

Procedures for Units of Government – Submitting Your List of Required Filers

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

- Your District will receive a letter from the Will County Clerk's Ethics Department. This letter will contain district specific information necessary for logging into the new Online Statement of Economic Interests Filing System



ANNETTE PARKER
WILL COUNTY CLERK

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

2018 Statement of Economic Interest Filings
Important New Electronic Filing Information

January 4th, 2018

The annual filing period for Statements of Economic Interests (SEI) is about to begin for the 2018 year. The first step in that process requires each Unit of Government to certify to the County Clerk the list of individuals required to file a SEI per the Illinois Governmental Ethics Act (5 ILCS 420).

This notification is being sent to each individual listed as the designated contact person responsible for certifying the Unit of Government's list to the County Clerk. For 2018 we are utilizing an Online SEI System for the first time. In the past your district would have provided a paper list to our office; this new system simplifies that process.

Important information for accessing the system for the first time:

Agency Name:	Example City
Username:	EXMCTY
Password:	EXMCTY
Agency Phone:	8155551234
Agency ZIP Code:	12345

As the designated SEI contact, you will need to login to our new Online SEI System and certify the list of required filers for your district by **February 1, 2018**. Here's what you need to do:

- Visit the Will County Clerk's Statement of Economic Interest Online Filing System here: <https://www.willcountyclerk.gov/general-services/statements-of-economic-interests/>
- Under "Units of Government", click the link for "Instructions" to open detailed information on how to access the system and certify your district's list – **Keep these instructions open and available as they take you step-by-step through the entire process**
- Click on the "Units of Government" button
- Log-In to the system using the Username and Password located above
- Verify your account (Step 1)
- Verify your contact information (Step 2)
- Edit/Update your list of Required Filers (Step 3)
- Submit your final list of Required Filers (Step 4)

Once you have successfully submitted your list of Required Filers, you will receive a confirmation e-mail. You will still be able to login to the system and make additional changes up until the February 1st deadline. After the deadline, you will be able to login and check on the status of your Filers.

- **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 "UNIT OF LOCAL GOVERNMENT 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.](#)

FILER LOG-IN

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

- **Logging In (Continued)**

You will be taken to the Units of Government login page. Enter your username and password, which can be found in the letter you received.

 UNITS OF GOVERNMENT ONLINE Tuesday, December 19, 2017

WELCOME TO UNITS OF GOVERNMENT

Online Units of Government

Welcome to the Will County Clerk's SEI online Units of Government portal. More than 150 units of government will use this system to submit lists of persons required to file a Statement of Economic Interests with the Will County Clerk's Office.

The Illinois Governmental Ethics Act requires Units of Government to submit an updated filer list each year by February 1.

To get ready, you will need:

- Your [unit of government](#) code
- The most updated information for your unit's SEI contact
- A list of your unit's required filers
- Information about each filer: name; residential mailing address; phone number; email; job title.

Login

Please review the login information provided in the letter about this new system.

Username:

Password:

LOGIN

[Forgot your password?](#)

Need help? Check our [Unit FAQs](#). 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@willcountvillinois.com.

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For more help, contact the Will Clerk's Ethics Department at (815) 740-4628 or clerkethics@willcountvillinois.com |

- **Step 1 – Verify Your Account**

The first time that you login, you will be asked to Verify your Account by providing the phone number (numbers only, no dashes, parentheses, etc.) and zip code listed in your letter (just underneath your login information). You will be provided an opportunity to update the phone number later, if needed.

You will also need to provide a new password that you will use to access the system on future visits. Once you have entered this information, click the “Save & Continue” link in the bottom right of the screen.

Welcome: BEE200 | [Edit Contact Information](#) | [Change Password](#) | [Past Filings](#) | [Logout](#)

UNITS OF GOVERNMENT ONLINE Tuesday, December 19, 2017

STEP 1: VERIFY ACCOUNT

STEP 1: VERIFY ACCOUNT → STEP 2: MY INFORMATION → STEP 3: MY FILERS → STEP 4: SUBMIT FILING

1 Step 1: Verify Account
To verify your account, please provide your phone number and zip code. Next, create and confirm your password.

