, If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, check the box indicating "None" below.

ANSWER: None

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, check the box indicating "None" below.

ANSWER: Non

7. List the name of any spouse or immediate family member Iving with the person making this statement employed by a public utility in this State and the name of the public utility that employes the relative. If you do not have a spouse or immediate family member Iving with you that is employed by a public utility in this state, check the box indicating "None" below.

ANSWER: None

"I declare that this statement of economic interests (including any attachments) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my economic interests as required by the illinois Governmental Ethics Act. I understand that the penalty for willfully filing a false or incomplete statement is a fine not to exceed \$2,500 or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment."

← Back



Confirmation of Filing

The next screen will be a confirmation that you have successfully filed your Statement of Economic Interests form. We recommend you print this page for your records. You will also receive a confirmation e-mail to the e-mail address you provided when you verified your account.



Congratulations! You have successfully filed your Statement of Economic Interests.

You will receive an email confirmation. You may update your account until the May 1 deadline Print a copy of this filing for your records.



Statement of Economic Interests Filer ID: 5621

Filed with the Will County Clerk

TEST, TEST

Filing ID: 18851 Filer Mailing Address: TEST TEST, IL, 60432

Filing Date: 2/10/2022 12:17:24 PM

Your Agencies

Code	Agency	Title
BEE200	BEECHER COMMUNITY UNIT SCHOOL DISTRICT 200U	TEST
BEFIRE	BEECHER FIRE PROTECTION DISTRICT	TEST

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and

ANSWER- None

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7.500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, check the box indicating "None" below.

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, check the box indicating "None" below

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the such affiliations, check the box indicating "None" below.

ANSWER: None

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, check the box indicating "None" below.

ANSWER: None

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, check the box indicating "None" below

ANSWER: None

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative. If you do not have a spouse or immediate family member living with you that is employed by a public utility in this state, check the box indicating "None" below

ANSWER: None

Back to My Agency

If you have any changes to your filing, you may make them until the May 1st filing deadline by simply logging back into your account and updating your answers before finishing Step 5 and resubmitting your filing. Every time that you resubmit your filing, you will receive a new e-mail confirmation.

Please do not hesitate to contact our office with any additional questions.

Will County Clerk's Ethics Department

815-740-4628

clerkethics@willcounty.gov