

You can now access the Annual Financial Disclosure forms online using the eFiling application via the City of El Paso Portal. To access the forms electronically please proceed through the following steps.

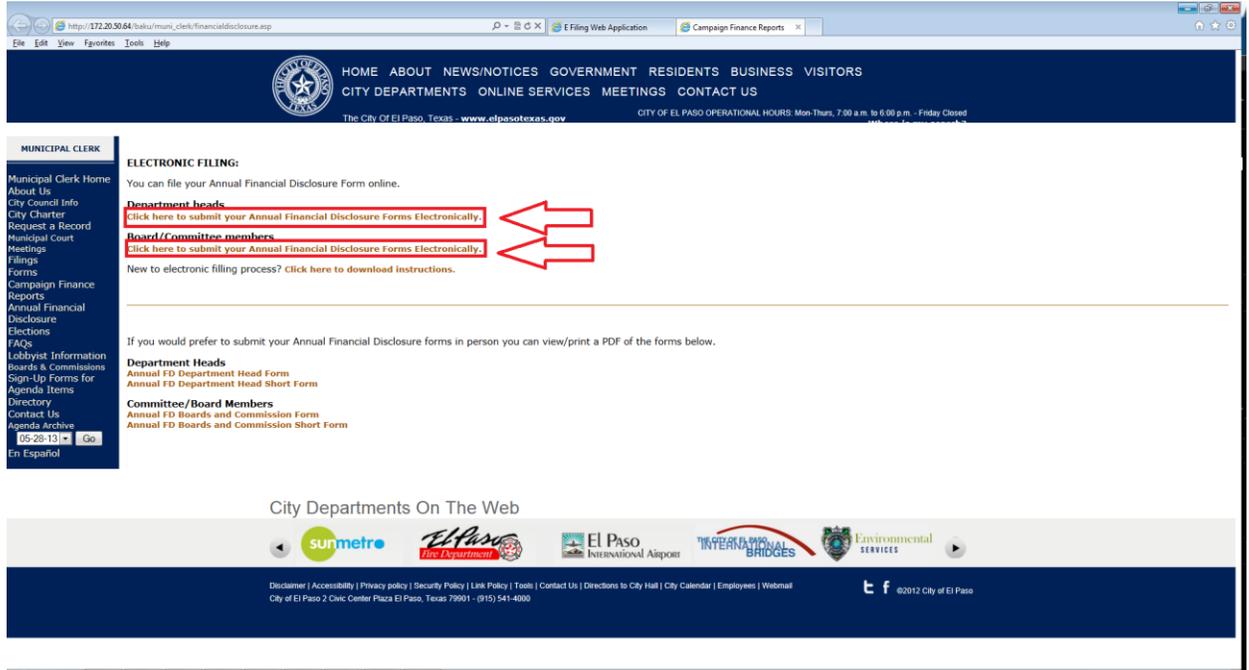


Figure 1 - City of El Paso Web Site – Annual Financial Disclosure Reports

After clicking on either of the links marked with the red box in Figure 1 you should see the screen in Figure 2.

