

Statements of Economic Interests - Units of Government Instructions

Every year, agencies are required to validate their list of filers and submit the list using the Economic Interest website. The agency contact can login to review the filers in their agency as well as add, delete and confirm the list.

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Login Instructions

Go to <http://ei.dupageco.org> and click on 'Units of Government Login page.



 UNITS OF GOVERNMENT ONLINE

Welcome to UOG/SEI Online

FILERS
Please go to the [Statements of Economic Interests Login Page](#).

AGENCIES
Please go to the [Units of Government Login Page](#).

PUBLIC
Please go to the [Public Search Page](#) to search public Filer data.

Resetting Your Password

1. If you do not know your password, click the Reset Password link.

STATEMENTS OF ECONOMIC INTERESTS ONLINE Wednesday, December 31, 2014

SEI Home

UNITS OF GOVERNMENT LOGIN

Units of Government

Welcome to the DuPage County Clerk's new online Units of Government (UOG) system. More than 900 agencies will use this system to submit lists of [people required to file a Statement of Economic Interests](#) with the DuPage 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 agency code
- Your agency's phone number
- Your agency's address
- A list of your agency's filers
- Information about each filer, including: name; address; phone number; email; job title.

UOG/Agency Login

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

Username:

Password:

[Reset Password](#)

2. Enter the 6-digit agency code provided to you in your letter and the email for the Agency Contact.

STATEMENTS OF ECONOMIC INTERESTS ONLINE Wednesday, December 31, 2014

SEI Home

AGENCY - PASSWORD RESET

AGENCY Password Reset

To reset your password, type the agency code you use to sign in to your Units of Government account. Once submitted, your new password will be sent to the contact email address listed for your account.

NOTE: This is for Agencies, not Filers. If you are trying to login as a Filer, please go the [SEI Login Page](#).

Agency Code

Agency Contact Email

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3. An email will be sent with a temporary password.

The new password for UOG with Agency Code 000151 is

dm6p8tbu

Your password includes all letters and characters shown above. Copy the password and paste it into the password field when you return to the Units of Government filing system at <http://ei.dupageco.org/UOG/Login.aspx>

This request came from IP Address: 127.0.0.1 on the 127.0.0.1 domain.

Sincerely,

The DuPage County Clerk's Office

4. Return to the Economic Interest website and login with the temporary password.
5. You will be asked to change your password. Enter your temporary password into the 'Current Password' field and enter a new password in the other fields. Then, click Save & Continue.

Welcome: 000151 | Edit Contact Information | Change Password | Past Filings | Logout

STATEMENTS OF ECONOMIC INTERESTS ONLINE Wednesday, December 31, 2014

SEI Home

CHANGE YOUR PASSWORD

Current Password:

New Password:

Confirm Password:

You have not updated your password since it was reset. Please update your password now.

[← Back](#) [Save & Continue →](#)

Verifying Your Agency's Information

1. Validate your agency information. If your agency contact is the same person as the administrator, check the checkbox indicating such. Otherwise, enter the contact person's information. **NOTE: The contact person is the person whose email is used for password resets.** Once edits are complete, click on Save & Continue.

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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: 2015

