

SEI FILER

A few reminders:

- If you have questions about what to document on your form, contact your lawyer or SEI coordinator at your taxing body. **The Clerk's Office cannot give instructions on what to document on the SEI form.**
- For the 2022 SEI submission – **EVERYONE** will have to submit new information because the state has changed the SEI questions. After 2022, SEI filers can use the previous submission function to copy a previous year's SEI submission as a new submission.

LOGGING IN TO THE PORTAL

1. Log in at <https://sei.champaigncountyclerk.com/user> or go to champaigncountyclerkil.gov > Government Bodies > Statement of Economic Interest > Electronic Filing of SEI
2. Once you log in this is the first screen you will see.

propertytaxes

[View](#)[Edit](#)[Submissions](#)[SEI Submissions](#)

Member for 2 weeks 2 days

First Name

Tim

Last Name

Tester

Phone

2173843776

Address

703 E OREGON
URBANA, IL 61801
United States

Levy Member Position

Clerk

Years Submitted

2021

[Statement of Economic Interest Public Search](#)

SEI PORTAL[My Account](#)[Logout](#)[Champaign County SEI Form](#)[Sample Levy SEI Form](#)[Champaign County Levy](#)[Sample Levy Body Levy](#)

3. To submit a new SEI, click on the taxing (levy) body you want it to apply to on the right side. On your account this list will reflect all the taxing (levy) bodies you are required to file an SEI for.

SEI PORTAL[My Account](#)[Logout](#)[Levy Body](#)[Brown Townships SEI Form](#)[Champaign County SEI Form](#)[Champaign Township SEI Form](#)[City of Champaign SEI Form](#)

COMPLETING A SEI FORM WITH NEW INFORMATION

1. Fields with a red asterisk are required.
2. Make sure these two boxes are set to the correct levy body and year.

Duplicate Champaign County SEI Form: Submission for Filing Year 2021

[View](#) [Edit](#) [Duplicate](#)

Levy Body * - Select -	Filing Year * 2021
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[Upload SEI Scan \[pdf \]](#)

3. Review all the information for accuracy and make any edits necessary.
 - o If you need to stop and come back to this, you can click SAVE DRAFT at the bottom and it will save your work but not submit it.
4. Once you have determined it is correct, you need to digitally “sign” the SEI form.
 - a) The first and last name you type into the “Signature of person making statement” box has to match the first and last name on the form at the top.
 - b) Use this first and last name from here:

First Name * Tim	Middle Name E	Last Name * Tester
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- c) To sign here:

Signature of person making statement

Tim Tester

5. Click SUBMIT at the bottom.

SUBMIT

6. You will receive this message at the top once the SEI has been submitted.

~~Duplicate Champaign County SEI Form Submission~~

✓ Thank you. Your Statement of Economic Interest has been submitted.

[View](#) [Duplicate](#)

USING A PREVIOUS SEI FORM TO SUBMIT A NEW SEI

1. At the top of the SEI form you will see an option to view your previous submission. Click on it.

Champaign County SEI Form

✓ This is a new SEI submission. [View your previous submission.](#)

This new submission has been autofilled with your previous submission values for your convenience.

- Submit a new year by setting the "Filing Year" to the new year, updating only the necessary changes, and press "Submit".
- If you want to submit the same SEI to another Levy, please change the "Levy Bodies to Apply" field to the new Levy and press "Submit".

[View](#) [Test](#) [Results](#)

2. Click on DUPLICATE and it will auto populate a new SEI form for the current year filing.

Champaign County SEI Form: Submission for Filing Year 2021

[View](#) [Edit](#) [Duplicate](#)

Submission information

Full Name Tim Tester

Filing Date 2021/12/10

Levy Body Champaign County

Filing Year 2021

Upload SEI Scan [pdf] (Empty)

Submitter Identification

First Name Tim

Middle Name E

Last Name Tester

Champaign County SEI Form: Submission for Filing Year 2021

[View](#) [Duplicate](#)

▶ Submission information

3. Make sure these two boxes are set to the correct levy body and year.

Duplicate Champaign County SEI Form: Submission for Filing Year 2021

[View](#) [Edit](#) [Duplicate](#)

Levy Body *
- Select -

Filing Year *
2021

Upload SEI Scan [pdf]

4. Review the rest of the information in the SEI form for accuracy and make any edits necessary.
 - a. If you need to stop and come back to this, you can click SAVE DRAFT at the bottom and it will save your work but not submit it.

