

## 2017 County Report of Elected and Appointed Officials Form [DCED-CLGS-18] Tip Sheet

### **IMPORTANT POINTS TO REMEMBER WHEN SUBMITTING YOUR ONLINE COUNTY REPORT OF ELECTED AND APPOINTED OFFICIALS FORM:**

- Please note that the Municipal Statistics URL is changing. Beginning November 15, you may access the Municipal Statistics login page directly, by typing the following NEW address in your web browser: [munstats.pa.gov/forms/](http://munstats.pa.gov/forms/)
- Once you are logged in, access to the 2017 *Report of Elected and Appointed Officials* form is obtained by clicking the link on your *Start Page* under *Your Pending Tasks* titled 2017 Report of Elected and Appointed Officials. Please note that links for this form will not be available on user “Start Pages” until *after* January 1, 2017.
- You must check the certification box at the final review step and then click the confirm button to submit your online *County Report of Elected and Appointed Officials* form to DCED. Simply clicking “save and exit” will not complete your submission.
- This form is due January 31 of each year.

### **E-FILING INSTRUCTIONS**

#### **Registered E-filers**

If you have already registered to e-file with DCED, please go to [munstats.pa.gov/forms/](http://munstats.pa.gov/forms/) and enter your existing username and password, and click “Log In.”

#### **New E-filers**

Those who are e-filing for the first time must complete a registration form by going to: [munstats.pa.gov/forms/](http://munstats.pa.gov/forms/) Click the “Register” button in the lower left corner of the *Log in to Municipal Statistics* box. Once the online registration form is completed, it must be signed by the appropriate county official. For your convenience and quick approval, you may fax the completed authorization form to us at 717-783-1402. During the registration process you can now set up your own password. The password you choose must be at least eight characters in length with at least one upper case character, one lower case character, and one number. You will not be able to use this password until DCED receives your completed *E-filer Authorization Form* and activates your e-filing privileges in the Municipal Statistics System. When logging in to the Municipal Statistics System, always make sure you are entering your user name and password in the *Log in to Municipal Statistics* box to e-file your information.

#### **An existing PA Powerport user with username and password**

If you have not registered with DCED, but have a PA Powerport username and password from other online state systems, you will use it for DCED by registering on-line at: [munstats.pa.gov/forms/](http://munstats.pa.gov/forms/) Click the “Log in” button in the lower right corner of the *Log in to Municipal Statistics* page, after entering your PA Powerport username and password. You will automatically be directed to the registration page. Please follow the directions for “**New E-File**rs” above.

#### **Existing Municipal Statistics Log-In Users**

If you have not accessed the Municipal Statistics System Login site in the past 60 days, you will need to change your password before logging in. You can do this by clicking the link, “Forgot your user name or password?” in the *Log in to Municipal Statistics* box and following the prompts. Once you have created a new password in the *Security* section of the online form, be sure to click the *Submit* button at the bottom (do not hit the *Enter* key on your computer keyboard).

You will receive an e-mail with your user name and a system generated, password. Please make sure that you return to the *Log in to Municipal Statistics* box to log in and e-file your DCED forms.

**Please Note** - In order to function correctly, the Municipal Statistics website requires the following:

- Microsoft Internet Explorer 9 or later (also compatible with Google Chrome web browser)
- You may e-file from any computer with Internet Explorer.

## INSTRUCTIONS FOR FORM

**Important Note: Please ensure that you have included an email address (if available) for all officials before submitting the Report.**

1. **Enter name and address.** The information is used for various mailings. Please use the following format when entering online:

Name:	John Doe
Address 1:	County Name
Address 2:	1 Main Street
Address 3:	P.O. Box 001
City	Town
Zip-Code	00000-0000
Email:	<a href="mailto:jdoe@municipality.gov">jdoe@municipality.gov</a>

2. **Position.** The form lists all possible positions that a county can have. For those positions that are blank, please indicate whether the position is *vacant* or *not applicable*. If your county has more than one official for a particular position, please choose a primary official.
3. **Agency Open Records Officer.** All counties must designate an Agency Open Records Officer in *Position 80 – Agency Open Records Officer*. If, due to extenuating circumstances, there is no person designated as the Agency Open Records Officer for your county, you must type “VACANT” in the name field for *Position 80* and include the municipal address and phone number. If your county has an Agency Open Records Officer position, please fill in the appropriate contact information in *Position 80*.
4. **Year Term Ends** needs to end in an **even year** as the newly elected officials take office in January after the November election.
5. **County Payroll.** As a general rule, if a W-2 is prepared for an employee, that employee is counted as a county employee. Contracted workers are generally issued 1099s. These individuals (CPA’s, etc.) would not be counted as county employees.
6. **Land Use and Planning**
  - a. A county zoning ordinance requires the participating municipalities to be entered.
  - b. A county subdivision ordinance requires the participating municipalities to be entered.

**Call with Questions** – Please feel free to call the Governor’s Center for Local Government Services toll-free at 888-223-6837 if you have any questions when completing the *County Report of Elected and Appointed Officials* form.