

Q: I have forgotten my password. What do I do?

On the **Login for Existing Users** page click on **Lost Password**. Enter your email address that is on file with your filing officer and click **Submit**. You will receive a new password by email.

Q: How do I know if I need to complete a schedule?

Review the guideline information by clicking on [Show Help](#) at the top of the schedule pages. If this does not answer your question you will need to contact your filing authority.

Q: I do not have any schedules to complete. Do I have to go through all the schedule screens?

No, but you do need to complete the Cover Page section. Once that is completed, and you are sure that you do not have any disclosure requirements, click [Review Page](#) and continue with reviewing and printing your Form 700.

Q: If I exit the system before completing my e-filing, will I lose all my data?

No, but when you log back in to the system you will see a screen informing you that you have a work in progress. Click **Next** and you land on the **Review Page**. Click on the particular Schedule link where you need to enter or edit data. If you have previously entered data on a schedule the data will be in a grid at the bottom of the screen where you can click the **Edit** button to make edits or **Delete** button to delete the information.

Q: When I click the Review Draft button to generate a .pdf draft of my filing document the .pdf does not open.

Check to make sure you have a .pdf viewer on your computer e.g. Adobe Acrobat Reader or Foxit Reader. If you do not have a .pdf viewer loaded on your computer the .pdf will not open. The [Show Help](#) link at the top of the **Review and E-File** page contains links to websites to download a free copy of a .pdf viewer.

Q: What is a Filing ID number?

A Filing ID number is created when you have successfully e-filed your document. It will appear at the top left corner of your filed statement.

Q: Why does the filing that I printed not have a Filing ID number?

Because the filing is only a draft copy. The Filing ID is only added to the form when you have e-filed your Form 700.

Q: Can I enter an amendment to one of my filings using the e-filing system?

Not at the present time. Amendments are currently handled via paper.

Q: When I login to the system to enter a new filing requirement why is information already there?

If you have e-filed a Form 700 before, the information you entered for your last filing is automatically populated on the cover page and in a grid at the bottom of the page of each schedule when you login to enter a new requirement. This information will print on your new form unless you edit or delete the information from the grids.