Agency Code BEE200
Agency Name BEECHER COMMUNITY UNIT SCHOOL DISTRICT 200U

*Agency Phone
Please enter your phone number without any spaces, dashes or parentheses.

*Agency Zip Code
Please enter your 5-digit zip code.

*Create Password
Your password should be at least 8 characters.

*Confirm Password

[Save & Continue](#) →

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For more help, contact the Will Clerk's Ethics Department at (815) 740-4628 or clerkethics@willcountyllinois.com |

- **Step 2 - My Information**

Here you will verify and update all of the information for the district. This includes the address, the administrator of the district, and the contact person specifically for SEI issues and questions. All fields that need to be filled out are denoted with an asterisk.

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

STEP 2: MY INFORMATION

STEP 1: VERIFY ACCOUNT → **STEP 2: MY INFORMATION** → STEP 3: MY FILERS → STEP 4: SUBMIT FILING

2 Step 2: My Information
All fields marked with * are required. Update your information then click Save & Continue.

Filing Year: 2017 ▼

Agency Code: WCC

*Agency Name: WILL COUNTY CLERK'S OFFICE - TEST

*Address 1: 302 N CHICAGO STREET

Address 2:

*City: JOLIET

*State: Illinois ▼

*Zip Code: 60432

Agency Website:

*Administrator First Name: TEST

*Administrator Last Name: TESTED

*Administrator Job Title: 1

*Administrator Phone: (815) 740-4632

Administrator Phone Extension:

Administrator Fax:

*Administrator Email: TAXEXTENSION@WILLCOUNTYILLINOIS.CC

Check this box if the Contact is same as Administrator

*Contact First Name: TEST

*Contact Last Name: TESTED

*Contact Job Title: 1

*Contact Phone: (815) 740-4632

Contact Phone Extension:

Contact Fax:

*Contact Email: TAXEXTENSION@WILLCOUNTYILLINOIS.CC

Save & Continue →

- **Step 2 - My Information (Continued)**

The information will then be shown again. Review the information you entered before checking the box in the bottom right that states “I have confirmed my information.”

Once you have checked the box, click the “Save & Continue” link on the bottom right of the screen.

STEP 2: MY INFORMATION

STEP 1: [VERIFY ACCOUNT](#) → **STEP 2: MY INFORMATION** → STEP 3: [MY FILERS](#) → STEP 4: [SUBMIT FILING](#)

3 Step 2: My Information
Please review your information. To make changes, click Back. To move to Step 3, click Save & Continue.

Filing Year:

Agency Code	WCC
Agency Name	WILL COUNTY CLERK'S OFFICE - TEST
Administrator First Name	TEST
Administrator Last Name	TESTED
Administrator Job Title	1
Administrator Phone	(815) 740-4632
Administrator Phone Extension	
Administrator Fax	
Administrator Email	TAXEXTENSION@WILLCOUNTYILLINOIS.COM
Address 1	302 N CHICAGO STREET
Address 2	
City	JOLIET
State	IL
Zip Code	60432
Agency Website	
Contact First Name	TEST
Contact Last Name	TESTED
Contact Job Title	1
Contact Phone	(815) 740-4632
Contact Phone Extension	
Contact Fax	
Contact Email	TAXEXTENSION@WILLCOUNTYILLINOIS.COM

I have confirmed my information.

[← Back](#)[Save & Continue →](#)

- **Step 3 - My Filers**

This is where you will add the filers that are required to file for your district, as well as remove any filers that are listed but no longer required to file. When you first login, your list will be populated with the names of those who filed for your district in the previous year.

First, you can add filers to your district by searching for them in the Filer Search box using their Filer ID, their First or Last Name, their Address, or their E-Mail. Below is an example of what it looks like when you search by name (The search will look for anyone with a first or last name matching what you input – i.e. If you put in “John” you should get results for anyone with “John” in all or part of *either* their first or last name).

