

Form 700 E-Filing

New E-Filing System

Santa Cruz County now offers NetFile's paperless Statement of Economic Interests (SEI) E-Filing System to electronically file your Form 700.

NetFile will save you time and it is easy to use!

The advantages of filing electronically are:

- the system ensures that all required data is complete, eliminating the filing of amendments due to errors;
- all data is saved for future filings, and
- you do not have to deliver a signed copy to the County. Once you e-file, you are done.

The filing deadline for this year is Friday, April 1, 2016. You may file your annual statement any time between now and the filing deadline.

How to use the E-Filing System

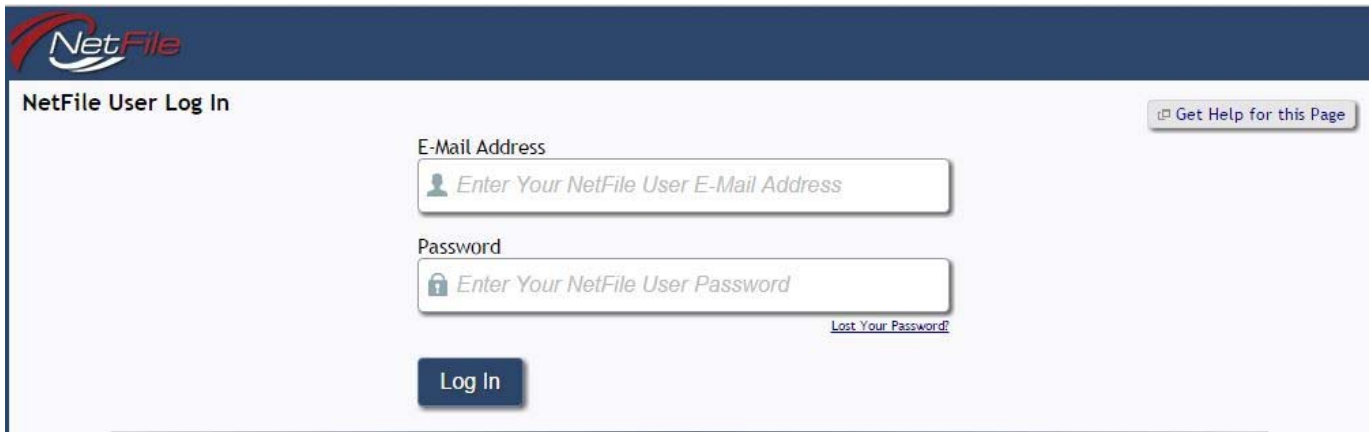
1. Go to www.votescount.com and click on [Form 700 E-Filing](#).
2. Filers should click the "New User? Request a Password" link found in the middle box on the page.



3. You will then be directed to a screen to request a new password. Enter your email address.

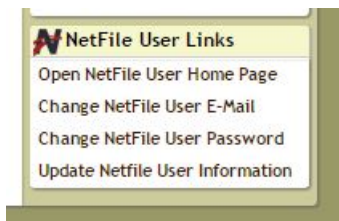
A screenshot of the NetFile website's "Request a New Password" form. The page has a dark blue header with the "NetFile" logo. Below the header, the text "Request a New Password" and "New Password Request Form" is displayed. There is a text input field labeled "E-Mail Address*" with a light blue border and a placeholder text "E-Mail Address". Below the input field is a dark blue "Submit" button. At the bottom left of the form, there is a link that says "Back to Log In page".

4. If your email address is not in our records, you will get a message to contact your agency's filing officer. Please contact Mari Segura at 831-454-2408 or email mari.segura@santacruzcounty.us
5. If we have your email in our records, you will receive an email from NetFile with your new password. You may then return to the login screen and enter your email and password.



The image shows the NetFile User Log In page. At the top left is the NetFile logo. The page title is "NetFile User Log In". In the top right corner, there is a button that says "Get Help for this Page". Below the title, there are two input fields: "E-Mail Address" and "Password". The E-Mail Address field contains the placeholder text "Enter Your NetFile User E-Mail Address" and has a person icon on the left. The Password field contains the placeholder text "Enter Your NetFile User Password" and has a lock icon on the left. Below the Password field, there is a link that says "Lost Your Password?". At the bottom center, there is a blue "Log In" button.

6. Once you login, you may want to change your password to something you can easily remember. Go to the bottom of the page on the right for the link to "Change NetFile User Password." There is also a link to change your user email.



7. Each page contains links to various resources including on-screen page help, printable PDF help files, and video tutorials for every part of the system.
8. Filers who are also filing for other outside agencies using the expanded statement may print their electronic filing once it has been completed, wet sign it, and submit to the other outside agency. Remember, you do not need to do this for your County filing as it is paperless. This only applies to filers filing expanded statements to agencies outside the County.
9. This annual filing covers the **prior** (2015) calendar year, similar to filing your taxes.
10. If you have nothing to disclose and are only filing for one department and position, you can use NetFile's smart device application to make your filing instead of filing from your computer. For an iPhone or iPad, download the app from iTunes. For an android phone or tablet, download the app from Google Play. Visit <https://netfile.com/Content/MobileApps> for direct links to download the application and further information about using NetFile's mobile application on Android and Apple devices.

If you have already submitted your Form 700 on paper to my office, no further filing is required.