Agency Code 000151

*Agency Name COUNTY CLERK

*Address 1 421 N. COUNTY FARM ROAD

Address 2

*City WHEATON

*State Illinois

*Zip Code 60187

Agency Website WWW.DUPAGECO.ORG

*Administrator First Name PAUL

*Administrator Last Name HINDS

*Administrator Job Title COUNTY CLERK

*Administrator Phone (630) 407-5500

Administrator Phone Extension

Administrator Fax

*Administrator Email PAUL.HINDS@DUPAGECO.ORG

Check this box if the Contact is same as Administrator

*Contact First Name KATHY

*Contact Last Name KING

*Contact Job Title DEPUTY COUNTY CLERK

*Contact Phone (630) 407-5500

Contact Phone Extension

Contact Fax (630) 407-5500

*Contact Email SANDY.MODESITT@DUPAGECO.ORG

[Save & Continue](#) →

2. Confirm that the information is correct, check the confirmation box and click Save & Continue.

3 Step 2: My Information

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

Filing Year: 2015

Agency Code	000151
Agency Name	COUNTY CLERK
Administrator First Name	PAUL
Administrator Last Name	HINDS
Administrator Job Title	COUNTY CLERK
Administrator Phone	(630) 407-5500
Administrator Phone Extension	
Administrator Fax	
Administrator Email	PAUL.HINDS@DUPAGECO.ORG
Address 1	421 N. COUNTY FARM ROAD
Address 2	
City	WHEATON
State	IL
Zip Code	60187
Agency Website	WWW.DUPAGECO.ORG
Contact First Name	KATHY
Contact Last Name	KING
Contact Job Title	DEPUTY COUNTY CLERK
Contact Phone	(630) 407-5500
Contact Phone Extension	
Contact Fax	(630) 407-5500
Contact Email	SANDY.MODESITT@DUPAGECO.ORG

I have confirmed my information.

[Back](#) [Save & Continue](#) →

Validating Your Agency's Filers

Review the filers for your agency and make any changes that are needed.

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

3 Step 3: My Filers

Below is a list of people who are employed, elected or otherwise affiliated with your Unit of Government and are required to file a Statement of Economic Interests. You can edit your list one of two ways.

A. Click on each ID number to the left of the filer's name. The link will take you to that filer's editable profile. -or- B. Download your list to Excel, make changes to the file, then upload the revised list by clicking on Upload. For more instruction on uploading a file from Excel, click [here](#).

Please note: By law, you must provide each filer's job title and phone number. Providing email addresses will also help us contact filers more efficiently.

Filing Year:

Last Saved on 12/31/2014 1:57:16 PM. Your file did not upload successfully. Please make changes based on error codes and upload revised file.

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

Name

ID	Name	Address	Email Phone	Title	Required to File?	2014 Filing Status	Address Status	Email Status
8	HINDS, PAUL	630 S. GRANT AVENUE VILLA PARK, IL 60181	paul.hinds@dupageco.org (630) 407-5574	COUNTY CLERK	Yes	N/A	N/A	N/A
11	KING, GARY	22W231 BUTTERFIELD ROAD GLEN ELLYN, IL 60137	(630) 407-5571	CLERK	Yes	N/A	N/A	N/A
9	KING, KATHY	3114 CHARLEMAGNE ST. CHARLES, IL 60174	sandy.modesitt@dupageco.org (630) 407-5574	CHIEF DEPUTY COUNTY CLERK	Yes	N/A	N/A	N/A
10	MACKENZIE, DAVID	316 BIRCH DRIVE WHEATON, IL 60187	david.mackenzie@dupageco.org (630) 407-5540	OFFICE MANAGER	Yes	N/A	N/A	N/A
12	TEST, TEST	123 WHEATON, IL 60187	(630) 407-0000	TEST	No	N/A	N/A	N/A

[← Back](#) [Save & Continue →](#)

Editing a Filer's Information

Editing a filer's information: Click on the ID next to the person's name. Update any information and then click 'Save & Continue'. You will be returned to the My Filers screen.

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: 8

*Filer Status:

*First Name:

*Last Name:

*Position / Title:

*Home Address 1:

Address 2:

*City:

*State:

*Zip:

Email:

*Phone Number: (630) -

Phone Extension:

[← Back](#) [Save & Continue →](#)

Removing a Filer

1. Click on the ID next to the person's name. Change the person's status to 'Not Required'. After a filer's status is 'Not Required', the rest of their fields are not editable.

The screenshot shows the 'Step 3: My Filers' form. At the top, there are two steps: 'STEP 1: VERIFY ACCOUNT' and 'STEP 2: MY INFORMATION', with an arrow pointing from step 1 to step 2. The main heading is '3 Step 3: My Filers' with a sub-heading 'Please edit this filer's profile. Fields marked with * are required. Then click Save & Continue.' Below this, there are several fields: 'Filing Year' (2015), 'Filer ID' (11), '*Filer Status' (Required), '*First Name' (empty), and '*Last Name' (KING). The '*Filer Status' dropdown menu is open, showing 'Not Required' as the selected option.

