USERS

The LGS FDS System has three user types:

- LGS (NJDCA Local Government Services)
- LGE (Local Government Entities)
- LGO (Local Government Officials)

LOGIN

The LGS FDS System LOGIN screen (http://secure.recordsmine.com/NJDCA_UAT/login.aspx) is available to anyone with internet access.

The LOGIN screen includes—

- **Login Email** and **Password** fields and a **Login** button
- **New Registration (Local Government Officials)** link (for LGOs to register in the System)
- **Forgot Password** link (emails the Password to the user)
- **Search Financial Disclosure Statements** link (for *anyone* – including the general public – to search, review, and print statements)
- **System Requirements** (hardware, operating system, Internet interface, and software needed)

TIPS

- Passwords are case sensitive
- Passwords must be 8 to 16 characters long and must contain at least one letter and one number
- Passwords cannot contain any special characters or punctuation (for example, @ or $ or #)
- You must click the button (Login, Save, etc.) to execute a command, not click Enter
- Enable pop-ups or add the LGS FDS System URL to your list of trusted sites
- Fields marked with a red asterisk (*) are required
- **Green** text messages indicate successful input
- **Red** text messages indicate errors