STEP 3: MY FILERS

STEP 1: [VERIFY ACCOUNT](#) → STEP 2: [MY INFORMATION](#) → **STEP 3: MY FILERS** → STEP 4: [SUBMIT FILING](#)

3 Step 3: My Filers

Filer Search

Filer ID: Name: Address: eMail: Filing Year:

[SEARCH](#) [CLEAR](#)

ID	Name	Address	Email Phone	
5	TESTER, TEST	302 N CHICAGO STREET JOLIET, IL 60432	TAXEXTENSION@WILLCOUNTYILLINOIS.COM (815) 740-4632	Assign
11	TESTER1, TEST1	302 N CHICAGO STREET JOLIET, IL 60432	(815) 740-4632	Assign
12	TESTER2, TEST2	302 N CHICAGO STREET JOLIET, IL 60432	(815) 740-4632	Assign
13	ERROR, TEST	456 MAIN TEST CITY, IL 12345		Assign

[ADD NEW FILER](#)

My assigned filers

Filing Year:

Last Saved on 12/19/2017 4:07:34 PM.

Name [SEARCH](#) [CLEAR](#) [DOWNLOAD](#) [UPLOAD](#)

[← Back](#) [Save & Continue →](#)

- Step 3 - My Filers (Continued)

Once you have found the person you are looking for in the Filer Search area, click on the “Assign” hyperlink to the far right of their name.

Note: Make sure to verify the person you are adding is the correct person. We have many filers with the same name, so please use additional information, such as address, to verify the correct person.

STEP 3: MY FILERS

STEP 1: [VERIFY ACCOUNT](#) → STEP 2: [MY INFORMATION](#) → **STEP 3: MY FILERS** → STEP 4: [SUBMIT FILING](#)

3 Step 3: My Filers

Filer Search

Filer ID: Name: Address: eMail: Filing Year:

[SEARCH](#) [CLEAR](#)

ID	Name	Address	Email Phone	
5	TESTER, TEST	302 N CHICAGO STREET JOLIET, IL 60432	TAXEXTENSION@WILLCOUNTYILLINOIS.COM (815) 740-4632	Assign
11	TESTER1, TEST1	302 N CHICAGO STREET JOLIET, IL 60432	(815) 740-4632	Assign
12	TESTER2, TEST2	302 N CHICAGO STREET JOLIET, IL 60432	(815) 740-4632	Assign
13	ERROR, TEST	456 MAIN TEST CITY, IL 12345		Assign

[ADD NEW FILER](#)

My assigned filers

Filing Year:

Last Saved on 12/19/2017 4:07:34 PM.

Name [SEARCH](#) [CLEAR](#) [DOWNLOAD](#) [UPLOAD](#)

[← Back](#) [Save & Continue →](#)

- **Step 3 - My Filers (Continued)**

After clicking on “Assign”, the filer’s profile will appear where you can edit their Job Title, e-mail address, or contact phone number. The “Filer Status” box should remain set to “Required” for anyone who needs to file for the current year.

Once their information has been updated, click the “Save & Continue” link in the bottom right of the screen.

STEP 3: MY FILERS

STEP 1: [VERIFY ACCOUNT](#) → STEP 2: [MY INFORMATION](#) → **STEP 3: MY FILERS** → STEP 4: [SUBMIT FILING](#)

3 Step 3: My Filers
Please edit this filer’s profile. Fields marked with * are required. Then click Save & Continue.

Filing Year

Filer ID 5

*Filer Status

*First Name

*Last Name

*Job Title

*Address 1

Address 2

*City

*State

*Zip

Email

*Phone Number

Phone Extension

[← Back](#) [Save & Continue →](#)

- **Step 3 - My Filers (Continued)**

You will be returned to the Filer Search/Assigned Filers screen. You will see the person you just assigned to your district under the “My assigned filers” section of this page.