2. A new field will be provided indicating the reason the person no longer needs to file. Select the appropriate reason. Then, click 'Save & Continue'.

The screenshot shows the 'Step 3: My Filers' form. At the top, there are two steps: 'STEP 1: VERIFY ACCOUNT' and 'STEP 2: MY INFORMATION', with an arrow pointing from step 1 to step 2. The main heading is '3 Step 3: My Filers' with a sub-heading 'Please edit this filer's profile. Fields marked with * are required. Then click Save & Continue.' Below this, there are several fields: 'Filing Year' (2015), 'Filer ID' (11), '*Filer Status' (Not Required), '*First Name' (GARY), '*Last Name' (KING), '*Position / Title' (CLERK), '*Home Address 1' (22W231 BUTTERFIELD ROAD), and 'Address 2' (empty). The '*Reason' dropdown menu is open, showing a list of reasons: 'Deceased', 'Disability', 'Duplicate Filer', 'Military Deployment', 'No Longer Employed', 'No Longer on the Board', 'Position Not Required', and 'Retired'. 'Deceased' is the selected option.

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Adding a Filer

1. Click the 'Add Filer' button.

The screenshot shows a progress bar at the top with four steps: STEP 1: VERIFY ACCOUNT, STEP 2: MY INFORMATION, STEP 3: MY FILERS (highlighted with a red triangle), and STEP 4: SUBMIT FILING. Below the progress bar, the heading '3 Step 3: My Filers' is followed by instructions: 'Below is a list of people who are employed, elected or otherwise affiliated with your Unit of Government and are required to file a Statement of Economic Interests. You can edit your list one of two ways. A. Click on each ID number to the left of the filer's name. The link will take you to that filer's editable profile. -or- B. Download your list to Excel, make changes to the file, then upload the revised list by clicking on Upload. For more instruction on uploading a file from Excel, click [here](#). Please note: By law, you must provide each filer's job title and phone number. Providing email addresses will also help us contact filers more efficiently.' Below this text is a 'Filing Year' dropdown menu set to '2015'. A status message reads: 'Last Saved on 12/31/2014 2:44:27 PM. You have made changes since you last submitted. Please review your filer list. Last Submitted on 12/31/2014 2:23:18 PM'. At the bottom, there is a search bar with 'Name' text, 'SEARCH' and 'CLEAR' buttons, and 'ADD FILER', 'DOWNLOAD', and 'UPLOAD' buttons. A red arrow points to the 'ADD FILER' button.

2. Complete all of the required fields (marked by *) and then click 'Save & Continue'. You will be returned to the list of filers and should see the new person in the list.

The screenshot shows the same progress bar as the previous image. The heading '3 Step 3: My Filers' is followed by instructions: 'To add a new filer to your list, fill in the form. Fields marked with * are required. Then click Save & Continue.' Below this text is a 'Filing Year' dropdown menu set to '2015'. The form contains the following fields: 'Filer ID', '*First Name', '*Last Name', '*Position / Title', '*Home Address 1', 'Address 2', '*City', '*State' (dropdown), '*Zip', 'Email', '*Phone Number' (with area, exchange, and number boxes), and 'Phone Extension'. At the bottom left is a 'Back' button with a left arrow, and at the bottom right is a 'Save & Continue' button with a right arrow.

Final Confirmation of Filer List

1. The list of filers includes those listed as 'Required' and 'Not Required' based on the column 'Required to file?' Those designated as 'Not Required' will not show on any reports of non-filers. **Once the list is complete, click**

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'Save & Continue'.