5. Once you have determined it is correct, you need to digitally “sign” the SEI form.
 - a. The first and last name you type into the “Signature of person making statement” box has to match the first and last name on the form at the top.
 - b. Use this first and last name from here:

First Name * Tim	Middle Name E	Last Name * Tester
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- c. To sign here:

Signature of person making statement

Tim Tester

6. Click SUBMIT at the bottom.



7. You will receive this message at the top once the SEI has been submitted.

Express Campaign Entry SEI Form Submission

✓ Thank you. Your Statement of Economic Interest has been submitted.

[View](#) [Duplicate](#)

USING THE SAVE DRAFT FUNCTION

7. If you start an SEI form and need to stop before you can finish, you can save it as a draft.
 - o Click SAVE DRAFT at the bottom and it will save your work but not submit it.

SAVE DRAFT

8. To recover a draft SEI submission:
 - o From the My Account screen, which you can get to by clicking on My Account in the right-hand menu.

SEI PORTAL

My Account

Logout

Champaign County SEI Form

Sample Levy SEI Form

Sample Levy Body Levy

- o Click on SEI SUBMISSIONS.

View

Edit

Submissions

SEI Submissions

- o It will be listed as YES under the DRAFT column. Click on EDIT DRAFT to the far right.

Webform submissions

	View	Edit	Submissions	SEI Submissions				
Group	Draft	Levy Member	Levy Name	Filing Year	Filing Date			
2	No	Tim Tester	Champaign County	2021	2021/12/10			View
3	No	Tim Tester	Sample Levy Body	2021	2021/12/10			View
3	No	Tim Tester	Sample Levy Body	2021	2021/12/10			View
	Yes	Tim Tester		2021	2021/12/10			Edit Draft

Now you will be back on the SEI Form Submission screen. Reference the instructions *Completing an SEI Form With New Information* for further instructions.

YOU NEED TO SUBMIT SEIS FOR MUTLIPL E TAXING BODIES

You can copy a completed SEI from one levy body to another.

1. From your My Account page, select the form of the levy body that YOU COMPLETED.
2. The form will open and be auto populated.

SEI PORTAL

[My Account](#)

[Logout](#)

[Champaign County SEI Form](#)

[Champaign County Clerk SEI Form](#)

Levy Body *

- Select -
- Select -
Champaign County Clerk
Champaign County

Filing Year *

- Select -

One file only.

4. Digitally “sign” the SEI form.
 - a. The first and last name you type into the “Signature of person making statement” box has to match the first and last name on the form at the top.
 - b. Use this first and last name from here:

First Name *

Tim

Middle Name

E

Last Name *

Tester

- c. To sign here:

Signature of person making statement

Tim Tester

5. Click SUBMIT at the bottom.

SUBMIT

6. You will receive this message at the top once the SEI has been submitted.

✓ Thank you. Your Statement of Economic Interest has been submitted.

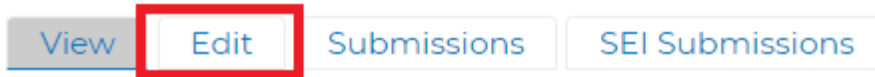
[View](#)

[Duplicate](#)

OTHER THINGS YOU CAN DO

EDIT YOUR CONTACT INFO

1. When you first log in you can click on EDIT in the tabs at the top. Or click on My Account in the right-hand menu to navigate back to the page with the EDIT tab.