STEP 3: MY FILERS

STEP 1: [VERIFY ACCOUNT](#)
STEP 2: [MY INFORMATION](#)
STEP 3: MY FILERS
STEP 4: [SUBMIT FILING](#)

3 Step 3: My Filers

Filer Search

Filer ID:
 Name:
 Address:
 eMail:
 Filing Year:

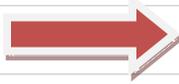
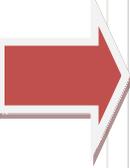
My assigned filers

Filing Year:

Last Saved on 12/19/2017 5:32:56 PM.

FilerID	Name	Address	Email Phone	Title	Required to File?	2016 Filing Status	Address Status	Email Status	
5	TESTER, TEST	302 N CHICAGO STREET JOLIET, IL 60432	TAXEXTENSION@WILLCOUNTYILLINOIS.COM (815) 740-4632	TESTER	Yes		N/A	N/A	Edit Unassign

[← Back](#)
[Save & Continue →](#)



- **Step 3 - My Filers (Continued)**

If the filer you are looking for is not found using the Filer Search feature, you can add a new filer by clicking on the “ADD NEW FILER” button in the Filer Search box. You can only add a new filer after you have already performed a Filer Search.

STEP 3: MY FILERS

STEP 1: VERIFY ACCOUNT → STEP 2: MY INFORMATION → STEP 3: MY FILERS → STEP 4: SUBMIT FILING

3

Step 3: My Filers

Filer Search

Filer ID:
 Name:
 Address:
 eMail:
 Filing Year:

ID	Name	Address	Email Phone	
5	TESTER, TEST	302 N CHICAGO STREET JOLIET, IL 60432	TAXEXTENSION@WILLCOUNTYILLINOIS.COM (815) 740-4632	Already Assigned
11	TESTER1, TEST1	302 N CHICAGO STREET JOLIET, IL 60432	(815) 740-4632	Assign
12	TESTER2, TEST2	302 N CHICAGO STREET JOLIET, IL 60432	(815) 740-4632	Assign
13	ERROR, TEST	456 MAIN TEST CITY, IL 12345		Assign

My assigned filers

Filing Year:

Last Saved on 12/19/2017 6:24:47 PM. Last Submitted on 12/19/2017 6:35:39 PM

FilerID	Name	Address	Email Phone	Title	Required to File?	2016 Filing Status	Address Status	Email Status	
5	TESTER, TEST	302 N CHICAGO STREET JOLIET, IL 60432	TAXEXTENSION@WILLCOUNTYILLINOIS.COM (815) 740-4632	TESTER	Yes		N/A	N/A	Edit Unassign

← [Back](#)
[Save & Continue](#) →

- **Step 3 - My Filers (Continued)**

After pressing the “ADD NEW FILER” button, a blank “My Filers” screen will appear. Enter the information for the new filer and select the “Save & Continue” link on the bottom right corner of the screen.

The filer will automatically be assigned to your list once you click the “Save & Continue” link.

STEP 3: MY FILERS

STEP 1: [VERIFY ACCOUNT](#) → STEP 2: [MY INFORMATION](#) → **STEP 3: MY FILERS** → STEP 4: [SUBMIT FILING](#)

3 Step 3: My Filers
To add a new filer to your list, fill in the form. Fields marked with * are required. Then click Save & Continue.

Filing Year

Filer ID

*First Name

*Last Name

*Job Title

*Address 1

Address 2

*City

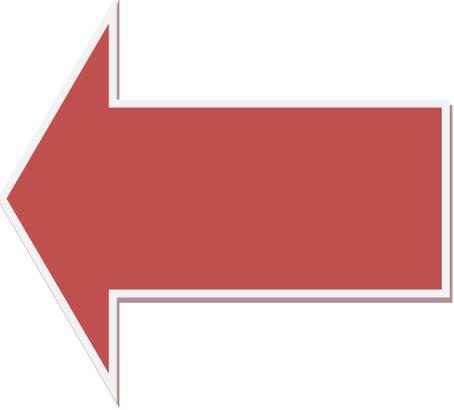
*State

*Zip

Email

*Phone Number () -

Phone Extension

[← Back](#)  [Save & Continue →](#)

- **Step 3 - My Filers (Continued)**

You can also edit and un-assign filers from this screen by simply clicking on either the “Edit” or “Unassign” links found to the far right of the Assigned Filers’ names.

