



# Filing a Statement of Economic Interests

## What you will need as a New User:

- Your “Time to File” notification letter(s) with your Filer ID(s) and Registration Key(s):
- Your pertinent professional and financial information
- A working email address

JOHN DOE  
123 E. HARMONY DR.  
CHICAGO, IL 60602  
Filer ID: 55555  
Registration Key: st4pvre

## STEP 1: Register/Verify your account

- On [cookcountyclerk.com/ethics/econinterest](http://cookcountyclerk.com/ethics/econinterest), click on “File” under Statement of Economic Interests.
- Enter your filer ID and registration key under “New User.”

**New User**

\*Filer ID:

\*Registration Key:

**REGISTER**

- Confirm your email address. Your filing confirmation will be sent to this email address.
- Choose a password.

## STEP 2: My Information

- Review your contact information and make sure it is accurate.

## STEP 3: My Agency

- Review your agency information. If your title is incorrect, please contact your agency.
- If you believe your Statement of Economic Interest should be filed for more agencies, click the blue “ADD AGENCY” button.

**3 Step 3: My Agency**

Please review the agency listed below to verify that it is the agency with which you are affiliated. Then click on Save & Continue. If not, contact us at (312) 603-1121. If you are required to file by more than one agency, click on the blue “ADD AGENCY” box below.

Agency Code	Name	Title

← **Back** **ADD AGENCY** **Save & Continue** ▾

- » **If you are required to add an agency, you should have received another “Time to File” letter with a Filer ID and Registration Key for that agency.**



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## STEP 4: My Statement

- Complete each of the seven questions.
- 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.

The progress bar shows five numbered steps. Step 4 is highlighted in red, indicating the current question. Steps 1, 2, and 3 are in blue, and step 5 is in grey.

## STEP 5: Submit Statement

- Review your answers and verify that each is complete and accurate to the best of your knowledge.
- Click "Submit Statement" to complete your filing.
- Print a copy for your records.
- If you wish to amend your statement, you may do so until the May 1 deadline.

## Returning Filer?

- To log in after you have registered, enter your Filer ID and password under "Returning Filer."

The screenshot shows the "Online Statements of Economic Interests" page. On the left, under "To get ready, you will need:", there is a list of requirements:
 

- Your "Time to File" notification letter with your filer ID and registration key
- Your pertinent professional and financial information
- A working email address
- Additional "Time to File" letters if you are required to file for more than one agency

 On the right, under "Filer Login", there is a "Returning Filer" section with input fields for "Filer ID" and "Password", a "Remember me?" checkbox, and a "LOG IN" button. Below that is a "New User?" section with a button that says "Forgot your password?".

If you have any questions or difficulties, please call the Clerk's Ethics Department at (312) 603-1121.