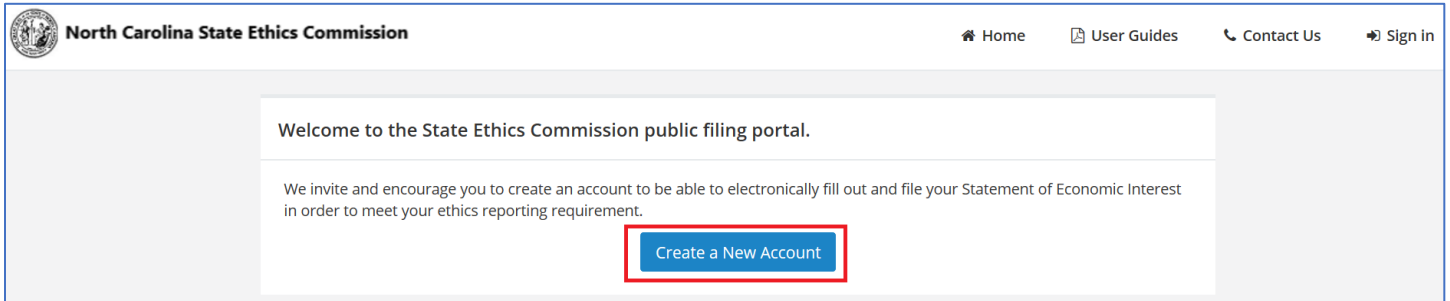


## Want to create an account? Here's how you can create an account

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

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



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

**Create Account**

\* Required

Email\*

Passwords must have:

- at least 8 characters,
- at least one special character such as (\*%&#@!+),
- at least 1 digit (0-9),
- at least 1 uppercase (A-Z).

Password\*

Confirm password\*

First Name\*

Middle Name

Last Name\*

Suffix

Birth Date\*

Phone

Phone Extension

Alt Phone

Alt Phone Extension

Mailing Address Street 1

Mailing Address Street 2

Mailing Address City

Mailing Address State

Mailing Address Zip

[Create Account](#)

You must complete all required fields on the screen and click the “Create Account” button . The following notice will appear:

#### Account Email Confirmation Required

You have almost finished creating your account. In order to finish, please check your email and confirm your account with the link. The email address must be confirmed before you can sign in.

The email is sent from sei@ethics.nc.gov. **\*\*If you cannot find this email please check the spam and junk folders.\*\***

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

- 3) 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.

You have started to create an online account at the State Ethics Commission.

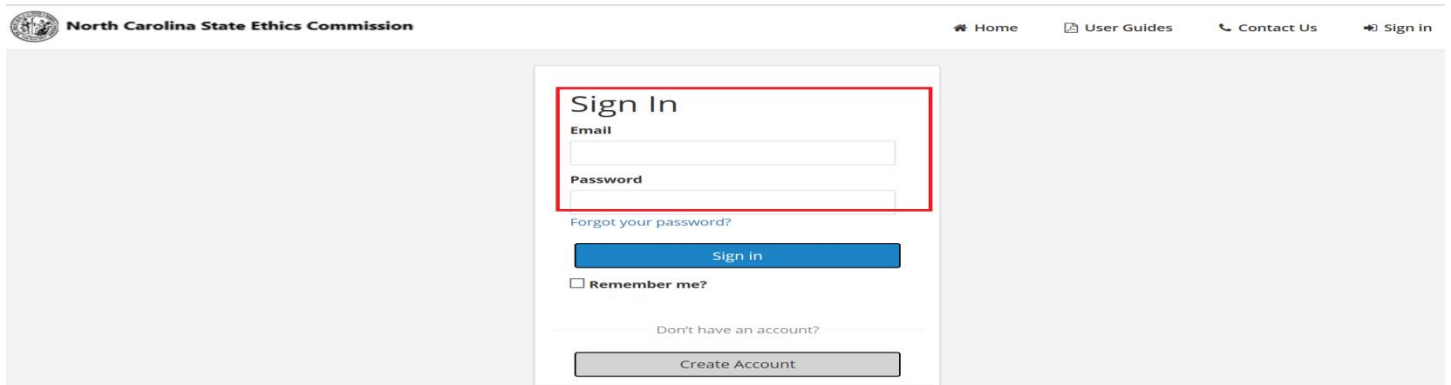
To complete the process, you must verify your email address by clicking [here](https://ethicssei.nc.gov/Efile/Account/...) <https://ethicssei.nc.gov/Efile/Account/....

If the link above does not work, you can cut and paste the following link into your browser: <http://ethicssei.nc.gov/Efile/....>

If you have questions or need help, you may contact the State Ethics Commission at [sei@ethics.nc.gov](mailto:sei@ethics.nc.gov)

- 4) Click the **"here"** link provided within your email. This will help the system to verify your email address.

You are now ready to [Sign-In](#) to the system



The screenshot shows the North Carolina State Ethics Commission website. The header includes the logo and name "North Carolina State Ethics Commission" on the left, and navigation links for "Home", "User Guides", "Contact Us", and "Sign In" on the right. The main content area features a "Sign In" form with the following elements:

- Sign In** title
- Email** input field
- Password** input field
- Link: [Forgot your password?](#)
- Sign in** button
- Remember me?**
- Link: [Don't have an account?](#)
- Create Account** button

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