STEP 3: MY FILERS

STEP 1: VERIFY ACCOUNT
STEP 2: MY INFORMATION
STEP 3: MY FILERS
STEP 4: SUBMIT FILING

3 Step 3: My Filers

Filer Search

Filer ID: Name: Address: eMail: Filing Year:

[SEARCH](#) [CLEAR](#)

My assigned filers

Filing Year:

Last Saved on 12/19/2017 5:32:56 PM.

[SEARCH](#) [CLEAR](#) [DOWNLOAD](#) [UPLOAD](#)

FilerID	Name	Address	Email Phone	Title	Required to File?	2016 Filing Status	Address Status	Email Status	
5	TESTER, TEST	302 N CHICAGO STREET JOLIET, IL 60432	TAXEXTENSION@WILLCOUNTYILLINOIS.COM (815) 740-4632	TESTER	Yes		N/A	N/A	Edit Unassign

[← Back](#)
[Save & Continue →](#)



- **Step 3 - My Filers (Continued)**

Use the “Edit” link to update a filer’s address, phone, e-mail, job title, or other information that you know has changed.

Selecting the “Edit” hyperlink, will cause the below screen to appear, allowing you to make the necessary changes.

After you have finished making changes, click on the “Save & Continue” link on the bottom right corner of the screen. You will be returned to the main page for Filer Search/Assigned Filers.

STEP 3: MY FILERS

STEP 1: [VERIFY ACCOUNT](#) → STEP 2: [MY INFORMATION](#) → **STEP 3: MY FILERS** → STEP 4: [SUBMIT FILING](#)

3 Step 3: My Filers
Please edit this filer's profile. Fields marked with * are required. Then click Save & Continue.

Filing Year

Filer ID 5

*Filer Status

*First Name

*Last Name

*Job Title

*Address 1

Address 2

*City

*State

*Zip

Email

*Phone Number

Phone Extension

[← Back](#) [Save & Continue →](#)

- **Step 3 - My Filers (Continued)**

Use the “Unassign” link to remove filers from your list who were required to file for the district in the previous filing year but are no longer required to do so in the current filing year.

Selecting the “Unassign” link for a filer will cause the below screen to appear. Confirm that you wish to remove the filer from your current year list by clicking on the “Unassign” link in the bottom right corner of the screen.

STEP 3: MY FILERS

STEP 1: [VERIFY ACCOUNT](#) → STEP 2: [MY INFORMATION](#) → **STEP 3: MY FILERS** → STEP 4: [SUBMIT FILING](#)

3 Step 3: My Filers
Please edit this filer's profile. Fields marked with * are required. Then click Save & Continue.

Filing Year

Filer ID 5

*Filer Status

*First Name

*Last Name

*Job Title

*Address 1

Address 2

*City

*State

*Zip

Email

*Phone Number

Phone Extension

[← Back](#)  [Unassign →](#)

- Step 3 - My Filers (Continued)

After you have finished assigning, editing, or unassigning filers, click on the “Save & Continue” link in the bottom right corner to continue to the last step.

STEP 3: MY FILERS

STEP 1: [VERIFY ACCOUNT](#) → STEP 2: [MY INFORMATION](#) → **STEP 3: MY FILERS** → STEP 4: [SUBMIT FILING](#)

3 Step 3: My Filers

Filer Search

Filer ID: Name: Address: eMail: Filing Year:

[SEARCH](#) [CLEAR](#)

My assigned filers

Filing Year:

Last Saved on 12/19/2017 5:32:56 PM.

Name [SEARCH](#) [CLEAR](#) [DOWNLOAD](#) [UPLOAD](#)

FilerID	Name	Address	Email Phone	Title	Required to File?	2016 Filing Status	Address Status	Email Status	
5	TESTER, TEST	302 N CHICAGO STREET JOLIET, IL 60432	TAXEXTENSION@WILLCOUNTYILLINOIS.COM (815) 740-4632	TESTER	Yes		N/A	N/A	Edit Unassign

[← Back](#)
[Save & Continue](#)

- **Step 4 - Submit Filing**

This is the final step for the Unit of Government. On this page, you will review the Filers that you have assigned to your district one final time. If there are any changes, use the “Back” link in the bottom left corner to go back and make corrections.

