

## Filing your Statement of Economic Interests (SEI)

To file your Statement of Economic Interests, go here: <http://seionline.mcleancountyil.gov/>.

The first time you visit the site, you will have to create a username and password.

- Click on the link in #2.

2. Create a new username and password for this year by [clicking here](#).

If you submitted your SEI online last year, you will not be able to use the same username and password.

Enter your Personal ID Number, First Name, and Last Name **exactly** as they appear in the e-mail you received from us. That is how you appear in our database.

Click "Submit."

Personal ID Number  
1111

First Name  
Bob

Last Name  
Smith

SUBMIT

Create a username. Create a password and then retype that password to confirm. Click "Create User." Your username can be any length and contain letters, numbers or a combination of the two. Your password **MUST BE** at least six characters long, and can contain letters, numbers or a combination of the two. **Please write your username and password down**, to avoid having to ask us to reset it.

Sign Up for Your New Account

User Name: bsmith

Password: ●●●●●●

Confirm Password: ●●●●●●

Create User

Click "Continue."

**Complete**

**Your account has been successfully created.**

Continue

Click "Enter Your Statement."

EDIT PROFILE

ENTER YOUR STATEMENT

Please check your profile to make sure we have up-to-date contact information for you, including your preferred e-mail address. Your SEI receipt will go to this e-mail. See detailed instructions on p. 4.

First, you will need to select the position and unit of government for which you are filing. If you have multiple positions, make sure you list each one, including multiple positions you may hold in the same unit of government. In the City of Bloomington, your title may actually be the name of your board, and your unit of government would be "Bloomington, City of." You may look up your unit on the SEI public search on our website at <http://seionline.mcleancountyil.gov/public/publicsearch.aspx> and see how your unit has you listed. After you file, the public search site will display your title and unit the way you entered them, as well as the way your unit submitted your title when they certified their list.

Enter your title, "Trustee," "Commissioner," "Secretary," etc. in the first field. Then select your unit from the drop-down menu across from where you entered your position title in that unit. In general, scroll down to find the city alphabetically on the list, i.e. "Bloomington, City of" (careful....City of Bloomington Township is under "C").



**Bob Smith**

Each office or position of employment for which this statement is filed:

1st Title:	<input type="text" value="Library Board"/>	1st Unit of Government:	<input type="text" value="Bloomington, City of"/>
2nd Title:	<input type="text" value="Trustee"/>	2nd Unit of Government:	<input type="text" value="Golden Prairie Library Dist"/>
3rd Title:	<input type="text" value="Library Director"/>	3rd Unit of Government:	<input type="text" value="Heartland Comm. College"/>
4th Title:	<input type="text"/>	4th Unit of Government:	<input type="text" value="v"/>

There are eight questions on the SEI. Every question must be answered. If the question does not apply to you, enter "N/A" or the word "none," and move on to the next question.

**Question 1.**

List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person received \$5,000 fair market value or from which dividends in excess of \$1,200 were received during the preceding calendar year. (In the case of a time or demand deposit in a financial institution, nor any debt instrument shall be listed.)

**Business Entity**


**Instrument of Ownership**


**Position of Management**


**Question 2.**

List the name, address and type of practice of any professional organization in which the person making the statement was an officer and from which \$1,200 was derived during the preceding year.

**Name**


**Address**


**Type of Practice**


**\*\*If at any time before you submit your SEI you wish to leave the page and return later, you may. See the bottom of this page for instructions. If you leave without first saving your work, you will have to start over.**

**To submit your statement:**

After you have finished answering all eight questions, you may submit your form.

**Note:** Per Illinois statute, **once submitted, an SEI cannot be changed.** If you have any changes, you will need to submit an entirely new “supplemental” SEI as a hard copy.\*

- Click on the words, “Sign My Statement.”
- An electronic signature will appear in a text box.

Sign My Statement

*Bob Smith*

- Click “Submit My Statement.”

SUBMIT MY STATEMENT

You will have an opportunity to print your answers once you have clicked “Submit.”

**Your statement has been filed. Thank you.**

VIEW/PRINT YOUR STATEMENT

**\*Make changes to your submitted SEI by filing a Supplemental SEI. Supplemental forms must be submitted as a hard copy, and cannot be done online.** You may download an SEI form from our website ([click here](#)). This is a “fillable” form. You can type your answers into the form on a computer and print the completed form, or print a blank form and fill it out by hand. We will make a notation on the original submission that a supplemental form has been filed and is available for review in our office.

**\*\*If you have not submitted your SEI, and need to leave the page, do the following:**

- Click “Save and Submit Later” at the bottom of the page.
- You will be taken to this page. Click [Main Menu](#) to return to the Individual Filer Main Menu.

SAVE AND SUBMIT LATER

Your answers have been saved. You may return to the menu or come back later to finish your statement.

[Main Menu](#)

If you leave the site, when you are ready to complete your SEI, go to the “Returning Users Login,” enter the username and password you created, and click “Login.”

**Username:**

**Password:**  

You will then provide the Personal ID Number you received in our e-mail. Click “Continue.”

### Please enter your ID number

Then click “Enter Your Statement” to continue.

Now you can continue with the form where you left off.

Once you are finished, you will need to sign and submit. See instructions for submitting above.

### Edit your Profile Information

To edit your profile, click Edit Profile after logging in or submitting your statement.

Make any necessary changes or additions to your information, and click “Update.”

If you do not need to make any changes, click “Cancel.” Click on “Main Menu” to get out of the profile.

<b>ID:</b>	4860
<b>First Name:</b>	<input type="text" value="Bob"/>
<b>Last Name:</b>	<input type="text" value="Smith"/>
<b>Address 1:</b>	<input type="text" value="123 Main St"/>
<b>Address 2:</b>	<input type="text"/>
<b>City:</b>	<input type="text" value="Bloomington"/>
<b>State:</b>	<input type="text" value="IL"/>
<b>Zip:</b>	<input type="text" value="61701"/>
<b>Email:</b>	<input type="text" value="bsmith@aol.com"/>
<b>Phone:</b>	<input type="text" value="(309) 123-4567"/> <input type="button" value="x"/>
<b>Fax:</b>	<input type="text"/>
<b>Phone Extension:</b>	<input type="text"/>

[Update](#) [Cancel](#)

