

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

Term	Definition
County	A political and geographic subdivision of a state, usually assigned some governmental authority
County College	A nonresidential junior (two-year) college supported in part by local government funds
FDS	Financial Disclosure Statement
Financial	A report that must be filed by certain Local Government Officials on sources of income, fees, honorariums, gifts, reimbursements, or

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Disclosure Statement	prepaid expenses; interests in business organizations, and property and submitted to the State of New Jersey annually.
Joint Insurance Fund	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.
Joint Meeting	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
LGE	See Local Government Entity
LGO	See Local Government Official
LGO Roster	See Roster
LGS	New Jersey Department of Community Affairs, Division of Local Government Services
Local Finance Board	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
Local Government Entity	A County, County College, Joint Insurance Fund, Joint Meeting, Municipality, Regional Authority, or Regional Board of Health
Local Government Official	An appointed or elected member of a local government serving in an administrative capacity
Local Government Services	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

Municipality	A city or town that has corporate status and local government. - a borough, town, city, district, precinct, or township
Profile	Information about the Local Government Entity and information about the contact who will be using the LGS FDS System
Regional Authority	State-funded bodies that coordinate and review public services at regional level
Regional Board of Health	An authority responsible for coordinating public health activities for a group of several municipalities
Roster	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

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.

Home

Local Government Entity Demographic Information Fields with * are Mandatory

* Entity Type : Municipality	Entity ID : 16
* Entity Name : Cherry Hill Township	* Entity Code : 1234
* Address 1 : 1 Mercer St.	Address 2 :
* City : Cherry Hill	* Zip : 08034
Website URL :	* Phone 1 : 609 984 0130 Ext.
Federal ID :	Phone 2 : Ext.
Disabled : <input type="checkbox"/>	

Local Government Entity Representative Contact Information

* First Name : Victoria	* Last Name : Horrocks
* Phone : 609 984 0130 Ext.	Fax : Ext.
* Login : victoria.horrocks@dca.state.nj.us (Please use a valid email address as your login)	
* Password : (Must be between 8 to 16 characters in length and must contain at least one digit and one alphabet)	
* Confirm Password :	

Created By : George Semple Created On : 4/9/2014 2:03:59 PM Updated By : George Semple Updated On : 4/11/2014 3:18:30 PM

[Back](#) [Save](#) [Cancel](#)

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.

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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.

Home

Search Local Government Officers (Choose a Filter and Search)

Last Name : First Name : Login :

Search Result

Page Size: 25 Showing Records 1 to 1 of 1 Page: 1 of 1

Last Name	First Name	Board/Agency	Title	Login Name	PIN	FDS Filed	Active	Actions
Horrocks	Victoria	Cherry Hill Twp.	Mayor	vhorrocks@comcast.net	83343	No	<input checked="" type="checkbox"/>	Edit

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**.

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Home

LGO saved successfully

Local Government Official (LGO) - Information Fields with * are Mandatory

* First Name : Peter

* Last Name : Lijoi

Middle Name : B.

PIN : 88153

Disabled :

Save Cancel Add New LGO

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.

Add LGO Position

Category : Elected Official

* Board/Agency : Governing Body

* Position Held : Council Person

Effective From : Effective To :

Save Cancel

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**.

Home

Position is saved successfully

Local Government Official (LGO) - Information Fields with * are Mandatory

* First Name : Peter * Last Name : Ljoi

Middle Name : B. PIN : 88153

Disabled :

Save Cancel Add New LGO

Add LGO Position

Category : --Select-- * Board/Agency :

* Position Held : Effective From : Effective To :

Save Cancel

List of Positions Held

Category	Board/Agency	Position Name	Effective From	Effective To	Action
Elected Official	Governing Body	Council Person			Delete

Created By : Victoria Horrocks Created On : 4/11/2014 10:03:56 AM Updated By : Victoria Horrocks Updated On : 4/11/2014 10:40:17 AM

Back Print

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

Local Government Official (LGO) - Information Fields with * are Mandatory

* First Name : * Last Name :

Middle Name : PIN : N/A

Disabled :

Save Cancel Add New LGO

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.



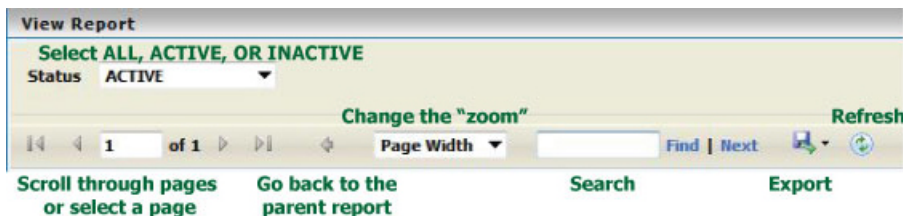
To access a report—

- 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).



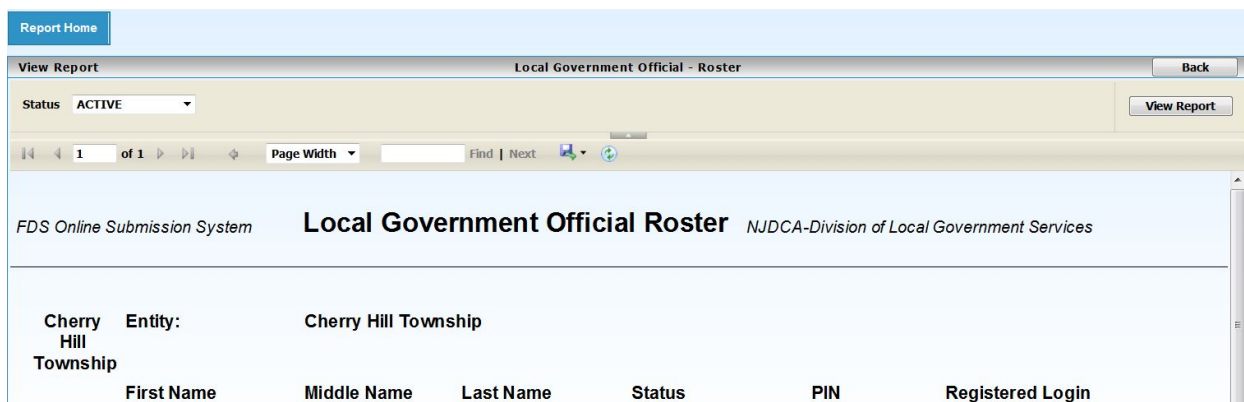
- Filter the results of the report by selecting ALL, ACTIVE, OR INACTIVE **Status**
- After specifying the type of results for your report, click the **View Report** button
- Scroll through the pages or enter a page number to go directly to that page


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