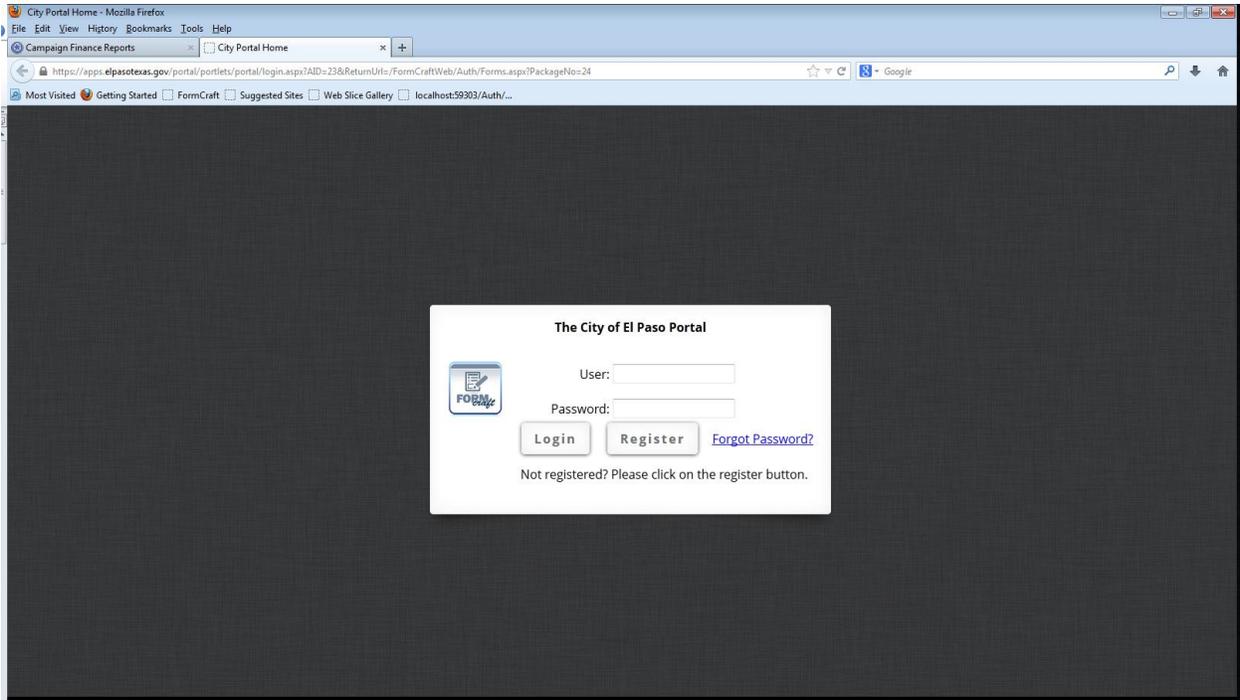


Figure 2 - Login Page for the City's Portal Website

If you are a city employee you can login by entering your Windows login credentials similar to what is shown in Figure 3.

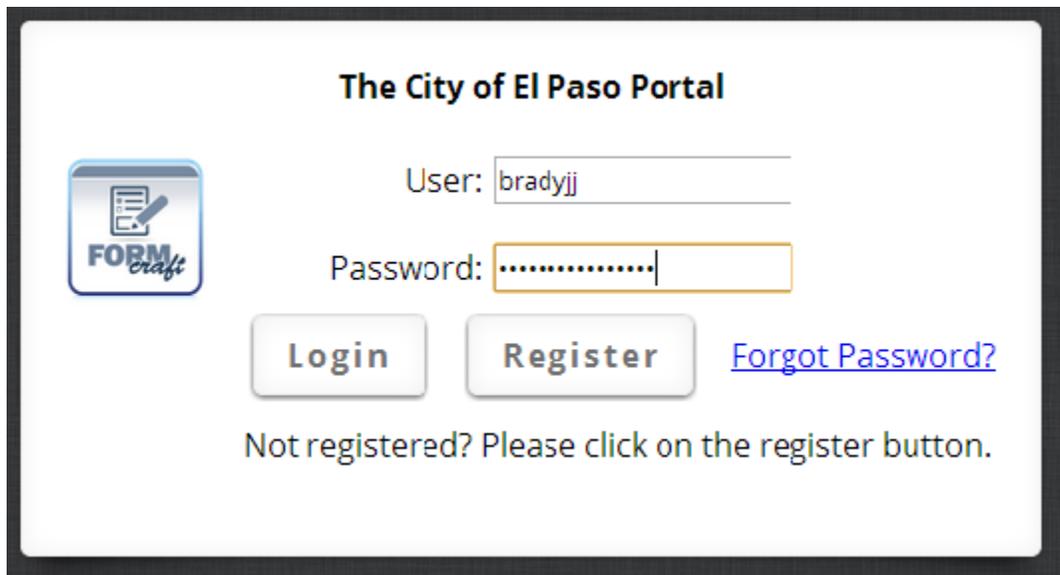


Figure 3 - Example of login for city portal.

If you are not a city employee you can register with the City's Portal site by clicking on the Register button and then filling out the fields as seen in Figure 4.

**Welcome to the City of El Paso Portal**

First Name:

Middle Initial:

Last Name:

\*Email:

Avatar:

Telephone:

Address:

City:

State:

Zip:

\*Password:

\*Confirm Password:

\*Required fields are denoted in red

Figure 4 - Portal Account Registration Screen Remember to Keep Track of Your Password After Account Creation

After filling out the registration form in Figure 4 click the “Register” button to proceed. Then click the “Click here to continue” link as shown in Figure 5.

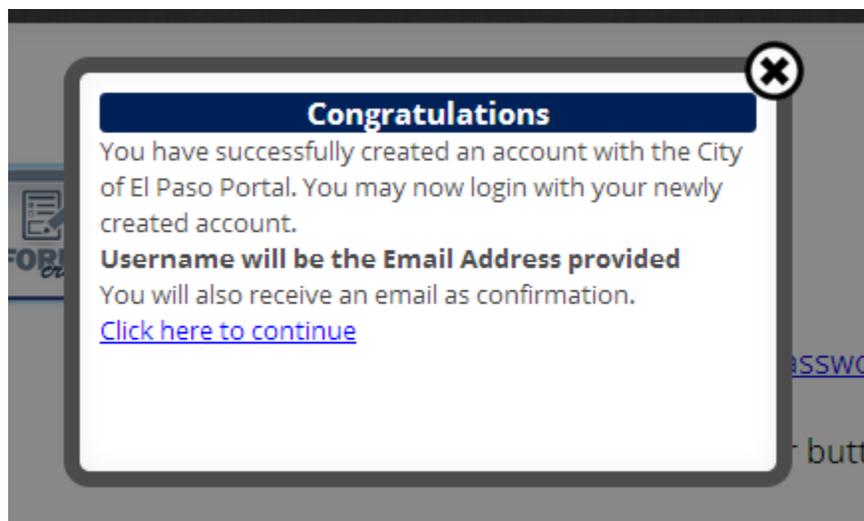


Figure 5 - Registration Successful Screen




**Form Name:**  
Annual FD Board Short Form 2013

**Description:**  
Fill out this form if you filed the regular form within the last five years

**Status:**  
NOT STARTED

**Due Date:**  
Jul 1 2013

**Form Expiration Date:**  
Jul 15 2013

**Form Name:**  
Annual FD Board/Committee Form 2013

**Description:**  
File this form if you are new to the filing process or it has been more than five years since you last filed your Annual Financial Disclosure Form

