



## How do you update or fix mistakes on the EIS

Minnesota Campaign Finance and Public Disclosure Board

### **How do you update your statement of economic interest?**

You must review and recertify your statement of economic interest every year, even if nothing has changed. This review and recertification must be completed by the last Monday in January and covers the previous calendar year.

If you are a public official, you can use the online reporting system located on the Board's website to update your statement. Shortly before the annual update, or recertification, is due, the Board will mail you a reminder letter with the username that you created for the online reporting system. This mailing usually is done in late December. You will be able to use the online system to review your information, to make any necessary changes, and to certify that your information is correct. If you do not want to use the online reporting system, you can ask for a paper form.

### **How do you change the contact information on your statement of economic interest?**

You can use the Board's online reporting system to change the contact information on your statement of economic interest. You would use the same username and password that you created to file your original statement or your most recent update. If you have forgotten your username, you can use the "I forgot my username" button on the log-in page to have this information emailed to you. If you have forgotten your password, you can use the "I forgot my password" link on the log-in page to reset your password.

### **How do you fix mistakes on your statement of economic interest?**

If you discover a mistake on your statement, please contact Board staff at 651-539-1187 or [cfb.reports@state.mn.us](mailto:cfb.reports@state.mn.us) for help.