

## USERS

The LGS FDS System has three user types:

- LGS (NJDCALocal 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](http://secure.recordsmine.com/NJDCA_UAT/login.aspx)) is available to anyone with internet access.



**LOGIN**

Login Email :

Password :

**Login**

[New Registration \(Local Government Officer\)](#) [Forgot Password](#)

[Search Financial Disclosure Statements](#)

**System Requirements**

- Hardware : Windows PC with XP/7/8x or Apple Mac
- Internet Browsers : Internet Explorer v7 and above, Firefox, Safari or Chrome
- Browser Settings : Enable pop-ups and allow cookies
- Software : Acrobat Reader or equivalent PDF viewing software
- Resolution : 1024 x 768 or higher

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