**Status:**  
NOT STARTED

**Due Date:**  
Jul 1 2013

**Form Expiration Date:**  
Jul 15 2013

Figure 6 – eFiling for Annual Financial Disclosure Forms

eFiling is an application that allows department heads and board members to fill out forms online electronically. To do this select the Annual Financial Disclosure form that pertains to you based on the Due Date. For example if you are filling out the short form of the Annual Financial Disclosure Form you would select the left form in Figure 6.



Annual  
FINANCIAL DISCLOSURE  
e-filing

Welcome Jerald Brady! [Log Out]

Form Title: Annual FD Board Short Form 2013

Current Page: 1 | Form Status: NOT YET STARTED

This form includes a help file. [Click here](#) to review additional information to help you fill out the form.

Save Submit Back

1

*Dedicated to Outstanding Customer Service for a Better Community*  
SERVICE SOLUTIONS SUCCESS

**CITY OF EL PASO  
ANNUAL FINANCIAL DISCLOSURE SHORT FORM**

This form may be used by City of El Paso Boards and Commission members and City appointed officials who have no significant change to report from the full financial disclosure previously filed with the City Clerk.

I, \_\_\_\_\_, report that I have no

Mayor  
John F. Cook

City Council

District 1  
Ann Morgan Lilly

District 2

Figure 7 - Form Filling Out Screen

On this screen in Figure 7 you can see the text “Form Title” and the “Current Page” use this to determine the active form and page number. The top part of the screen also includes help documentation (via hyper link) on how to fill out the form and use the e filing system. Click this link for additional information. The row of buttons below the help links allows users to interact with the form by either saving their current progress, submitting the form to the municipal clerk’s office, or by going back to view the list of Annual Finance Reports available. Below these buttons there is the list of page numbers that allow you to navigate to different pages of the form. All of the fields highlighted in yellow allow for user input as shown in Figure 8.

[Save](#) [Submit](#) [Back](#)

1

I, Jerald Brady, report that I have no changes to report regarding my financial disclosure statement. I have filed a full financial disclosure within the last five years.

Board or Commission Member (Print name): Jerald Brady

City Board or Commission Name:

Jerald Brady  
Signature

Date



*District 1*  
Ann Morgan Lilly

*District 2*  
Susie Byrd

*District 3*  
Emma Acosta

*District 4*  
Carl L. Robinson

*District 5*  
Dr. Michiel R. Noe

*District 6*  
Eddie Holguin Jr.

*District 7*  
Steve Ortega

*District 8*  
Cortney Carlisle Niland

City Manager  
Joyce A. Wilson

Figure 8 – Page view of the Form

As you enter data on the form make sure you periodically save your work by clicking the “Save” button at the top. This will store the data you have entered and update the “Form Status” to Saved. As you enter data you may notice that other fields will be automatically filled after entering data. This is to help expedite your data entry.

Form Title: Annual FD Board Short Form 2013

Current Page: 1 | Form Status: DRAFT SAVED  
 This form includes a help file. [Click here](#) to review additional information to help you fill out the form.

Save Submit Print Preview Print Back

Messages: Form has been successfully Saved! In order to finalize form entry you must SUBMIT your form.

1

I, Jerald Brady, report that I have no changes to report regarding my financial disclosure statement. I have filed a full financial disclosure within the last five years.

Board or Commission Member  
 City Board or Commission Name

Jerald Brady  
 Signature  
 06/01/2013  
 Date

El Paso  
 2010

District 1  
 Ann Morgan Lilly  
 District 2  
 Susie Byrd  
 District 3  
 Ana Acosta  
 District 4  
 L. Robinson  
 District 5  
 Michiel R. Noe  
 District 6  
 Eddie Holguin Jr.  
 District 7  
 Steve Ortega  
 District 8  
 Cortney Carlisle Niland  
 City Manager  
 Joyce A. Wilson

Message from webpage  
 You are requesting that the form be submitted for review by the City of El Paso. Please note once a form is submitted you may no longer edit the document and your submission is final. Do you wish to continue?  
 OK Cancel

Figure 9 - Submit Form Dialog

Once you have completed data entry clicking the "Submit" button will finalize the form and send it to the Municipal Clerk's office. When clicking the "Submit" button you will see a popup in Figure 10. This is a notice alerting you that once a form is submitted changes cannot be made. Please make sure to review your form for completion once you are ready to submit. Once the form is submitted you will receive an email with a PDF attachment of the completed form and a timestamp of when the form was received by the system. Please keep the attached PDF for your own records.