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.'

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**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.

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

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.
2. Confirm that the information is correct, check the confirmation box and click Save & Continue.
Validating Your Agency’s Filers

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

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.
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.

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’.
Adding a Filer

1. Click 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.

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
2. 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.
3. A confirmation page is provided.

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.