

Instructions on How to Create a Login for Financial Disclosure Statements

If you have never filed a Financial Disclosure Statement and need to create a login for the system, please follow the instructions below.

Please Note: The Municipal Clerk does not have access to your password or the authority to change it. The Municipal Clerk cannot create your login.

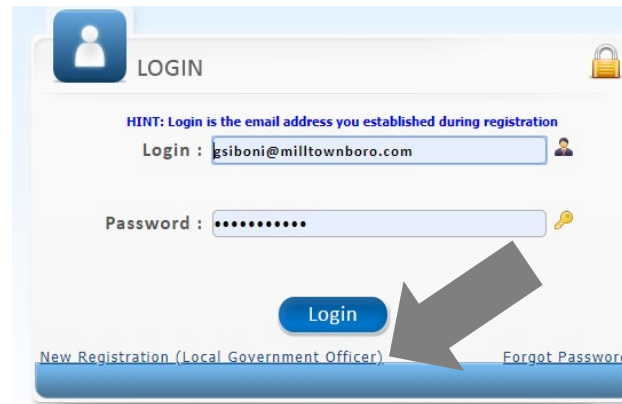
Go to www.fds.nj.gov

Click “File Financial Disclosure”



Under the login screen, there is an option for “New Registration (Local Government Officer)”

Click the link



The link will bring you to another page.

On this page, it will ask you to enter your information and validate your PIN. *Please match the information that is on the letter provided by the municipality. **If there is a typographical error in your name, please notify the Municipal Clerk.***

Your pin was provided on the letter sent to you from the municipality.

Once complete, please press “Validate Pin”

A screenshot of the PIN validation page. The title is 'Validate PIN (Enter Name and PIN provided by Local Government Entity (LGE))'. There are input fields for 'First Name' (containing 'John'), 'Middle Name', 'Last Name' (containing 'Doe'), and 'PIN' (containing '1234'). The 'PIN' field has a small icon of a key. Below the fields are two buttons: 'Validate PIN' and 'Clear'. A grey arrow points to the 'Validate PIN' button. A red note at the top right says 'Fields with * are Mandatory'.

If you have received multiple PIN Numbers, you will be able to add additional pins to your account later. **This is only applicable if you work or volunteer in multiple municipalities.

Once your Pin has been validated, the additional fields to complete will be open to complete.

Please complete the LGO Personal Information

Complete the LGO Credentials

The Borough will be notified of your registered login, but will not be able to access your password. Please enter an e-mail that you monitor or use regularly and a password that you will remember.

If you need to reset your password in the future, the e-mail for your registered login will be sent the prompt information.

The Borough Clerk Cannot Change any of the information that is entered in this section.

Once all of the information has been entered:

Mark the box next to “I read the definitions and Instructions and Agree”

Then Choose “Register”

If your registration is successful, you will be redirected to a page which shows your registration information.

The page gives you the option to print the information.

It is suggested that you print and save this information for future reference!

After you have completed your registration, you may click “Login” to be redirected to the login page.

Enter your new credentials in the login page to begin the filing process.

Local Government Officer (LGO) Personal Information

Address 1 :	<input type="text"/>	Address 2 :	<input type="text"/>
City :	<input type="text"/>	State :	<input type="text"/>
Zip :	<input type="text"/>	Primary Phone :	<input type="text"/> <input type="text"/> <input type="text"/> Ext : <input type="text"/>

Local Government Officer (LGO) Credentials

* Login : (Please use a valid email address as your login)

* Confirm Login :

* Password : (Must be between 8 to 16 characters in length and must contain at least one digit and one alphabet)

* Confirm Password :

You have registered successfully. Store Email ID/Login and password in a safe place. You will need these to login in future.

Your registration information

First Name :	Jane
Last Name :	Dee
Middle Name :	
Login :	mydancepants714@gmail.com
Password :	Text1234

You are now set up to prepare and file the Financial Disclosure Statement.
To complete and file the Financial Disclosure Statement now, click "Login" button below and use the login and password shown.
Or, return to the FDS Login page at a later time to complete the form.

[Print](#) [Login](#)