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

3 Step 3: My Filers

Below is a list of people who are employed, elected or otherwise affiliated with your Unit of Government and are required to file a Statement of Economic Interests. You can edit your list one of two ways.
 A. Click on each ID number to the left of the filer's name. The link will take you to that filer's editable profile. -or- B. Download your list to Excel, make changes to the file, then upload the revised list by clicking on Upload. For more instruction on uploading a file from Excel, click [here](#).
 Please note: By law, you must provide each filer's job title and phone number. Providing email addresses will also help us contact filers more efficiently.

Filing Year:

Last Saved on 12/31/2014 1:57:16 PM. Your file did not upload successfully. Please make changes based on error codes and upload revised file.

Name

ID	Name	Address	Email Phone	Title	Required to File?	2014 Filing Status	Address Status	Email Status
8	HINDS, PAUL	630 S. GRANT AVENUE VILLA PARK, IL 60181	paul.hinds@dupageco.org (630) 407-5574	COUNTY CLERK	Yes		N/A	N/A
11	KING, GARY	22W231 BUTTERFIELD ROAD GLEN ELLYN, IL 60137	(630) 407-5571	CLERK	No		N/A	N/A
9	KING, KATHY	3114 CHARLEMAGNE ST. CHARLES, IL 60174	sandy.modesitt@dupageco.org (630) 407-5574	CHIEF DEPUTY COUNTY CLERK	Yes		N/A	N/A
10	MACKENZIE, DAVID	316 BIRCH DRIVE WHEATON, IL 60187	david.mackenzie@dupageco.org (630) 407-5540	OFFICE MANAGER	Yes		N/A	N/A
12	TEST, TEST	123 WHEATON, IL 60187	(630) 407-0000	TEST	No		N/A	N/A

[← Back](#) [Save & Continue →](#)

- The list of filers is provided for review. Check the confirmation checkbox and click 'Submit Filing' once the list is verified. **This will submit your list of filers for the year.** If needed, changes can be made until the closing period for Agencies.

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
8	HINDS, PAUL	630 S. GRANT AVENUE VILLA PARK, IL 60181	paul.hinds@dupageco.org (630) 407-5574	COUNTY CLERK	Required
11	KING, GARY	22W231 BUTTERFIELD ROAD GLEN ELLYN, IL 60137	(630) 407-5571	CLERK	Retired
9	KING, KATHY	3114 CHARLEMAGNE ST. CHARLES, IL 60174	sandy.modesitt@dupageco.org (630) 407-5574	CHIEF DEPUTY COUNTY CLERK	Required
10	MACKENZIE, DAVID	316 BIRCH DRIVE WHEATON, IL 60187	david.mackenzie@dupageco.org (630) 407-5540	OFFICE MANAGER	Required
12	TEST, TEST	123 WHEATON, IL 60187	(630) 407-0000	TEST	No Longer Employed

I have confirmed my information.

[← Back](#) [Submit Filing →](#)

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3. A confirmation page is provided.

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: COUNTY CLERK
Submission ID: 242
Submission Date: 12/31/2014 2:23:18 PM

ID	Name	Address	Email Phone	Title	Filing Status
8	HINDS, PAUL	630 S. GRANT AVENUE VILLA PARK, IL 60181	paul.hinds@dupageco.org (630) 407-5574	COUNTY CLERK	Required
11	KING, GARY	22W231 BUTTERFIELD ROAD GLEN ELLYN, IL 60137	(630) 407-5571	CLERK	Retired
9	KING, KATHY	3114 CHARLEMAGNE ST. CHARLES, IL 60174	sandy.modesitt@dupageco.org (630) 407-5574	CHIEF DEPUTY COUNTY CLERK	Required
10	MACKENZIE, DAVID	316 BIRCH DRIVE WHEATON, IL 60187	david.mackenzie@dupageco.org (630) 407-5540	OFFICE MANAGER	Required
12	TEST, TEST	123 WHEATON, IL 60187	(630) 407-0000	TEST	No Longer Employed

[← Back to My Filers](#)

Final Steps

After the closing period for Agencies, emails and letters will be sent to each filer with their ID and Registration Key. These will be used to login to the system the first time. They will then set a password and will be able to submit their Statement of Economic Interests.