2. On the next screen, edit any contact information you need to.
 - a. You can change your email address if you want. If you file SEIs for multiple levy bodies, you will want to use the same email address for every body or you will end up with multiple accounts in the portal system.

Property taxes

View Edit Submissions SEI Submissions

First Name * Tim	Last Name * Tester	Levy Member Position * Clerk
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Phone *
2173843776

Address *

Street address
703 E OREGON

City URBANA **State** Illinois **Zip code** 61801

Current password
[Empty field]
Required if you want to change the Email address or Password below. [Reset your password.](#)

Email *
propertytaxes@co.champaign.il.us
A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Password [Empty field] **Confirm password** [Empty field]
Passwords match:

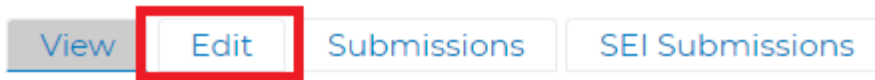
Years Submitted
2019 2020 2021 2022

SAVE

3. Once you have made the desired changes, click on SAVE at the bottom of the screen.

CHANGE YOUR PASSWORD

1. When you first log in you can click on EDIT in the tabs at the top. Or click on My Account in the right-hand menu to navigate back to the page with the EDIT tab.



2. On the next screen, change your password.

PROPERTY TAXES

[View](#) [Edit](#) [Submissions](#) [SEI Submissions](#)

First Name * Tim	Last Name * Tester	Levy Member Position * Clerk
Phone * 2173843776		
Address *		
Street address 703 E OREGON		
City URBANA	State Illinois	Zip code 61801

Current password

Required if you want to change the Email address or Password below. [Reset your password.](#)

Email *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Password

Confirm password

Passwords match:

Password strength:

To change the current user password, enter the new password in both fields.

Years Submitted

2019
2020
2021
2022

SAVE

VIEW ALL YOUR SEI SUBMISSIONS

1. When you first log in you can click on SEI SUBMISSIONS in the tabs at the top. Or click on My Account in the right-hand menu to navigate back to the page with the SEI SUBMISSIONS tab.



2. Now you will see all the SEI submissions you have done. Click on the any of the form titles on the left and the form will open.
 - o If you are looking at this in early 2021, we are still in the process of connecting the previous database of submissions to the new portal so you might not see any previous submissions yet.

Submission title	Created	IP address
Statement of Economic Interest: Submission for Filing Year 2021 (draft)	Fri, 12/10/2021 - 09:15	(unknown)
Sample Levy SEI Form: Submission for Filing Year 2021	Fri, 12/10/2021 - 08:56	(unknown)
Sample Levy SEI Form: Submission for Filing Year 2021	Fri, 12/10/2021 - 08:56	(unknown)
Champaign County SEI Form: Submission for Filing Year 2021	Mon, 11/01/2021 - 03:21	(unknown)

UPDATE YOUR SEI AFTER FILING

If you have a change to your SEI or notice an error after submission, simply submit a new SEI.

FIND CONTACT INFO FOR YOUR SEI COORDINATOR

1. Click on your taxing body LEVY in the far right-hand menu.
 - a. Don't click on SEI Form, that will open a new form for you to complete and submit.

SEI PORTAL

My Account

Logout

Champaign County SEI Form

Sample Levy SEI Form

Sample Levy Body Levy

2. The next screen will be the information the Clerk's Office has for your taxing body SEI Coordinator.

Sample Levy Body

View SEI Submissions Members

Tax ID
123
Address
123 My Stree
Mahomet, IL 61872
United States

Phone
2173943776
Website
<https://mysample.com>

Email
levyperson@home.com
Levy Body Type
Township

Office Hours
Monday-Friday 8:00AM-4:30PM

Meeting Schedule Description
Regular monthly meetings are held the 2nd Tuesday of the month starting at 7:30pm

Local Election Official
Fern Haggart

SEI
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