

How to Add & Delete Officers

<https://financial-disclosures.sos.arkansas.gov/#/index>

- ❖ If you have a report due or overdue, PLEASE FILE REPORT FIRST.
- Go to link listed above to access the Financial Disclosure system and Sign In.
- Once signed in click on “Administration” on the left side.
- Select the Blue Pencil next to “Candidate Details”, “Committee Details”, or “Lobbyist Firm Details”.
 - ❖ If you do not see this, select the small white icon in the top right corner of screen
- Your registration should be open, scroll down to your officers.
- To add a new officer select “Add Officer”. (Do NOT replace any existing officers information with a new officer)
- Enter in all information underlined red (If you would like this officer to have log in credentials select “Log in Credentials” box) and click “Save”.
- To delete an existing officer, click on the three black dots to the right of their name.
- Select “Remove”
- To save your changes you will need to hit the blue “Update” button at the bottom of the screen.
- ❖ If you give your Officer Log In Credentials, you WILL have to complete another Signature Card. (Officers will not be able to sign into account until we receive the completed Signature Card)

If you have any questions or concerns, please don't hesitate to call.

501-682-5070