Local Government Entity Help System
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GETTING STARTED

Login

When you login to the LGS FDS System you will be brought to your **Home Page**.

First

Click on the **Edit Local Government Entity Profile** and update your Profile.

Assign one **Contact** and change your **Password**. All users in your organization will use this same Login to access the System.

Next

Click on the **Manage LGO Roster** and begin creating your Roster of Local Government Officials (LGOs) who hold positions in your organization and must submit annual Financial Disclosure Statements.

The System will create a PIN for each LGO. They need this PIN to register in the System and be listed as having Positions (one or more) in your organization. It is advisable to wait until you have completed creating your Roster to provide each LGO with his/her PIN.

LGOs can be added or modified at any time in the future.

Terms Used in the System

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>A political and geographic subdivision of a state, usually assigned some governmental authority</td>
</tr>
<tr>
<td>County College</td>
<td>A nonresidential junior (two-year) college supported in part by local government funds</td>
</tr>
<tr>
<td>FDS</td>
<td><a href="#">Financial Disclosure Statement</a></td>
</tr>
<tr>
<td>Financial</td>
<td>A report that must be filed by certain Local Government Officials on sources of income, fees, honorariums, gifts, reimbursements, or</td>
</tr>
<tr>
<td>Local Government Entity Help System</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Disclosure Statement</strong></td>
<td>prepaid expenses; interests in business organizations, and property and submitted to the State of New Jersey annually.</td>
</tr>
<tr>
<td><strong>Joint Insurance Fund</strong></td>
<td>Several local governments that joint together to 1) create the critical mass needed for self-insurance, 2) jointly purchase the excess insurance needed to cover large claims and 3) create the specialized administration needed to effectively manage the program.</td>
</tr>
<tr>
<td><strong>Joint Meeting</strong></td>
<td>Two or more local units that have entered into a joint contract to provide for the joint operation of any public services, public improvements, works, facilities, or undertakings which the local units are empowered to operate</td>
</tr>
<tr>
<td><strong>LGE</strong></td>
<td>See Local Government Entity</td>
</tr>
<tr>
<td><strong>LGO</strong></td>
<td>See Local Government Official</td>
</tr>
<tr>
<td><strong>LGO Roster</strong></td>
<td>See Roster</td>
</tr>
<tr>
<td><strong>LGS</strong></td>
<td>New Jersey Department of Community Affairs, Division of Local Government Services</td>
</tr>
<tr>
<td><strong>Local Finance Board</strong></td>
<td>In the NJ DCA Division of Local Governmental Services is a statutorily responsibility for promulgating rules and regulations on the fiscal operations, fiscal reporting and overseeing the fiscal condition of all New Jersey municipalities, counties, local authorities and special districts</td>
</tr>
<tr>
<td><strong>Local Government Entity</strong></td>
<td>A County, County College, Joint Insurance Fund, Joint Meeting, Municipality, Regional Authority, or Regional Board of Health</td>
</tr>
<tr>
<td><strong>Local Government Official</strong></td>
<td>An appointed or elected member of a local government serving in an administrative capacity</td>
</tr>
<tr>
<td><strong>Local Government Services</strong></td>
<td>The Division of the New Jersey Department of Community Affairs that provides technical and financial assistance in budgeting, financial reporting, joint services, purchasing, and management issues to all Local Government Entities</td>
</tr>
<tr>
<td><strong>Municipality</strong></td>
<td>A city or town that has corporate status and local government. - a borough, town, city, district, precinct, or township</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Profile</strong></td>
<td>Information about the Local Government Entity and information about the contact who will be using the LGS FDS System</td>
</tr>
<tr>
<td><strong>Regional Authority</strong></td>
<td>State-funded bodies that coordinate and review public services at regional level</td>
</tr>
<tr>
<td><strong>Regional Board of Health</strong></td>
<td>An authority responsible for coordinating public health activities for a group of several municipalities</td>
</tr>
<tr>
<td><strong>Roster</strong></td>
<td>A list of all the Local Government Officials who provide services to a Local Government Entity, and who must file a Financial Disclosure Statement with the State of New Jersey</td>
</tr>
</tbody>
</table>
LOCAL GOVERNMENT (LGE) ENTITY HOME PAGE

Your **User Name** and **Local Government Entity Name** are displayed in the upper right corner of your **Home Page**, along with a **Logout** link.

