

UNITS OF GOVERNMENT FAQs

Q: What is my user name?

A: Your user name is the agency code for your unit of government. Your agency code is printed at the end of the notification letter sent by the Clerks' Office. If you cannot locate your agency code, please contact the Clerks' Office at 815-319-4269.

Q: What is my password?

A: On the first login, your password is also your agency code, **plus** the word **Ethics** with a capital **E**. Example: 0123-0Ethics. On the next screen, you will be prompted to create a new password. Your password must have at least 8 characters.

Q: What if I create a password and I forget it upon next login?

A: From the login page, simply click on "Forgot My Password". You will be prompted to enter your agency code. An email with a new temporary password will be sent to the email address on file for your unit of government.

Q: How many steps must I complete?

A: There are four steps to the Units of Government Online Filing:

- 1) Verify Account—you will provide your agency's phone number and zip code
- 2) My Information—you will confirm your agency's address, agency website address (if applicable), administrator's name, title, phone, fax and email.
- 3) My Filers—you will review and update the list of filers you submitted last year, delete any who are no longer required to file and add new people to the list. Due to a change in the law, you must provide job titles, phone numbers and emails for all filers
- 4) Submit Filing—you will review your final list, check a confirmation box and click "Submit Filing." You will receive an email confirmation.

Q: How can I edit my list of filers in step 3?

A: There are two ways to edit your list of filers:

- 1) On screen
- 2) In Excel

(Instructions are on the County Clerk's website under Statements of Economic Interests)

Q: What information about a filer is required?

A: Filer's name, title, home address, phone number and email address.

Q: How long can I be idle before units of government online filing times out?

A: Units of Government Online Filing will time out after 2 hours without any activity. Your work is saved through the last screen where you have clicked "Save & Continue"

Q: How do I edit my list if I want to make changes after it's been submitted?

A: You may log in to the site and update your list until the February 1st deadline.

Q: Will I be able to see if my filers' have submitted their statements?

A: Yes. After the filing period begins, you will be able to log into the site to check the status of your filers. We encourage you to check status and remind your filers to file in timely manner.