If all of the information is correct, check the box next to “I have confirmed my information.” which is on the bottom right corner right above the “Submit Filing” hyperlink.

STEP 4: SUBMIT FILING

STEP 1: [VERIFY ACCOUNT](#) → STEP 2: [MY INFORMATION](#) → STEP 3: [MY FILERS](#) → STEP 4: [SUBMIT FILING](#)

4 Step 4: Submit Filing

Filing Year:

You may update your list until the February 1 deadline. Please review your filer list now, check the confirmation box, then click Submit Filing.

Filer List

ID	Name	Address	Email Phone	Title	Filing Status
5	TESTER, TEST	302 N CHICAGO STREET JOLIET, IL 60432	TAXEXTENSION@WILLCOUNTYILLINOIS.COM (815) 740-4632	TESTER	Required

I have confirmed my information.

[← Back](#) [Submit Filing →](#)

- **Step 4 - Submit Filing (Continued)**

Once you click “Submit Filing” you will receive a confirmation screen that lets you know you have successfully submitted your filers.

You will also receive an e-mail confirmation sent to the e-mail address you provided when you updated your district contact information in Step 2, but we recommend you print out this sheet as well for your records.

CONFIRMATION

Congratulations! You have successfully submitted your list of filers.

You will receive an email confirmation. You may update your account until the February 1 deadline.

Print a copy of your filing for your records.

 Print

Agency:

Submission ID: 14

Submission Date: 12/19/2017 6:35:39 PM

ID	Name	Address	Email Phone	Title	Filing Status
5	TESTER, TEST	302 N CHICAGO STREET JOLIET, IL 60432	TAXEXTENSION@WILLCOUNTYILLINOIS.COM (815) 740-4632	TESTER	Required

[← Back to My Filers](#)

- **Step 4 - Submit Filing (Continued)**

The E-Mail confirmation will be from no-reply@soe.com and will look like the following:

[Will County] Confirmation for Submission

no-reply@scytl.com

Sent: Tue 1/2/2018 3:45 PM

To: Clerk Ethics

Thank you for submitting your agency's list of people required to file a Statement of Economic Interests. You may re-enter the site at <https://seionline.clarityelections.com/UOG/Login.aspx> and make changes until February 1. The site will also be available to you after filing begins so you can see who has or has not filed.

Agency: WILL COUNTY CLERK (WILCRK)

Submission ID: 146

Submitted: 1/2/2018 9:44:35

Please remind your filers to submit their Statement of Economic Interests online at <http://www.thewillcountyclerk.com/>. They will receive filing information from the County Clerk's office in March

Sincerely,

The Will County Clerk's Ethics Department

- **After Your List is Submitted**

After submitting your filing, you have the option to still go into the system and update your contact information, or even change your password. These options can be found at the top of the screen. The “Change Password” screen can be seen below:

Will County Clerk's Office
UNITS OF GOVERNMENT ONLINE

Welcome: | [Edit Contact Information](#) | [Change Password](#) | [Past Filings](#) | [Logout](#)

Tuesday, December 19, 2017

Change Password

CHANGE YOUR PASSWORD

Current Password:

New Password:

Confirm Password:

[← Back](#) [Save & Continue →](#)

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For more help, contact the Will Clerk's Ethics Department at (815) 740-4628 or clerkethics@willcountyillinois.com |

You will also be able to login to the system to make additional changes to your list up until the February 1st deadline.

After filers receive their instructions on how to access the system and file, you will be able to login to the system to view your list of filers and see who has and has not yet filed their forms.

As always, please do not hesitate to contact our office with any questions regarding using the new Online Statement of Economic Interest Filing System.

Phone: 815-740-4628

E-Mail: clerkethics@willcounty.gov