

AUTHORIZED USER DESIGNATION / REMOVAL FOR ELECTRONIC FILING SYSTEM (EFS) WEB APPLICATION

NEW YORK STATE BOARD OF ELECTIONS

THIS FORM MUST CONTAIN AN ORIGINAL SIGNATURE IN INK AND BE COMPLETED IN FULL.

A. COMMITTEE NAME:

FILER ID:

B. COMMITTEE TREASURER NAME:

C. PERSON(S) OTHER THAN TREASURER AUTHORIZED TO ACCESS COMMITTEE'S EFS WEB APPLICATION ACCOUNT (Attach additional sheets if necessary):

These individuals will be sent an activation email to the email address provided below to access the committee's EFS Web Application account. These individuals will create a unique password for the email address, be able to log into the account, create report drafts, and add/edit/delete transactions. They will not be able to submit reports.

ADD REMOVE

Full Name: _____

Residential Address (No P.O. Box): _____ Apartment #: _____

City or Town: _____ State: _____ Zip: _____

Primary Phone (Cell): _____ Secondary Phone (Home/Work): _____

Email: _____

ADD REMOVE

Full Name: _____

Residential Address (No P.O. Box): _____ Apartment #: _____

City or Town: _____ State: _____ Zip: _____

Primary Phone (Cell): _____ Secondary Phone (Home/Work): _____

Email: _____

ADD REMOVE

Full Name: _____

Residential Address (No P.O. Box): _____ Apartment #: _____

City or Town: _____ State: _____ Zip: _____

Primary Phone (Cell): _____ Secondary Phone (Home/Work): _____

Email: _____

The above information is true to the best of my knowledge and belief:

Signature of Treasurer

Date

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INSTRUCTIONS

The New York State Board of Elections (NYSBOE) transitioned all filers to a web-based application for financial disclosure reporting on January 25, 2021. The new application utilizes an email address and user-created password for filer login and requires multi-factor authentication when using a new device to access the account.

NYSBOE permits a treasurer to designate additional authorized users who can access the filer's EFS Web Application account. Each authorized user will have a different email address and password login than the treasurer has.

The authorized user will be able to log into the committee's account, create report drafts, and add/edit/delete transactions.

The authorized user will **not** be able to submit any reports. This remains the sole responsibility of the treasurer of the committee. The treasurer alone remains the legal representative of the committee in its responsibility to the New York State Board of Elections under Election Law.

If the treasurer wishes to remove someone previously designated as an authorized user, the treasurer must submit a new version of this form to the NYSBOE.

If the treasurer on this form successfully resigns from the committee, all authorized users designated by that treasurer will automatically lose access to the committee's EFS Web Application account.

This form must be completed in full and submitted to:

**NYS Board of Elections
Attn: Compliance Unit
40 North Pearl Street, Suite 5
Albany, NY 12207**

Forms received via email or fax are not acceptable and will not be processed.

Section A: Enter the full name and filer ID of the committee wishing to add or remove an authorized user to its EFS Web Application account.

Section B: Enter the full name of the committee treasurer wishing to add or remove an authorized user to its EFS Web Application account.

Section C: Select ADD or REMOVE to designate whether the individual is being added as an authorized user or being removed as an authorized user.

Enter the full name, complete address, phone number(s), and email address of any authorized user for the committee's EFS Web Application account.

- Residential address is mandatory, including building and apartment number, city or town, state, & zip code.
- At least one phone number for the authorized user must be provided. Providing a cell phone number is strongly recommended, as multi-factor authentication for account login from a new device can only be done via text to a cell phone or via email.
- Email address is also mandatory (this is where the activation email for the authorized user will be sent). The email address should be one that the individual accesses regularly and must be updated with the NYSBOE immediately if a change is made.

Attestation: The treasurer on record for the committee must sign and date the form.