
SUBMITTING A PAPER SEI FORM

You can complete a paper copy of your SEI form and upload it to the portal. Before beginning the steps outlined below, make sure you have a PDF copy of your SEI form saved on the computer you will be uploading from.

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. 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

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[Levy Body](#)

[Brown Townships SEI Form](#)

[Champaign County SEI Form](#)

[Champaign Township SEI Form](#)

[City of Champaign SEI Form](#)

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

Duplicate Champaign County SEI Form: Submission for Filing Year 2021

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Levy Body *

- Select -

Filing Year *

2021

[Upload SEI Scan \[pdf \]](#)

5. Click on CHOOSE FILE under Upload SEI Scan

Upload SEI Scan [pdf]

[Choose File](#) No file chosen

One file only.

64 MB limit.

Allowed types: pdf, doc, docx.

6. Find your saved PDF file, click on it, and click Save (or some variation of this depending on your computer and operating system)
7. Once the document is uploaded you will see it listed on the screen.
 - a. If you uploaded the wrong document, click REMOVE and try again.

Levy Body*
Sample Levy Board

Filing Year*
2020

Upload SEI Scan [pdf]
DOC_20211116095755.PDF

Remove

One file only.
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1. To finalize your uploaded paper submission, 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

- c. To sign here:

Signature of person making statement

Tim Tester

2. Click SUBMIT at the bottom.



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