**Status Bar**

| Status | Submission Year : 2014 | LGO Rosters : 3 | FDS Submissions : 0 |

The **Status** bar displays—

- The current **Submission Year**
- The number of Local Government Officials (LGOs) in your **LGO Roster**
- The number of **Financial Disclosure Statements** (FDSs) that have been submitted by the LGOs in your Roster for this Submission Year

**Icons**

- Use **Manage LGO Roster** to create and maintain the list of all the Local Government Officials in your organization who will be submitting Financial Disclosure Statements
- **Reports** links to a list of available reports
- To modify your organization's information, use **Edit Local Government Entity Profile**
EDIT PROFILE

Use the Edit Local Government Entity Profile icon on your Home Page to add, edit, and/or delete information in your Profile.

After clicking the icon on your Home Page, your Profile screen will be displayed.

The fields in your Profile will be partially pre-populated with NJDCA Local Government Services information from previous reporting years.

You may change, add, or delete information in any of the fields in the Local Government Entity Demographic Information section except the Entity Type.

You may change, add, or delete information in any of the fields in the Local Government Entity Representative Contact Information section except Login. The Login field will be populated with an email address on file with LGS.

NOTE: Currently, each Local Government Entity may have only ONE contact.
It is recommended that you change your **Password** the first time you login to the System.

If you forget your Password, use the **Forgot Password** link on the **Login** page. Your Password will be emailed *to the address in the Login field.*
LOCAL GOVERNMENT OFFICIAL (LGO) ROSTER

Use the Manage LGO Roster icon on your Home Page to add, edit, and/or delete Local Government Officials (LGOs) on your Roster.

After clicking the icon on your Home Page, your LGO Roster screen will be displayed.

Add an LGO

- Click the Add LGO button on the bottom of the page
- Enter the LGO's legal name (for consistency purposes) If the LGO uses a middle initial, enter it in the Middle Name field and include the period.
- Click the Save button

A green message at the top and bottom of the page will confirm LGO saved successfully.
The System will assign a PIN to the LGO.

The LGO needs to use this PIN when registering in the LGS FDS System or when adding an to his/her list of positions held. You are responsible for providing this PIN to the LGO.

After saving the information, the fields in the Add LGO Position section open.

In the Add LGO Position box—

- Select the Category
- Enter the Board/Agency where they serve
- Enter the Position Held on that Board/Agency

Effective dates are optional.

- Click the Save button

A green message at the top and bottom of the page will confirm **Position is saved successfully.**
The position held by this LGO in your LGE is listed at the bottom of the page.

If this LGO holds more than one position in your LGE, you may enter the information in the Add LGO Position fields and click the Save button again. Add as many positions as required. Only one PIN will be issued for the LGO to use when registering in the System.

**Provide PIN to the LGO**

You may click the Print button to create a document that you can give to the LGO as notification of his/her PIN. You may prefer to email the PIN to the LGO.

**Add More LGOs**

To continue adding LGOs—

- Click the Add New LGO button in the top section
- Follow the procedures outlined above to add as many LGOs as needed

You can add more LGOs at any time by clicking the Manage LGO Roster icon on your Home Page.
REPORTS

Use the Reports icon on your Home Page to access the list of available reports.

After clicking the Reports icon, you will be brought to the Reports Home page.

To access a report—

• Click the hyperlink for the desired report

View Report

You will need Adobe Acrobat Reader or equivalent PDF viewing software installed on your computer to access your Reports. You can download Adobe Reader from the Adobe website http://get.adobe.com/reader. It's SAFE and FREE.

The heading of the View Report screen offers multiple Report options (see green text, below).

• Filter the results of the report by selecting ALL, ACTIVE, OR INACTIVE Status
• After specifying the type of results for your report, click the View Report button
• Scroll through the pages or enter a page number to go directly to that page
Exporting

A Report can be exported to—

– XML file with report data
– CSV (comma delimited)
– PDF
– MHTML (web archive)
– Excel
– Tiff file
– Word

To export a report—

- Click the diskette icon in the View Report heading
- **Open, Save, and/or Print** the file