## Want to create an account? Here's how you can create an account

## How to Register for the new 2019 Electronic SEI Filing?

- 1) To register with the new SEI e-filing system from the public filing portal (introduced in 2019): Option A:
  - Go to: <u>https://ef.ncsbe.gov/</u>
  - Click "Create a New Account" button as shown in the screenshot below.

North Carolina State E	thics Commission	倄 Home	🖹 User Guides	📞 Contact Us	• Sign in
	Welcome to the State Ethics Commission public filing portal.				
	We invite and encourage you to create an account to be able to electronically fill out and file you in order to meet your ethics reporting requirement.				

OR

Option B:

- Go to the public filing portal Sign In page: <u>https://ef.ncsbe.gov/Account/Login</u>
- Click "Create Account" button as shown in the screenshot below.

W North Carolina State Ethics Commission		쑭 Hoi	me	🕒 User Guides	📞 Contact Us	🔿 Sign in
	Sign In Email Password Forgot your password? Sign in Remember me? Don't have an account?					

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2) This will bring you to the "Create Account" page as shown in the screenshot below:

Create Account	
* Required	
Email*	
Password*	Passwords must have: • at least 8 characters, • at least one special character such as (*968.440+), • at least 1 digit ('0-'9'), • at least 1 uppercase ('A-Z').
Confirm password*	
First Name*	
Middle Name	
Last Name*	
Suffix	~
Birth Date*	
Phone	
Phone Extention	
Alt Phone	
Alt Phone Extension	
Mailing Address Street 1	
Mailing Address Street 2	
Mailing Address City	
Mailing Address State	~
Mailing Address Zip	
	Create Account

3) You must complete all required fields (required fields have red asterisk) on the screen and click the "Create Account" button.

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4) Check your email. You should have received an email with the subject "**Confirm your online account**" from the system as shown in the screenshot below.



- 5) Click the "here" link provided within your email. This will help the system to verify your email address.
- 6) You are now ready to Sign-In to the system.

### How to Sign in to the new 2019 Electronic SEI Filing system?

7) Go to: <u>https://ef.ncsbe.gov/</u> and you will see the screenshot below.

North Carolina State E	thics Commission	🔏 Home	🖹 User Guides	📞 Contact Us	➡ Sign in
	Welcome to the State Ethics Commission public filing portal.				
	We invite and encourage you to create an account to be able to electronically fill out and file in order to meet your ethics reporting requirement. Create a New Account	your Statement o	of Economic Interest		

8) Click the "Sign In" link on the top right of the screen. This will bring you to the Sign In page as shown the screenshot below.

North Carolina State Ethics Commission		番 Home	🖹 User Guides	📞 Contact Us	• Sign in
	Sign In Email Password Forgot your password?				
	Sign in				
	Don't have an account? Create Account				

9) Enter your Email address and the Password that you used to register in Step 2, then click "Sign in" button.