



2018 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

- To access the *Municipal Statistics* login site, go to munstats.pa.gov/forms and enter your user name and password. Once you are logged in, access to the 2018 *County Report of Elected and Appointed Officials Form* is obtained by clicking the link on your *Start Page* under *Your Pending Tasks* titled 2018 Elected and Appointed Officials. Please note that links for this form will not be available on user *Start Page* until after January 1, 2018.
- 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 the Department of Community and Economic Development (DCED). Simply clicking *Save & 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 the DCED, please go to 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 and 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. Note that this form also requires a county seal. For your convenience and quick approval, you may fax the completed authorization form to us at 717.783.1402. If using a raised seal, rub a pencil over the seal, make a copy of the original, and fax the copy to us. This ensures that the seal is visible on the faxed copy. You can now set up your own user name and password during the registration process. The user name you choose may not contain any spaces or the @ symbol and must be at least three characters long. 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 the DCED receives your completed E-filer Authorization 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.

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 email 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 Microsoft Edge and Google Chrome web browsers)
- You may e-file from any computer with Microsoft Edge, Internet Explorer or Google Chrome web browsers.

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: 1 MAIN ST
Address 2: PO BOX 001
Address 3:
City: ANYTOWN
State: PA
Zip: 00000-0000
Email: jdoe@municipality.gov

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* form.